	INVITATION FOR BID SUA BID #20-22/23 Substation Packager Issued: January 28, 2023	City of Stillwater, Oklahoma
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NOTICE is hereby given that the STILLWATER UTILITIES AUTHORITY will receive sealed Bids for the following:

SUA BID #20-22/23
 DESCRIPTION: Substation Packager

You are invited to submit a Bid to supply the Goods and/or Services specified above. Invitations for Bid will be posted on the City's website at www.stillwater.org or a hardcopy may be obtained at:
 City of Stillwater – City Clerk
 723 S. Lewis St.
 Stillwater, OK 74076

Bids must be received no later than 3:00 PM (CST) on February 22, 2023 and delivered to:
 City Clerk's Office
 723 S. Lewis St.
 Stillwater, OK 74076

Bids must be sealed and either mailed or delivered. No faxed or emailed Bids will be considered. Bids received after the stated date and time **will not be accepted and will be returned to the Bidder unopened.**


If the vendor/contractor has additional terms and conditions that apply to the supply of goods/services offered, the terms and conditions **MUST** be submitted with the bid submission

The Bid Packet consists of (1) this Notice of Invitation for Bid; (2) the Summary Sheet; (3) Form #1; (4) Form #2 Agreement; (5) Form #3; (6) Form #4; (7) Form #5; (8) Form #6; (9) the Instructions, Terms & Conditions for Bidders; (10) Special Requirements; (11) Technical Specifications; (12) Exhibit A- Detailed Bid Form; (13) Notice of No Bid

Use this Checklist to ensure you have properly read and completed all Forms.

- _____ Notice of Invitation for Bid
- _____ Summary Sheet
- _____ Form #1: Bidder Information Sheet (Must be completed)
- _____ Form #2: Agreement (Complete legal name in first paragraph & Notice provision in Sec.18. Original signature required.)
- _____ Form #3: Interest Affidavit
- _____ Form #4: Non-Collusion Affidavit (Original signature & notarization required)
- _____ Form #5: Affidavit of Claimant (Original signature & notarization required)
- _____ Form #6: Acknowledgement of Receipt of Addenda/Amendments (Must be completed & signed)
- _____ Instructions, Terms & Conditions for Bidder
- _____ Special Requirements (Offer Period; Insurance & Bonding; References)
- _____ Technical Specifications (33 71 26 26 - Voltage Transformers, 33 71 26 30 - Disconnect Switch, 33 72 00 – Substation Structures, 33 72 33 - Instrument Transformer Cabinets, 33 75 39 - Surge Arrester)
- _____ Notice of No Bid

IMPORTANT NOTE: Write the Bid Number, Bid Description, and Bid Opening Date (as listed above) on the lower left corner of the outside of your Bid envelope. You must return the entire completed Bid Packet.

	INVITATION FOR BID SUA BID #20-22/23 Substation Packager Issued: January 28, 2023	FORM SS SUMMARY SHEET
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SUMMARY SHEET

Project Contact

If you have questions or need additional information, contact the Project Contact:

Kyle Muret / Chief Engineer, Stillwater Electric Utility
Kyle.Muret@stillwater.org
 please include BID #SUA 20-22/23 on the subject line

Bidder’s Notice of Intent to Submit a Bid

Email the Project Contact indicating your intent to Bid. Include BID #SUA 20-22/23 on the subject line of the email. You will receive an email response verifying your notice of intent to bid was received. The same procedure should be followed to request clarification, in writing, of any point in the Invitation for Bid.

Bidders are encouraged to contact the Project Contact by email if there is anything in these specifications that prevents you from submitting a Bid, or completing the Bid Packet. Questions or concerns must be received no later than seven (7) days prior to the Bid Packet due date.

Issuing of Addenda

If you have emailed the Project Contact indicating your intent to Bid, you should also receive notice of any addenda issued. All addenda issued will be posted to the City of Stillwater’s website.

Pre-Bid Conference

If a Pre-Bid Conference will be held for this Invitation for Bid, information on that conference will be inserted below:

Date: _____ Time: _____

Location: _____

- Attendance at the Pre-Bid Conference is **REQUIRED** to submit a Bid
- Attendance is **NOT REQUIRED** to submit a Bid.

Bid Packet Submission


The City requires three (3) completed Bid Packets. (1 Original and 2 copies)
 Each must be clearly labeled on the front sheet indicating “Original” or “Copy”. If a copy on electronic media is also required, the box below will be checked.

- Electronic Copy also **REQUIRED**

Responses to this Invitation for Bid must be made on the Forms and documents listed on Page 1. The entire Bid Packet must be returned or your Bid may be rejected. DO not take exception to any portion of this Bid Packet. Do not make any entries except where required. Do not insert any other documents into the Bid Packet.

Bid Packet Submission

All Bid Openings are public and take place at 3:00 PM Wednesday. The Bid Openings are held in the City of Stillwater, Meeting Room 1112B, 723 S. Lewis St., Stillwater, Oklahoma, 74076.

	INVITATION FOR BID SUA BID #20-22/23 Substation Packager Issued: January 28, 2023	FORM #1 BIDDER INFORMATION SHEET
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**FORM #1
BIDDER INFORMATION SHEET**

Bidder's Exact Legal Name: _____
 (Must be Bidder's company name as reflected on its organizational documents, filed with the state in which bidder is organized; not simply a DBA)

State of Organization: _____

Bidder's Type of Legal Entity: (check one)

- Sole Proprietorship
- Partnership
- Corporation
- Limited Partnership
- Limited Liability Company
- Limited Liability Partnership

- Other: _____

Bidders Address: _____
Street
City
State
Zip Code


Website Address: _____ **Email Address:** _____

Sales/Contractor Contact:

Name: _____
 Street: _____
 City: _____
 State: _____
 Phone: _____
 Fax: _____
 Email: _____

Legal or Alternate Contact:

Name: _____
 Street: _____
 City: _____
 State: _____
 Phone: _____
 Fax: _____
 Email: _____

	INVITATION FOR BID SUA BID #20-22/23 Substation Packager Issued: January 28, 2023	FORM #2 STILLWATER UTILITIES AUTHORITY CONTRACT FOR SERVICES
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**Stillwater Utilities Authority Contract for Services
Substation Packager
(SUA Bid #20-22/23)**

This Contract made and entered into this ____ day of ____, 2022 by and between Stillwater Utilities Authority, Oklahoma, a public trust, (hereinafter "SUA") and _____, (hereinafter "Contractor").

WITNESSETH:

WHEREAS, SUA has caused to be prepared in accordance with law, certain requirements, specifications and other documents for the work hereinafter described and has approved and adopted all of said contract documents, and has issued an Invitation for Bid and solicited sealed bids and has received sealed bids for the furnishing of all labor and materials for the Substation Packager as outlined and set out herein in accordance with the terms and provisions of this Contract; and

WHEREAS, SUA, in the manner provided by law, has examined and canvassed the bids submitted and has selected the above-named Contractor for the Substation Packager, and has duly awarded this contract to said Contractor, for the sum named in the bid, to wit:

(\$ _____)

NOW, THEREFORE, FOR AND IN CONSIDERATION OF THE MUTUAL AGREEMENTS AND COVENANTS HEREIN CONTAINED, THE PARTIES TO THIS CONTRACT HAVE AGREED, AND HEREBY AGREE, AS FOLLOWS:

1. Contract Documents. The Contractor shall, in a good and first class workmanlike manner, at its own cost and expense, furnish all labor, materials, tools and equipment required to complete said work in strict accordance with this contract and the following Contract Documents:

Entire Bid Packet for Bid# SUA BID #20-22/23; Substation Packager, Contractor's Bid Form, Bid Bond, , certificates of insurance for employer's liability, worker's compensation, comprehensive general liability, property damage, and automobile liability;

all of which said documents are on file in the office of the City Clerk, City of Stillwater, Stillwater, Oklahoma, and are made a part of this contract as fully as if the same were herein set out at length. Any terms and conditions contained in the Bid Packet are hereby incorporated and made a part of this service contract.


2. Term.

- a. Estimated contract award date: January, 2023
- b. Equipment Delivery Date(s) - Kinzie: August, 2023
 - a. If requested lead time for delivery cannot be met, supplier to provide alternative equipment delivery dates for review.
- c. Equipment Delivery Date(s) - Hospital: August, 2023
 - a. Alternatively, materials for both stations may be delivered at the same time to Kinzie in order to reduce bid price and potential cost escalations.
- d. Estimated Substantial Completion: June, 2024

3. Payments to Contractor. SUA shall make payments to the Contractor in accordance with the Payment and Invoices provision of the Technical Specifications of the contract documents. (Technical Specifications (Form TS), Additional Requirements, Paragraph 3)

4. Acceptance of the Work. On completion of work, but prior to the acceptance thereof by SUA, it shall be the duty of SUA

Form #2

	INVITATION FOR BID SUA BID #20-22/23 Substation Packager Issued: January 28, 2023	FORM #2 STILLWATER UTILITIES AUTHORITY CONTRACT FOR SERVICES
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to determine, by examination that said work has been completely and fully performed in accordance with the Contract Documents.

5. Intellectuals Property Indemnification by Contractor. Contractor agrees to indemnify, defend, and save harmless Stillwater and its officers, employees and agents from all suits and actions of any nature brought against them due to the use of patented, trademarked, or copyrighted appliances, products, materials, or processes provided by Contractor hereunder. Contractor shall pay all royalties and charges incident to such patents, trademarks, or copyrights.

6. Insurance Required. Contractor shall be required to purchase and maintain minimum insurance. See insurance Requirements in the Bid Packet. Contractor is solely responsible for all costs associated with acquiring and maintaining insurance, including but not limited to, all premiums and deductibles.

7. No Confidentiality. Contractor understands and acknowledges that the city of Stillwater and SUA are subject to the Oklahoma Open Records Act (51 O.S. § 24A.1 et seq.) and therefore cannot assure the confidentiality of contract terms or other information provided by Contractor pursuant to this Agreement that would be inconsistent with its compliance with its statutory requirements thereunder.


8. Compliance with Laws. Contractor shall be responsible for complying with all applicable federal, state and local laws. Contractor is responsible for any costs of such compliance. Contractor shall take the necessary actions to ensure its operations in performance of this contract and employment practices are in compliance with the requirements of the Americans with Disabilities Act. Contractor certifies that it and all of its subcontractors to be used in the performance of this agreement are in compliance with 25 O.S. Sec. 1313 and participate in the Status Verification System. The Status Verification System is defined in 25 O.S. Sec 1313 and includes, but is not limited to, the Free Employee Verification program (E-Verify) available at www.dhs.gov/E-Verify.

9. Right to Audit. The parties agree that books, records, documents, accounting procedures, practices, price lists or any other items related to the Services provided hereunder are subject to inspection, examination, and copying by Stillwater or its designees. Contractor shall retain all records related to this Agreement for the duration of this Agreement and for a period of three years following completion and/or termination of the contract. If an audit, litigation or other action involving such records begins before the end of the three-year period, the records shall be maintained for three years after the date that all issues arising out of the action are resolved or until the end of the three year retention period, whichever is later.

10. Governing Law and Venue. This Agreement is executed in and shall be governed by and construed in accordance with the laws of the State of Oklahoma without regard to its choice of law principals, which shall be the forum for any lawsuits arising under this Agreement or incident thereto. The parties stipulate that venue is proper in a court of competent jurisdiction in Payne County, Oklahoma and each party waives any objection to such venue. Stillwater does not and will not agree to binding arbitration of any disputes.

11. No Waiver. A waiver of any breach of any provision of this Agreement shall not constitute or operate as a waiver of any other provision, nor shall any failure to enforce any provision hereof operate as a waiver of the enforcement of such provision or any other provision.

12. Entire Agreement/No Assignment. This Agreement and any documents incorporated herein constitute the entire agreement of the parties and supersede any and all prior agreements, oral or otherwise, relating to the subject matter of this Agreement. This Agreement may only be modified or amended in a writing signed by both parties. Notwithstanding anything to the contrary stated herein, City/SUA does not agree to the terms of any future agreements, revisions or modifications that may be required under this Agreement unless such terms, revisions or modifications have been reduced to writing and signed by both parties. Contractor may not assign this Agreement or use subcontractors to provide the Goods and/or Services without City/SUA prior written consent. Contractor shall not be entitled to any claim for extras of any kind

	INVITATION FOR BID SUA BID #20-22/23 Substation Packager Issued: January 28, 2023	FORM #2 STILLWATER UTILITIES AUTHORITY CONTRACT FOR SERVICES
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or nature.

13. Equal Employment Opportunity. Each Vendor/Contractor agrees to comply with all applicable laws regarding equal employment opportunity and nondiscrimination.

14. Conflicts. Supply of goods and/or performance of services are subject to these General Terms and Conditions. To the extent that Contractor's proposal has provided additional terms and conditions that may conflict with any provisions herein, the Stillwater General Terms and Conditions shall govern and control

Approved and accepted this _____ day of _____, 2023

CONTRACTOR _____

 Name:
 Title:

Approved and accepted this _____ day of _____, 2023

STILLWATER UTILITIES AUTHORITY,
 a public trust


 William H. Joyce, Chairman

ATTEST:

 Teresa Kadavy, Secretary

Approved as to form and legality this _____ day of _____, 2023.

 Kimberly Carnley, General Counsel

	INVITATION FOR BID SUA BID #20-22/23 Substation Packager Issued: January 28, 2023	FORM #3 INTEREST AFFIDAVIT
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FORM #3
INTEREST AFFIDAVIT

STATE OF _____)

)ss.

COUNTY OF _____)

I, _____, of lawful age, being first duly sworn, state that I am the agent authorized by Seller to submit the attached Bid. Affiant further states that no officer or employee of the City of Stillwater either directly or indirectly owns a five percent (5%) interest or more in the Bidder's business or such a percentage that constitutes a controlling interest. Affiant further states that the following officer and/or employees of the City of Stillwater own an interest in the Bidder's business which is less than a controlling interest, either direct or indirect.

By: _____
 Signature

Printed Name: _____

Title: _____

Subscribed and sworn to before me this _____ day of _____, 20_____.

 Notary Public

My Commission Expires: _____

Notary Commission Number: _____

County & State where Notarized: _____

The Affidavit must be signed by and authorized agent and notarized



INVITATION FOR BID
SUA BID #20-22/23
Substation Packager
Issued: January 28, 2023

**FORM #4
NON-COLLUSION
AFFIDAVIT**

**FORM #4
NON-COLLUSION AFFIDAVIT**
(Required by Oklahoma Competitive Bidding Act, 61 O.S. §138)

STATE OF _____)
)ss.
COUNTY OF _____)

I, _____, of lawful age, being first duly sworn, state that:
(Seller's Authorized Agent)

- 1. I am the authorized agent of Seller herein for the purpose of certifying facts pertaining to the existence of collusion between and among Bidders and municipal officials or employees, as well as facts pertaining to the giving or offering of things of value to government personnel in return for special consideration in the letting of any contract pursuant to the Bid to which this statement is attached.

- 2. I am fully aware of the facts and circumstances surrounding the making of Seller's Bid to which this statement is attached, and I have been personally and directly involved in the proceedings leading to the submission of such Bid; and

- 3. Neither the Seller nor anyone subject to the Seller's direction or control has been a party:
 - a. to any collusion among Bidders in the restraint of freedom of competition by agreement to Bid at a fixed price or to refrain from bidding,
 - b. to any collusion with any municipal official or employee as to quantity, quality, or price in the prospective contract, or as to any other terms of such prospective contract, nor
 - c. in any discussions between Bidders and any municipal official concerning exchange of money or other thing of value for special consideration in the letting of a contract, nor

I certify, if awarded the contract, whether competitively bid or not, neither the contractor nor anyone subject to the business entity's direction or control has paid, given or donated or agreed to pay, give or donate to any officer or employee of the City of Stillwater any money or other thing of value, either directly or indirectly, in procuring the contract to which this statement relates.

By: _____
Signature

Printed Name: _____

Title: _____

Subscribed and sworn to before me this _____ day of _____, 20____.


Notary Public

My Commission Expires: _____

Notary Commission Number: _____

County & State where Notarized: _____

The Affidavit must be signed by and authorized agent and notarized

	INVITATION FOR BID SUA BID #20-22/23 Substation Packager Issued: January 28, 2023	FORM #5 AFFIDAVIT OF CLAIMANT
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FORM #5
AFFIDAVIT OF CLAIMANT

STATE OF _____)

)ss.

COUNTY OF _____)

The undersigned person, of lawful age, being first duly sworn on oath, says that all invoices to be submitted pursuant to this agreement with the Stillwater Utilities Authority will be true and correct. Affiant further states that the work, services or material furnished will be completed or supplied in accordance with the plans, specifications, orders, requests, and/or contract furnished or executed by the affiant. Affiant further states that (s)he has made no payment directly or indirectly to any elected official, officer, or employee of the City of Stillwater or any public trust where the City of Stillwater is a beneficiary, of money or any other thing of value to obtain payment of the invoice of procure the contract or purchase order pursuant to which an invoice is submitted. Affiant further certifies that (s)he has complied with all applicable laws regarding equal employment opportunity.

Company: _____

Remit to Address: _____

City/State/Zip: _____

Print Name: _____

Signature: _____

Title: _____

Subscribed and sworn to before me this _____ day of _____, 20____.


Notary Public

My Commission Expires: _____

Notary Commission Number: _____

County & State where Notarized: _____

The Affidavit must be signed by and authorized agent and notarized

	INVITATION FOR BID SUA BID #20-22/23 Substation Packager Issued: January 28, 2023	INSTRUCTIONS, TERMS & CONDITIONS FOR BIDDER
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**FORM #6
ACKNOWLEDGEMENT OF RECEIPT OF ADDENDA/AMENDMENTS**

I hereby acknowledge receipt of the following addenda or amendments, and understand that such addenda or amendments are incorporated into the Bid Packet and will become a part of any resulting contract.


List Date and Title/Number of all addenda or amendments: (Write "None" if applicable)

Sign Here  _____

Printed Name: _____

Title: _____

Date: _____

	INVITATION FOR BID SUA BID #20-22/23 Substation Packager Issued: January 28, 2023	FORM - TC TERMS & CONDITIONS FOR BIDDER
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INSTRUCTIONS, TERMS & CONDITIONS FOR BIDDERS

1. PURCHASING AUTHORITY.

SUA issues this Invitation for Bid pursuant to Stillwater City Code, Ch. 2, Art. VI, §2-608, the provisions of which are incorporated herein.


2. DEFINITIONS.

The following terms have the following meanings when used in the documents comprising this Bid Packet.

- A. **“Acceptance”** with respect to a Bid shall mean Stillwater’s selection of a Bid and award of a contract to the Bidder/Contractor.
- B. **“Acceptance”** with respect to delivery of Goods and/or Services provided for under a Purchase Agreement shall mean Stillwater’s written acknowledgement that Contractor has satisfactorily provided such Goods and/or Services as required.
- C. **“Addenda” “Addendum”** or **“Amendment(s)”** shall mean a calcification, revision, addition, or deletion to this Invitation for Bid by the City of Stillwater which shall become a part of the agreement between the parties.
- D. **“Authorized Agent”** means an agent who is legally authorized to bind the Bidder/Contractor under the law of the State in which Bidder/Contractor is legally organized. An Authorized Agent must sign all documents in the Bid Packet on behalf of the Bidder. Under Oklahoma law, the Authorized Agent for each of the following types of entities is as stated below:
 - **Corporations** – the president, vice president, board chair, or board vice chair can sign; others can sign if they have and provide to the City (i) a corporate resolution giving them authority to bind the Contractor; and (ii) a recent corporate secretary’s certificate indicating the authority is still valid.
 - **General Partnerships** – any partner can sign to bind all partners.
 - **Limited Partnerships** – the general partner must sign.
 - **Individuals** – no additional authorization is required, but signatures must be notarized.
 - **Sole Proprietorship** – the owner can sign. Any other person can sign if (s)he provides a recent Power of Attorney, signed by the owner, authorizing him/her to bind the sole proprietorship.
 - **Limited Liability Company (LLC)** – The manager as named in the Operating Agreement can sign. Any person authorized by the Operating Agreement or a member can sign providing the person submits a copy of the authorization with a certificate of members indicating the authorization is still valid.

Entities organized in states other than Oklahoma must follow the law of the State in which they are organized.

- E. **“Bid”** means the Bidder’s irrevocable offer to provide the requested Goods and/or Services set forth in Exhibit A and any additional materials or information the Bidder chooses to submit to support the Bid.
- F. **“Bidder”** means the legal entity which submits a Bid for consideration by the City of Stillwater in accordance with the Invitation for Bid.
- G. The Bid Packet consists of (1) this Notice of Invitation for Bid; (2) the Summary Sheet; (3) Form #1; (4) Form #2 Agreement,; (5) Form #3; (6) Form #4; (7) Form #5; (8) Form #6; (9) the Instructions, Terms & Conditions

	INVITATION FOR BID SUA BID #20-22/23 Substation Packager Issued: January 28, 2023	FORM - TC TERMS & CONDITIONS FOR BIDDER
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for Bidders; (10) Special Requirements; (11) Technical Specifications; (12) Exhibit A- Detailed Bid Form; (13) Notice of No Bid

- H. **“Bid Submission Date”** shall mean the last date by which the City of Stillwater will accept Bids under an Invitation for Bid.
- I. **“City”** shall mean the City of Stillwater, Oklahoma.
- J. **“Contractor”** shall mean the Bidder whose Bid the SUA selected and awarded a contract.
- K. **“Days”** shall mean calendar days unless specified otherwise.
- L. **“Primary Contractor”** shall mean the Contractor whose Bid the SUA selected as the principal supplier of the Goods and/or Services required under this Agreement.
- M. **“Project Contact”** shall mean the City’s employee assigned by SUA to serve as the contact person for Bidders/Contractors responding to Invitations for Bid or completing contracts herein.
- N. **“Purchasing Division or Office”** shall mean the City of Stillwater Purchasing Division, 723 S. Lewis St., Stillwater, Oklahoma, 74076.
- O. **“Secondary Contractor”** shall mean the Contractor whose Bid the SUA selected as a back-up supplier in the event that the Primary Contractor is unable to provide all the Goods and/or Services required.
- P. **“You” or “Your”** shall mean the Bidder responding to this Invitation for Bid or the Contractor whose Bid the SUA selected and awarded a contract.
- Q. **“Website”** shall mean the City of Stillwater’s website: www.stillwater.org

3. QUESTIONS REGARDING INVITATION FOR BID.


Questions regarding any portion of this Invitation for Bid must be submitted in writing (sent by mail or email) to the Project Contact indicated on the Summary Sheet herein. You should submit questions as early as possible and preferably before the Pre-Bid Conference, if required. Questions and concerns must be received no later than seven (7) days prior to the Bid Packet due date. Any oral responses to questions before the contract is awarded are not binding on the SUA. At the SUA discretion, any information or clarification made to you may be communicated to other Bidders that notified the City of their intent to Bid if appropriate to ensure fairness in the process for all Bidders. You must not discuss questions regarding the Invitation for Bid with anyone other than the Project Contact or other Purchasing Division staff or your Bid may be disqualified, any contract recommendation or Acceptance may be rescinded, or any contract may be terminated and delivered Goods returned at your expense and any payments made refunded.

4. ORAL STATEMENTS.

No oral statements by any person shall modify or otherwise affect the provisions of this Invitation for Bid and/or any contract resulting therefrom. All modifications, addenda or amendments must be made in writing by the City of Stillwater Purchasing Division.

5. EXAMINATION BY BIDDERS.

You must examine the specifications, drawings, schedules, special instructions, and all documents in this Bid Packet prior to submitting any Bid. Failure to examine such documents and any errors made in the preparation of such Bid are at your own risk.

	INVITATION FOR BID SUA BID #20-22/23 Substation Packager Issued: January 28, 2023	FORM - TC TERMS & CONDITIONS FOR BIDDER
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6. ADDENDA OR AMENDMENTS TO INVITATIONS FOR BID.

SUA may addend or amend its Invitations for Bid at any time before the Bid Submission Date, and any such addenda or amendments shall become a part of this Agreement. City will attempt to send a notification (by email) of any addenda or amendments to those Bidders who have responded to the Project Contact with their intent to respond to the Invitation for Bid. However, it is your responsibility to inquire about any addenda or amendments by signing and returning Form #6 – Acknowledgement of Receipt of Addenda/Amendments with your Bid. SUA may reject any Bid that fails to acknowledge any addenda or amendments.

7. SPECIFICATIONS / DESCRIPTIVE TERMS / SUBSTITUTIONS.

Unless the term “no substitute” is used, references to a brand name, manufacturer, make, or catalogue designation in describing an item in this Bid Packet does not restrict you to that brand or model. This Invitation for Bid may make such referenced to indicate the type, character, quality and/or performance equivalent of the item desired. However, you are required to furnish the exact item described in your Bid unless a proposed substitution is clearly noted and described in the Bid.

The parties recognize that technology may change during the period Bids are solicited and subsequent contracts are performed. Therefore, SUA may at its option accept changes or substitutions to the specifications for Goods of equal or better capabilities at no additional cost to SUA. In the case of existing contracts, you shall give the City thirty (30) days advance notice in writing of any such proposed changes or substitutions. The SUA shall determine whether such items are acceptable as well as any proposed substitute.

All Goods shall be new unless otherwise so stated in the Bid. Any unsolicited alternate Bid, or any changes, insertions, or omissions to the terms and conditions, specifications, or any other requirements of this Bid may be considered non-responsive and the Bid rejected.

8. PRICE / DISCOUNTS.


Prices shall be stated in the units and quantity specified in the Bid Packet documents. In case of discrepancy in computing the Bid amount, you guarantee unit prices to be correct and such unit prices will govern. Prices shall include transportation, delivery, packing and container charges, prepaid by you to the destination specified in the specifications. Discounts for prompt payment will not be considered in Bid evaluations, unless otherwise specified. However, offered discounts for prompt payment will be taken if payment is made within the discount period.

9. NO INDEMNIFICATION BY SUA.

Contractor understands and acknowledges that SUA is funded by its taxpayers to operate for the benefit of its citizens. Accordingly, and pursuant to Oklahoma law, SUA shall not indemnify nor hold Contractor harmless for loss, damage, expense or liability arising from or related to this Agreement, including any attorney’s fees and costs. In addition, Contractor shall not limit its liability to SUA for actual loss or direct damages for any claim based on a material breach of this Agreement and the documents incorporated herein. SUA reserves the right to pursue all legal and equitable remedies to which it may be entitled. SUA will not agree to binding arbitration of any disputes.

10. DELIVERY.

- A. All prices quoted shall be based on delivery F.O.B. Stillwater, Oklahoma or to any other points as may be designated in the Technical Specifications, with all charges prepaid by Contractor to the actual point of delivery. Bids must state the number of days required for delivery under normal conditions.
- B. Price shall include cost to deliver to the Project Site, including packing per good practice and transport insurance.

	INVITATION FOR BID SUA BID #20-22/23 Substation Packager Issued: January 28, 2023	FORM - TC TERMS & CONDITIONS FOR BIDDER
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- C. Delivery of the equipment & related accessories shall be by Supplier to the Project Sites.
- D. Risk of loss shall pass to the Owner upon Owner's acceptance of the Goods.
- E. Title to the Goods shall pass to the Owner upon the Owner's acceptance of the Goods.
- F. Goods shall not be manufactured or delivered without prior approval of the required Submittals.


11. TAXES.

The City of Stillwater is exempt from federal excise and state sales taxes and such taxes shall not be included in the Bid prices.

12. BID SUBMISSION.

The Bid Packet forms must be prepared in the name of the Bidder and properly executed by an Authorized Agent with full knowledge and acceptance of all provisions, in ink and notarized. Bids may not be changed or withdrawn after the deadline for submitting Bids (the "Bid Submission Date"). A Bid is an irrevocable offer and when accepted by the SUA (as evidenced by SUA's execution of the Purchase Agreement) shall constitute a firm contract.

- A. **BIDS MUST BE SUBMITTED ONLY ON THE BID PACKET FORMS AND SIGNED BY AN AUTHORIZED AGENT. THE ENTIRE BID PACKET MUST BE RETURNED AS RECEIVED WITH ALL FORMS COMPLETED. YOU MAY ATTACH, AFTER "EXHIBIT A", ANY DOCUMENTS NECESSARY TO COMPLETELY AND ACCURATELY RESPOND TO THE REQUEST. BIDS MUST BE IN STRICT CONFORMANCE WITH ALL INSTRUCTIONS, FORMS, AND SPECIFICATIONS CONTAINED IN THIS BID PACKET.**
- B. Sealed Bids may be either mailed or delivered, but must be received at:
 City of Stillwater – Office of the City Clerk
 723 S. Lewis St. / PO Box 1449
 Stillwater, OK 74076-1449
- C. Bids will be accepted at the above address from 8:00 AM to 5:00 PM (CST), Monday through Friday except for City holidays. City is not responsible for failure of Bids to be received by the City Clerk's Office prior to the due date and time. Any bid received by the City Clerk more than ninety-six (96) hours, excluding Saturdays, Sundays and holidays, before the time set for the opening of bids, or any bid so received after the time set for opening of bids, shall not be considered and shall be returned unopened to the bidder submitting same.
- D. Late Bids will be **rejected**. The Project Contact, in his sole discretion, may make exceptions only for the following reasons:
 - City Hall closed for business for part or all of the day on the date the response was due.
 - If the City deems it appropriate due to large-scale disruptions in the transportation industry that may have prevented delivery as required.
 - If documented weather conditions caused the late delivery. You must provide documentation of such weather to the satisfaction of the Project Contact.
- E. **City of Stillwater/SUA will NOT accept faxed Bids.** No exceptions.
- F. The City of Stillwater/SUA is not responsible for any of your costs in preparing the Bid response, attending a Pre-Bid Conference, if required, or any other costs you incur, regardless of whether the Bid is submitted, accepted, or rejected.
- G. All Bids must be securely sealed and plainly marked with the Bid Number, Bid Title, and Bid Opening Date on the lower left corner of the outside of the Bid envelope. Bidder's name and address must also be clearly indicated on the envelope.

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- H. If submitting multiple options to the Invitation for Bid, each will be separately considered separately requiring each response to be complete and accurate. Each option must be clearly marked as “Option 1 of 3”, “Option 2 of 3”, etc.
- I. The number of copies you must submit is listed on the Summary Sheet in the front of the Bid Packet. At a minimum, there will be one (1) original, clearly labeled as such (“ORIGINAL”) on the Bid Packet cover page, and two (2) copies, clearly labeled as such (“COPY”) on the Bid Packet cover page.
- J. Multiple boxes or envelopes are permissible, but must not weigh more than fifty pounds (50 lbs.). Each box must be clearly labeled as instructed herein and numbered (i.e. “Box 1 of 3”, “Box 2 of 3”, etc.). The original must be in Box #1.
- K. The original and all copies (either paper or electronic) must be identical in all respects. Bids must be completed and submitted in ink or typewritten. Bids written in pencil will be rejected. Any corrections made to the Bids must be in initialed in ink.

13. BID REJECTION OR WITHDRAWAL.

- A. The City of Stillwater/SUA may reject any or all Bids, in whole or in part.
- B. **A Bid may be rejected if it contains additional commercial terms, conditions, or agreements, beyond sections where input is requested from the bidders, that modify the requirements of this Invitation for Bid or attempts to limit Bidder’s liability to the City of Stillwater/SUA.**
- C. A Bid may be rejected if Bidder is currently in default to City of Stillwater/SUA or any other contract or has an outstanding indebtedness to the City of Stillwater/SUA of any kind.
- D. City/SUA reserves the right to waive any formalities or minor irregularities, defects, or errors in Bids.
- E. Bid withdrawal may only be accomplished by an Authorized Agent requesting withdrawal in person at the City Clerk’s office before the City’s close of business on the Bid Submission Date.

14. BID RESULTS.


A tabulation of Bids received will be made available on the City’s website generally within five (5) working days after the Bid Opening Date. After a contract award is recommended by SUA, a copy of the Bid summary will be available in the City Clerk’s office. Bid results are not provided in response to telephone or email inquiries.

15. PURCHASE ORDER.

In the event the successful Bid is for an amount less than Fifty Thousand Dollars (\$50,000), and it is determined by the City of Stillwater/SUA to be in the best interest of the City/SUA, the City/SUA may in its sole discretion, issue a Purchase Order rather than execute the Purchase Agreement to purchase the Goods. If a Purchase Order is issued, however, the terms and conditions of the Bid Packet documents, including the Purchase Agreement, will govern the transaction and be enforceable by the City of Stillwater/SUA and Bidder/Contractor.

16. CONTRACT AWARD.

If a contract is awarded, it will be awarded to the Bidder that the City of Stillwater/SUA determines is the lowest responsible Bidder meeting specifications. Such Bid analysis will consider price and other factors, such as Bidder’s qualifications and financial ability to perform the contract, as well as operating costs, delivery time, maintenance requirements, performance data, history of contract relations with the City of Stillwater/SUA, and guarantees of materials and equipment, as applicable. A complete list of factors that are considered is set forth in the City of Stillwater Purchasing Manual. Unless otherwise noted, the City of Stillwater/SUA reserves the right to award a contract by item, one or more groups of items, or all items in the Bid, whichever is in the City/SUA’s best interest.

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17. IRS FORM W-9.

If the City of Stillwater/SUA selects your Bid and awards a contract to you, you will have ten (10) days from notification of award to provide the City of Stillwater with your complete IRS Form W-9.

18. NOTICE TO PROCEED.

If the City of Stillwater/SUA accepts your Bid and executes the Agreement, you shall not commence work until authorized to do so by the Project Contact or his representative. Receipt of a Purchase Order from the City of Stillwater is notice to proceed.

19. PAYMENTS.


Invoices must be submitted to SUA in accordance with the bid requirements. Payments will be made Net 30 days after receipt of a properly submitted invoice or the City of Stillwater's Acceptance of the Goods and/or Services, whichever is later, unless the City of Stillwater decides to take advantage of any prompt payment discount included in the Bid.

20. CLAIMS.

Except where expressly stated otherwise in this Purchase Order, no claim for extra compensation or for additional time for performance of the Work shall be valid unless Supplier shall first have provided written notice of such claim to Purchaser within three (3) Days of the start of the event giving rise to the claim. Such notice is a material consideration of this Purchase Order and if Supplier fails to provide Purchaser such notice within such time frame, Supplier's claim shall be deemed waived.

21. WARRANTY

- A. The Supplier warrants that the goods shall be new, fit for the intended purpose per SUA's specifications and free of defects in design, workmanship and materials. Supplier also warrants to the Owner that for elements of any Work for which this Contract does not establish express standards of quality and fitness, such Work shall be in accordance with good industry practices and standards for the specific application.
- B. Warranty Period shall be for a five (5) year period starting after Owner Acceptance Date of the breaker.
 - a. Alternatively, Supplier may provide warranty terms for breaker and supplied materials that differ than the duration requested above. Minimum warranty period shall be one (1) year.
- C. If any Work fails to comply in any respect to the warranties set forth herein and Supplier has been given written notice of such noncompliance within the Warranty Period, Supplier shall, at its sole expense, promptly perform all repair work.
- D. Supplier shall be responsible for all costs to perform repair work including, without limitation, all freight and insurance charges. If Supplier does not commence correction of the repair work within two (2) Days following receipt of written notice from the Owner or if Supplier does not proceed diligently to complete the repair work, the Owner shall, at its sole discretion, have the right to perform some or all of the necessary Repair Work to remedy the defect, or have third parties perform the necessary repair work. In the event the Owner rejects the Goods and chooses to obtain replacement or substitute Goods or Work from someone other than Supplier, Supplier shall also be responsible to pay the Owner the increased costs, if any, between the Contract price for such Goods or Work and the cost to the Owner of obtaining the replacement or substitute Goods including, without limitation, costs incurred by the Owner to manufacture, produce or provide such Goods or Work; or engage other persons to manufacture, produce or provide such Goods or Work. The Owner shall be entitled to set off all costs incurred by the Owner related to such Repair Work from amounts owed to Supplier or to back charge and invoice Supplier for such cost.
- E. Supplier shall bear the risk of loss or damage for Work requiring repair work during the period of such repair work. If any Work must be removed from the Site, transportation charges associated with any repair work shall be borne by Supplier. Supplier shall revise any and all drawings and other documents, as appropriate; to reflect any changes or modifications made during repair work. Work required to be corrected, repaired or replaced shall be subject to the warranties of this Contract in the same manner and to the same extent as Work originally delivered under this Contract.
- F. The foregoing warranties shall survive the Owner's inspection, acceptance, use and subsequent dispossession or sale of the Work.

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22. LIQUIDATED DAMAGES

- A. Liquidated damages are excluded as a part of this contract.

23. INSPECTION AND TESTING

- A. The Owner reserves the right to review Supplier's quality assurance and quality control procedures and to inspect and witness all Supplier's operations and tests.
- B. Supplier shall notify the Owner at least thirty (30) Days in advance when portions of the Work are ready for inspection or testing in accordance with the Supplier's inspection and test plan as approved by the Owner.
- C. Failure to inspect and accept or reject the Work shall not relieve the Supplier from responsibility for compliance with the Contract requirements nor impose liability on the Owner. The Owner reserves the right to reject Work that is unsatisfactory, faulty, or defective or does not conform to the requirements of the Contract.
- D. Supplier shall carry out factory tests of the breakers in accordance with Supplier's procedures for such tests and in accordance with the Specifications. Owner and its representatives including the Engineer shall have the right to witness such factory tests. Date and time of such tests shall be communicated to Owner no later than thirty (30) Days in advance. Supplier shall bear the cost of such tests, but Owner shall bear the cost for its representative to attend them.

24. COORDINATION


A. DEFINITIONS AND TERMINOLOGY

a. TERMINOLOGY:

- i. Whenever used in the Contract Documents, the following terminology shall have the intent and meaning specified below:
 - 1. The words "as indicated" refer to the Drawings and "as specified" refer to the remaining Contract Documents.
 - 2. The terms "responsible" or "responsibility" mean that the party to which the term applies shall assume all responsibilities thereto.
 - 3. The term "approve", when used in response to Submittals, requests, applications, inquiries, reports and claims by Supplier, will be held to limitations of Engineer's responsibilities and duties or. In no case will "approval" by Engineer be interpreted as a release of Supplier from responsibilities to fulfill requirements of Contract Documents.
 - 4. When applied to Equipment and Materials, the words "furnish", "install", and "provide" shall mean the following:
 - a. The word "provide" shall mean to furnish, pay for, deliver, assemble, install, adjust, clean and otherwise make Materials and Equipment fit for their intended use.
 - b. The word "furnish" shall mean to secure, pay for, deliver to Site, unload and uncrate Equipment and Materials.
 - c. The word "install" shall mean to assemble, place in position, incorporate in the Work, adjust, clean, and make fit for use.
 - d. The phrase "furnish and install" shall be equivalent to the word "provide."

25. RECORD DOCUMENTS:

- A. Supplier shall supply and Owner shall maintain in a safe place at the Site one record copy of all drawings, specifications, addenda, written amendments, change orders, work change directives, field test records, field orders, and written interpretations and clarifications in good order and annotated to show all changes made during construction. These record documents together with all approved samples and a counterpart of all approved Submittals shall be available to Engineer for reference. Upon completion of the Work, these record documents and Submittals shall be delivered to Engineer for Owner.
- B. Receipt and acceptance of record documents will be a prerequisite for final payment on the Contract

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26. CONTINUING THE WORK:

- A. Supplier shall carry on the Work and adhere to the progress schedule during all disputes or disagreements with Owner. No work shall be delayed or postponed pending resolution of any disputes or disagreements, except as permitted by the Contract Documents or as Supplier and Owner may otherwise agree in writing.

27. TERMINATION


- A. Termination for Cause:
 - a. The Owner may terminate this Contract for cause, in whole or in part, by written notice to Supplier if Supplier: fails to deliver the Goods or to perform the Work within the time specified in this Contract; fails to tender conforming Goods; fails to obtain proper licenses, permits and registrations; fails to obtain and maintain required insurance coverage; fails to make progress so as to endanger timely performance of this Contract; fails to comply with the site safety requirements; violates any applicable laws; or fails to provide adequate assurances of performance.
 - b. If, after termination, it is determined that Supplier was not in default, or that the default was excusable, the rights and obligations of the parties shall be the same as if the Contract had been terminated for the convenience of the Owner.
 - c. Upon issuance of a written notice of termination for cause, Supplier shall proceed as required by this paragraph and the Owner shall be entitled to the rights set forth herein. Supplier shall stop all work hereunder unless otherwise specified in the notice of termination. The Owner shall not be obligated to make any further payments for the Work. If the Owner has revoked acceptance, then such Work shall be treated as having not been accepted. The Owner shall not be required to accept the tender of any Work that Owner has elected to terminate or cancel. The Owner may take possession of any specialty equipment or specialty tools necessary for completion of the Work. The Owner may complete the performance of this Contract by such means as the Owner selects or may engage any others to complete the performance of this Contract and Supplier shall be responsible for any costs in excess of the Contract value incurred by the Owner in so doing. Any amounts due Supplier for Work completed by Supplier prior to such cancellation shall be subject to offset against such additional costs incurred by the Owner in completing the Work and any other damages incurred by the Owner as a result of Supplier's default.
- B. Termination for Convenience.
 - a. Upon at least three (3) Days written notice to Supplier specifying the extent to which the Contract is terminated, the Owner shall have the right to terminate this Contract or any portion thereof with respect to Goods not yet shipped or Work not yet performed, without liability and in addition to its other rights and remedies, at any time and for any reason.

28. CHANGES


- A. The Owner shall have the right, at any time, to make changes in the Contract that the Owner may deem desirable.
- B. If the Owner issues a directive that causes a material increase in Supplier's cost or time for performance, Supplier shall notify the Owner in writing within three (3) Days from the date of Supplier's receipt of the Owner's directive, and subject to such proper notice, an equitable adjustment in the price or time of performance shall be mutually agreed upon between the Owner and Supplier. Agreement to such adjustment shall constitute a waiver of all claims by Supplier arising out of or related to the change.
- C. Despite any pending dispute with respect to the Contract, Supplier shall proceed, upon written notice from the Owner with the performance of all Work or changes as directed by the Owner.

29. DELAYS/FORCE MAJEURE

- A. In no event shall City/SUA be responsible or liable for any failure or delay in the performance of its obligations hereunder arising out of or caused by, directly or indirectly, forces beyond its control, including, without limitation, strikes, work stoppages, acts of war or terrorism, civil or military disturbances, nuclear or natural catastrophes, acts of God, or the declaration of a federal, state, or local emergency. In the event of a declared federal, state, or local emergency affecting Stillwater, Oklahoma, the City Manager shall have the unilateral right to suspend any or all services provided for under this Contract or to terminate this Contract without any liability whatsoever. In the event of termination, this Contract shall not be revived by the expiration of the

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declared emergency. In the event of suspension of any or all services during a time of declared emergency and upon expiration of said declared emergency, the parties may mutually agree in writing to resume services.

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EXCEPTION NOTICE

IF THE VENDOR/CONTRACTOR HAS ADDITIONAL TERMS AND CONDITIONS THAT APPLY TO THE SUPPLY OF GOODS/SERVICES OFFERED, THE TERMS AND CONDITIONS **MUST** BE SUBMITTED WITH THE BID SUBMISSION BY COMPLETING THIS SECTION OR ATTACHING TO THIS EXCEPTION NOTICE.

SUA will review all exceptions and/or additional terms and conditions. Exceptions and/or additional terms and conditions are not approved until approved by SUA in writing.

Unless otherwise noted here, bidder’s proposal shall be deemed to agree and comply with all terms, conditions, specifications, and requirements in the bid documents.

An “exception” is defined as the bidder’s inability or unwillingness to meet a term, condition, specification, or requirement in the manner specified in the bid documents.

All exceptions taken must be identified and explained in writing with your bid and must specifically reference the relevant section(s) of the bid documents. If the bidder provides an alternate solution when taking an exception to a requirement, the benefits of this alternative solution and impact, if any, on any part of the remainder of the bidder’s response, must be described in detail.

State exceptions below. If no exceptions, state “NONE”. Provide additional pages in this format if needed. Provide supporting documentation for all exceptions listed as an attachment to your bid.

No.	Exceptions
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	

Submitted By:


Bidder: _____

Company: _____

Address: _____

Authorized Signature: _____

Date: _____

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SPECIAL REQUIREMENTS

1. IRREVOCABLE OFFER PERIOD.

You understand and acknowledge that the offer submitted as your Bid is firm and irrevocable from the City/SUA's close of business on the Bid Submission Date until **60 days** after the Bid Opening Date.

2. GENERAL LIABILITY / INDEMNIFICATION.

You shall hold the City of Stillwater/SUA harmless for any loss, damage or claims arising from or related to your performance of the Contract. You must exercise all reasonable and customary precautions to prevent any harm or loss to all persons and property related to the Contract. You agree to indemnify and hold the City of Stillwater/SUA harmless from claims, demands, causes of actions or suits of whatever nature arising out of the Goods and/or Services, labor, or materials furnished by you or your subcontractors under the provisions of the Bid Packet documents.

3. LIENS.

No liens of any kind shall exist against property of the City of Stillwater/SUA. Bidder shall deliver all Goods to the City of Stillwater/SUA free and clear of liens. Delivery by Bidder to City of goods which are subject to liens shall be a material breach of the Contract and all damages and costs incurred by the City/SUA as a result of the existence of such liens shall be paid to the City/SUA by returning such goods and reimburse the City/SUA for any payments made for such goods.

4. INSURANCE.

If the box is checked "Yes," the following insurance is **required**:


YES **NO**

Bidder and its subcontractors must obtain at Bidder's expense and keep in effect during the term of the Contract, including any renewal periods, policies of General Liability insurance in the minimum amounts set forth below and Worker's Compensation insurance in the statutory limits required by law.

Worker's Compensation	Statutory Limits
Employer's Liability	\$500,000 aggregate comprehensive
General Liability	\$1,000,000 per occurrence
Property Damage	\$25,000 per occurrence
Property Damage	\$1,000,000 aggregate
Auto Liability	\$125,000 each person for bodily injury
Auto Liability	\$25,000 each occurrence for property damage

The City of Stillwater/SUA and Burns & McDonnell Engineering Company, Inc shall be named an additional insured on the Comprehensive General Liability policy in amounts equal to the liability limits for political subdivisions set forth in the Oklahoma Governmental Tort Claims Act, 51 O.S. §151, et seq. Provided, however, this shall not preclude the Contractor from carrying insurance in amounts exceeding said liability limits so long as the City is not named as an additional insured in any amount in excess of said statutory liability limits.

BIDDER'S INSURER MUST BE AUTHORIZED TO TRANSACT BUSINESS IN THE STATE OF OKLAHOMA.

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You will have ten (10) days after notification that your Bid was selected for contract award by the City of Stillwater to provide proof of such coverage by providing the Project Contact shown on the Summary Sheet of the Bid Packet with a Certificate of Insurance. The Certificate of Insurance must be completed with the following information:

- Contractor's Name
- Insurer's name and address
- Policy number
- Liability Coverage Amounts
- Commencement and expiration dates
- Signature of authorized agent of insurer
- Invitation for Bid number
- Insured or Additional Insured shall include the City of Stillwater and its officers, agents and employees

The Bidder shall not cause any required insurance policy to be cancelled or permit to lapse. It is the responsibility of the Bidder to notify the City/SUA of any change in coverage or insurer by providing the City/SUA with an updated Certificate of Insurance. Failure of Bidder to comply with the insurance requirements herein may be deemed a breach of the Purchase Agreement. Further, a Bidder who fails to keep required insurance policies in effect may be deemed to be ineligible to bid on future projects, ineligible to respond to invitations for bid, and/or ineligible to engage in any new purchase agreements.

BONDING.

If the box is checked "Yes," the Bond is **required**:

A. BID BOND

YES NO

B. PERFORMANCE BOND

YES NO

C. MAINTENANCE BOND

YES NO


D. STATUTORY BOND

YES NO

REFERENCES.

If the box is checked "Yes," References are **required**:

YES NO

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TECHNICAL SPECIFICATIONS

GENERAL REQUIREMENTS

1. QUALIFICATIONS/EXPERIENCE REQUIRED. The SUA may make such investigation as deemed necessary to determine the ability of the Bidder to complete the Work. Such investigation may involve request(s) from SUA for disclosure(s) from Bidder regarding its business/corporate structure, organization, governance, ownership, financial condition, key project personnel, and current workload. The Bidder shall furnish all such information and data for this purpose as the SUA may request. The SUA reserves the right to reject any Bid if the evidence submitted by, or the investigation of, such a Bidder fails to satisfy the SUA that the Bidder is properly qualified and able to carry out the obligations of the Contract and to complete the Work contemplated therein.

2. COSTS INCLUDED IN BID. This bid prices shall include all labor, materials, tools, shipping and equipment that is necessary to perform the work in compliance with the provisions contained with these bid documents. The bid prices shall also include the costs of all incidentals such as insurance, taxes, management, supervision and all overhead.

3. SUBCONTRACTING. Only those sub-contractors listed on the Bid Form may assist the Contractor in the performance of this Contract. If no sub-contractor is listed on the Bid Form or if the Contractor would like to replace a listed sub-contractor, the proposed sub-contractor must be approved in writing prior to proposed sub-contractor performing any work associated with this Contract. Contractor shall be held solely responsible for its subcontractors. Nothing contained in this bid packet (or any other contract documents), shall create any contractual relationship between SUA and any of Contractor's subcontractors or suppliers. Contractor shall require each of its subcontractors to comply with the terms of this bid packet and any other contract documents.

4. INDEPENDENT CONTRACTOR STATUS: Contractor is an independent contractor and Contractor's relationship to SUA shall be that of an independent contractor. Any contract awarded shall not constitute an agreement of hiring under the provisions of any Workmen's Compensation or unemployment compensation law, any old age benefit law or any similar law and it shall not be so construed. The Contractor shall accept full and exclusive liability for the payment of contributions or taxes imposed under such laws by the Federal and/or State Governments which are measured by remuneration paid to Contractor's employees.

5. TERM OF CONTRACT.


- a. Estimated contract award date January, 2023
- b. Equipment Delivery Date(s) - Kinzie: August, 2023
 - a. If requested lead time for deliveries cannot be met, supplier to provide alternative equipment delivery dates for review.
- c. Equipment Delivery Date(s) - Hospital: August, 2023
 - a. Alternatively, materials for both stations may be delivered at the same time to Kinzie in order to reduce bid price and potential cost escalations.
- d. Estimated Substantial Completion: June, 2024

SCOPE OF WORK

See Attachment A for Scope of Work.

ADDITIONAL REQUIREMENTS

1. NOTICE TO PROCEED. Contractor shall not start work until released to do so by the SUA. When all contract document

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requirements have been completed, the Contractor will be authorized to begin work on a date specified in a written Notice to Proceed.

2. **SOLICITING WORK.** Contractor shall not solicit or perform work for SUA customers while performing the duties of this contract.
3. **INVOICES AND PAYMENT.**
 - a. Payment will be made in accordance with the agreed Milestone Payment Schedule in Exhibit 2 of Commercial Terms and Conditions (Bidder to propose).
 - b. The SUA will pay for all work performed in accordance with the contract documents upon confirmation that the work has been completed in accordance with the contract documents. Within 30 day of receipt of each invoice, the SUA will either make full or partial payment of the invoice. If full payment is not approved, the SUA will notify the Contractor in writing of the disputed portion of the invoice. Upon resolution of any disputes, SUA will immediately process all remaining payment due to the Contractor.
 - c. The SUA will not reimburse the Contractor for additional fees or materials unless the SUA has approved the reimbursement in writing prior to the expense occurring. In such cases that the SUA approves a reimbursement, the SUA will only reimburse the Contractor for their direct cost with no mark-up.
 - d. Each invoice in excess of \$25,000 shall be accompanied by the “Non-Collusion Affidavit for Invoice Payment Over \$25,000” form.



INVITATION FOR BID
SUA BID #20-22/23
Substation Packager
Issued: January 28, 2023

**FORM - TS
TECHINCAL
SPECIFICATIONS 13.1,
ATTACHMENT A**

Attachment A

Technical Specifications

ATTACHMENT A **TABLE OF CONTENTS**

TECHNICAL SPECIFICATIONS

DIVISION 01 - GENERAL REQUIREMENTS


- Section 011100 – Summary of Work
- Section 013210 – Project Meetings, Schedules, and Reports
- Section 013301 – Submittals
 - Appendix A – Submittal Schedule
 - Appendix B – Submittal Information Block
 - Appendix C – Submittal Description
 - Appendix D – Typical Instruction Book or Operating Manual Cover and Spine Layout
- Section 016001 – Equipment and Materials
- Section 017801 – Contract Closeout

DIVISION 33 – UTILITIES

- 33 71 26 26 - Voltage Transformers
- 33 71 26 30 - Disconnect Switch (With 4 DataSheet Attachments)
- 33 72 00 – Substation Structures
- 33 72 33 - Instrument Transformer Cabinets
- 33 75 39 - Surge Arrester
- Substation Packager Full Equipment List

DRAWING ATTACHMENTS

- Drawing Attachment 1 – Hospital Station Structure Drawings
- Drawing Attachment 2 – Kinzie Station Structure Drawings

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DIVISION 1 - GENERAL REQUIREMENTS

SECTION 011100 - SUMMARY OF WORK

PART 1 - GENERAL

1.01 SUMMARY:

- A. This Section includes basic identification of the Work covered in detail in the complete Contract Documents.

1.02 PROJECT DESCRIPTION:

- 1.03 The project scope includes design of an additional 69kV line terminal at Kinzie Substation, two 69kV line terminals at Hospital Substation:
 - 1. The Kinzie Substation is located at 201 S Sangre Rd, Stillwater, OK 74075
 - a. Kinzie Substation is expanding the one 69kV transmission bay into two and includes the addition of three (3) new breakers and associated equipment. The existing bay dead-end structure will be replaced to make room for the installation of new breaker & switches.
 - 2. The Hospital Substation is located at 1527W. 7th, Stillwater, OK 74074
 - a. Hospital substation includes expanding the station fence/yard to allow for the addition of four (4) new breakers and association equipment. The existing box structure will be removed.
- B. The delivery schedule of the equipment at each station will be staggered, if required, as described in the Contract Documents.

1.04 WORK COVERED BY CONTRACT DOCUMENTS:

- A. The Contract includes but is not limited to, engineering, designing, fabricating, factory testing, packaging, delivering, final setting, assembling (excluding all steel structures), and field testing the following components of Work, which are listed for the Supplier's convenience in understanding the scope of Work:
 - 1. Substation Packager.
 - a. Includes substation steel and tubular steel materials
 - b. See BOM for detailed equipment and parts list required
- B. All Work shall be designed to meet the design data specified herein.
- C. The Supplier shall be responsible for furnishing all material, tools, equipment, labor, supervision, and any other incidental items or services necessary to perform all Work described herein.
- D. Supplier shall arrange and be responsible for transport of the equipment to the site..

1.05 WORK BY OTHERS:


- A. Owner will be responsible for constructing equipment foundations and erecting all steel structures.
- B. Electrical connections between equipment not furnished under this Contract shall be performed by Others.

1.06 SPARE PARTS:

- A. Supplier shall include all spare parts and tools required for complete installation and commissioning of all supplied Equipment and Materials.
- B. Supplier shall provide a separately priced list of recommended spare parts for each piece of equipment.

1.07 CODES AND STANDARDS

- A. Design specifications and construction of the Project shall be in accordance with (1) applicable laws, regulations, codes and standards of the Federal Government and State of Oklahoma, including those set forth below and, (2) applicable local (including county and city) laws, regulations, codes and ordinances, including those set forth below. Publications from the following nationally recognized organizations are applicable to the engineering, design, manufacture, and testing of the Equipment included in the Specifications to the extent referenced in these Specifications. All references to publications are to the latest issue of each together with all latest addenda, amendments, or additions thereto as of the Effective Date. References shall be made in accordance with the abbreviations listed below. In the event that conflicts arise between the codes, standards

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of practice, specifications or manufacturer recommendations described herein and codes, laws, rules, decrees, regulations, standards, etc., of the locality where the equipment is to be installed, the more stringent code shall apply. Supplier shall provide a written position of any such conflict clarifications to Owner in writing.

B. Federal Codes:

CAAA	Clean Air Act and Amendments
CFR	Code of Federal Regulations
FERC	Federal Energy Regulatory Commission
NERC	North American Electric Reliability Corporation
Title 29	Code of Federal Regulations (CFR), Part 1910 Occupational Safety and Health Standards.

C. Industry Codes:

AA	Aluminum Association
AISC	American Institute for Steel Construction, ASD/LRFD
AISI	American Iron and Steel Institute
ANSI	American National Standards Institute
API	American Petroleum Institute
ASHRAE	American Society of Heating, Refrigeration and Air Conditioning
ASME	American Society of Mechanical Engineers
ASTM	American Society for Testing and Materials
ASNT	American Society of Nondestructive Testing
AWS	American Welding Society
DIN	German Standard (Deutsche Institute für Normung)
EJMA	Expansion Joint Manufacturer's Association
EN	European Standard
FCI	Fluid Control Institute
HEI	Heat Exchange Institute
IBC	International Building Code
IBC	Stillwater Local IRC IBC Amendments Ordinance No 3127
ICEA	Insulated Cable Engineers Association
IEEE	Institute of Electrical and Electronics Engineers
IES	IES Lighting Handbook
ISO	International Standard Organization
MSS	Manufacturers Standardization Society
NEC	National Electrical Code
NEMA	National Electrical Manufacturers Association
NESC	National Electric Safety Code
NFPA	National Fire Protection Association
SSPC	Steel Structures Painting Council
TEMA UFC	Thermal Insulation Manufacturers Association
UL	Underwriters Laboratories

D. County / City Codes:

Fire Marshall / AHJ	International Fire Code
Building Code	Stillwater Local IRC IBC Amendments Ord No 3127



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1.08 PROJECT SITE CONDITIONS:

A. The Project Site has the following Site Conditions:

1. Elevation is 930 feet above mean sea level.
2. Indoor Design Temperatures
 - a. Maximum Dry Bulb 120°F
 - b. Minimum Dry Bulb 50°F
3. Outdoor Design Temperatures
 - a. Maximum Dry Bulb (1%) 99.2°F
 - b. Mean Coincident Wet Bulb 75.3°F
 - c. Minimum Dry Bulb (99.6%) 13.6°F
4. Outdoor Extreme Temperatures (n = 10 years)
 - a. Maximum Dry Bulb 110.5°F
 - b. Minimum Dry Bulb 2.6°F
 - c. Extreme Max Wet Bulb 88.2°F
5. Seismic loads – Section 1613
 - a. Seismic Site Class: D
 - b. Seismic Importance Factor: $I_E=1.25$
 - c. Component Importance Factor: $I_P = 1.0$
($I_p = 1.5$ under specific conditions, see ASCE 7-05 Section 13.1.3)
 - d. Design Spectral Response Acceleration
 - (1) Short Period: $S_s = 0.193$
 - (2) 1 Second: $S_1 = 0.063$
 - (3) Max. considered short period: $S_{MS} = 0.309$
 - (4) Max. considered 1-second: $S_{M1} = 0.151$
 - (5) 5% damped design short period: $S_{DS} = 0.206$
 - (6) 5% damped design 1-second: $S_{D1} = 0.101$
 - (7) Long-Period Transition Period: $T_L = 12$ seconds
 - e. Seismic Design Category: B

1.09 SITE UTILITIES:


A. Electrical:

1. Electrical power will be available at the installation locations.

PART 2 - PRODUCTS – Not Applicable.

PART 3 - EXECUTION – Not Applicable.

END OF SECTION 011100

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SECTION 013210 – PROJECT MEETINGS, SCHEDULES, AND REPORTS

PART 1 - GENERAL

1.01 SUMMARY:

- A. Project Meetings:
 - 1. Preliminary Conference.
 - 2. Engineering Coordination Meetings
- B. Schedules and Reports:
 - 1. Initial Coordination Submittals.
 - 2. Work Progress Schedule.
 - 3. Work Progress Reports.
- C. Related SECTIONS:
 - 1. Submittals: SECTION 013301.
 - 2. Equipment and Materials: SECTION 016001.

1.02 PROJECT MEETINGS:

- A. Preliminary Conference:
 - 1. Engineer will conduct a conference call within 10 Days after the Award Date to review items stated in the agenda and to establish a working understanding between the parties as to their relationships during performance of the Work. The conference shall be attended by:
 - a. Supplier.
 - b. Owner.
 - c. Supplier’s principal Sub-Suppliers, at discretion of Engineer.
 - d. Engineer
 - 2. Meeting Agenda:
 - a. Projected fabrication/construction schedules.
 - b. Project coordination.
 - c. Procedures and processing of:
 - (1) Substitutions.
 - (2) Submittals.
 - (3) Change Orders.
 - (4) Applications for Payment.
 - d. Procedures for testing.
 - 3. Location of Meeting: Conference Call
 - 4. Reporting: Within five (5) Days after the meeting, Engineer will prepare and distribute minutes of the meeting to each party represented.
- B. Engineering Coordination Meetings:
 - 1. Supplier shall schedule and conduct a conference call weekly for coordination during Supplier’s equipment engineering and design phase of the Work. Meetings shall be attended by:
 - a. Supplier’s representative(s) including engineering personnel.
 - b. Supplier’s principal Sub-Suppliers, at Engineer’s discretion.
 - c. Owner.
 - d. Engineer
 - 2. Meeting Agenda:
 - a. Review of action items.
 - b. Facility design interfaces.
 - c. Equipment and Material procurement status.
 - d. Engineering/fabrication/manufacturing schedules.
 - e. Requests for information (RFIs).
 - 3. Location of Meetings: Conference Call



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4. Reporting: Within five (3) days after the meeting, Supplier shall prepare and distribute minutes of the meetings to each party represented.


1.03 SCHEDULES AND REPORTS:

- A. Initial Coordination Submittals: Within the time indicated in SECTION 013301 Appendix A, Supplier shall submit to Engineer:
 1. A preliminary Work progress schedule.
 2. A preliminary schedule of Submittals.
 - 3.
- B. Work Progress Schedule:
 1. After submittal of preliminary Work progress schedule, submit to Engineer a detailed Work progress schedule and detailed manufacturing schedule for each piece of Equipment within the time indicated in SECTION 013301 Appendix A. Base the schedule on the preliminary Work progress schedule and incorporate review comments and other feedback.
 2. The schedule shall show the Work in a graphic format suitable for displaying scheduled and actual progress.
 - a. Prepare schedules as a horizontal bar chart with separate bar for each major portion of the Work or operation.
 - b. The schedule shall also show the Work broken down into major phases and key items with the dates Work is expected to begin and be completed. Sequence of listings shall be in the chronological order of the start of each item of Work.
 - c. Scale and spacing shall allow space for notations and revisions.
 - d. Sheet size: 8.5 x 11 or 11 x 17 inches.
 3. Provide sub-schedules to define critical portions of entire schedules.
 4. Coordinate Work progress schedule with Work progress reports and delivery schedule.
 5. Engineer will review and comment on Work progress schedule and, upon agreement between Engineer and Supplier on necessary changes:
 - a. Supplier shall print and distribute copies of the accepted schedule to Owner, Engineer, Sub-Suppliers, and other parties required to comply with scheduled dates.
 6. Supplier shall not change the accepted Work progress schedule without prior written concurrence of Engineer.
 7. Submit to Owner an updated schedule at least once a month. Schedule shall show actual progress and any proposed changes in the schedule of remaining Work.
- C. Work Progress Reports:
 1. Submit monthly a report on actual Work progress. More frequent reports may be required should the Work fall behind the accepted schedule.
 2. Work progress reports shall consist of marked copies of prints made from the accepted Work progress schedule, and a narrative report which shall include but not be limited to the following:
 - a. A description of current and anticipated delaying factors, if any.
 - b. Impact of possible delaying factors.
 - c. Proposed corrective actions.
 3. A Work progress report shall accompany each application for payment. Work reported complete but not readily apparent to Engineer must be substantiated with supporting data.
 4. Should operations fall behind accepted schedule to an extent that Supplier's ability to meet the Guaranteed Delivery Dates appears doubtful to Engineer, Engineer shall so notify Supplier, and Supplier shall, at no change in Contract Price, take corrective action to get back on schedule, and submit an updated Work progress report to Engineer.

PART 2 - PRODUCTS – Not Applicable.

PART 3 - EXECUTION – Not Applicable.

END OF SECTION 013210

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SECTION 013301 – SUBMITTALS

PART 1 - GENERAL

1.01 SUMMARY:

- A. This Section includes definitions, descriptions, transmittal, and review of Submittals.
- B. Related SECTIONS:
 - 1. Contract Closeout: SECTION 017801.

1.02 GENERAL INFORMATION:

- A. Definitions:
 - 1. Shop Drawings, product data, and Samples are technical Submittals prepared by manufacturer or Supplier and submitted by Supplier to Engineer as a basis for review and approval of the use of Equipment and Materials proposed for incorporation in the Work or needed to describe installation, operation, maintenance, or technical properties, as specified in each Division of the Specifications.
 - a. Shop Drawings include custom-prepared data of all types including drawings, diagrams, performance curves, material schedules, templates, instructions, and similar information not in standard printed form applicable to other projects.
 - b. Product data includes standard printed information on materials, products, and systems; not custom-prepared for this Contract, other than the designation of selections from available choices.
 - c. Samples include both fabricated and unfabricated physical examples of Materials, products, and Work; both as complete units and as smaller portions of units of Work; either for limited visual inspection or for more detailed testing and analysis. Mockups are a special form of Samples which are too large to be handled in the specified manner for transmittal of Sample Submittals.
 - 2. Informational Submittals are those technical reports, administrative Submittals, certificates and guarantees not defined as Shop Drawings, product data, or Samples.
 - a. Technical reports include laboratory reports, tests, technical procedures, technical records, and Supplier's design analysis.
 - b. Administrative Submittals are those nontechnical Submittals required by the Contract or deemed necessary for administrative records. These Submittals include maintenance agreements, bonds, photographs, physical work records, statements of applicability, copies of industry standards, Contract record data, schedules, security/protection/safety data, and similar type Submittals.
 - c. Certificates and guarantees are those Submittals on Equipment and Materials where a written certificate or guarantee from the manufacturer or Supplier is called for in the Specifications.
 - 3. Refer to ARTICLES 1.03 and 1.04 of this Part for detailed lists of documents and specific requirements.
- B. Quality Requirements:
 - 1. Shop drawings, structural calculations, and product data shall be submitted in electronic format. Every line, character, and letter shall be clearly legible and of suitable quality for reproduction.
 - 2. Documents submitted to Owner and Engineer that do not conform to specified requirements shall be subject to rejection by Owner and Engineer, and upon request, Supplier shall resubmit conforming documents. Documents rejected due to illegibility or failure to comply with non-technical requirements will not satisfy schedule requirements. If conforming Submittals cannot be obtained, such documents shall be retraced, redrawn, or photographically restored as may be necessary to meet such requirements. Supplier's failure to initially satisfy the legibility quality requirements will not relieve Supplier from meeting the required schedule for Submittals.
 - 3. Supplier shall be notified of any Submittals rejected prior to review for legibility or formatting reasons by Engineer or Owner. No notification will be provided for Submittals which are not rejected.
- C. Language and Dimensions:
 - 1. All words and dimensional units shall be in the English language.
 - 2. Metric dimensional unit equivalents may be stated in addition to the English units. However, English units of measurement shall prevail.
- D. Submittal Completeness:

1. Submittals shall be complete with respect to dimensions, design criteria, materials of construction, and other information specified to enable Engineer to review the information effectively.
 2. Where standard drawings are furnished which cover a number of variations of the general class of Equipment, each drawing shall be annotated to indicate exactly which parts of the drawing apply to the Equipment being furnished. Use hatch marks or X-outs to clearly indicate variations, optional equipment, or other items which do not apply to the Submittal and circle or box all selected variations, optional equipment, or other applicable selections. The use of “highlighting markers” will not be an acceptable means of annotating Submittals. Such annotation shall also include proper identification of the Submittal permanently attached to the drawing.
 3. Reproduction or copies of Contract drawings or portions thereof will not be accepted as complete fabrication or erection drawings, but will be acceptable when used by Supplier as a drawing upon which to indicate information on erection or to identify detail drawing references. Whenever the Contract drawings are revised to show that additional Supplier’s information, Engineer’s title block shall be replaced with Supplier’s title block, and Engineer’s professional seal shall be removed from the drawing.
- E. Form of Submittals:
1. Supplier shall have one contact person for submitting and retrieving documents.
 - a. This person will be responsible for making sure all documents are submitted properly.
 - b. This person will be receiving an email every week stating what needs to be resubmitted.
 - (1) All submittals with an action status of “B”, “C”, or “D” need to be resubmitted as described herein.
 2. Submittal Documents
 - a. Name of file must include:
 - (1) Specifications Section number in front of filename
 - (2) Must be short and specific to the file
 - b. Name of file must NOT include:
 - (1) Revision number/letter
 - (2) Date
 - (3) The word “Submittal”
 - c. All documents that are supplied by the Supplier must be .PDF formatted
 - d. A Submittal Block will be provided to Supplier as a .JPEG file.
 - e. The submittal block must be included on:
 - (1) Each individual PDF drawing. (one drawing per PDF file)
 - (2) The first page of each document that is NOT a drawing.
 - f. When submitting:
 - (1) Send Submittals with transmittal letter to kyle.muret@stillwater.org and cmpeterson@burnsmcd.com
 - (2) On the transmittal letter:
 - 1) Include a description for each file
 - 2) State what revision the file is.
 - (3) State the project number (135250), project description, Contract number (5.5110), and the number indicating the submittal number (1, 2, 3, etc.) within the e-mail
 - g. Return Submittal:
 - (1) Make sure the file name has stayed exactly the same as when you first submitted it.
 - (2) Pick up any of Engineer’s comments and make the necessary changes to the original document/drawing.
 - (3) If you are making a change or verifying information on any document, provide comment clouding on these items.
 - (4) If the Contract Engineer has made comments and you are needing to add or delete pages from you original document:
 - (a) Place an “X” through the page to delete it
 - (b) Add additional pages to the end of the PDF.
 3. Document Pick-Up
 - a. Supplier will receive an e-mail stating that your package is ready to be picked up.



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- b. Click on the Webtools link.
- c. Download the package.
 - (1) Included in the package are:
 - (a) A return transmittal letter listing the document being returned and what action status they are given..
 - (b) Documents that are being returned with the submittal block filled out.
- d. Pick-up or respond to all comments from the Engineer.
- e. Resubmit any required documents as described above. Cloud all changes and increase the revision for all resubmitted documents.

1.03 TECHNICAL SUBMITTALS:

- A. Provide required Submittals as specified in Appendix A and in the Specifications. Additional information about Submittals listed in Appendix A is provided in Appendix C. All durations are Days.
- B. Schedule of Submittals:
 - 1. Prepare for Engineer's concurrence a schedule for submission of all Submittals specified or necessary for Engineer's approval of the use of Equipment and Materials proposed for incorporation in the Work or needed for proper installation, operation, or maintenance. Submit the schedule with the Work progress schedule. Schedule submission of all Submittals to permit review, fabrication, and delivery in time to not cause delay in the Work of Supplier or its Sub-Suppliers or any other contractors as described herein.
 - 2. In establishing schedule for Submittals, allow 14 Days in Engineer's office for reviewing original submittals and 14 Days in Engineer's office for reviewing resubmittals. For submittals exceeding 20 drawings, Engineer and Owner may request additional time for review within 2 days of submittal receipt.
 - 3. Submittals requiring revision shall be resubmitted within 14 Days after receipt of Engineer's review notations.
 - 4. The schedule shall indicate the anticipated dates of original submission for each item and Engineer's approval thereof, and shall be based upon at least one resubmission of each item.
 - 5. Schedule all Submittals required for submission within the time specified for each in Appendix A.
 - 6. Resubmit Submittals the number of times required for Engineer's action stamp to read either A, F, or G as described below. However, any need for resubmittals in excess of the number set forth in the accepted schedule, or any other delay in obtaining approval of Submittals, will not be grounds for extension of the Contract Time provided Engineer completes its reviews within the times specified. Supplier shall not commence production of any part of the Equipment and Materials affected thereby until such Submittal has been reviewed and approved by Engineer.
- C. Transmittal of Submittals:
 - 1. All Submittals (shop drawings, product data, and samples) for Equipment and Materials furnished by manufacturers and Supplier shall be submitted to Engineer by Supplier.
 - 2. Transmit all Submittals to Engineer for approval as follows:
 - a. Include Submittal Information Block:
 - (1) Electronic files of Submittal Information Blocks will be provided to Supplier for use on electronic Submittals.
 - (2) An example of the Submittal Information Block is included as Appendix B to this Section.
 - b. Mark each Submittal by Project name and number, Contract title and number, and the applicable Specification Section and Article numbers.
 - c. Check and include Supplier's approval for Submittals of Supplier and manufacturers prior to transmitting them to Engineer. Supplier's approval shall constitute a representation to Owner and Engineer that Supplier has determined and verified all design criteria, quantities, dimensions, materials, catalog numbers, compliance with Laws and Regulations, and similar data, or Supplier assumes full responsibility for doing so, and that Supplier has coordinated each Submittal with the requirements of the Work and the Contract Documents.
 - d. At the time of each submission, call to the attention of Engineer in the transmittal letter any deviations from the requirements of the Contract Documents.
 - e. Make all modifications noted or indicated by Engineer and return revised Submittals until approved. Direct specific attention in writing, or on revised Submittals, to changes other than the modifications

- called for by Engineer on previous Submittals. Previously approved Submittals transmitted for final distribution will not be further reviewed and are not to be revised. If errors are discovered during manufacture or fabrication, correct the Submittal and resubmit for review.
- f. Resubmitted files shall be indicated on the transmittal letter by a later date and revision number than the previous submissions.
- g. Following completion of the Work and prior to final payment, furnish record documents and approved Samples and Shop Drawings necessary to indicate “as constructed” conditions, including field modifications, in the number of copies specified. Furnish additional copies for insertion in Equipment instruction books and operating manuals as required. All such copies shall be clearly marked “PROJECT RECORD.”
- (1) Submit a final record copy of the Master Field Drawing list which shall indicate the final revision status of each drawing on the list.
3. Quantity Requirements:
- a. Except as otherwise specified in Appendix A, transmit all Shop Drawings in the following quantities:
- (1) Initial Submittal:
- (a) Per Appendix A, this Section.
- (2) Resubmittals:
- (a) Per Appendix A, this Section.
- (3) Submittal for final distribution:
- (a) Paper – One copy to Owner, One copy to Engineer.
- (b) Electronic – Email copy to Engineer in native format. Drawings shall be provided as AutoCAD 2012 or later files.
- (4) As-constructed documents:
- (a) Paper – One copy to Owner, one copy to Engineer.
- (b) Electronic – Email copies to Engineer in native format. Drawings shall be provided as AutoCAD 2012 or later files.
- b. Transmit Submittals of product data as indicated for Shop Drawings above.
- c. Transmit Submittals of Material Samples, color charts, and similar items as follows:
- (1) Initial Submittal – Two to Engineer. One to Owner.
- (2) Resubmittal – Two to Engineer. One to Owner.
- (3) Upon approval, no Sample(s) will be returned to Supplier.
- d. Except as otherwise specified in Appendix A, transmit Submittals of Equipment instruction books and operating manuals as follows:
- (1) Initial Submittal:
- (a) Paper – No copies to Engineer. One copy to Owner. Only Engineer’s comments will be returned to Supplier.
- (b) Electronic – One copy to Engineer. One copy to Owner.
- (2) Resubmittals:
- (a) Paper – No copies to Engineer. One copy to Owner. Only Engineer’s comments will be returned to Supplier.
- (b) Electronic – One copy to Engineer. One copy to Owner.
- (3) Submittal for Final Distribution –
- (a) Four paper copies to Owner upon Engineer’s written authorization.
- (b) Email copy to Engineer as PDF files and email copies to Owner.
- e. All Submittals provided in PDF format shall contain searchable text.
- f. When all Submittals have been updated to “as-constructed” conditions, transmit to Engineer three copies and Owner five copies each of manuals by email.
- g. Owner may copy and use for internal operations and staff training purposes any and all document Submittals required by this Contract and approved for final distribution, whether or not such documents are copyrighted, at no additional cost to Owner. If permission to copy any such Submittal for the purposes stated is withheld from Owner by manufacturer or Supplier, the Supplier shall provide to Owner 50 copies plus the number of copies required by Supplier at each final distribution issue.



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4. Supplier's erection drawings and other Submittals required for installation of Equipment furnished under this Contract for installation under other contracts will be transmitted electronically to installing contractor by Engineer in the final distribution of such Submittals.
 5. Information to Manufacturer's District Office: Supplier shall arrange for manufacturers and suppliers of Equipment or Materials to furnish copies of all agreements, drawings, specifications, operating instructions, correspondence, and other matters associated with this Contract to the manufacturer's district office servicing Owner. Insofar as practicable, all business matters relative to Equipment and Materials included in this Contract shall be conducted through such local district offices.
- D. Engineer's Review:
1. Engineer will review and take appropriate action on Submittals in accordance with the accepted Schedule of Submittals. Engineer's review and approval will be only to determine if items of Equipment and Materials covered by the Submittals are compatible with the design concept and conform to information given in the Contract Documents.
 2. Such review and approval will not extend to design data reflected in Submittals which is peculiarly within the special expertise of Supplier. Review and approval of a component item as such will not indicate approval of the assembly in which the item functions.
 3. Engineer's review and approval of Shop Drawings, product data, or Samples will not relieve Supplier of responsibility for any deviation from requirements of the Contract Documents unless Supplier has in writing called Engineer's attention to such deviation at the time of submission, and Engineer has given written concurrence in and approval of the specific deviation. Approval by Engineer shall not relieve Supplier from responsibility for errors or omissions in Submittals.
- E. Submittal Action Stamp:
1. Engineer's review action stamp, appropriately completed, will appear on all Submittals of Supplier when returned by Engineer. Review status designations listed on Engineer's action stamp are defined as follows:

A – SUBMITTAL APPROVED Signifies Equipment or Material represented by the Submittal conforms to the design concept and complies with the intent of the Contract Documents and is approved for incorporation in the Work. Supplier is to proceed with fabrication or procurement of the items and with related Work. Copies of the Submittal are to be transmitted to Engineer for final distribution.

B – SUBMITTAL APPROVED AS NOTED (RESUBMIT) Signifies Equipment or Material represented by the Submittal conforms to the design concept and complies with the intent of the Contract Documents and is approved for incorporation in the Work in accordance with Engineer's notations. Supplier is to proceed with fabrication or procurement of the items and with related Work in accordance with Engineer's notations and is to submit a revised Submittal responsive to notations marked on the returned Submittal or written in the letter of transmittal.

C – SUBMITTAL RETURNED FOR REVISION (RESUBMIT) Signifies Equipment or Material represented by the Submittal appears to conform with the design concept and comply with the intent of the Contract Documents but information is either insufficient in detail or contains discrepancies which prevent Engineer from completing its review. Supplier is to resubmit revised information responsive to Engineer's annotations on the returned Submittal or written in the letter of transmittal. Fabrication or procurement of items represented by the Submittal and related Work is not to proceed until the Submittal is approved.

D - SUBMITTAL NOT APPROVED (SUBMIT ANEW) Signifies Equipment or Material represented by the Submittal does not conform to the design concept or comply with the intent of the Contract Documents and is disapproved for use in the Work. Supplier is to provide Submittals responsive to the Contract Documents.

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E – PRELIMINARY SUBMITTAL Signifies Submittals of such preliminary nature that a determination of conformance with the design concept or compliance with the intent of the Contract Documents must be deferred until additional information is furnished. Supplier is to submit such additional information to permit layout and related activities to proceed.

F – FOR REFERENCE, NO APPROVAL REQUIRED Signifies Submittals which are for supplementary information only; pamphlets, general information sheets, catalog cuts, standard sheets, bulletins and similar data, all of which are useful to Engineer or Owner in design, operation, or maintenance, but which by their nature do not constitute a basis for determining that items represented thereby conform with the design concept or comply with the intent of the Contract Documents. Engineer reviews such Submittals for general content but not for basic details.

G – DISTRIBUTION COPY (PREVIOUSLY APPROVED) Signifies Submittals which have been previously approved and are being distributed to Supplier, Owner, and others for coordination and construction purposes.

F. Instruction Books and Operating Manuals:

1. In addition to electronic Submittals specified above, Equipment instruction books and operating manuals prepared by the manufacturer shall include the following:
 - a. Index and tabs.
 - b. Instructions for installation, start-up, operation, inspection, maintenance, parts lists and recommended spare parts, and data sheets showing model numbers.
 - c. Applicable drawings.
 - d. Warranties and guarantees.
 - e. Name and address of nearest manufacturer-authorized service facility.
 - f. All additional data specified.
2. Each hard copy of the manuals shall be assembled and bound in black three-ring binders designed for rough usage. Binders shall be as specified below.
 - a. Front covers and spine of the manuals shall be permanently marked with white lettering indicating Owner's name, plant name, unit number, name of equipment, volume number if applicable, contract number, name of Supplier, Supplier's address, and year of manufacture. See Appendix D of this Section for more details.

Manufacturer	ViaTech Publishing Solutions or approved equal 424 North Cedarbrook Avenue Springfield, Missouri 65802 1-800-888-0823
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Binder type	Swing Hinge C78 Split Prong
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Construction	Stiff binder board
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Covering	Supported vinyl skytogen liner
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Material and color	Black imitation leather (Material Code NV899)
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Font	News Gothic Condensed
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Imprinting	Foil stamp in accordance with Appendix D of this section. Imprinting color is to be white.
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Capacities available Split prong swing hinge 2 inch or 3 inch as required.

2. Binder capacities shall not exceed 3 inches, nor shall material included exceed the designed binder capacity. If material to be bound exceeds capacity rating, multiple volumes shall be furnished. Binder capacity should not be more than approximately ½- inch greater than the thickness of the material within the binder.


c. Submit mockup of cover and spine for Engineer’s review.

1.04 INFORMATIONAL SUBMITTALS:

- A. Informational Submittals are comprised of technical reports, administrative Submittals, and guarantees which relate to the Work, but do not require Engineer approval prior to proceeding with the Work. Informational Submittals include:
 1. Test reports.
 2. Certification on Materials:
 - a. Steel mill tests.
 3. Shipping and/or packing lists.
 4. Job progress schedules.
 5. Equipment and Material delivery schedules.
 6. Warranties and guarantees.
 7. Welder qualification records.
 8. Welding procedures qualification tests.
 9. X-ray and radiograph reports.
 10. Hydrostatic testing.
- B. Transmittal of Informational Submittals:
 1. All Informational Submittals furnished by manufacturers and suppliers shall be submitted to Engineer by Supplier unless otherwise specified.
 - a. Identify each Informational Submittal by Project name and number, Contract title and number, and the Specification Section and Article numbers marked thereon or in the letter of transmittal. Unidentifiable Submittals will be returned for proper identification.
 - b. At the time of each submission, call to the attention of Engineer in the letter of transmittal any deviations from the requirements of the Contract Documents.
 2. Quantity Requirements:
 - a. Technical reports and administrative Submittals except as otherwise specified:
 - (1) Paper: One copy each to Engineer and Owner.
 - (2) Electronic: One copy each to Engineer and Owner.
 3. Test Reports:
 - a. Responsibilities of Supplier, Owner, and Engineer regarding tests and inspections of Equipment, Materials, and completed Work are set forth elsewhere in this Contract.
 - b. The party specified responsible for testing or inspection shall in each case, unless otherwise specified, arrange for the testing laboratory or reporting agency to distribute one electronic copy of the test reports to Owner, Engineer, and Supplier.
- C. Engineer’s Review:
 1. Engineer will review informational Submittals for indications of Work or Material deficiencies.
 2. Engineer will respond to Supplier on those informational Submittals which indicate Work or Material deficiency.

PART 2 - PRODUCTS – Not Applicable.

PART 3 - EXECUTION – Not Applicable.

	INVITATION FOR BID SUA BID #20-22/23 Substation Packager Issued: January 28, 2023	FORM – TS TECHINCAL SPECIFICATIONS 13.4, SECTION 013301
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END OF SECTION 013301



INVITATION FOR BID
 SUA BID #20-22/23
 Substation Package
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**FORM – TS
 TECHNICAL
 SPECIFICATIONS
 APPENDIX A, SECTION
 013301**

Appendix A – Submittal Schedule

No.	Submittal Description	Subject to LDs	Required with Proposal	Required for Approval	Required for Information
1	Certificate of Insurance	No			P (1) – 14 Days after NTP
2	International Transportation Insurance Certificate, if applicable	No			P (1) – With Shipping Documents and forwarded to Purchaser at least six weeks prior to shipment
3	Letter of Credit or Performance Bond if required	No			P (1) – 10 business days after NTP
4	Notice of any Cancellation, Termination, or Material Changes of Insurance Policies	No			30 Days before cancellation or change
5	Project Organizational Chart, including key personnel resumes.	No	E		
6	Installation & Commissioning Spare Parts List	No	E	E – 60 Days after NTP	
7	Recommended Two-Year Operational Spare Parts List	No	E		E – 120 Days after NTP, updated through project duration
8	Catalog Data Sheets with Dimensions	No	E		
9	Standard Training Classes	No	E		
10	Training Agenda, Schedule, Outline, and Materials	No		E – 90 Days prior to training	
11	Preliminary Work Progress Schedule	No	E		E – 10 business days after NTP
12	Detailed Work Progress Schedule	No		E – 30 Days after NTP, monthly thereafter	
13	Manufacturer Field Staffing Plan, including Names and Durations of Visits	No			E – 30 Days before arrival to Site
14	Progress Reports	No			E – 30 Days after NTP, monthly through engineering and fabrication
15	Supplier Document List	No			E – with Monthly Progress Reports
16	Detailed Drawing Submittal Schedule	No		E – 30 Days after NTP, updated monthly thereafter	



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No.	Submittal Description	Subject to LDs	Required with Proposal	Required for Approval	Required for Information
17	Partial Lien Waiver	No			With Invoice
18	Quality Assurance / Quality Control Manuals, unless on file with Purchaser's QA/QC Department	No			E – 60 Days after NTP
19	Preliminary Equipment Data Book	No			E – 120 Days prior to Contract Delivery Date
20	Final Equipment Data Book	No			P (2), E – 30 Days prior to Contract Delivery Date
21	Factory Acceptance Test Procedures	No		E – 60 Days before test	
22	Copies of Certified Test and Inspection Reports	No			E – 15 Days after test
23	Transportation / Shipping Plan	No			E – 90 Days before first shipment
24	Electronic Material List	No			E – 30 Days prior to each shipment
25	Notice of Shipment	No			E – two weeks prior to shipment
26	Packing Lists	No			P (1), E – prior to shipment
27	List of all accessory equipment to be shipped loose to Site	No			E – 60 Days prior to Shipment and with each shipment
28	Shipment Bills of Materials	No			P (1), E – With Notice of Shipment and with each shipment
29	Unloading, Handling, and Lifting Requirements and Procedures	No			P (1), E – 60 Days prior to Shipment and with each shipment
30	Erection / Installation / Assembly Instructions	No			P(1), E – 90 Days prior to contract delivery date and with each shipment
31	Description and details of preservation and protection systems and recommended storage procedures	No	E	E – 30 Days after NTP	P(4), E – 60 Days prior to shipment and with each shipment
32	Lubrication list and initial fill requirements	No			E – 90 Days before shipment of equipment
33	Material Safety Data Sheets (if applicable)	No			P (5), E – With Notice of Shipment and with each Shipment
34	Preliminary O & M Manuals with Startup and Commissioning Procedure	No			E – 120 days prior to Delivery OR 15 days prior to any training




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 013301**

No.	Submittal Description	Subject to LDs	Required with Proposal	Required for Approval	Required for Information
35	Final O & M Manuals with Startup and Commissioning Procedure	No			P (2), E – 30 days prior to Delivery
36	Design Data / Design Calculations	No			E – Prior to Final Payment
37	Final Bill of Materials	No			E – Prior to Final Payment
38	Final Lien Waiver	No			With Final Invoice
39	Final As-Manufactured Submittals	No			E – Prior to Delivery
<u>ELECTRICAL</u>					
E1	All Preliminary Electrical Technical Equipment Data Management lists (TEDMs) filled out in Excel format	No			E – 30 Days after NTP
E2	All Final Electrical TEDMs filled out in Excel format	No		E – 60 Days after NTP	
E3	Required Approval Drawings (outline drawings, schematics, catalog cut sheets, etc.) per technical specifications	No		E – 20 Days after NTP per Supplier's bid Schedule	
E4					
E5					
E6					
<u>STRUCTURAL</u>					
S1	Structure Design Calculations	No		E – 20 Days after NTP	
S2	Anchor Bolt Plans & Details	No		E – 30 Days after NTP	
S3	Steel Fabrication Drawings	No		E – 40 Days after NTP	
S4					
S5					
S6					

E = Electronic; P(x) = Paper Copy (no. of copies); NTP = Notice to Proceed
 LD = Liquidated Damages (see Terms and Conditions)

	INVITATION FOR BID SUA BID #20-22/23 Substation Packager Issued: January 28, 2023	FORM – TS TECHINCAL SPECIFICATIONS APPENDIX B, SECTION 013301
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SECTION 013301 APPENDIX B
 Submittal Information Block

Supplier to fill in all blanks
 without preprinted information

For the use of Engineer

<p>Project Supplier Identification</p> <p>Supplier: _____</p> <p>Project Name: _____</p> <p>Project No.: _____</p> <p>Contract Title: _____</p> <p>Contract No.: _____</p> <p>Spec. Section No.: _____</p> <p>Supplier's Approval: Submission of this document shall represent contractor's approval as specified in the Contract. Supplier remains liable for accuracy of Submittals as provided in the Contract.</p>	<p>Date Engineer Received</p> <hr/> <p style="text-align: center;">Engineer's Action (See Contract Documents)</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">Initials & Date</td> <td style="width: 50%;">Initials & Date</td> </tr> <tr> <td>A _____</td> <td>E _____</td> </tr> <tr> <td>B _____</td> <td>F _____</td> </tr> <tr> <td>C _____</td> <td>G _____</td> </tr> <tr> <td>D _____</td> <td></td> </tr> </table>	Initials & Date	Initials & Date	A _____	E _____	B _____	F _____	C _____	G _____	D _____	
Initials & Date	Initials & Date										
A _____	E _____										
B _____	F _____										
C _____	G _____										
D _____											

1. Use this decal on all shop drawings, whether prepared by Supplier or Sub-Supplier. Place as near as possible to the drawing title in the lower right corner.
2. Affix the gummed edge paper information blocks to all "product data" type Submittals immediately inside the front cover.

	INVITATION FOR BID SUA BID #20-22/23 Substation Package Issued: January 28, 2023	FORM – TS TECHINICAL SPECIFICATIONS APPENDIX C, SECTION 013301
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SECTION 013301APPENDIX C
Submittal Description

System I/O list

- Tabulation of all inputs and outputs associated with a PLC or DCS to be used to control the supplied system.

Electrical Schematic

- Detailed schematics showing each and every light, switch, controller, relay, timer, etc., associated with a systems control circuit
- All voltage and current ratings
- Special wiring requirements (coax, high temp., etc.)

Control Panel Front View & Internal Wiring Diagram

- Physical diagrams of all supplied control panels (internal and external)
- All light and switches including color
- All wiring internal to the panel
- All Tagging/Labeling
- Panel NEMA rating

Electrical Load List

- Tabulation of all motors (load in hp)
- Tabulation of all variable speed drives (load in kW)
- Tabulation of all 120V vital ac loads (load in kW)
- Tabulation including hp, voltage, and number of phases

Electrical Equipment Layout

- Physical drawing showing the location of each of the electrical interface points and elevation of equipment in respect to the plant elevation
- Location of each device that requires Owner's cable to be run to it

Equipment Installation Details

- Drawings showing how to install all devices that require field installation
- Details including support/mounting devices
- Instrument installation details including tubing installation from root valve to the instrument including tubing size, slope, valve manifold, etc.

Interconnection Wiring Diagrams


- Overall system diagram showing 100% of the field wiring required
- Interface of each device or panel being supplied in the system
- Voltage and current ratings

Control Logic Diagrams

- Normal start/stop sequence
- Alarm development
- Identification of all time delays
- Auto stop/start sequence
- Identification of digital control
- Identification of analog control

P&ID's

- System diagrams of all system piping
- Identification of all instruments, pressure switches, limit switches, temperature elements, etc.
- Identification of interface (PLC, DCS, or hard wired interlocks) for each device

	<p style="text-align: center;">INVITATION FOR BID SUA BID #20-22/23 Substation Packager Issued: January 28, 2023</p>	<p style="text-align: center;">FORM – TS TECHINICAL SPECIFICATIONS APPENDIX C, SECTION 013301</p>
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- Identification of valves, pumps, etc.
- Identification of all pipe size, materials, and schedule

General Arrangement Drawings

- Dimension and location (plan and elevation) of all equipment including locating dimensions in respect to the plant columns and elevation of equipment in respect to the plant elevation
- Identification of all pull space requirements
- Identification of all access/maintenance requirements

Foundation Details

- Foundation details/outlines depicting overall dimensions, pad and blockout requirements, anchor bolt locations and details, and any additional information necessary to establish the foundation arrangement
- Either actual or “not-to-exceed” foundation design loads, and their points of application, for all applicable load cases and/or combinations (i.e., dead load, live load, wind, seismic, dynamic, etc.)
- Identification of loading directions, magnitudes, and any other permanent data required for the foundation design

Structural and Miscellaneous Steel

- Certified shop drawings and erection diagrams for all structural steel and miscellaneous steel
- Documents prepared in accordance with the AISC specification for the design, fabrication, and erection of structural steel for buildings

Outline Drawings


- Outline dimensional drawing
- Location of all interface connections (plan and elevation)
- Recommended/required mounting details clearly depicting bolting location, size, material, and projection requirements, or sufficient data such that the Engineer can establish such requirements (for dynamic equipment or machinery data include operating speeds, rotating masses, centers-of-gravity, eccentricities, etc.)
- Weight and center of gravity
- Type of interface connection (e.g., 150 lb. RF flange, welded, weld end preparation, wall thickness or schedule, etc.)
- Allowable loads for all nozzles
- Removal space/maintenance requirements
- Special rigging requirements
- Thermal movements of all nozzles (if applicable)

Piping Information


- Physical drawing showing the routing of all vendor supplied pipe
- Location of pumps, valves, traps, strainers, instrument connections, etc. on the piping drawing
- Location of all Owner/Vendor interface points (plan and elevation) for large and small pipe
- Drawing including locating dimensions in respect to the plant columns and elevation or centerline of equipment
- Allowable loads and movements for all interface points
- Support locations and details
- Identification of pipe sizes, materials, valves, pumps, insulation, etc.
- Field weld locations
- Wall/floor penetration requirements
- Pipe movements in excess of 1 inch
- Design/service conditions (temperature/pressure)

O & M Manuals

- Description of equipment
- Theory of operation
- Troubleshooting
- Equipment drawings

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- Installation instructions
- Maintenance instructions
- Sub-supplier component list


	<p align="center">INVITATION FOR BID SUA BID #20-22/23 Substation Packager Issued: January 28, 2023</p>	<p align="center">FORM – TS TECHINICAL SPECIFICATIONS APPENDIX C, SECTION 013301</p>
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SECTION 013301 APPENDIX D
Typical Instruction Book Cover

<p align="center"><Enter Contract Name></p> <p align="center">Stillwater Electric Utility</p> <p align="center">CONTRACT NUMBER 20-22/23</p> <p align="center">VOLUME NUMBER*</p>	<p>Stillwater Electric Utility</p> <p>INSTRUCTION BOOK FOR <Enter Contract Name> VOLUME NUMBER*</p> <p>CONTRACT NUMBER SUA 20-22/23</p> <p>SUPPLIER’S NAME SUPPLIER ‘S ADDRESS SUPPLIER’S ORDER NUMBER</p>	<p>36</p> <p>36 36 36 36</p> <p>24</p> <p>24 24 24</p>
(Spine)	(Cover)	

NOTES:

1. All lettering shall be a block style font such as Arial.
2. All spine lettering shall be 14 point.
3. Cover lettering shall be point sizes indicated in column to right of cover illustration.
4. *Volume number required only if instructions are contained in more than one volume

	INVITATION FOR BID SUA BID #20-22/23 Substation Packager Issued: January 28, 2023	FORM – TS TECHINICAL SPECIFICATIONS EQUIPMENT & MATERIAL, 016001
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SECTION 016001 – EQUIPMENT AND MATERIALS

PART 1 - GENERAL

1.01 SUMMARY:


- A. This Section includes general requirements for transportation and handling, delivery, storage, and protection of Supplier-furnished Equipment and materials.
- B. Related SECTIONS:
 - 1. Submittals: SECTION 013301.

1.02 DEFINITIONS:

- A. Terms used in this SECTION are not intended to negate the meaning of other terms used in the Contract , including such terms as “systems,” “structures,” “finishes,” “accessories,” “furnishings,” “special construction,” and similar terms. Such terms are self-explanatory and have recognized meanings in the construction industry.

1.03 QUALITY ASSURANCE:

- A. Equipment and Material incorporated into the Work:
 - 1. Conform to applicable Specifications, codes, standards, and requirements of regulatory agencies.
 - 2. Provide Products that comply with the requirements of the Contract, undamaged and, unless otherwise indicated, new and unused at the time of installation. Provide Products that are complete with all accessories, trim, finish, safety guards, and other devices and details needed for a complete installation and for the intended use and effect.
 - a. Standard Products: Where they are available and comply with Specifications, provide standard Products of types that have been produced and used successfully in similar situations on other projects.
 - b. Continued Availability: Where, because of the nature of its application, Owner is likely to need replacement parts or additional amounts of a product at a later date, either for maintenance and repair or replacement, provide standard Products for which the manufacturer has published assurances that the products and its parts are likely to be available to Owner at a later date.
 - 3. Comply with size, make, type, and quality specified, or as specifically approved in writing by Owner.
 - 4. Manufactured and Fabricated Products:
 - a. Design, fabricate, and assemble in accordance with the applicable standard trade, engineering, and shop practices.
 - b. Manufacture like parts of duplicate units to standard sizes and gages, to be interchangeable.
 - c. Two or more items of the same kind shall be identical, by the same manufacturer.
 - d. Equipment and Material shall be suitable for service conditions intended.
 - e. Equipment capacities, sizes, and dimensions shown or specified shall be adhered to unless variations are specifically approved in writing by Owner.
 - 5. Do not use Material or Equipment for any purpose other than that for which it is designed or is specified.
- B. Nameplates: Except for required labels and operating data, do not attach or imprint manufacturer’s or producer’s nameplates or trademarks on exposed surfaces of products that will be exposed to view in occupied spaces or on the exterior.
 - 1. Labels: Locate required product labels and stamps on concealed surfaces or, where required for observation after installation, on accessible surfaces that are not conspicuous.
 - 2. Equipment Nameplates: Provide a permanent nameplate on each item of service-connected or power-operated Equipment. Locate on an easily accessible surface that is inconspicuous in occupied spaces. The nameplate shall contain the following information and other essential operating data:
 - a. Name of product and manufacturer including address and telephone number.
 - b. Model and serial number.
 - c. Capacity.
 - d. Speed.
 - e. Ratings.

	INVITATION FOR BID SUA BID #20-22/23 Substation Packager Issued: January 28, 2023	FORM – TS TECHNICAL SPECIFICATIONS EQUIPMENT & MATERIAL, 016001
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C. Electronic Equipment Compliance:

1. Supplier warrants that all equipment, devices, items, systems, software, hardware, or firmware provided shall properly, appropriately, and consistently function and accurately process date and time data (including without limitation: calculating, comparing, and sequencing). This warranty supersedes anything in the Contract which might be construed inconsistently. This warranty is applicable whether the equipment, device, item, system, software, hardware, or firmware is specified with or without reference to a manufacturer's name, make, or model number.

1.04 TRANSPORTATION AND HANDLING:

A. Shipment Preparation:

1. Supplier shall prepare Equipment and Materials for shipment in a manner to facilitate unloading and handling, and to protect against damage or unnecessary exposure in transit and storage. Provisions for protection shall include the following:
 - a. Crates or other suitable packaging materials.
 - b. Covers and other means to prevent corrosion, moisture damage, mechanical injury, and accumulation of dirt in motors, electrical equipment, and machinery.
 - c. Suitable rust-preventive compound on exposed machined surfaces and unpainted iron and steel.
 - d. Grease packing or oil lubrication in all bearings and similar items.

- B. Marking: Tag or mark each item of Equipment and Material as identified in the delivery schedule or on Submittals and include complete packing lists and bills of material with each shipment. Each piece of every item need not be marked separately provided that all pieces of each item are packed or bundled together, and the packages or bundles are properly tagged or marked.

- C. Bills of Material: Supplier shall email bills of material to Engineer prior to delivery of each shipment and shall include bills of material with each shipment.

D. Delivery:

1. Furnish Engineer all requirements for unloading and handling of Equipment and Materials upon delivery sufficiently in advance to allow Owner sufficient preparation time for Owner's installation crew. Include type and capacity of unloading equipment being provided.
2. Deliver Equipment and Materials in an undamaged condition, in original containers or packaging, with identifying labels intact and legible.
3. Mark partial deliveries of component parts to identify the Equipment or Material, to permit easy accumulation of parts, and to facilitate assembly.

E. Receipt and Unloading:

1. Deliver all Equipment and Materials complete with packing lists and bills of material. Supplier's installation crew shall furnish receipts to shipper upon delivery.
2. Owner shall receive, check, unload, inventory, accept, and store all Equipment and Materials delivered to the Point of Delivery in accordance with proper notice. Report any damage to Owner's Site Representative prior to or during unloading and advise Owner's Site Representative of any shortage at time of delivery.

1.05 STORAGE AND PROTECTION:


A. Storage Requirements:

1. Furnish Engineer all requirements for storage and protection of all Equipment and Materials with notice of shipment, to allow installing contractor sufficient preparation time.
2. Installing contractor will furnish all facilities needed for storage of Auxiliary Equipment at the Project Site.
3. Installing contractor will assume responsibility for and protect all Auxiliary Equipment in accordance with Supplier's recommendations.

PART 2 - PRODUCTS – Specified in applicable Sections.

PART 3 - EXECUTION – Not Applicable.

END OF SECTION 016001

	INVITATION FOR BID SUA BID #20-22/23 Substation Package Issued: January 28, 2023	FORM – TS TECHINCAL SPECIFICATIONS, CONTRACT CLOSEOUT, SECTION 017801
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SECTION 017801 – CONTRACT CLOSEOUT

PART 4 - GENERAL

4.01 SUMMARY:


- A. Related Work Specified Elsewhere:
1. Prerequisites for final acceptance and payment: Attachment A Commercial Terms & Conditions.
 2. Submittals: SECTION 013301.
 3. Manufacturer's field services: SECTION 017501.
 4. Warranties: Attachment A Commercial Terms & Conditions.

4.02 REQUIREMENTS FOR FINAL PAYMENT:

- A. General: Unless otherwise required elsewhere by this Contract, the following shall be furnished to Owner prior to application for final payment.
1. Field Services.
 2. Maintenance and operating instructions.
 3. Guarantees.
 4. Certifications of inspection.
 5. "Record Document" Submittals.
 6. Other documents as required by Contract Documents.
 7. Spare parts.
- B. Final Payment: Commercial Terms & Conditions.

4.03 PROJECT RECORD DOCUMENTS:

- A. General: Maintain at the Supplier's facilities one record copy of:
1. Drawings.
 2. Specifications.
 3. Addenda.
 4. Change Orders and other Modifications to the Contract.
 5. Approved Shop Drawings, product data, and Samples.
- B. Recording:
1. Label each document "PROJECT RECORD" in neat, large, printed letters.
 2. Record information concurrently with fabrication or Field Services progress.
 3. Record Drawings: Legibly mark to record actual construction:
 - a. Where Submittals are used for mark-up, record a cross-reference at corresponding location on Drawings.
 - b. Field changes of dimension and detail.
 - c. Changes made by Change Order or other Modifications. Note related Change Order numbers where applicable.
 - d. Details not on original Contract Drawings.
 4. Record Specifications and Addenda: Legibly mark each Section to record:
 - a. Manufacturer, trade name, catalog number, and Supplier of each product and item of Equipment actually furnished, particularly optional and substitute items.
 - b. Changes made by Addendum, Change Order, or other modifications.
 - c. Related Submittals.
 5. Record Product Data: Maintain one copy of each product data Submittal, and mark-up significant variations in actual Work in comparison with submitted information.
 - a. Include both variations in product as delivered to Point of Delivery, and variations from manufacturer's instructions and recommendations for installation.
 - b. Give particular attention to concealed products and portions of the Work which cannot otherwise be readily observed. Note related Change Orders and mark-up of record drawings and specifications.

	INVITATION FOR BID SUA BID #20-22/23 Substation Packager Issued: January 28, 2023	FORM – TS TECHINCAL SPECIFICATIONS, CONTRACT CLOSEOUT, SECTION 017801
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6. Miscellaneous Record Submittals: Refer to other Sections of these Specifications for requirements of miscellaneous record keeping and Submittals in connection with actual performance of the Work.
7. Instruction Books and Operating Manuals: Specified in SECTION 013301.
8. Electronic Documentation:
 - a. Provide electronic versions of record documents showing “as-constructed” conditions, master field drawing list showing final revisions, instruction books, and operating manuals on CD-ROM or flash drive in searchable Adobe PDF and AutoCAD 2012 or later.

C. Delivery:


1. Deliver Record Documents to Owner.
2. Accompany submittal with transmittal letter in duplicate, containing:
 - a. Date.
 - b. Contract title and number.
 - c. Supplier’s name, address, and telephone number.
 - d. Number and title of each Record Document.
 - e. Signature of Supplier’s authorized representative.

4.04 WARRANTIES AND BONDS: Specified in Attachment A Commercial Terms & Conditions.

PART 5 - PRODUCTS – Not Applicable.

PART 6 - EXECUTION – Not Applicable.

END OF SECTION 017801

	INVITATION FOR BID SUA BID #20-22/23 Substation Package Issued: January 28, 2023	FORM - VT VOLTAGE TRANSFORMERS SECTION 33 71 26 26
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SECTION 33 71 26.26 – VOLTAGE TRANSFORMERS


PART 1 - GENERAL

1.01 SUMMARY:

- A. This Section includes the individual specifications and requirements for substation voltage transformers to be furnished by this contract. Quantities as indicated below.
- B. Erection and assembly required at the Job Site will be performed by others.
- C. Items furnished under this Section shall comply with the requirements of Owner.

1.02 REFERENCE STANDARDS:

- A. Design, construct, test, and assemble all equipment and materials in conformance with the latest revisions and supplements of all applicable NEMA, IEEE, ASTM, and OSHA standards including, but not limited to, the following:
 - 1. Institute of Electrical and Electronics Engineers (IEEE):
 - a. C2 - National Electrical Safety Code.
 - b. C57.13 - Requirements for Instrument Transformers.
 - c. C57.13.2 - Conformance Test Procedures for Instrument Transformers.
 - d. C57.13.3 - Guide for Grounding of Instrument Transformer Secondary Circuits and Cases.
 - e. C57.19.00 - General Requirements and Test Procedure for Power Apparatus Bushings.
 - f. C57.19.01 - Performance Characteristics and Dimensions for Outdoor Apparatus Bushings.
 - g. C57.98 - Guide for Transformer Impulse Tests.
 - 2. National Electrical Manufacturers Association (NEMA):
 - a. EI 21.2 - Instrument Transformers for Revenue Metering (125-kV BIL through 350-kV BIL).
 - 3. American Society for Testing and Materials (ASTM):
 - a. A6 - Rolled Structural Steel Bars, Plates, Shapes, and Sheet Piling.
 - b. A108 - Steel Bars, Carbon and Alloy, Cold Finished.
 - c. A123 - Zinc (Hot-Dip Galvanized) Coatings on Iron and Steel Products.
 - d. A143 - Safeguarding Against Embrittlement of Hot-Dip Galvanized Structural Steel Products and Procedure for Detecting Embrittlement.
 - e. A153 - Zinc Coating (Hot-Dip) on Iron and Steel Hardware.
 - f. A370 - Test Methods and Definitions for Mechanical Testing of Steel Products.
 - g. A394 - Steel Transmission Tower Bolts, Zinc-Coated and Bare.
 - h. B8 - Concentric-Lay-Stranded Copper Conductors, Hard, Medium-Hard, or Soft.
 - i. B188 - Seamless Copper Bus Pipe and Tube.
 - j. B211 - Aluminum and Aluminum-Alloy Bars, Rods, and Wire.
 - k. B232 - Concentric-Lay-Stranded Aluminum Conductors, Coated Steel-Reinforced (ACSR).
 - l. B236 - Aluminum Bars for Electrical Purposes (Bus Bars).
 - m. B317 - Aluminum-Alloy Extruded Bar, Rod, Tube, Pipe, and Structural Profiles for Electrical Purposes (Bus Conductors).
 - 4. Occupational Safety and Health Act (OSHA).
- B. Acceptable manufacturers are listed in PART 2. Other manufacturers than those listed may be employed with the approval of the Engineer and if the item to be furnished conforms to this Specification.
- C. Experience:
 - 1. The manufacturer of each item of equipment or material furnished shall be regularly engaged in the fabrication of the item and it shall have an acceptable history of satisfactory, reliable service in outdoor substation use for a period of at least three years under comparable environmental conditions.
 - 2. Newly-developed equipment with less than three years actual service will be considered from established manufacturers only if it has been adequately tested, meets the requirements of this contract, and is approved by the Engineer.

	INVITATION FOR BID SUA BID #20-22/23 Substation Packager Issued: January 28, 2023	FORM - VT VOLTAGE TRANSFORMERS SECTION 33 71 26 26
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1.03 COMPLIANCE SUBMITTAL:

- A. Submit as specified in by Owner.
- B. Furnish the following types of drawings:
 - 1. Furnish Drawings necessary for design, erection, installation, and operation of all equipment and materials furnished including, but not limited to, the following:
 - a. Complete drawings and descriptive bulletins for installation, adjustment, testing, maintenance, and operation of all equipment including bus weldments, connectors, insulators, corona fittings, etc.
 - b. General outline, nameplate, and internal wiring drawings of all equipment.
 - c. Schematic diagrams showing all external electrical connection terminal numbers.
 - d. Bushing and insulator outline drawings.
 - e. Drawings showing additional detail if requested by the Engineer or otherwise required for installation and maintenance.
 - 2. Standard drawings of equipment which do not indicate clearly the exact size, model number, and optional items to be furnished will be returned to the Supplier for this information before review by the Owner.

PART 2 - EQUIPMENT


2.01 VOLTAGE TRANSFORMERS:

- A. Ratings:
 - 1. Nominal system voltage (kV): 69
 - 2. Primary line-to-ground voltage (kV): 40.25
 - 3. Basic impulse level (kV): 350
 - 4. Frequency (Hz): 60
 - 5. Secondary voltage ratings (V): 115/67
 - 6. Minimum thermal rating (VA): 2000
 - 7. Primary units with ANSI accuracy classification of (0.3, W, X, Y, Z) or (0.3, W, X, Y, Z, ZZ) at rated secondary voltage.
 - 8. Quantity: 11
 - 9. Dual Secondary Winding
- B. Type and Design:
 - 1. Single-phase
 - 2. Oil immersed and self-cooled or Dry Type.
 - 3. Color of bushing porcelain shall be sky gray or Epoxy Resin bushing.
 - 4. Color of base housing shall be sky gray or base unpainted marine grade cast aluminum.
 - 5. Furnish all standard accessories including oil, lifting eyes, terminal connectors, secondary junction boxes, oil level gauge, and provisions for mounting and grounding.
- C. Acceptable Manufacturers:
 - 1. ABB Power T&D Company, Inc.
 - 2. Associated Engineering.
 - 3. Electromagnetic Industries, Inc.
 - 4. Trench Electric.
 - 5. Ritz.

PART 3 - EXECUTION

3.01 FIELD SERVICES:


- A. Correction of errors, discrepancies, or omissions shall be made immediately upon notification from the resident engineer in order to prevent delay of construction. All corrections resulting from errors, discrepancies, shipping damage, etc., approved by the resident engineer to avoid delay in construction and required for the installation and proper use of equipment shall be paid for by the Supplier.

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3.02 SHIPMENT:

- A. All voltage transformers shall be delivered to the Site in open top trucks or trailers protected by tarpaulin to facilitate unloading by crane.

END OF SECTION 33 71 26.26

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SECTION 33 71 26.30 – HIGH VOLTAGE DISCONNECT SWITCHES


PART 1 - GENERAL

1.01 SUMMARY:

- A. This Section includes the specifications and requirements for all substation high voltage disconnect switches with insulators to be furnished by this contract. Quantities as indicated in datasheets
- B. Erection and assembly required at the jobsite will be performed by others.
- C. Items furnished under this Section shall comply with the requirements of Stillwater.

1.02 REFERENCE STANDARDS:

- A. Design, construct, test, and assemble all equipment and materials in conformance with the latest revisions and supplements of all applicable NEMA, IEEE, ASTM, OSHA and NESC standards including, but not limited to, the following:
 - 1. Institute of Electrical and Electronics Engineers (IEEE):
 - a. C2 - National Electrical Safety Code.
 - b. C29.1 - Test Methods for Electrical Power Insulators.
 - c. C29.9 - Wet-Process Porcelain Insulators - Apparatus, Post Type.
 - d. C37.30 - Standard Requirements for High-Voltage Switches.
 - e. C37.32 - High-Voltage Air Switches, Bus Supports, and Accessories, Schedules of Preferred Ratings, Construction Guidelines, and Specifications.
 - f. C37.33 - Rated Control Voltages and Their Ranges for High-Voltage Air Switches.
 - g. C37.34 - Test Code for High-Voltage Air Switches.
 - 2. National Electrical Manufacturers Association (NEMA):
 - a. 107 - Methods of Measurement of Radio Influence Voltage (RIV) of High-Voltage Apparatus.
 - 3. ASTM International (ASTM):
 - a. A6 - Rolled Structural Steel Bars, Plates, Shapes, and Sheet Piling.
 - b. A36 – Structural Steel
 - c. A90 – Standard Test Method for Weight of Coating on Iron and Steel Articles with Zinc or Zinc-Alloy Coatings
 - d. A123 - Zinc (Hot-Dip Galvanized) Coatings on Iron and Steel Products.
 - e. A143 - Safeguarding Against Embrittlement of Hot-Dip Galvanized Structural Steel Products and Procedure for Detecting Embrittlement.
 - f. A153 - Zinc Coating (Hot-Dip) on Iron and Steel Hardware.
 - g. A325 – High Strength Structural Bolts
 - h. A370 - Test Methods and Definitions for Mechanical Testing of Steel Products.
 - i. A384 - Safeguarding Against Warp and Distortion During Hot-Dip Galvanizing of Steel Assemblies.
 - j. A500 - Cold-Formed Welded and Seamless Carbon Steel Structural Tubing in Rounds and Shapes
 - k. A572 - High-Strength Low Alloy Columbium - Vanadium Steels of Structural Quality.
 - l. A992 – Structural Steel Shapes
 - m. F2329 - Zinc Coating, Hot-Dip, Requirements for Application to Carbon and Alloy Steel Bolts, Screws, Washers, Nuts and Special Threaded Fasteners.
 - 4. Occupational Safety and Health Act (OSHA).
 - 5. American Welding Society (AWS):
 - a. D.1.1. - Structural Welding Code: Steel.
 - b. D.2.1. - Structural Welding Code: Aluminum
 - 6. American National Standards Institute (ANSI).
 - a. B18.2.1 - Square and Hex Bolts and Screws Inch Series.

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b. B18.2.2 - Square and Hex Nuts.

7. Stillwater, OK State and Local Ordinances.

B. Acceptable manufacturers are listed in PART 2 of this section. Other manufacturers than those listed may be employed with the approval of the Engineer and if the item to be furnished conforms to this specification.

C. Experience:

1. The manufacturer of each item of equipment or material furnished shall be regularly engaged in the fabrication of the item and it shall have an acceptable history of satisfactory, reliable service in outdoor substation use for a period of at least three years under comparable environmental conditions.
2. Newly-developed equipment with less than three years actual service will be considered from established manufacturers only if it has been adequately tested, meets the requirements of this Contract, and is approved by the Engineer.

1.03 SUBMITTALS:

A. Submit as specified by Stillwater.

B. Furnish the following types of drawings:

1. Furnish drawings necessary for design, erection, installation, and operation of all equipment and materials furnished including, but not limited to, the following:
 - a. Complete bill of material including item numbers and manufacturers' catalog numbers.
 - b. Complete drawings and descriptive bulletins for installation, adjustment, testing, maintenance, and operation of all equipment including bus weldments, connectors, insulators, corona fittings, etc.
 - c. General outline, nameplate, and internal wiring drawings of all equipment.
 - d. Schematic diagrams showing all external electrical connection terminal numbers.
 - e. Insulator outline drawings.
 - f. Custom mechanical control drawings for each disconnect switch.
 - g. Drawings showing additional detail if requested by the Engineer or otherwise required for installation and maintenance.
2. Standard drawings of equipment which do not indicate clearly the exact size, model number, and optional items to be furnished will be returned to the Supplier for this information before review by the Engineer.

1.04 QUALITY ASSURANCE:

A. High Voltage Disconnect Switches shall be manufactured under an established quality assurance program.

1. Supplier shall submit for approval any and/or all quality plans, forms, and procedures applicable to the manufacture of high voltage disconnect switches, if requested.

B. Supplier shall be engaged in the production of such equipment for a minimum of five (5) years and able to supply proof, if requested, of manufacturing at least twenty (20) high voltage disconnect switches of the same type in that time frame.

PART 2 - PRODUCTS

2.01 DISCONNECT (AND GROUND) SWITCHES:

A. Ratings, Type and Design:

1. Three-pole, single-throw.
2. Switch ratings, type, design and mounting for each disconnect switch are listed in the accompanied data sheet(s).
3. Switchblades and related current-carrying parts shall be of aluminum alloy construction and contact-making components shall be of silvered inlay copper or other approved metals (with stainless-steel ice shields and stainless-steel bolts).
4. Provide with arcing horns or, where indicated, provide quick-break arcing whips.
5. Provide 4-hole NEMA terminal pads at each high-voltage connection.

6. Design to provide smooth, completely controlled simultaneous movement of switchblades throughout entire cycle of operation with mechanism continually loaded to prevent switch from alternately leading or lagging the control.
 7. Furnish group-operated mechanism with necessary rods, bell cranks, interphase operating connections, bearings, supports, linkages, and vertical operating pipe. All operating pipe connections shall have set screws. All operating pipes shall be furnished precut to the specific lengths required for the phase spacing and bus height indicated.
 8. Provide with permanently double sealed maintenance free automotive steel ball bearing assemblies.
 9. Provide for individual adjustment of the operating mechanism of each pole; all hardware shall be fabricated with non-corrodible metal.
 10. Provide a semaphore to be located at or near each operating mechanism to give positive indication of the open or closed position of the switch.
 11. Operating handles or cranks shall have provision for locking in both the open and closed position.
 12. Operating mechanisms shall be located as indicated.
 13. Provide bolted ground connector and flexible grounding jumper for operating handle.
 14. Switch bases shall be heavy-duty galvanized steel.
 15. Switches shall be of an essentially maintenance-free design.
 16. Switches (without motor operators) shall be provided with one of the following operating mechanisms:
 - a. Worm gear operating mechanisms shall be operated with a non-detachable crank having a clockwise operation of crank to close switch, with all gears and worms completely sealed, and requiring a torque of no more than 40 pound-feet (54 nm) to operate the switch.
 - b. Swing handle operating mechanisms shall be provided with a 3-foot (92cm) maximum length swing handle.
 17. Furnish 10 -contact, mechanically operated auxiliary switches with operating points individually adjustable over the entire travel of the operating mechanism.
 18. Insulator adapters on the switches shall withstand the same cantilever ratings as the insulators.
 19. All live parts shall be assembled on their bases for shipment.
 20. Furnish switch insulators for each unit conforming to the requirements as specified in Article 2.03 of this Section.
 21. Loading requirements:
 - a. Terminal pad shall be rated to handle a vertical loading of 95 lbs. (Loading F4 in IEEE Std. C37.30.1 Figure 1)
 - b. All other terminal loading values shall be per IEEE Std. C37.30.1 Table 7 and Figure 1.
- B. Acceptable manufacturers:
1. Southern States LLC, Inc.
 2. Pacific Air Switch Corporation (PASCOR)

2.02 MOTOR OPERATORS (NOT USED):

- A. Ratings:
1. 125 VDC control power.
 2. 120-V ac, single-phase auxiliary power.
 3. Gear ratio and motor horsepower shall be sized for proper application with switches.
- B. Type and Design:
1. NEMA Type 3, lockable, heavy-duty enclosure.
 2. Provisions for manual operation including hand crank with external visible operating rod coupling bar which can be padlocked in both the open and closed, disconnected and engaged positions.
 3. Electrically interlocked hand-operated crank with proper storage to be provided when removed. Manual operation shall not be by swing handle on motor-operated switches.
 4. Mechanical position indicator.

5. Magnetic brake which is electrically released and spring applied; or a dynamic brake which is electrically applied.
6. Control and auxiliary power supply inputs shall be equipped with insulated case circuit breakers.
7. Open, close, and stop push buttons in the motor operator enclosure with provisions for wiring remote controls and interlocks from relay switchboards or supervisory equipment.
8. Reversing and control contactors and limit switches as required.
9. Provide at least eight auxiliary switch contacts in addition to those required for mechanism control, adjustable over the entire range from switch full open position to the full closed position.
10. Auxiliary switches shall be operable during manual operation of the motor operator.
11. Wire out to States Company type ZWM, or approval equal, terminal blocks all auxiliary switches and control wiring as required by the ENGINEER for connection of external circuits.
12. Space heater with thermostatic control.
13. Furnish Southern States VM-1, or approved equal.

C. Acceptable manufacturers:

1. Southern States LLC, Inc.
2. Pacific Air Switch Corporation (PASCOR)

2.03 SWITCH INSULATORS:

A. Ratings, Type and Design:


1. Insulators for 69-kV switchyard shall be:
 - a. Nominal system voltage (kV): 69
 - b. Basic impulse level (kV): 350
 - c. Material: Polymer
 - d. Type: Station post
 - e. Cantilever strength: 1500 lbs. [Standard] strength except where a higher strength grade is necessary for special installation requirements.
 - f. Bolt circle, base (inches): 5
 - g. Bolt circle, top (inches): 5
 - h. NEMA Technical Reference No.: TR216
 - i. Color: sky gray
 - j. Maximum radio interference voltage at 1000 kHz (micro V): 200
 - k. Provide with rain shields.
2. Furnish the following types or approved equals:
 - a. Vendor selected

B. Acceptable manufacturers:

1. LAPP Insulators
2. PPC Insulators
3. Hubbell Power Systems, Inc.
4. NGK-Locke, Inc.
5. Victor Insulators, Inc.
6. Newell-PSN, LLC.

2.04 MAINTENANCE EQUIPMENT AND SPARE PARTS:

- A. All spare parts standard with manufactured equipment and materials supplied or required for maintenance.
- B. Furnish (4), 69-kV spare station post insulator stacks as specified in Article 2.03 of this Section.

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PART 3 - EXECUTION


3.01 FIELD SERVICES:

- A. Correction of errors, discrepancies, or omissions shall be made immediately upon notification from the Resident Engineer in order to prevent delay of construction. All corrections resulting from errors, discrepancies, shipping damage, etc., approved by the Resident Engineer to avoid delay in construction and required for the installation and proper use of equipment shall be paid for by the Supplier.
- B. Supplier shall provide on-site supervision for installation and alignment of the equipment.

3.02 SWITCH AND INSULATOR SHIPMENT:

- A. All switches, insulators and accessories shall be delivered to the Site in open top trucks or trailers protected by tarpaulin to facilitate unloading by crane.
- B. Each item will have an identifying tag and will be listed on the packing list.
- C. Provide shipping notice describing each shipment of material and/or equipment at least 15 days in advance of the expected shipping date. At that time, Contractor will advise Manufacturer of acceptable delivery hours.

END OF SECTION 33 71 26.30

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DISCONNECT SWITCH DATA SHEET
(ATTACHMENT TO SECTION 33 71 26.30)

OWNER Stillwater Utility DATE 3/31/22
 PROJ. NO. 135250 MADE BY AIJAZ SYED
 SITE LOCATION Hospital Substation, Stillwater, Oklahoma CHECKED BY CHUNMING MA
 QUANTITY 4 PAGE 1 OF 4

LEGEND (ALL PAGES):

- X – REQUIRED
- ✓ – VENDOR'S STANDARD
- (BLANK) – NOT APPLICABLE

RATINGS:

VOLTAGE: NOMINAL 69 kV MAXIMUM 72.5 kV BASIC IMPULSE LEVEL 350 kV

CURRENT: CONTINUOUS 2000 A MOMENTARY 100 KA SHORT CIRCUIT 40 KA

MOUNTING: HORIZONTAL VERTICAL INVERSE

PHASE SPACING: 6 FT 0 IN

BUS HEIGHT*: 23 FT 0 IN

TYPE: VERTICAL BREAK VERTICAL BREAK "V" SLANT HOOKSTICK
 CENTER SIDE BREAK CENTER SIDE BREAK "V" SINGLE SIDE BREAK
 DOUBLE END BREAK DOUBLE END BREAK "V" GROUND SWITCH

OPERATING MECHANISM: SWING HANDLE WORM GEAR MOTOR OPERATED

ACCESSORIES:

- QUICK-BREAK ARCING WHIPS
- KIRK KEY INTERLOCKS
- KIRK KEY INTERLOCKS, PROVISIONS ONLY
- AUXILIARY SWITCH, 10 CONTACT

*BUS HEIGHT PENDING DETAIL DESIGN



INVITATION FOR BID
 SUA BID #20-22/23
 Substation Packager
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FORM - DS
DISCONNECT SWITCH
SECTION 33 71 26 30
DATA SHEET 2 OF 4

DISCONNECT SWITCH DATA SHEET
(ATTACHMENT TO SECTION 33 71 26.30)

OWNER Stillwater Utility DATE 3/31/22
 PROJ. NO. 135250 MADE BY AIJAZ SYED
 SITE LOCATION Hospital Substation, Stillwater, Oklahoma CHECKED BY CHUNMING MA
 QUANTITY 4 PAGE 2 OF 4

LEGEND (ALL PAGES):

- X – REQUIRED
- ✓ – VENDOR'S STANDARD
- (BLANK) – NOT APPLICABLE

RATINGS:

VOLTAGE: NOMINAL 69 kV MAXIMUM 72.5 kV BASIC IMPULSE LEVEL 350 kV

CURRENT: CONTINUOUS 2000 A MOMENTARY 100 KA SHORT CIRCUIT 40 KA

MOUNTING: HORIZONTAL VERTICAL INVERSE

PHASE SPACING: 6 FT 0 IN

BUS HEIGHT*: 18 FT 0 IN

TYPE: VERTICAL BREAK VERTICAL BREAK "V" SLANT HOOKSTICK
 CENTER SIDE BREAK CENTER SIDE BREAK "V" SINGLE SIDE BREAK
 DOUBLE END BREAK DOUBLE END BREAK "V" GROUND SWITCH

OPERATING MECHANISM: SWING HANDLE WORM GEAR MOTOR OPERATED

ACCESSORIES:

- QUICK-BREAK ARCING WHIPS
- KIRK KEY INTERLOCKS
- KIRK KEY INTERLOCKS, PROVISIONS ONLY
- AUXILIARY SWITCH, 10 CONTACT

*BUS HEIGHT PENDING DETAIL DESIGN



INVITATION FOR BID
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FORM - DS
DISCONNECT SWITCH
SECTION 33 71 26 30
DATA SHEET 3 OF 4

DISCONNECT SWITCH DATA SHEET
(ATTACHMENT TO SECTION 33 71 26.30)

OWNER Stillwater Utility DATE 3/31/22
 PROJ. NO. 135250 MADE BY AIJAZ SYED
 SITE LOCATION Kinzie Substation, Stillwater, Oklahoma CHECKED BY CHUNMING MA
 QUANTITY 2 PAGE 3 OF 4

LEGEND (ALL PAGES):

- X – REQUIRED
- ✓ – VENDOR'S STANDARD
- (BLANK) – NOT APPLICABLE

RATINGS:

VOLTAGE: NOMINAL 69 kV MAXIMUM 72.5 kV BASIC IMPULSE LEVEL 350 kV

CURRENT: CONTINUOUS 2000 A MOMENTARY 100 KA SHORT CIRCUIT 40 KA

MOUNTING: HORIZONTAL VERTICAL INVERSE

PHASE SPACING: 6 FT 0 IN

BUS HEIGHT*: 20 FT 6 IN

TYPE: VERTICAL BREAK VERTICAL BREAK "V" SLANT HOOKSTICK
 CENTER SIDE BREAK CENTER SIDE BREAK "V" SINGLE SIDE BREAK
 DOUBLE END BREAK DOUBLE END BREAK "V" GROUND SWITCH

OPERATING MECHANISM: SWING HANDLE WORM GEAR MOTOR OPERATED

ACCESSORIES:

- QUICK-BREAK ARCING WHIPS
- KIRK KEY INTERLOCKS
- KIRK KEY INTERLOCKS, PROVISIONS ONLY
- AUXILIARY SWITCH, 10 CONTACT

*BUS HEIGHT PENDING DETAIL DESIGN



INVITATION FOR BID
 SUA BID #20-22/23
 Substation Packager
 Issued: January 28, 2023

FORM - DS
DISCONNECT SWITCH
SECTION 33 71 26 30
DATA SHEET 4 OF 4

DISCONNECT SWITCH DATA SHEET
(ATTACHMENT TO SECTION 33 71 26.30)

OWNER Stillwater Utility DATE 3/31/22

PROJ. NO. 135250 MADE BY AIJAZ SYED

SITE LOCATION Kinzie Substation, Stillwater, Oklahoma CHECKED BY CHUNMING MA

QUANTITY 2 PAGE 4 OF 4

LEGEND (ALL PAGES):

- X – REQUIRED
- ✓ – VENDOR'S STANDARD
- (BLANK) – NOT APPLICABLE

RATINGS:

VOLTAGE: NOMINAL 69 kV MAXIMUM 72.5 kV BASIC IMPULSE LEVEL 350 kV

CURRENT: CONTINUOUS 2000 A MOMENTARY 100 KA SHORT CIRCUIT 40 KA

MOUNTING: _____ HORIZONTAL X VERTICAL _____ INVERSE

PHASE SPACING: 6 FT 0 IN

MOUNTING HEIGHT*: 23 FT 0 IN


TYPE: VERTICAL BREAK VERTICAL BREAK "V" SLANT HOOKSTICK
 CENTER SIDE BREAK X CENTER SIDE BREAK "V" SINGLE SIDE BREAK
 DOUBLE END BREAK DOUBLE END BREAK "V" GROUND SWITCH

OPERATING MECHANISM: X SWING HANDLE WORM GEAR MOTOR OPERATED

ACCESSORIES:

- QUICK-BREAK ARCING WHIPS
- KIRK KEY INTERLOCKS
- KIRK KEY INTERLOCKS, PROVISIONS ONLY
- X AUXILIARY SWITCH, 10 CONTACT

*MOUNTING HEIGHT PENDING DETAIL DESIGN. DISCONNECT SWITCH TO BE MOUNTED ON A DEAD STRUCUTRE BEAM.

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SECTION 33 72 00 – SUBSTATION STRUCTURES

PART 1 - GENERAL


1.01 SUMMARY:

- A. This SECTION covers the design, detailing, materials, fabrication, and labor necessary to furnish and deliver for the Owner all substation steel structures complete.
- B. Major items to be furnished under this SECTION include the items listed below.
 - 1. Hospital Substation
 - a. (4) 69kV three-phase diagonal low bus supports
 - b. (1) 69kV three-phase diagonal high bus support
 - c. (4) 69kV three-phase high bus supports
 - d. (4) 69kV three-phase low switch stands
 - e. (4) 69kV three-phase high switch stands
 - f. (1) 69kV two-phase high cable support
 - g. (2) Shield masts with static wire
 - h. (2) 69kV substation dead-end structures for transmission lines
 - 2. Kinzie Substation
 - a. (2) 69kV three-phase diagonal low bus supports
 - b. (2) 69kV three-phase low bus supports
 - c. (1) 69kV three-phase high bus support
 - d. (2) 69kV three-phase high switch stands
 - e. (1) 69kV three-phase potential transformer stand
 - f. (2) 69kV substation dead-end structures for transmission lines
- C. Related Work Specified Elsewhere
 - 1. Stillwater Utilities General Requirements
 - 2. Summary of Work: SECTION 011100
 - 3. Project Meetings, Schedules, and Reports: SECTION 013210
 - 4. Submittals: SECTION 013301

1.02 REFERENCES:

- A. Design of structures shall conform to the latest requirements of the following, as specified and as modified by provisions of this specification:
 - 1. American Institute of Steel Construction (AISC).
 - a. Manual of Steel Construction.
 - b. Quality Criteria and Inspection Standards.
 - 2. American Society of Civil Engineers (ASCE).
 - a. Minimum Design Loads for Buildings and Other Structures, Standard No. 7.
 - b. Design of Steel Transmission Pole Structures, Standard No. 48.
 - c. Guide for the Design of Steel Transmission Towers, Manual No. 10.
 - d. Guidelines for Electrical Transmission Line Structural Loading, Manual No. 74.
 - e. Substation Structure Design Guide, Manual No. 113.
 - 3. American Concrete Institute (ACI).
 - a. 318 - Building Code Requirements for Reinforced Concrete.
 - 4. International Code Council (ICC):
 - a. International Building Code.
 - 5. Aluminum Association (AA):
 - a. Aluminum Design Manual
 - 6. American National Standards Institute (ANSI):

- a. C2 - National Electric Safety Code
7. American Welding Society (AWS):
 - a. D.1.1. - Structural Welding Code: Steel.
 - b. D.2.1. - Structural Welding Code: Aluminum
8. In cases where the above standards are in conflict, unless specifically noted elsewhere in the contract documents, the most stringent requirements shall govern.
- B. Structures shall be fabricated, assembled and tested in conformance with the latest revision of the following, as applicable:
 1. American National Standards Institute (ANSI).
 - a. B18.2.1 - Square and Hex Bolts and Screws Inch Series.
 - b. B18.2.2 - Square and Hex Nuts.
 2. American Society for Testing and Materials (ASTM).
 - a. A6 - General Requirements for Rolled Steel Plates, Shapes, Sheet Piling, and Bars for Structural use.
 - b. A36 - Structural Steel.
 - c. A90 - Tests Method for Weight of Coating on Iron and Steel Articles with Zinc or Zinc-Alloy Coatings.
 - d. A123 - Zinc (Hot-Dip Galvanized) Coatings on Iron and Steel Products.
 - e. A143 - Safeguarding Against Embrittlement of Hot-Dip Galvanized Structural Steel Products and Procedure for Detecting Embrittlement.
 - f. A153 - Zinc Coating (Hot-Dip) on Iron and Steel Hardware.
 - g. A239 - Locating the Thinnest Spot in a Zinc (Galvanized) Coating on Iron or Steel Articles by the Preece Test (Copper Sulfate Dip).
 - h. A325 - Structural Bolts Steel, Heat Treated, Minimum Tensile Strength.
 - i. A370 - Test Method and Definitions for Mechanical Testing of Steel Products.
 - j. A384 - Safeguarding Against Warpage and Distortion During Hot-Dip Galvanizing of Steel Assemblies.
 - k. A394 - Zinc-Coated and Bare Steel Transmission Tower Bolts and Nuts.
 - l. A449 - Quenched and Tempered Steel Bolts and Studs.
 - m. A490 - Heat-Treated Steel Structural Bolts, 150 ksi Minimum Tensile Strength.
 - n. A500 - Cold-Formed Welded and Seamless Carbon Steel Structural Tubing in Rounds and Shapes
 - o. A595 - Steel Tubes, Low-Carbon or High-Strength Low-Alloy, Tapered for Structural Use
 - p. A563 - Carbon and Alloy Steel Nuts.
 - q. A572 - High-Strength Low Alloy Columbium - Vanadium Steels of Structural Quality.
 - r. A678 - Quenched and Tempered Carbon-Steel and High Strength Low-Alloy Plates for Structural Steel Applications.
 - s. A992 - Structural Steel Shapes
 - t. B695 - Coatings of Zinc Mechanically Deposited on Iron and Steel.
 - u. B833 - Zinc and Zinc Alloy Wire for Thermal Spraying (Metallizing) for the Corrosion Protection of Steel.
 - v. E376 - Measuring Coating Thickness by Magnetic-Field or Eddy-current (Electromagnetic) Test Methods.
 - w. F1554 - Anchor Bolts, Steel, 36, 55 and 105 ksi Yield Strength
 - x. F2329 - Zinc Coating, Hot-Dip, Requirements for Application to Carbon and Alloy Steel Bolts, Screws, Washers, Nuts and Special Threaded Fasteners.
 3. American Welding Society (AWS):
 - a. D.1.1. - Structural Welding Code: Steel.
 - b. D.2.1. - Structural Welding Code: Aluminum

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1.03 APPROVED VENDORS:


- A. Structures designed and fabricated under this SECTION shall be designed and fabricated by:
1. An Engineer or under the direct supervision of an Engineer having the qualifications specified below in paragraph 1.04.

1.04 QUALITY ASSURANCE

- A. Fabricators of substation structures supplied under this SECTION shall be subject to the approval of the Engineer and shall have the following qualifications:
1. They shall be regularly engaged in the fabrication of substation structures of the type furnished for this Contract.
 2. They shall have previously designed and fabricated substation structures of the general types specified in the state of Oklahoma.
 3. They shall have a qualified design staff regularly devoted to the design and detailing of substation structures.

1.05 SUBMITTALS:

- A. Submittals shall be submitted in accordance with the requirements of Stillwater.
- B. A complete set of submittals shall be furnished for each individual substation. No common drawings for different substations will be allowed.
- C. Detailed design calculations and structure fabrication drawings shall be submitted for review.
- D. Photographic reproductions or copies of the Contract Documents or parts thereof will not be accepted as submittals.
- E. Complete fabrication and erection drawings supplied shall be furnished including, but not limited to, the following:
1. A scaled drawing showing the location and code marking (piece mark) of each piece in the structure, the location, size, grade and number of bolts for all connections, anchor bolt size and projection, and the weight of the entire structure and major subassemblies.
 2. Drawings showing each individual piece in sufficient detail for shop fabrication including shipping weight.
 3. Anchorage and structure setting plans showing the number, location, orientation and size of all anchoring.
 4. All final drawings to be performed by, or under the direct supervision, of a Professional Engineer in the jurisdiction in which the project is located. All final drawings shall be digitally sealed by a registered Professional Engineer.
- F. The following design information shall be furnished for each structure.
1. A scaled drawing showing the size and location of each member of the structure.
 2. A drawing showing the magnitude, direction, and point of application of each load for every loading condition with the resultant foundation reactions resolved into the vertical loads, shears and moments along the principal axes of the structure at each base plate.
 3. Complete design calculations when used in the final design of each structure for the maximum loading condition:
 - a. Strength design of structure using Load Resistance Factored Design (LRFD) as indicated in Table 2.02.C.1. in accordance with ASCE 113.
 - b. Support reactions listed using Table 2.02.C.2.
 - c. Deflection checks using Table 2.02.C.3 in accordance with ASCE 113.
 4. All final calculations to be performed by, or under the direct supervision, of a Professional Engineer in the jurisdiction in which the project is located. All final calculations shall be digitally sealed by a registered Professional Engineer.
- G. A detailed submittal schedule shall be provided at time of bid, which shall include the following:
1. Timeline to submit engineering calculations for review after Notice to Proceed (NTP)
 2. Timeline to submit anchor bolt drawings for review after approval of calculations

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3. Timeline to submit steel fabrication drawings for review after approval of calculations
4. Timeline to fabricate and deliver steel to site after approval of fabrication drawings

PART 2 - PRODUCTS

2.01 GENERAL:

- A. Provide new materials free from defects and suitable for their application and the mechanical stresses to which they will be subjected.
- B. All wire tensioned structures shall be designed for the loads indicated and be of lattice, standard shape, or tubular construction as defined below in paragraph 2.01.C. All self-supporting single-column shield wire structures or masts shall be tubular. Direct embedment is not allowed for shield wire or mast structures.
- C. All equipment structures shall be of standard shape, or tubular construction. Structure shapes are defined as follows:
 1. Standard shape - a structure consisting principally of rolled "W", "I", and "C" sections with loads carried in tension, compression, and bending and having all members carrying calculated stresses. Rolled angle sections may be used as truss components and bracing members.
 2. Tubular - a structure composed of closed sections (tubes) of circular, multi-sided, or elliptical cross section and tapered or untapered - with loads carried in tension, compression and bending and having all members carrying calculated stresses.
- D. Structural steel material shall be as follows unless otherwise specified:
 1. All steel plates to be ASTM A36 or ASTM A572 Gr. 50 or 65
 2. All structural tubing to be ASTM A500 Gr. B
 3. All wide flange members to be ASTM A992 Gr. 50
 4. All other standard steel shapes to be ASTM A36
 5. All structural bolts to be ASTM A325 Type 1
- E. All wire tensioned structures shall have a maximum foundation rotation of 0.5-degrees in any direction unless specifically specified elsewhere in the contract documents. Rotation is measured from the vertical axis of the column and rotated at the ground line.

2.02 LOADINGS:

- A. Importance factors for Wind loading (I_{FW}) and Ice with Wind (I_{FI}) loads shall be a 1.0 factor corresponding to a 50 year mean occurrence interval, unless otherwise specified. Seismic importance factor (I_{FE}) to be per ASCE 113.
- B. For deflection load cases, the extreme wind velocity shall be reduced to 78% of the design wind speed. For the Ice with Wind load case, the ice thickness shall be reduced to 50% of the design ice thickness, with no reduction to the wind speed.
- C. All substation structures specified shall be designed to using the following load combinations in accordance to ASCE 113:

TABLE 2.02.C.1 - STRENGTH DESIGN LOAD CASES (LRFD)

Substation Equipment Structures	
Case 1 – Extreme Wind	1.1 D + 1.2 W _{IFW} + 0.75 SC
Case 2 – Ice with Wind	1.1 D + 1.2 I _{WIFI} + 1.2 W _{IFI} + 0.75 SC
Case 3 – Full Short Circuit	1.1 D + 1.0 SC
Case 4 - Seismic	1.1 D + 1.25 E _{IFE} + 0.75 SC
Wire Tensioned Structures (H-Frame and Lightning Mast)	
Case 1 – NESC 250B	1.1 D + 1.2 I _{WIFI} + 1.2 W _{IFI} + 0.75 SC + Factored Line Loads
Case 2 – NESC 250C	1.1 D + 1.2 W _{IFW} + 0.75 SC + Factored Line Loads
Case 3 – NESC 250D	1.1 D + 1.2 I _{WIFI} + 1.2 W _{IFI} + 0.75 SC + Factored Line Loads
Case 4 – Extreme Ice	1.1 D + 1.2 I _{WIFI} + 0.75 SC + Factored Line Loads
Case 5 – Normal Everyday Conditions	1.1 D + 1.2 W _{IFW} + 0.75 SC + Factored Line Loads
Case 6 – Construction	1.1 D + 1.2 W _{IFW} + 0.75 SC + Factored Line Loads

TABLE 2.02.C.2 - SUPPORT REACTION LOAD CASES

Substation Equipment Structures	
Case 1 – Extreme Wind	1.0 D + 1.0 W _{IFW} + 0.75 SC
Case 2 – Ice with Wind	1.0 D + 1.0 I _{WIFI} + 1.0 W _{IFI} + 0.75 SC
Case 3 – Full Short Circuit	1.0 D + 1.0 SC
Case 4 - Seismic	1.0 D + 1.0 E _{IFE} + 0.75 SC
Wire Tensioned Structures (H-Frame and Lightning Mast)	
Case 1 – NESC 250B	1.0 D + 1.0 I _{WIFI} + 1.0 W _{IFI} + 0.75 SC + <i>Unfactored</i> Line Loads
Case 2 – NESC 250C	1.0 D + 1.0 W _{IFW} + 0.75 SC + <i>Unfactored</i> Line Loads
Case 3 – NESC 250D	1.0 D + 1.0 I _{WIFI} + 1.0 W _{IFI} + 0.75 SC + <i>Unfactored</i> Line Loads
Case 4 – Extreme Ice	1.0 D + 1.0 I _{WIFI} + 0.75 SC + <i>Unfactored</i> Line Loads
Case 5 – Normal Everyday Conditions	1.0 D + 1.0 W _{IFW} + 0.75 SC + <i>Unfactored</i> Line Loads
Case 6 – Construction	1.0 D + 1.0 W _{IFW} + 0.75 SC + <i>Unfactored</i> Line Loads

TABLE 2.02.C.3 - DEFLECTION LOAD CASES


Substation Equipment Structures	
Case 1 – Extreme Wind	1.0 D + 1.0 W
Case 2 – Ice with Wind	1.0 D + 1.0 I _w + 1.0 W _I
Wire Tensioned Structures (H-Frame and Lightning Mast)	
Case 1 – NESC 250C	1.0 D + 1.0 W + <i>Unfactored</i> Line Loads
Case 2 – NESC 250D	1.0 D + 1.0 I _w + 1.0 W _I + <i>Unfactored</i> Line Loads

- D. The load cases specified above shall include the following environmental requirements in accordance with ASCE 113:
1. Extreme Wind: A wind speed of 90 mph from any direction. Wind pressure shall be developed using an exposure category C and wind pressure equation from ASCE 113 Equation 3-1.
 2. Combined Ice and Wind: A wind speed of 40 mph from any direction and a radial ice thickness of 0.75 inches on the equipment or structure .
 3. Seismic: A maximum considered earthquake (MCE) ground motion 0.2 (S_s) second spectral response of 0.199 and a 1.0 (S₁) second spectral response of 0.064.
 4. For wire tensioned structures, the supplied loading diagram for wind speed and ice thickness shall apply for structure loading.
 5. Other: For equipment mounted on wire tensioned structures, the supplied loading diagram weather conditions shall apply.

- A. Standard shape structures shall be designed in accordance with the AISC Manual of Steel Construction and ASCE 113.
- B. Tubular structures shall be designed in accordance with ASCE 48.
- C. Short circuit application for three phase structures shall have a convention where the middle phase receives a short circuit load in the opposite direction as the outside phases.
- D. Load combinations used shall analyze the worst case scenario for structure and foundation reactions. Wind, seismic, and short circuit loading to be considered with the values given in opposite direction as well to determine worst case scenario.
- E. Structures shall have the number of support points (legs) and general layout indicated.
- F. Lightning diversion masts without shield wires shall be designed to resist wind induced oscillations or provide devices to reduce motion.
- G. Provide closure at ends of all HSS and other open shapes. All end/cap plates to be provided with galvanizing vents.
- H. All field connections shall use galvanized bolts and nuts as fasteners. No field welding shall be required. Furnish at least ten percent spares of each size bolt, nut, washer, etc., required in assembly. Self-locking type nuts shall not be used.
- I. All bolted shear connections shall be designed as bearing connections with the bolts' threads in the shear plane or planes.
- J. Deflections of structures under all the specified loads shall be less than those specified in ASCE 113.
- K. Baseplates and anchor bolts shall be designed for structures to be supported by leveling nuts on the anchor bolts without grouting. The dimension from top of foundation to bottom of base plate shall be a minimum of 1.5 times the bolt diameter and a maximum of 2.0 times the bolt diameter unless otherwise specified on the drawings.
- L. Arrange all structural members so that there are no pockets which can accumulate moisture without draining.
- M. Provide all drilling, punching, mounting plates, brackets, etc., for addition of future equipment on the structures and for future extensions of the structures as indicated.
- N. Provide all drilling, punching, mounting plates, brackets, etc., for all miscellaneous equipment to be mounted on the structures such as nameplates, fuse and terminal cabinets, phase identification tags, etc.

2.04 DETAILS:

- A. Each member of a structure shall have identifying numbers and letters (piece marks), keyed to the fabrication and erection drawings for each substation, with characters a minimum of 1/2-inch high stamped into the steel prior to galvanizing. Piece marks shall be circled with black indelible ink after galvanizing.
- B. Provide specific instructions and torque values required for each type of connection.
- C. For tapered - tubular structures, the supplier shall provide all necessary instructions and procedures for installation of slip-joints. The minimum overlap length shall be a minimum of 1.5 times the maximum inside diameter of the female section including fabrication tolerances.
- D. All welds shall conform to the American Welding Society Structural Welding Code (AWS D1.1). The electrode shall be E70xx employing SMAW method.
- E. Field welds shall not be permitted unless specified by Owner or Engineer.
- F. Miscellaneous items:
 - 1. 9/16" diameter holes or lugs shall be provided at the base of each structure and at maximum of six-foot (6'-0") intervals vertically and four-feet (4'-0") horizontally along runs of ground cable required for grounding surge arresters, instrument transformers or other equipment. Provide additional holes for locations receiving conduits as required for instrument transformers at the same intervals indicated.
 - 2. A NEMA 2-hole ground pad shall be supplied at no more than 1'-6" from the top of the baseplate for all structures.
 - 3. Provide provisions for lighting and or camera mounts as indicated.
 - 4. Provide mounting for junction boxes for all instrument transformers as indicated on structure columns. Center of boxes shall be 3'-6" from bottom of column baseplate.

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2.05 PROTECTIVE COATING:

- A. All steel members shall be hot-dipped galvanized after all hole punching, drilling, bending, clipping, coping, welding or other forming or fabricating operations have been completed.
- B. Galvanizing for structural members shall be in accordance with ASTM A123 and ASTM A143.
- C. Bolts and hardware shall be galvanized in accordance with ASTM A153 and F2329.
 - 1. Finish: Provide a galvanized coating that is continuous, adherent and free of uncoated spots, blisters, chemical flux and projections which will interfere with the intended use of the structure and assemblies. Holes shall be clean and free of superfluous splter.
 - 2. The Steel Vendor shall be responsible for all field repair of damage to the galvanized coating occurring during shipping process. A minimum of two gallons of a suitable cold galvanizing compound shall be supplied for field repair.
- D. Thermal Spraying:
 - 1. Thermal spraying is acceptable for field repair only.
 - 2. Surface Preparation: Pre-clean by dry abrasive blasting using compressed air with oil and moisture separators in the lines to obtain a thoroughly cleaned and roughened base. Abrasives shall be angular and sharp and kept free from contamination and excessive fines.

2.06 ANCHOR BOLTS:

- A. Anchor bolts shall be ASTM F1554 grade 36, at a minimum. Supply each anchor bolt with two nuts and flat washers per bolt.
- B. Nuts and washers shall be galvanized per ASTM A153. The threaded portion and a minimum of six additional inches shall be galvanized per ASTM F2329.
- C. In general, anchor bolts shall be designed for embedment in pier with concrete having a minimum compressive strength of 4,000 psi in accordance with ACI 318. For rebar anchor bolts, size in accordance with ASCE 48.
- D. Anchor bolts shall either be shipped as preassembled clusters for anchor bolt lengths greater than 5 feet or shall have steel templates adequate to properly align the bolts for each individual base plate shipped with them. If used, bottom templates shall be circular and shall not exceed 3-inches larger than the bolt mounting pattern in any direction (or 6-inches larger than the bolt circle diameter).
- E. Hooked anchor bolts shall not be allowed.
- F. Excluding rebar anchor bolts, anchor bolts shall be of a unique and consistent length for each diameter anchor bolt supplied. For each diameter used, the length shall vary by a minimum of 3 inches.
- G. If possible, anchor setting plans (patterns) shall be unique and consistent for each diameter of anchor bolt supplied. All anchor bolt patterns shall be symmetric about the longitudinal and transverse axis.
- H. For substation pre-assembled bolt clusters, provide V-notches or equivalent indicator on top of anchor bolt templates on each side of the transverse axis. The anchor bolt pattern shall be symmetric about the transverse axis.

2.07 PACKING AND SHIPMENT: Shall be made in accordance with the requirements of Stillwater.


PART 3 - EXECUTION

3.01 FIELD SERVICES:

- A. Field services of representatives of the equipment and materials shall be provided in a timely manner to correct errors, discrepancies, or omissions in the structures furnished as required by the Owner or Engineer.


3.02 CORRECTIONS:

- A. Correction of errors, discrepancies, or omissions shall be made immediately upon notification from the Owner or Engineer in order to prevent delay of construction. All corrections resulting from errors, discrepancies, shipping damage, etc., approved by the Owner or Engineer to avoid delay of construction and required for the installation and proper use of the structures shall be paid for by the Contractor.

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- B. The Contractor shall be contacted prior to field corrections. However, if time is critical, the Owner reserves the right to decide whether to correct the member or have a replacement member furnished.

END OF SECTION 33 72 00

	INVITATION FOR BID SUA BID #20-22/23 Substation Package Issued: January 28, 2023	FORM - ITC INSTRUMENT TRANSFORMER CABINETS SECTION 33 72 33
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SECTION 337233 - INSTRUMENT TRANSFORMER FUSE AND TERMINAL CABINETS

PART 1 - GENERAL

1.01 SUMMARY:

- A. This Section includes the specifications for the fuse and terminal cabinet internal equipment for use with VTs. Quantities as indicated below.

1.02 REFERENCE STANDARDS:

- A. Applicable Standards:
 - 1. National Fire Protection Association (NFPA):
 - a. 70 - National Electrical Code.
- B. The Supplier shall furnish equipment and materials meeting the specified ratings and performance at the altitude and ambient temperatures specified.

1.03 SUBMITTALS:

- A. Submit as specified by Owner.
- B. Include, but are not limited to, the following:
 - 1. Physical outline drawings.
 - 2. Schematic diagrams.
 - 3. Wiring diagrams.
 - 4. Technical information such as overall dimensions, weight, ratings, etc.
 - 5. Catalog cuts.
 - 6. Factory test data if required.
 - 7. Nameplate and cover engravings.
 - 8. Instruction books.

PART 2 - PRODUCTS

- 2.01 Acceptable manufacturers as specified in each article.

2.02 QUANTITY:


- A. Single Phase Cabinet Quantity: 2
- B. Three Phase Cabinet Quantity: 3

2.03 ENCLOSURE:

- A. VT Fuse and Terminal Cabinet:
 - 1. NEMA 4X enclosure, 24 inches high by 20 inches wide by 6 inches deep.
 - 2. Constructed from formed and welded code gauge steel with full-length hinge and stainless-steel hinge pin, clamps, clamp screws, and panel screws: Hoffman Engineering Co. Cat. No. A-24H2006ALLP or approved equivalent.
 - 3. Furnish with steel or aluminum subpanel 21" x 71": Hoffman Engineering Co. Cat. No. A-24P20AL or approved equivalent.

2.04 TERMINAL BLOCKS:

- A. VT Applications:
 - 1. Heavy-duty, sliding disconnect, 600 volt, 15 ampere.
 - 2. Black phenolic base with white marking strip.
 - 3. Quantities of 12-point terminal blocks per enclosure:
 - a. Three-phase enclosure: Two.

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- b. Single-phase enclosure: One.
- 4. States type NT or approved equivalent.

2.05 FUSE HOLDERS:

- A. 250 volt, 30 ampere, three pole.
- B. Heavy-duty phenolic base with side barriers.
- C. Fuse clips shall be tin plated, spring reinforced.
- D. Quantities of three-pole holders per enclosure:
 - 1. Three-phase enclosure: Three.
 - 2. Single-phase enclosure: One.
- E. Ferraz Shawmut No. 20308 or approved equivalent.

2.06 FUSES:

- A. Rated 250 volts, 6 or 20 amperes, as indicated.
- B. NEMA Class RK5.
- C. Quantities as required plus 10 extra fuses.
- D. Ferraz Shawmut Type TR or approved equivalent.

2.07 COPPER SLUGS:

- A. Copper tube of suitable size.
- B. Coat with corrosion prohibitive compound.
- C. Quantities as indicated.


2.08 NAMEPLATES:

- A. 1-inch by 3-inch.
- B. Laminated phenolic yellow with black letters.
- C. One nameplate for each enclosure supplied.
- D. Engraving as approved by the Owner.

PART 3 - EXECUTION

- 3.01 Provide all necessary mounting hardware.
- 3.02 Mount fuse holders and terminal blocks according to connection diagrams furnished by Owner.
- 3.03 Furnish 1/2-inch "DYMO" tape labels stamped as approved by Owner for internal components.
- 3.04 Install nameplate on cabinet door.
- 3.05 Owner to provide wiring drawings.

END OF SECTION 337233

	INVITATION FOR BID SUA BID #20-22/23 Substation Package Issued: January 28, 2023	FORM - SA SURGE ARRESTERS SECTION 33 75 39
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SECTION 33 75 39 - SURGE ARRESTERS

PART 1 - GENERAL

1.01 SUMMARY:

- A. This Section includes the individual specifications and requirements for all substation surge arresters to be furnished by this contract. Quantities as indicated.
- B. Erection and assembly required at the jobsite will be performed by others.
- C. Items furnished under this Section shall comply with the requirements of Stillwater.

1.02 REFERENCE STANDARDS:

- A. Design, construct, test, and assemble all equipment and materials in conformance with the latest revisions and supplements of all applicable IEEE, OSHA and NESC standards including, but not limited to, the following:
 - 1. Institute of Electrical and Electronics Engineers (IEEE):
 - a. C2 - National Electrical Safety Code.
 - b. C62.11 - Metal-Oxide Surge Arresters for AC Power Circuits.
 - c. C62.22 - Application of Metal-Oxide Surge Arresters for Alternating-Current Systems.
 - 2. Occupational Safety and Health Act (OSHA).
- B. Acceptable manufacturers are listed in PART 2. Other manufacturers than those listed may be employed with the approval of the Engineer and if the item to be furnished conforms to this specification.
- C. Experience:
 - 1. The manufacturer of each item of equipment or material furnished shall be regularly engaged in the fabrication of the item and it shall have an acceptable history of satisfactory, reliable service in outdoor substation use for a period of at least three years under comparable environmental conditions.
 - 2. Newly-developed equipment with less than three years actual service will be considered from established manufacturers only if it has been adequately tested, meets the requirements of this contract, and is approved by the Engineer.

1.03 SUBMITTALS:

- A. Submit as specified by Stillwater.
- B. Furnish the following types of drawings:
 - 1. Furnish drawings necessary for design, erection, installation, and operation of all equipment and materials furnished including, but not limited to, the following:
 - a. Complete bill of material including item numbers and manufacturers' catalog numbers.
 - b. Complete drawings and descriptive bulletins for installation, adjustment, testing, maintenance, and operation of all equipment including bus weldments, connectors, insulators, corona fittings, etc.
 - c. General outline, nameplate, and internal wiring drawings of all equipment.
 - d. Drawings showing additional detail if requested by the Engineer or otherwise required for installation and maintenance.
 - 2. Standard drawings of equipment which do not indicate clearly the exact size, model number, and optional items to be furnished will be returned to the Supplier for this information before review by the Engineer.

PART 2 - PRODUCTS

2.01 SURGE ARRESTERS:

- A. Ratings:
 - 1. Nominal system voltage (kV): 69
 - 2. Arrester rating (kV): 48 MCOV
 - 3. Quantity: 12
- B. Type and Design:



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FORM - SA
SURGE ARRESTERS
SECTION 33 75 39

1. Outdoor station class, metal oxide type.
 2. Porcelain color: sky gray
 3. Mounting: vertical
- C. Materials
1. Provide corona-free and watertight welded end covers on all exposed ends.
 2. Provide corona/grading rings as required.
- D. Acceptable Manufacturers:
1. ABB Power T&D Company, Inc.
 2. Cooper Power Systems.
 3. General Electric Company.
 4. The Ohio Brass Company (Hubbell).

PART 3 - EXECUTION

3.01 FACTORY TESTING


- A. Supplier shall perform factory tests in accordance with IEEE standards.

3.02 FIELD SERVICES:

- A. Correction of errors, discrepancies, or omissions shall be made immediately upon notification from the Resident Engineer in order to prevent delay of construction. All corrections resulting from errors, discrepancies, shipping damage, etc., approved by the Resident Engineer to avoid delay in construction and required for the installation and proper use of equipment shall be paid for by the Supplier.

- 3.03 SHIPMENT: All surge arresters shall be delivered to the site in vehicles which facilitate unloading by crane.

END OF SECTION 33 75 39

	INVITATION FOR BID SUA BID #20-22/23 Substation Packager Issued: January 28, 2023	HOSPITAL SUBSTATION PACKAGER FULL EQUIPMENT LIST
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Substation Packager Full Equipment List

Hospital Substation Electrical Equipment List:

Section	Equipment	Quantity	Notes
33 71 26 26 - Voltage Transformers	69kV VTs	6	-
33 71 26 30 - Disconnect Switch	69kV 2000A Center Side Break "V", 23ft Bus Height	4	See Datasheet 1 of 4
	69kV 2000A Center Side Break "V", 18ft Bus Height	4	See Datasheet 2 of 4
33 72 33 - Instrument Transformer Cabinets	Single Phase Cabinet	0	-
	Three Phase Cabinet	2	-
33 75 39 - Surge Arrester	69kV, 48KV MCOV	6	-

Hospital Substation Structural Equipment List (33 72 00 – Substation Structures):

Equipment	Quantity
69kV three-phase high bus supports	4
69kV two-phase high cable support	1
69kV three-phase diagonal low bus supports	4
69kV three-phase diagonal high bus support	1
69kV substation dead-end structures for transmission lines	2
69kV high disconnect switch stands	4
69kV low disconnect switch stands	4
Shield masts with static wire	2

	INVITATION FOR BID SUA BID #20-22/23 Substation Packager Issued: January 28, 2023	KINZIE SUBSTATION PACKAGER FULL EQUIPMENT LIST
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Kinzie Substation Electrical Equipment List:

Section	Equipment	Quantity	Notes
33 71 26 26 - Voltage Transformers	69kV VTs	5	-
33 71 26 30 - Disconnect Switch	69kV 2000A Center Side Break "V", 20ft 6 in Bus Height	2	See Datasheet 3 of 4
	69kV 2000A Center Side Break "V", 23ft Mounting Height	2	See Datasheet 4 of 4
33 72 33 - Instrument Transformer Cabinets	Single Phase Cabinet	2	-
	Three Phase Cabinet	1	-
33 75 39 - Surge Arrester	69kV, 48KV MCOV	6	-

Kinzie Substation Structural Equipment List (33 72 00 – Substation Structures):

Equipment	Quantity
69kV three-phase high bus supports	1
69kV three-phase diagonal low bus supports	2
69kV three-phase low bus supports	2
69kV potential transformer support	1
69kV substation dead-end structures for transmission lines	2
69kV high disconnect switch stands	2


	INVITATION FOR BID SUA BID #20-22/23 Substation Packager Issued: January 28, 2023	EXHIBIT – 1 &2 GAURRADNTEED DATES, MILESTONES PAYMENT & CANCELLATION SCHEDULE
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EXHIBIT 1 – GUARANTEED DATES

ITEM	No Earlier Than* Delivery Date	Substantial Completion (Installed, Filled, Dressed, and Tested) No Later Than Date
Equipment at Kinzie Substation	August 3, 2023 [^]	January 12, 2024
Equipment at Hospital Substation	August 3, 2023 [^]	February 12, 2024
Submittals – As Defined in 013301 Appendix A		

*Supplier may not deliver the Equipment, and Owner will not be obligated to accept delivery of the Equipment before these dates unless prior written approval is provided by the City of Stillwater.

+If requested lead time for deliveries cannot be met, supplier to provide alternative equipment delivery dates for review.

[^]Materials for both stations may be delivered at the same time to Kinzie in order to reduce bid price and potential cost escalations.

EXHIBIT 2 – MILESTONE PAYMENT & CANCELLATION SCHEDULE


PAYMENT TERMS

Upon meeting or successful completion of the set forth dates for required documents, fabrication and delivery performed by the Supplier, the Owner shall pay the Supplier 100% of the contract value at delivery of all equipment. Seller may provide alternate payment terms for review if requested.

Note that all invoices are due Net 30 days.

CANCELLATION TERMS

The Owner may cancel an order only after written notice to Seller. Should this Contract be cancelled by Owner due to no fault of the Supplier, the Owner shall pay the Supplier a percentage of the contract value for each equipment as follows (Seller to provide recommendation):

	INVITATION FOR BID SUA BID #20-22/23 Substation Packager Issued: January 28, 2023	EXHIBIT – A BID FORM
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Bidder Action: Bidder to provide unit pricing for each unique equipment.

EXHIBIT A – BID FORM

Note: Please type or use black or blue ink. The City of Stillwater (City) /Stillwater Utilities Authority (SUA) reserves the right to reject any and all Bids when such rejection is in the interest of the City/SUA. *The Summary Bid Form included in the bid submittal document shall have a tab attached for easy identification.*

Instructions: Having carefully examined the **BID #20-22/23** and all its attachments we hereby propose to furnish and deliver in compliance with your official notice, *Specifications*, and *Commercial Terms and Conditions*:

Substation Packager			
Description	Fill in Price (Good for 30 days)	Fill in Price (Good for 60 days)	Fill in Price (Good for 90 days)
All Equipment: Transportation, furnish required site utilities	\$	\$	\$
BIDDER'S TOTAL PRICE	\$	\$	\$
Option - Steel Delivery (Expediate)	\$	\$	\$

***Maximum Price Percentage Increase per Quarter –** The City will consider a quarterly price increase up to the percentage provided by the bidder or the percentage change in the south urban region consumer price index during the immediate past quarter as determined by the U.S. Bureau of Labor Statistics, whichever is less. The bidder shall be required to notify the City in writing 30 days in advance of an anticipated price increase before any increase will be considered.

Bidder Action: Bidder to provide unit pricing for each unique equipment listed in the substation packager full equipment list document

BID BOND

Attached hereto is a bid bond for the sum of 5% of the bid total (Total Bid shown on Bid Schedule 1) made payable to the Stillwater Utilities Authority, Stillwater, Oklahoma. The Bidder agrees that the accompanying bid bond shall become the property of the SUA should the Bidder fail or refuse to execute the contract or to furnish the required bonds within the specified time frame.

BIDDER ACKNOWLEDGEMENTS

The undersigned agrees that, if required in Notice to Bidder, the accompanying Bid bond or equivalent security shall become the property of the SUA should the Bidder be selected as the Successful Bidder and then fail or refuse to execute the Contract or furnish bonds as called for in this BID within the time provided and required.



INVITATION FOR BID
SUA BID #20-22/23
Substation Packager
Issued: January 28, 2023

**EXHIBIT – A
BID FORM**

Bidder's Company Name: _____

Authorized Signature Here ▶ _____

Printed Name: _____

RETURN THIS ENTIRE BID PACKET



INVITATION FOR BID
 SUA BID #20-22/23
 Substation Packager
 Issued: January 28, 2023

FORM - NONB
NOTICE OF NO BID

NOTICE OF NO BID

This sheet is provided for the convenience of prospective Bidders submitting a no bid response to solicitations.

REASON FOR NO BID:

- 1. Cannot comply with specifications
- 2. Cannot meet deliver requirements
- 3. Cannot identify the item(s)
- 4. Do not regularly manufacture or sell the type of item(s) involved
- 5. Other (Specify)

Name and address of firm (include zip code)

Signature

Title

Bid #SUA 20-22/23
Substation Packager

City Clerk
 City of Stillwater
 723 S. Lewis
 Stillwater OK 74076

Ref. Bid No. #SUA 20-22/23