



NOTICE AND INSTRUCTIONS TO BIDDER  
12.47 kV SWITCHGEAR  
FOR  
CITY AND BOROUGH OF SITKA  
MARINE STREET SUBSTATION

The City and Borough of Sitka (The City) is soliciting bids for 12.47 kV switchgear and related field engineering services for assembly upon delivery or as required when installation is to occur.

Submit three (3) copies of your bid form which is required by 2:00 PM, Alaska Standard Time (AST), November 27, 2018, delivered to:

City and Borough of Sitka  
Attn: City Clerk  
Subject: Electric Department Sealed Bid, 12 kv switchgear  
100 Lincoln Street  
Sitka, AK 99835

The City accepts no liability for unsuccessful receipt of bid submittals. Facsimile transmittal of bids is NOT acceptable.

Switchgear shipping and delivery, D.D.P. Sitka Alaska Marine Lines Dock inclusive of off-loading is required not later than \_\_\_July 15 , 2019\_\_\_\_\_.

Liquidated damages for delinquent delivery are set at \$\_\_4,000\_\_\_\_\_ per week up to 15% of the contract value.

The City reserves the right to require a Performance Bond to guarantee the delivery schedule.

Bidders shall specify in their response to this RFB in writing whether exceptions are taken to any of the terms and conditions of the attached Equipment Specification. Exceptions taken at a later date may result in bid rejection.

Bidders shall complete the Bid Form which shall be furnished for Bid Evaluation. Additionally bidders shall provide a copy of the Bidder's Experience and Reliability Form (previously submitted by November 16, 2018) for Bid Evaluation. The City will evaluate transformer cost per the information provided in these two forms.

To comply with standards for cyber-security and for power systems security detailed drawings shall be available to bidders who completed the experience and reliability form which was due November 16, 2018.

The City will accept bids for the Switchgear and related field engineering services only.

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Bids are to be valid for 60 days from the bid due date.

Bids submitted with site of manufacture in a country with United States Travel Warning(s) posted, will be considered non-responsive.

Questions related to this RFP are due no later than November 6, 2019. Responses to questions will be provided by November 15, 2019. Electronic (e-mail) submission of questions is required. Direct any questions to: Tony Bird at e-mail address [tony.bird@cityofsitka.org](mailto:tony.bird@cityofsitka.org) and copy to Bryan Bertacchi at [bryan.bertacchi@cityofsitka.org](mailto:bryan.bertacchi@cityofsitka.org).

The City reserves the right to define and waive irregularities, to accept or reject any or all bids, in whole or part, and to reissue, withdraw or cancel the project in its entirety for any reason, including to perform the work in house, without liability of any type to bidder, including but not limited to any costs associated with bid preparation and submittal.