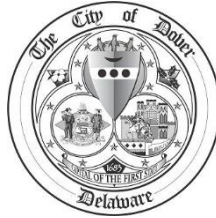


City of



Dover

February 19, 2025

To Whom It May Concern:

The City of Dover will receive sealed bids on March 19, 2025, at 2:00 P.M. local time for the purchase of **SINGLE-PHASE PAD MOUNT DISTRIBUTION TRANSFORMERS FOR STOCK, BID NUMBER 25-0019WH.** All vendors must complete the Intent to Bid (ITB) notice and return it to doverwhse@dover.de.us if they intend to bid. Any vendor not returning the form may not receive published addenda.

<u>Dover ID</u>	<u>Description</u>	<u>Quantity</u>	<u>Type</u>
275-201-00026	100 kVA, 12470GRDY/7200, 240/120 volt	10 each	Pad, Single Phase
275-201-45000	250 kVA, 12470GRDY/7200, 240/120 volt	4 each	Pad, Single Phase

All bids must contain the estimated lead time after receipt of order and manufacturer's warranty information. The successful bidder shall provide certified loss data within 30 days of shipment of the units. Transformers must be shipped on an open flatbed truck or trailer.

Transformers must be side loaded for easy removal. Two workdays notice must be given prior to delivery.

Your submission is not revocable for ninety (90) days following the response deadline indicated above.

LATE SUBMISSIONS:

A bid received after the closing date and time for receipt of the bids is late and will not be considered. It is the responsibility of the submitter to ensure that the bid is received prior to the closing date and time.

QUESTIONS:

If you have questions concerning this Intent to Bid, they must be made in writing and emailed to me at doverwhse@dover.de.us. All questions must be submitted no later than **March 5, 2025**. All questions will be compiled and answered in the form of an addendum and will be emailed to all prospective bidders who return the attached ITB notice and will be posted on the City of Dover web site, <https://www.cityofdover.com/bid-procurement>. All changes or corrections to this Intent to Bid will be handled by addenda issued by the Procurement Office. The receipt of all addenda must be acknowledged in the bid submission.

The City of Dover reserves the right to request corrections, clarifications, and/or additional information pertaining to respondent's response.

Bids will be opened publicly at the time and place designated in this letter. All bids will be opened in the presence of the Procurement Manager or his/her designee. The main purpose of the bid opening is to reveal the name(s) of the bidder(s), not to serve as a forum for determining the low bidder(s).

The contract shall be awarded within 90 days of the closing date to the bidder who is determined in writing to be most advantageous to the City. All prices must be held firm for a minimum of 90 days from the date of the bid opening. The bids and summaries shall not be open for public inspection until after receipt of a fully executed contract.

Public employees and elected officials must discharge their duties impartially so as to assure competitive access to governmental procurement by responsible contractors. Moreover, they should conduct themselves in such a manner as to foster public confidence in the integrity of City procurement. Dover Code Article II Section 30 (Appendix A of the City of Dover Purchasing Policy) establishes standards of ethical conduct among public officials and employees. Vendors participating in the city procurement will be disqualified from the procurement if the employee, official or vendor is found to be in violation of the City's ethical standards and a referral of the matter will be presented to the Ethics Commission.

Please reference the City of Dover Purchasing Policy if you have any questions at:
<https://evogov.s3.amazonaws.com/media/27/media/47170.pdf>

The City of Dover reserves the right to waive technicalities, to reject any or all submissions, or any portion thereof, to advertise for new bids, to proceed to do the work otherwise, or to abandon the work, if in the best interest of the City.

All vendors must completely fill out, sign, date, and return the attached “Consent for Disclosure Under the Freedom of Information Act (FOIA)” form with their submission. Failure to return the completed form will be deemed consent to the disclosure of all information included in the submission after the receipt of a signed contract or issuance of a purchase order. **Any and all proprietary information contained within the bid must be isolated and clearly marked.** The cover must indicate that the bid contains such information.

Minority, women, veteran, service-disabled veteran, and individuals with disabilities owned vendor preference shall be three percent (3%) of the value of the award. **The vendor must identify qualification and claim to the preference on the submitted bid documents.** **The vendor must provide authoritative proof of minority ownership such as identification in the certification directory maintained by the State of Delaware Office of Supplier Diversity to qualify for this preference.** This preference is to be considered as a stand-alone and cannot be added to any other preference that may be allowed. This preference shall not apply to subcontractors.

Local vendor preference shall be considered for materials, equipment, construction contracts, and utility contracts. Local vendor preference shall be three percent (3%) of the annual value of the award. The term local vendor is defined as a gradually increasing range with preference assigned as follows:

Rule 1: Vendor located within the city limits of the City of Dover.

Rule 2: Vendor located within Kent County, Delaware (applicable only if no vendor qualifies under rule 1)

Rule 3: Vendor located within the State of Delaware (applicable only if no vendor qualifies under rules 1 & 2)

In the event that no vendor qualifies under rules 1, 2, or 3, no local vendor preference will be awarded. **The vendor must identify qualification and claim to the preference on the submitted bid documents.** This preference is to be considered as stand-alone and cannot be added to any other preference that may be allowed.

In the event the contractor does not fulfill its obligations under the terms and conditions of this contract, the City of Dover may contract for an equivalent product on the open market. Any difference in cost between the contract prices herein and the price of open market product shall be the responsibility of the contractor. Under no circumstances shall monies be due the contractor in the event open market products can be obtained below contract cost. Any monies charged to the contractor may be deducted from an open invoice.

Neither the contractor nor the City of Dover shall be held liable for non-performance under the terms and conditions of this contract due, but not limited to, government restriction, strike, flood, fire, or unforeseen

catastrophe beyond either party's control. Each party shall notify the other in writing of any situation that may prevent performance under the terms and conditions of this contract.

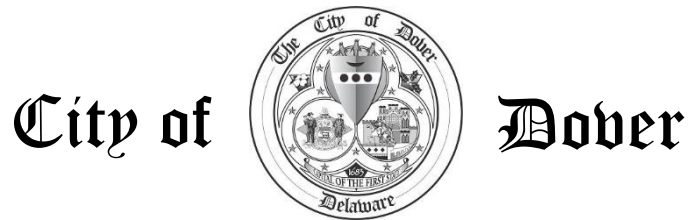
Vendors must provide references to the City of Dover upon request. Vendor references may be checked to verify their ability to perform the contract requirements, the quality of work and the ability to meet obligations.

ENVELOPES MUST BE MARKED "TRANSFORMERS FOR STOCK, BID NUMBER 25-0019WH, BID OPENING MARCH 19, 2025, 2:00 P.M." No faxed bids will be accepted. Bids may be submitted electronically by email to the Procurement Manager using the email address bids@dover.de.us. This email address is for bid submission only. No other correspondence should be sent to this address. The computerized date/time indication on the electronic submission will be the sole determination of receipt. **All electronic bids submitted by email must reference BID NUMBER 25-0019WH in the subject line of the submission or they may not be considered.** Failure to comply with the above format *may* result in disqualification of your bid.

F.O.B. DOVER, DELAWARE: All prices bid by the bidder must be F.O.B. Dover, Delaware with all delivery, handling, surcharges, and other charges included in the bid price. Failure to do so may cause rejection of bid. The city will not pay additional surcharges.

Sincerely,

Barry Wolfgang
Contract and Procurement Manager
City of Dover
(302) 736-7795
www.cityofdover.com



City of Dover

INTENT TO BID NOTICE

ITB Number: 25-0019WH ITB Opening: March 19, 2025 at 2:00 P.M.

Description: Single Phase Pad Mount Transformers for Stock

If you are interested in the Intent to Bid described above, you can download it in Adobe PDF format from our web site <http://www.cityofdover.com/bid-procurement>. Any amendments or other additional information related to this solicitation will be posted with the original document on the web site.

If you do not have internet access and want to receive this Intent to Bid, all subsequent amendments, or additional information on the bid package, please provide the requested information to:

The City of Dover
 Purchasing Office
 710 William Street
 Dover, DE 19904
 Fax: (302) 736-7178, attention Procurement Manager
 E-mail: doverwhse@dover.de.us

Please complete the following and return this form to the City of Dover Purchasing Office.

Company: _____	Vendor Response /Request
Address _____	No submission at this time, please retain on vendor list
_____	Please send complete bid package
Contact: _____	I will download the bid package
Phone _____	I intend to submit
Email _____	I do not intend to submit



**CONSENT FOR DISCLOSURE UNDER
THE FREEDOM OF INFORMATION ACT (FOIA)**

REQUESTS FOR PROPOSAL AND INVITATIONS TO BID

From time to time, the City of Dover receives requests under the Freedom of Information Act (FOIA) for information submitted in response to Requests for Proposals and Invitations to Bid. This information shall be provided to those who request it under FOIA; however, in accordance with 29 Del. C. §10002(1)(2), trade secrets and commercial or financial information obtained from a person which is of a privileged or confidential nature are not deemed public records.

Please indicate your preference regarding the disclosure, under FOIA, of the information that you are submitting by checking the appropriate box and providing the information below. Please note that prior to issue of a purchase order or full execution of a contract, only the names of vendor(s) and bid tabulations will be released for Invitations to Bid, and only the names of vendor(s) and information deemed necessary for City Council to make an informed decision on award approval will be released for Requests for Proposals.

- I consent to the disclosure of all information included in this submission.
- This submission includes trade secrets and commercial or financial information which is of a privileged or confidential nature that is exempt from disclosure under 29 Del. C. §10002(1)(2). In accordance with 29 Del. C. §6923(j)(4) and §6924(j)(3), I have isolated and identified in writing the confidential portions of the submitted proposal/bid and attached a statement that explains and supports my claim that the proposal/bid items identified as confidential contain trade secrets or other proprietary data and I am prepared to defend against disclosure. I understand that any items not so identified are subject to disclosure.

Name: _____

Signature: _____ Date: _____

Title/Position: _____

Company Name: _____

Email Address: _____ Telephone: _____

Mailing Address: _____

RFP/Bid No. _____

For additional information, please contact: City of Dover - City Clerk's Office
P.O. Box 475
Dover, DE 19903
cityclerk@dover.de.us
Phone (302) 736-7008; FAX: (302) 736-5068

Please note that this form is a public record and will be provided to those who request information regarding Requests for Proposals and Invitations to Bid under FOIA.