



DEPARTMENT OF FINANCE
Terrebonne Parish Consolidated Government

P.O. Box 2768
Houma, Louisiana 70361-2768

tpcg.org
PHONE 985-868-5050

Invitation to Bidders

Electronic bids will be received on **November 12, 2025** Terrebonne Parish Consolidated Government (TPCG) Purchasing Division submitted through Central Auction House (CAH). Bid submittals will be accepted until 2:00 P.M. CST at which time bids will be retrieved from the CAH site and read aloud in the TPCG Purchasing Division Conference Room at 301 Plant Road Houma, LA 70363.

Bid documents are posted on <http://www.centrauctionhouse.com/rfp.php?cid=65>. To view, download, receive bid notices by e-mail and submit a bid, you must register with CAH. For information about the electronic submittal process and registration fees, contact Bobby Callender with CAH at 225-810-4814.

Bid 25-WHSE-43 Purchase of New/Unused Transformers for Warehouse Inventory

Specifications and bid documents are on file at the TPCG Purchasing Division, 301 Plant Road Houma, Louisiana 70363 and posted on the Terrebonne Parish web site at http://www.tpcg.org/index.php?f=purchasing&p=bid_opportunities. Documents may be obtained for review by prospective bidders in the aforementioned manner; however, vendors/contractors must submit their bids electronically through CAH.

Please contact Chantel Comardelle, Warehouse Supervisor, at 985-873-6768 or ccomardelle@tpcg.org with regard to the specifications or Gina Bergeron at 985-580-7272 or gbergeron@tpcg.org with regard to any clarifications or information about bid submittal requirements.

The Terrebonne Parish Consolidated Government (TPCG) reserves the right to reject any and all bids in accordance with Louisiana State Bid Law.

/s/ Jason W. Bergeron

Jason W. Bergeron, Parish President
Terrebonne Parish Consolidated Government

Publish: October 27th & November 3rd 2025

To Courier: October 22, 2025

REQUIREMENTS AND INSTRUCTIONS FOR BIDDERS FOR

Bid 25-WHSE-43 Purchase of New/Unused Transformers for Warehouse Inventory

Please Read Carefully

GENERAL: The Terrebonne Parish Consolidated Government (TPCG) is soliciting bids to establish prices for transformers for warehouse inventory. Delivery shall be made to the TPCG Warehouse Division located at 301 Plant Road, Houma, Louisiana 70363.

INTERPRETATIONS AND ADDENDA: All questions about the meaning or intent of the Bidding Documents are to be directed to Gina Bergeron in the Purchasing Division as set forth herein. Interpretations, clarifications, or modifications considered necessary by Gina Bergeron, in the Purchasing Division in response to such questions will be issued by Addenda and posted to the CAH (<http://www.centralauctionhouse.com/rfp.php?cid=65>) site.

Bidders shall promptly notify Gina Bergeron in the Purchasing Division at 985-580-7272 or via email at gbergeron@tpcg.org of any ambiguity, inconsistency, or error that may be discovered upon examination of the Bidding Documents. Bidders requiring clarification or interpretation of any of the Bidding Documents shall make a written request to Gina Bergeron at the aforementioned email address.

All requests pertaining to questions about the meaning or intent of the Bidding Documents received less than seven days prior to the date for opening of Bids may not be answered unless, in the opinion of Gina Bergeron the ambiguity in the Bidding Documents is so significant that it may necessitate postponement of the Bid date and issuance of an addendum to respond to the Bidder's request.

Any interpretation, clarification, correction, or modification to the Bidding Documents shall be only by a written addendum and posted to the CAH site. Interpretations, clarifications, corrections or modifications made by any other manner shall not be binding and shall not be relied upon by Bidders. Addenda shall be transmitted in accordance with Louisiana Bid Law.

Addenda may also be issued to modify the Bidding Documents as deemed advisable by OWNER. **Prior to submittal of bids, each Bidder shall ascertain that he has received all addenda issued. Failure by a Bidder to acknowledge each individual addendum shall render that Bidder's Bid non-responsive.**

SUBSTITUTE MATERIAL AND EQUIPMENT OR "OR EQUAL" ITEMS: Any product or service bid shall conform to all applicable federal and state laws and regulations and the specifications contained in the solicitation.

Whenever materials or equipment are specified or described in the Bidding Documents by using the name of a certain brand, make, supplier, manufacturer, or definite specification; the naming or specification of the item is only intended to denote the quality standard of the item desired and to convey and establish the general style, type, character and quality of material, equipment or product desired and does not restrict bidders to the specific brand, make, manufacturer, or specification named; and that equivalent products may be acceptable.

Bidder must specify the brand and model number of the product offered in his / her bid. Bids not specifying brand and model numbers shall be considered as offering the exact products specified in the solicitation.

PREPARATION AND SUBMISSION OF BIDS: Bids shall be electronically submitted to the CAH site by the time indicated in the Invitation to Bidders.

Bid pricing shall be inserted in the proper fields provided on the CAH site and product model/stock/part numbers should also be included in the fields provided on the site. All accompanying documents must be uploaded to the site by the bid opening time and date herein.

The following items must be uploaded as an attachment with each bid:

- Completed Official Bid Form Section “A”
- Signature Authorization – **(Required by All Bidders) Written evidence of the person signing the bid shall be provided at the time of bidding, in accordance with LA R.S. 38:2212(B)(5) as follows:**

(a) The signature on the bid is that of any corporate officer listed on the most current annual report on file with the secretary of state, or the signature on the bid is that of any member of a partnership, limited liability company, limited liability partnership, or other legal entity listed in the most current business records on file with the secretary of state.

(b) The signature on the bid is that of an authorized representative as documented by the legal entity certifying the authority of the person.

(c) The legal entity has filed in the appropriate records of the secretary of state of this state an affidavit, resolution, or other acknowledged or authentic document indicating the names of all parties authorized to submit bids for public contracts. Such document on file with the secretary of state shall remain in effect and shall be binding upon the principal until specifically rescinded and canceled from the records of the office.

Failure to include the appropriate signature authorization shall result in rejection of the bid as non-responsive.

MODIFICATION AND WITHDRAWAL OF BIDS: Modifications to bids, through bidder’s CAH account, can be made until the date and time of the bid opening. The Bidder must contact CAH for instructions for the withdrawal of a bid in its entirety prior to the time of the scheduled bid opening. Withdrawal of a Bid will not prejudice the rights of a Bidder to submit a new Bid prior to the Bid Date and Time. After expiration of the period for receiving Bids, no Bid may be withdrawn, modified, or explained except as provided for herein.

In accordance with Louisiana law, more particularly, R.S. 38:2214, as may be amended, bids containing patently obvious, unintentional, and substantial mechanical and clerical, or mathematical errors, or errors of unintentional omission of a substantial quantity of work, labor, material, or services made directly in the compilation of the bid, may be withdrawn by the bidder if clear and convincing sworn, written

evidence of such errors is furnished to the OWNER within 48 hours of the bid opening excluding Saturdays, Sundays and legal holidays.

Such errors must be clearly shown by objective evidence drawn from inspection work papers, documents or materials used in the preparation of the bid sought to be withdrawn. If the OWNER determines that the error is a patently obvious mechanical, clerical or mathematical error, or unintentional omission of a substantial quantity of work, labor, material or services as opposed to a judgment error, and that the bid was submitted in good faith, it shall accept the withdrawal and return the bid security (when applicable) to the bidder. A bidder who attempts to withdraw a bid under these provisions of this section shall not be allowed to re-submit a bid on the contract. Any modifications or amendments to the above stated applicable State law shall supersede this procedure.

A bidder may alter or correct an entry on the bid form Section "A" by crossing out the entry, and initialing on the line of change. Any ambiguity arising from entries altered or corrected on the Bid Form will cause the rejection of said Bid as non-responsive.

OPENING OF BIDS: All Bids received prior to the announced closing time for the receipt of Bids stipulated in the Invitation to Bidder will be opened publicly. Bids will be read aloud and a tabulation of the amounts of the Base Bids and alternates (if any) will be made available to Bidders after the opening of Bids.

Any uncertainty as to whether a Bid was submitted in time will be resolved against the Bidder.

BIDS TO REMAIN OPEN: The OWNER shall act not later than forty-five (45) calendar days after the date of opening Bids to award such contract to the lowest responsible and responsive bidder or to reject all bids.

The OWNER and the lowest responsible and responsive bidder, by mutually written consent, may agree to extend the deadline for award by one (1) or more extensions of thirty (30) calendar days.

AWARD OF CONTRACT: To the extent permitted by applicable local, state and federal laws and regulations, OWNER reserves the right to reject any and all Bids for just cause. The Terrebonne Parish Consolidated Government reserves the right to reject any and all bids in accordance with Louisiana State Bid Law.

In order to be responsive, the apparent low bidder must submit the additional information and documentation required by the OWNER within the time delays established by law.

CONTRACT TERM: N/A

PRICES: Unless otherwise specified by TPCG in the solicitation, bid prices must be complete including transportation prepaid by bidder to destination and firm for acceptance for a minimum of 45 days. Bids other than F.O.B. Destination may be rejected. Prices must be firm, and any shipping/freight charges shall be included in unit pricing.

NO GUARANTEE OF QUANTITIES: The quantities referenced are estimated. In the event a greater or lesser quantity is needed, the TPCG reserves the right to increase or decrease the amount needed at the unit price stated in the bid. TPCG does not obligate itself to contract for or accept more than their actual requirements as determined by department/division needs and availability of appropriated funds.

DELIVERY: TPCG desires delivery at the earliest possible date. It is imperative that the material is delivered within the time frame(s) stipulated by the bidder.

NEW PRODUCTS: Unless specifically called for in the solicitation, all products for purchase shall be new, never previously used, and the current model and/or packaging. No remanufactured, demonstrator, used or irregular products will be considered for purchase unless otherwise specified in the solicitation. The manufacturer's standard warranty will apply unless otherwise specified in the solicitation.

CONTRACT CANCELLATION: The TPCG has the right to cancel any contract for cause, including by not limited to, the following: failure to deliver within the time specified in the contract; failure of the product or service to meet specifications, conform to sample quality or to be delivered in good condition; misrepresentation by the contractor; fraud, collusion, conspiracy or other unlawful means of obtaining any contract with the TPCG; conflict of contract provisions with constitutional or statutory provisions of state or federal law; any other breach of contract.

TERMINATION OF CONTRACT FOR CAUSE: The TPCG has the right to cancel any contract for cause by execution of a written notice prior to the end of the contractual period indicated for infractions including but not limited to the following: failure to deliver within the time specified; failure to meet specifications herein, failure to conform to sample quality, pricing excessively high or out of line with other Contractors, misrepresentation by the contractor, fraud, collusion, conspiracy, unlawful means of obtaining the contract, conflict constitutional or statutory provisions of state or federal law and any other breach of contract. The Contractor shall be entitled to payment for deliverable in progress to the extent that work has been performed satisfactorily.

TERMINATION FOR CONVENIENCE: TPCG shall have the right to terminate the contract without cause and at its convenience, with no notice to contractor.

TERMINATION FOR NON-APPROPRIATION OF FUNDS: Notwithstanding any provision herein, in the event sufficient funds for the performance of this Agreement are not appropriated by TPCG in any fiscal year covered by this contract, this agreement may be terminated by the TPCG giving notice to the Contractor of such facts and the TPCG's intention to terminate its financial obligation.

DEFAULT OF VENDOR: Failure to deliver the services within the time specified in the bid will constitute a default and may cause cancellation of the contract. Where the TPCG has determined the Vendor to be in default, the TPCG reserves the right to purchase any and/or all products or services covered by the contract on the open market and to charge the Vendor with cost in excess of the contract price (liquidated damages). Until such assessed charges have been paid, no subsequent bid from the defaulting Vendor will be considered.

NON-COLLUSION AFFIDAVIT- In accordance with La. R.S. 38:2224, successful bidders must submit a fully executed Non-Collusion Affidavit within ten (10) days of receipt of Notice of Award.

APPLICABLE LAW: All contracts shall be construed in accordance with and governed by the laws of the State of Louisiana.

CLAIMS OR CONTROVERSIES: The venue of any suit filed in connection with any claim shall be the Thirty-Second Judicial Court, Parish of Terrebonne, State of Louisiana.

BYRD ANTI-LOBBYING AMENDMENT: Contractors who apply or bid for an award of \$100,000 or more shall file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, officer or employee of Congress, or an employee of a Member of Congress in connection with obtaining any Federal contract, grant, or any other award covered by 31 U.S.C. § 1352. Each tier shall also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the recipient who in turn will forward the certification(s) to the awarding agency.

Contractors must sign and submit to the non-federal entity the Certification Regarding Lobbying Form, which is attached hereto.

SPECIAL ACCOMMODATION: Any “qualified individual with a disability” as defined by the Americans with Disabilities Act who has submitted a bid and desires to attend the bid opening, must notify this office in writing no later than seven (7) days prior to the bid opening date of the need for special accommodations. If the request cannot be reasonably provided, the individual will be informed prior to the bid opening.

COMPLIANCE WITH CIVIL RIGHTS: By submitting and signing this bid, Bidder agrees to abide by the requirements of the following as applicable: Title VI and VII of the Civil Rights Act of 1964, as amended, The Veterans Readjustment Assistance Act of 1974, Title IX of the Education Amendments of 1972, The Age Act of 1975, and Bidder agrees to abide by the requirements of the Americans with Disabilities Act of 1990. Bidder agrees not to discriminate in its employment practices and will render services under any contract enter into as a result of this solicitation without regard to race, color, religion, national origin, veteran status, political affiliation, or disabilities. Any act of discrimination committed by Bidder or failure to comply with these statutory obligations when applicable, shall be grounds for termination of any contract entered into as a result of this solicitation.

SAFETY DATA SHEETS: All applicable chemicals, herbicides, pesticides, and hazardous materials must be registered for sale in Louisiana by the Department of Agriculture, State of Louisiana, registered with EPA and must meet all requirements of Louisiana State Laws. Bidders must submit product labels, material safety data sheets and EPA registry number with the delivery of each applicable product. This information will be required on any subsequent deliveries if there is a change in chemical content or a different product is being supplied. Failure to submit this data may cause the contract to be cancelled.

CLEAN AIR ACT: Bidder acknowledges that the Clean Air Act (CAA) is the comprehensive federal law regulating air emissions from stationary and mobile sources. Among other things, this law authorizes EPA to establish National Ambient Air Quality Standards (NAAQS) to protect public health and public welfare and to regulate emissions of hazardous air pollutants.

ENERGY CONSERVATION: The contractor agrees to comply with mandatory standards and policies relating to energy efficiency, which are contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act.

FEDERAL WATER POLLUTION CONTROL ACT: Bidder acknowledges that the Federal Water Pollution Control Act, popularly known as the Clean Water Act, is a comprehensive law aimed at restoring and maintaining the chemical, physical and biological integrity of the nation's waters. The Act authorizes water quality programs, requires federal effluent limitations and state water quality standards, requires permits for the discharge of pollutants into navigable waters, provides enforcement mechanisms, and authorizes funding for wastewater treatment construction grants and state revolving loan programs, as well as funding to states and tribes for their water quality programs.

PROCUREMENT OF RECOVERED MATERIALS: In the performance of this contract, the Contractor shall make maximum use of products containing recovered materials that are EPA-designated items unless the product cannot be acquired:

1. Competitively within a timeframe providing for compliance with the contract performance schedule;
2. Meeting contract performance requirements; or
3. At a reasonable price.

Information about this requirement, along with the list of EPA- designated items, is available at EPA's Comprehensive Procurement Guidelines web site, <https://www.epa.gov/smm/comprehensive-procurement-guideline-cpg-program>.

The Contractor also agrees to comply with all other applicable requirements of Section 6002 of the Solid Waste Disposal Act."

ACCESS TO RECORDS: The Contractor agrees to provide TPCG, the FEMA Administrator, the Comptroller General of the United States, or any of their authorized representatives access to any books, documents, papers, and records of the Contractor which are directly pertinent to this contract for the purposes of making audits, examinations, excerpts, and transcriptions.

The Contractor agrees to permit any of the foregoing parties to reproduce by any means whatsoever or to copy excerpts and transcriptions as reasonably needed.

The Contractor agrees to provide the FEMA Administrator or his authorized representatives access to construction or other work sites pertaining to the work being completed under the contract.

In compliance with the Disaster Recovery Act of 2018, the TPCG and the Contractor acknowledge and agree that no language in this contract is intended to prohibit audits or internal reviews by the FEMA Administrator or the Comptroller General of the United States.

DHS SEAL, LOGO, AND FLAGS: The contractor shall not use the DHS seal(s), logos, crests, or reproductions of flags or likenesses of DHS agency officials without specific FEMA pre-approval.

COMPLIANCE WITH FEDERAL LAW, REGULATIONS, AND EXECUTIVE ORDERS: This is an acknowledgement that FEMA financial assistance will be used to fund all or a portion of the contract. The contractor will comply with all applicable Federal law, regulations, executive orders, FEMA policies, procedures, and directives.

NO OBLIGATION BY FEDERAL GOVERNMENT: The Federal Government is not a party to this contract and is not subject to any obligations or liabilities to the non-Federal entity, contractor, or any other party pertaining to any matter resulting from the contract. The Federal Government is not a party to this contract and is not subject to any obligations or liabilities to the non-Federal entity, contractor, or any other party pertaining to any matter resulting from the contract.

PROGRAM FRAUD AND FALSE OR FRAUDULENT STATEMENTS OR RELATED ACTS: The Contractor acknowledges that 31 U.S.C. Chap. 38 (Administrative Remedies for False Claims and Statements) applies to the Contractor's actions pertaining to this contract.

TECHNICAL INFORMATION: Literature and/or specifications providing complete technical information as required to certify that the product offered in the proposal is fully compliant with specifications herein **must be submitted upon request**; if requested, literature and/or specifications shall be submitted within seven (7) days. Such documentation shall include diagrams, books, brochures, photographs, or other means to verify compliance. Any change made to a manufacturer's published specifications submitted for a product shall be verifiable by the manufacturer.

Failure to submit this information shall result in the bid being declared non-responsive and just cause for rejection.

VENDOR REGISTRATION: The Terrebonne Parish Consolidated Government Purchasing Division requires vendors to register online at <https://secure.tpcg.org/vendor/> . This tool is part of our efforts to make it easier for you to do business with the Parish, as well as provide you with better business opportunities.

If you have already taken action to complete this requirement, you do not have to complete this process again. However, if you have not already registered online as a vendor you will need to do so within ten (10) days' from the notice of award of this bid.

CERTIFICATE OF INSURANCE: The successful bidder is required to submit an insurance certificate returned within ten (10) days from the date of the Notice of Award of the bid. All certificates must be approved by the TPCG Risk Manager to ensure that all insurance requirements have been met before a purchase order is issued. (Insurance requirements are set forth in "Terrebonne Parish Government's Insurance Requirements", attached hereto.) Failure of the successful bidder to comply with this requirement may result in the bid being declared non-responsive and cause for rejection.

PURCHASE ORDER: The successful bidder will issue a purchase order for each applicable purchase when the bid has been awarded. The vendor must have submitted all required documents within the time

specified and the company's insurance certificate must be approved by the TPCG Risk Management Department.

PAYMENT STRUCTURE: Vendor / Contractor shall submit invoices to Chantel Comardelle, Warehouse Supervisor, at 301 Plant Road Houma, Louisiana 70363 or email at ccomardelle@tpcg.org. The invoice total shall not exceed the purchase order amount. Invoices must include the purchase order number and the name, address, and phone number of the vendor. No items other than those included in the bid shall be billed, and the unit prices shall prevail.

Payment is to be made within thirty (30) days after receipt of properly executed invoice or delivery, whichever is later.

TAXES: The vendor is responsible for including all applicable taxes in the bid price. TPCG is exempt from all state and local sales and use taxes.

Special Instructions:

- Unit price bid should not exceed two (2) digits to the right of the decimal point. Unit price submitted beyond two (2) digits will be rounded off to the nearest second digit.
- Vendors are encouraged to bid in correct unit of measures as shown to be considered for award. Bids submitted in any other unit of measure may not be considered.
- When entering dollar amounts into the fields provided on CAH, do not use commas or the dollar sign.

**OFFICIAL BID FORM
SECTION "A"**

Bid 25-WHSE-43 Purchase of New/Unused Transformers

INDIVIDUAL AWARD: It is the intent of TPCG to award all items on an individual basis to the lowest responsive and responsible bidder for each item.

Transformers will be delivered within _____ calendar days from receipt of purchase order

The undersigned bidder hereby declares and represents that she/he; a) has carefully examined and understands the Bidding Documents, b) has not received, relied on, or based his bid on any verbal instructions contrary to the Bidding Documents or any addenda, c) hereby proposes to provide the transformers as required, all in strict accordance with the Bidding Documents prepared by: TPCG Purchasing Division and dated October 2025.

NAME OF BIDDER: _____

ADDRESS OF BIDDER: _____

NAME OF AUTHORIZED SIGNATORY BIDDER: *(Printed or Typed)* _____

SIGNATURE OF AUTHORIZED SIGNATORY BIDDER _____

TITLE OF AUTHORIZED SIGNATORY BIDDER: _____

DATE: _____

EMAIL: _____

PHONE NO. _____

Signature Authorization. (Required By All Bidders) Written evidence of the person signing the bid SHALL be submitted at the time of bidding, in accordance with LA R.S. 38:2212(B)(5)

The list below is for your review only; all pricing must be submitted via Central Auction House.

Call 225-810-4814 for registration information Or Visit:

<http://www.centrauctionhouse.com/rfp.php?cid=65>

Item No.	Quantity	UOM	Item Description
1	25	Each	TRANSFORMER 25 KVA POLEMOUNT 7970/13.8 120/240
2	12	Each	TRANSFORMER 25 KVA POLEMOUNT 7970/13.8 120/208Y
3	25	Each	TRANSFORMER 50 KVA POLEMOUNT 7970/13.8 120/240

Non-Collusion Affidavit (Regarding LSA - R.S. 38:2224)

(To be submitted in within ten (10) days after receipt of Notice of Award)

STATE OF LOUISIANA

BID NAME: Bid 25-WHSE-43

PARISH OF TERREBONNE

LOCATION: 301 Plant Road Houma, LA 70363

AFFIDAVIT

Before me, the undersigned authority, duly commissioned and qualified within and for the State and Parish aforesaid, personally came and appeared _____ representing _____ who, being by me first duly sworn deposed and said that he has read this affidavit and does hereby agree under oath to comply with all provisions herein as follows:

Section 2224 of Part II of Chapter 10 of Title 38 of the Louisiana Revised Statutes, as amended.

- (1) That affiant employed no person, corporation, firm, association, or other organization, either directly or indirectly, to secure the public contract under which he received payment, other than persons regularly employed by the affiant whose services in connection with the construction, alteration or demolition of the public building or project or in securing the public contract were in the regular course of their duties for affiant; and
- (2) That no part of the Contract price received by affiant was paid or will be paid to any person, corporation, firm, association, or other organization for soliciting the Contract, other than the payment of their normal compensation to persons regularly employed by the affiant whose services in connection with the construction, alteration or demolition of the public building or project were in the regular course of their duties for affiant.

THUS DONE AND SIGNED BEFORE ME, THE UNDERSIGNED Notary Public and subscribing witnesses on this ____ day of _____, 20____, at _____, Louisiana.

WITNESS

CONTRACTOR/VENDOR

WITNESS

NOTARY PUBLIC

ATTESTATIONS AFFIDAVIT

(To be submitted within 10 days from receipt of "Notice of Award")

Before me, the undersigned notary public, duly commissioned and qualified in and for the parish and state aforesaid, personally came and appeared Affiant, who after being duly sworn, attested as follows:

LA R.S. 38:2227 PAST CRIMINAL CONVICTIONS OF BIDDERS

- A. No sole proprietor or individual partner, incorporator, director, manager, officer, organizer, or member who has a minimum of a ten percent (10%) ownership in the bidding entity named below has been convicted of, or has entered a plea of guilty or nolo contendere to any of the following state crimes or equivalent federal crimes:
- | | |
|---------------------------------------|------------------------------------|
| (a) Public bribery (R.S. 14:118) | (c) Extortion (R.S. 14:66) |
| (b) Corrupt influencing (R.S. 14:120) | (d) Money laundering (R.S. 14:230) |
- B. Within the past five years from the project bid date, no sole proprietor or individual partner, incorporator, director, manager, officer, organizer, or member who has a minimum of a ten percent (10%) ownership in the bidding entity named below has been convicted of, or has entered a plea of guilty or nolo contendere to any of the following state crimes or equivalent federal crimes, during the solicitation or execution of a contract or bid awarded pursuant to the provisions of Chapter 10 of Title 38 of the Louisiana Revised Statutes:
- | | |
|--|--|
| (a) Theft (R.S. 14:67) | (f) Bank fraud (R.S. 14:71.1_ |
| (b) Identity Theft (R.S. 14:67.16)----- | (g) Forgery (R.S. 14:72) |
| (c) Theft of a business record (R.S.14:67.20)----- | (h) Contractors; misapplication of payments (R.S. 14:202)(|
| (d) False accounting (R.S. 14:70)----- | (i) Malfeasance in office (R.S 14:1324) |
| (e) Issuing worthless checks (R.S. 14:71) | |

LA R.S. 38:2212.10 VERIFICATION OF EMPLOYEES

- A. Appearer is registered and participates in a status verification system to verify that all employees in the state of Louisiana are legal citizens of the United States or are legal aliens.
- B. If awarded the contract, Appearer shall continue, during the term of the contract, to utilize a status verification system to verify the legal status of all new employees in the state of Louisiana.
- C. If awarded the contract, Appearer shall require all subcontractors to submit to it a sworn affidavit verifying compliance with Paragraphs (A) and (B) of this Subsection.

LA R.S. 23:1726(B) CERTIFICATION REGARDING UNPAID WORKERS COMPENSATION INSURANCE

A. R.S. 23:1726 prohibits any entity against whom an assessment under Part X of Chapter 11 of Title 23 of the Louisiana Revised Statutes of 1950 (Alternative Collection Procedures & Assessments) is in effect, and whose right to appeal that assessment is exhausted, from submitting a bid or proposal for or obtaining any contract pursuant to Chapter 10 of Title 38 of the Louisiana Revised Statutes of 1950 and Chapters 16 and 17 of Title 39 of the Louisiana Revised Statutes of 1950.

B. By signing this bid /proposal, Affiant certifies that no such assessment is in effect against the bidding/proposing entity

ATTESTATIONS AFFIDAVIT (continued)

Signature X: _____

Name: _____

Title: _____

Company Name: _____

WITNESSES:

Sworn to and subscribed before me this _____ day of _____ 202____.

Bidder's Check List

This checklist is for your guidance only and does not necessarily constitute each and every requirement of this bid. Please read the entire bid thoroughly to ensure that your submission is complete.

1. **Attachment(s) MUST be uploaded to Central Auction House at time of bidding:**

- ☐ Official Bid Form Section "A" completely filled out

2. **Other documentation that MUST be uploaded at time of bidding:**

- ☐ ***Signature Authorization: (REQUIRED BY ALL BIDDERS)** Written evidence of the person signing the bid shall be submitted at the time of bidding, in accordance with LA R.S. 38:2212(B)(5)
 - Provide documentation stating that the person signing the bid is authorized to bind the company to the requirements of the bid/contract.
 - The documentation provided must be signed by a member of the company with authority as outlined on pages 3 and 4 of this document.
 - Failure to include the appropriate signature authorization shall result in rejection of the bid as non-responsive.

3. **Additional Requirements** (to be submitted within 10 days from receipt of "Notice of Award")

- ☐ Indemnification Agreement
- ☐ Non-Collusion Affidavit
- ☐ Insurance Certificate
- ☐ Attestation Affidavit

***If you are unclear about the "signature authorization" or any other requirement, please do not hesitate to contact the Purchasing Office at 985-580-7272.**

**DETAILED SPECIFICATIONS
FOR
SINGLE PHASE DISTRIBUTION TRANSFORMER – POLE MOUNT**

I. GENERAL

These specifications are intended to describe a transformer which will perform the functions described in these specifications and will be designed and constructed in accordance with the generally accepted engineering, manufacturing and operating practices observed in the electric utility industry. These transformers shall meet all requirements of the latest applicable American National Standard Institute (ANSI), American Society of Testing and Materials (ASTM), Institute of Electrical and Electronic Engineers (IEEE), and the National Electrical Manufacturers Association (NEMA) standards. These transformers shall be single-phase, 60 hertz, oil filled, self-cooled, overhead type distribution transformers, rated from 15kVA through 167kVA. The transformer oil must not contain PCBs.

II. RATINGS

These transformers shall be rated at 13,800/7970 volts on the primary side and either (A) 120/240 volts, (B) 240/480 volts, (C) 277 volts, or (D) 208/120 on the secondary side. The BIL shall be 95kV on the primary side and 30kV on the secondary side. Transformer kVA ratings shall be 15, 25, 50, 75, 100, 167 and 250. KVA ratings are continuous and based on not exceeding either a 65-degree Centigrade average winding temperature rise, or an 80-degree Centigrade hot spot temperature rise above a 40-degree Centigrade ambient temperature. Maximum transformer impedance shall be 2.7%.

III. SIZE LIMITATIONS

The transformers shall be limited in size as follows:

SIZE	WEIGHT (lbs)	HEIGHT	TANK DIAMETER
25 kVA	450	39"	23"
50 kVA	750	47"	25"
75 kVA	1025	49"	33"
100 kVA	1175	49"	36"
167 kVA	1475	52"	39"
250 KVA	2055	46"	26"

IV. PAINTING

All transformers shall be thoroughly cleaned and painted with rust resistant primary coat and a finishing topcoat. The tank exterior shall be light gray in color with a minimum coating of 3 mils. The interior shall have at least a 1-mil primer coating from the top of the tank to at least the low oil level. The latest ANSI specifications for transforming painting must be followed.

V. BUSHINGS

The transformers shall have bushings as per ANSI. There shall be two (2) high voltage bushings mounted on the top cover and three (3) low voltage bushings mounted on the side (except as noted in the ANSI specification). The primary bushing shall be light gray colored porcelain. There shall be

provisions for connecting the low voltage side for straight 120-volt operation on the 120/240-volt type secondary. In the event only single bushing transformers are available from stock, the purchaser reserves the right to accept these. The secondary eyebolt connection for 100 kVA and larger transformers shall be able to accommodate 4/0 AWG to 500 MCM wire.

VI. TAPS

All transformers shall have four (4) 2 ½" high voltage taps, two (2) above and two (2) below rated voltage. The tap changer shall be externally operable.

VII. ACCESSORIES

All transformers shall be supplied with a pressure relief valve. All valves shall be rated at 15 p.s.i. with a flow rate of 50 SCFM minimum. The valve shall be provided with a red cap, which will pop off to indicate the valve has operated. The cap will be retained by a short length of chain connected to the valve to prevent loss. The pressure relief valve shall be a Beta 1712K-1 or equivalent.

Each transformer shall have a tank-grounding lug attached to it. An eyebolt grounding connector is preferred. The tank cover shall be electrically grounded to the tank.

Each transformer will have two (2) lifting lugs and two (2) NEMA mounting brackets.

Each transformer shall have a nameplate attached to it in accordance with ANSI/IEEE standards. The kVA size shall be indicated on the transformer tank with three-inch (3") numbers that will be visible from the ground. The secondary voltage shall be indicated on the transformer tank with 3" number directly below the kVA size. Each transformer shall have a sticker on the tank indicating that it is non-PCB.

For all pole-mounted transformers the following shall be provided.

- 1.) Mounting lugs for distribution class surge arresters shall be supplied for each high voltage bushing. Lugs shall be two (2) ½" 13 NC tapped holes, 7/16" deep, spaced vertically center-to-center. Center to center lug spacing shall be 2-1/2". Top lug shall be 4" from upper tank lip. Threads shall be protected by a corrosion resistant flanged cup pressed into the threaded opening.
- 2.) A 10kv distribution class surge arrester shall be mounted on the lugs specified above. The arrester shall be mounted on the H1 primary side. The same insulator cap, suitable for protecting the terminals from wildlife, shall be mounted over the surge arrester's high voltage terminal and the transformer's H1 primary insulator bushing. Approved surge arresters are as follows:

Cooper Power Systems – catalogue number UNS10050A1A1A1A

Joslyn – catalogue number ZNP-010-000100

Ohio Brass – catalogue number 217259-7314

Other surge arresters may be provided on the following conditions.

- a.) The surge arrester must be truly equal.
- b.) The surge arrester must be approved by the Material Standards Committee prior to bid opening.

Approved insulator caps are as follows:

Custom Plastics – catalogue number CPWP275

Howard Industries – catalogue number 2163

Other insulator caps may be provided on the following conditions.

- a.) The insulator cap must be truly equal.
- b.) The insulator cap must be approved by the Material Standards Committee prior to bid opening.

3.) A jumper wire(s) shall be supplied and connected as follows:

- a.) **The wire(s) shall be #4 AWG solid copper with 110 mils high-density polyethylene insulation (Transformer Riser Wire).** The wire(s) shall be designed for use as high voltage transformer leads.
- b.) A connection is to be made with said wire from the transformer high voltage terminal (H1) to the surge arrester's high voltage terminal.
- c.) An additional length of said wire is to extend 72" from the surge arrester high voltage connection. This wire is to be used as a jumper to the circuit phase wire when the transformer is installed. The insulation shall be stripped on the free end a distance suitable for attaching to cutout. The wire(s) and surge arrester shall be secured suitable for shipping.
- d.) **No eye or spade terminals will be accepted. Wire is to be connected directly.**

VIII. TESTING

Routine tests on all transformers shall be conducted as specified in ANSI/IEEE Standard C57.12.90-1993. Dielectric and impulse tests must be conducted as specified by ANSI/IEEE. A certified copy of actual test values shall be submitted on the transformer before shipment to: **Terrebonne Parish Consolidated Government, Attn. Electric Distribution Superintendent, 301 Plant Road, Houma, Louisiana 70363.** Test data shall include, but not necessarily be restricted to the following:

No load losses; Full load losses; Regulation at 100% power factor; Regulation at 80% power factor; Percent resistance; Percent impedance; Top oil temperature rise at full load.

IX. SHIPPING

Transformers shall be shipped on individual pallets and secured with a banding strap connected to the lifting lugs. Transformers shall be "side loaded" on flatbed truck or trailer. The flatbed truck or trailer shall permit unloading from sides and back. **Box trailers shall be permitted; however, the vendor shall make provisions to conveniently place the transformers at the rear of the box trailer to allow customer unloading with forklift.**

X. WARRANTY

The manufacturer's warranty shall apply for one (1) year. However, the effective period of warranty shall commence when the purchaser installs the transformer, but the period from the time of receipt by the purchaser to the commencement of the warranty shall not exceed six (6) months.

XI. DATA

Bidders shall include the following upon request.

Manufacturer's specifications: detailed description and drawings, which shall include dimensions, size, capacity, weight, etc.; Guaranteed Test Data; Guaranteed Performance Data sheets.

XII. GUARANTEED PERFORMANCE DATA

Bidders shall be required to submit all the Guaranteed Performance Data, for the transformers they bid, as described below upon request.

GUARANTEED PERFORMANCE DATA (DESCRIPTION)

1. No load losses (watts) per transformer at rated voltage.
2. Total losses (watts) per transformer at rated voltage and current to 85 degrees Centigrade (total temperature).
3. Regulation at 100% power factor (%).
4. Regulation at 80% power factor (%).
5. Full load resistance on rated kVA base (%) corrected to 85 degrees C.
6. Full load reactance on rate kVA base (%).
7. Full load impedance on rated kVA base (%).
8. Temperature guarantee based on full load and ambient air temperature of 100 degrees F.
9. Net weight (lbs.)
10. Shipping weight (lbs.)
11. Distance from the front of the tank to the hanger, depth (in.).
12. Diameter of the tank (in.).
13. Overall height, to the top of the bushings (in.).
