



## Request for Quotation

Date: 09/04/2024

Quotation Number: 8337

Specification/Quotation Documents For: Substation Transformer  
Maintenance

RFQ Due Date: 09/26/2024 @ 02:00 pm

***MANDATORY PRE-BID MEETING  
THURSDAY 9/12/2024 @ 10:00AM EST  
JUG SUBSATION  
3105 N ROAN ST  
JOHNSON CITY, TN***

***To avoid any delay, we encourage you to send responses ahead of the deadline. Responses will not be opened until the stated date and time.***

## **Section 1 – Invitation to Bidders**

Sealed bids will be received by BrightRidge until due date and time, then bids will be opened and publicly read. Bidders may participate in the public bid reading by contacting BrightRidge Purchasing at least two hours prior to the bid opening time stated on the specific bid. Bidders making this request will receive a conference call number and a participant code. BrightRidge Purchasing contact information: [purchasing@brightridge.com](mailto:purchasing@brightridge.com) or call 423-952-5161.

All bids must be delivered at the vendor's sole risk as shown in this request for quotation as per Section 2 Instructions to Bidders. BrightRidge is not obligated to accept quotations received after the date and time stated.

Exceptions, if any, will be considered in the quotation evaluation in determining the successful vendor. Vendor must provide supporting documentation with its quotation for any exceptions.

BrightRidge reserves the right to reject any or all quotations, to reject any bid that contains prices for individual items or services that are inconsistent or unrealistic when compared to other prices in the same or other bids, to waive any and all informalities and/or irregularities in the quotation, to negotiate and/or renegotiate with any vendor the terms of its quotation, and to accept any quotation which in its opinion may be in the best interest of BrightRidge. This Request does not commit BrightRidge to pay any costs incurred in the preparation of a proposal or to procure or to contract for service. BrightRidge reserves the sole discretion to withdraw this Request in its entirety at any time without prior notice.

Information provided in this Request is intended solely to assist the respondent in preparing a Quotation. To the best of BrightRidge's knowledge, the information provided is accurate, however, there is no warranty expressed or implied.

Quotations may be held by BrightRidge for a period not to exceed sixty (60) days from the due date of the quotations for the purpose of evaluating the quotations or investigating the qualifications of the vendors, prior to awarding of the order. All quotations shall remain effective for at least sixty (60) days after the due date.

Each vendor's quotation shall constitute an offer to sell the goods or services sought by this Request for Quotation. The award shall be made by execution of a contract mutually agreed upon by both parties.

***BrightRidge is a trade name of the Johnson City Energy Authority.***

***Questions:***

***Purchasing at 423-952-5161 or email [purchasing@brightridge.com](mailto:purchasing@brightridge.com)***



## **Section 2 – Instructions to Bidders**

Each Bidder shall carefully examine all specifications, drawings, and other contract documents to familiarize themselves with all the requirements, terms and conditions thereof. Any information relating to the work furnished by the Owner or others, or failure to make these examinations shall in no way relieve any Bidder from the responsibility of fulfilling all the terms of the contract, if awarded a contract.

No payment will be made for items not set up in the quotation, unless otherwise provided by contract amendment. All Bidders are cautioned that they should include in the prices quoted for the various bid items all necessary allowances for the performance of all work required for the satisfactory completion of the project.

### **REQUIREMENTS FOR A DIGITAL PROPOSAL/BID SUBMISSION**

- **Bids should be clearly identified as:**

**Bid Enclosed and Your Company Name**

**BrightRidge Quotation Number: 8337**

**Name of the Request: Substation Transformer Maintenance**

**Due: 09/26/2024 at 2PM EST**

**MANDATORY PRE-BID – Thursday 09/12/2024 at 10:00am EST**

**Jug Substation 3105 N Roan St, Johnson City, TN**

- Send an email with an attached PDF of the digital bid including all required documents listed below to: [SEALEDBIDS@BRIGHTRIDGE.COM](mailto:SEALEDBIDS@BRIGHTRIDGE.COM). BrightRidge quotation number should be listed in the email subject line. Documents may be combined and sent as one PDF and cannot exceed 50MB in size. An automatic delivery receipt is sent indicating that the bid email has been delivered to [sealedbids@brightridge.com](mailto:sealedbids@brightridge.com)
- Digital Proposal/Bids (hereafter called bids) received after the stated due date and time will be disqualified. BrightRidge will not open the bid submission email or any attachment until the due date and time stated for this sealed bid, this is to maintain the integrity of the sealed bid process
- Send a **SEPARATE EMAIL**, indicating that you have submitted a digital bid also include quotation number in the subject to: [PURCHASING@BRIGHTRIDGE.COM](mailto:PURCHASING@BRIGHTRIDGE.COM). **DO NOT ATTACH A COPY OF YOUR BID TO THIS EMAIL!**
- No fax or physically delivered sealed bids will be accepted. **Bids must be digital.** Bidders from small & minority owned businesses needing to make alternative arrangements for physical delivery may call purchasing at 423-952-5161 or 423-952-5000.

### **REQUIRED PAGES TO INCLUDE FROM BRIGHTRIDGE BID PACKAGE**

1. BrightRidge Request for Quotation Form
2. Section 3-Quotation Information Form
3. Specification Exception Form
4. No Bid Questionnaire – If applicable
5. Business and Taxpayer Identification or W9 form – for NEW vendors

Note: Any bidder that submits a bid to BrightRidge of at least \$250,000 or more that provides services, supplies, information technology or construction must certify that it is not currently engaged in, and will not for the duration of this Agreement engage in, a boycott of Israel as defined by Tenn. Code Ann. §12-4-119.



### **Contract**

BrightRidge reserves the right to accept or reject any or all bids or portions thereof. Vendors may bid multiple options, unless otherwise stated.

Vendors must complete the BrightRidge Request for Quotation Form, if applicable and included in the request for quotation. As a backup, a vendor may include their company quote form, however, items must be quoted in the same order and in the unit of measure requested on the BrightRidge Request for Quotation form, a no-bid line needs to be included also in the order of our request if not bidding on an item.

### **Delivery**

The price bid will be FOB Johnson City, Tennessee, at the location specified below. The bid price shown will be the full charge, including all applicable taxes, surcharges and other incidental fees, shipping charges included.

#### **Delivery Site:**

BrightRidge  
Shipping/Receiving Entrance  
2610 Boones Creek Rd  
Johnson City, TN 37615

### **Invoicing**

Unless otherwise stated, submit invoices upon delivery or pickup to [ap@brightridge.com](mailto:ap@brightridge.com). The invoice must include an itemization of all items, supplies, repairs, or labor furnished, including unit list price, net price, extensions, and total amount due.

### **Payment**

Unless otherwise stated, payment will be made within thirty (30) days of the completion of delivery of all items or services in acceptable condition to BrightRidge and receipt of invoice, whichever is later.

### **Taxes and Fees**

BrightRidge is exempt from all Sales and Federal Excise Taxes please quote less these taxes.

BrightRidge is not responsible for financial or legal obligations of the bidders that may include bond premiums, fees, insurance, licenses, permits, taxes, tariffs, or other costs of compliance, unless agreed to in writing by BrightRidge. Taxes may include federal, state, or local taxes or levies. Particular attention should be given to bids that provide construction, installation, and maintenance services that utilize the materials and supplies purchased by BrightRidge. BrightRidge does not pay Tennessee sales and use tax when materials, supplies, and equipment are purchased. If the Bidder wants information about the value of the items that will be used, contact BrightRidge Purchasing. Make a note of Tennessee Code Annotated 67-6-209 section (b) and (e).

If the Bidder wishes to recoup obligations they owe as a result of work performed for BrightRidge, the Bidder must include them in the quotation price. Otherwise, the Bidder should not expect additional payment from BrightRidge for these obligations.

### **Equal Employment Opportunity Clause**

To the extent not exempt therefrom, the vendor/subcontractor designated herein agrees to in all respects comply with and abide by the provisions of Executive Order 11246, Section 503 of the Rehabilitation Act of 1973, and the Vietnam Era Veterans' Readjustment Assistance Act of 1974, each as amended, and applicable implementing Regulations, including the Equal Employment Opportunity Clause referred to at 41 C.F.R. § 60-1.4, 41 C.F.R. § 60-741.5, and 41 C.F.R. § 60-250.5, as well as those otherwise appearing at 41 C.F.R. § 60-1, et seq., 41 C.F.R. § 60-741.1, et seq., and 41 C.F.R. § 60-250.1, et seq., each as amended.



**Insurance**

**Worker’s Compensation and Employer’s Liability** - Contractor shall obtain, worker’s compensation and employer’s liability insurance to protect the Contractor against all claims under applicable state worker’s compensation laws and against claims for injury, disease, or death of its employees which, for any reason, may not fall within the provision of the applicable worker’s compensation law. The worker’s compensation and employer’s liability insurance policy shall include an “all states” endorsement. BrightRidge requires workers’ compensation insurance on all construction and installation services regardless of if the bidder/contractor is deemed exempted from workers’ compensation insurance. BrightRidge’s requirement for workers’ compensation insurance may exceed the minimum requirements of the State of Tennessee. The Contractor’s liability limits shall not be less than the following:

<b>WORKERS’ COMPENSATION AND EMPLOYER’S LIABILITY LIMITS</b>	
<b>WORKERS’ COMPENSATION EMPLOYER’S LIABILITY</b>	<b>STATUTORY \$ 1,000,000 EACH PERSON</b>

**Comprehensive Automobile Liability** - Contractor’s insurance for automotive liability coverage shall be written in comprehensive form and shall protect the Contractor and BrightRidge against all claims or injuries to members of the public and damage to property of others arising from the use of motor vehicles and shall cover operation on or off the site of all motor vehicles licensed for highway use, whether they are owned, non-owned, or hired by Contractor. The Contractor’s liability limits shall not be less than the following:

<b>AUTOMOBILE LIABILITY</b>	
<b>COMBINED SINGLE LIMIT</b>	<b>\$1,000,000 COMBINED SINGLE LIMIT EACH ACCIDENT</b>

**Commercial General Liability** – Contractor’s General Liability Insurance shall be written in comprehensive form and shall protect the Contractor and BrightRidge against all written claims arising from injuries to members of the public or damage to property of others arising out of any act or omission of the Contractor or their agents, employees, or sub-contractors. Contractor’s liability limits shall not be less than the following:

<b>COMPREHENSIVE GENERAL LIABILITY LIMITS</b>	
<b>BODILY INJURY</b>	<b>\$1,000,000 EACH PERSON \$2,000,000 EACH OCCURRENCE</b>
<b>PROPERTY DAMAGE</b>	<b>\$1,000,000 EACH OCCURRENCE</b>



### **Section 3 – Quotation Information**

The successful contractor agrees to indemnify, investigate, protect, defend, and save harmless BrightRidge, its officials, officers, agents, and employees from any and all third-party claims and losses accruing or resulting from bodily injury or damage to property caused by the successful contractor in performance of this contract.

The successful contractor also agrees to indemnify, investigate, protect, defend, and save harmless BrightRidge, its officials, officers, agents, and employees from any and all third-party claims and losses accruing or resulting from bodily injury or damage to property caused by the successful contractor's sub-contractors, suppliers, laborers, and any other person, firm, or corporation furnishing or supplying work, services, materials, or supplies to the successful contractor in connection with the performance of this contract.

If the successful contractor supplies products it manufactures (in whole or in part), the successful contractor agrees to indemnify BrightRidge, its officials, officers, agents, and employees from any and all third-party claims and losses accruing or resulting from bodily injury or damage to property caused by the failure of such products.

If the successful contractor only supplies products manufactured by others, the successful contractor is not obligated to indemnify BrightRidge for a failure of any such products manufactured by others. If the successful contractor only supplies products manufactured by others, the successful contractor agrees to cooperate with BrightRidge and take all reasonable steps to assist BrightRidge in making claims against any such product's manufacturer for any such product's failure.

In any case, the foregoing provisions concerning indemnification shall not be construed to indemnify BrightRidge from damage arising out of bodily injury to persons or damage to property caused by or resulting from the sole negligence of BrightRidge or its employees. This indemnification shall survive the expiration or early termination of this contract.

**The undersigned acknowledges: That he/she is an authorized agent of the vendor submitting this quotation. The receipt of the following addenda (if any). The provision of the indemnification agreement.**

**Company Name:** \_\_\_\_\_

**Company Address:** \_\_\_\_\_  
\_\_\_\_\_

**Taxpayer ID:** \_\_\_\_\_

**Telephone Number:** \_\_\_\_\_ **Mobile Number:** \_\_\_\_\_

**E-mail:** \_\_\_\_\_ **Fax Number:** \_\_\_\_\_

**Primary Point of Contact:** \_\_\_\_\_

**Authorized Signature:** \_\_\_\_\_

**Date of Signature:** \_\_\_\_\_ **Title:** \_\_\_\_\_

**Printed or Typed Name:** \_\_\_\_\_

***FAILURE TO SUBMIT THIS COMPLETED FORM WITH YOUR BID SUBMISSION  
WILL RESULT IN YOUR BID BEING REJECTED AS UNRESPONSIVE.***



# BrightRidge Specifications Exception Form

In the interest of fairness and sound business practice, it is mandatory that you state any exceptions taken by you to our specifications.

It should not be the responsibility of BrightRidge to ferret out information concerning the materials which you intend to furnish.

If your bid/quotation does not meet all of our specifications, you must so state in the space provided below.

Bids on equipment, vehicles, supplies, services, and materials not meeting specifications may be considered by BrightRidge, however, all deviations must be listed below.

I do meet specifications.

Signature: \_\_\_\_\_

I do not meet specifications. *Exceptions are in the space provided.*

Signature: \_\_\_\_\_

**FAILURE TO SUBMIT THIS COMPLETED FORM WITH YOUR BID SUBMISSION  
WILL RESULT IN YOUR BID BEING REJECTED AS UNRESPONSIVE.**

**Exceptions (please list below and specify exceptions)**



# No Bid Questionnaire

BrightRidge  
Attn: Purchasing  
2600 Boones Creek Rd  
Johnson City, TN 37615

Quotation Number: 8337

If you choose not to bid, please complete the questionnaire below and return it with your response by the bid opening date. Your assistance in helping us to analyze no bid rationale is very much appreciated.

For the following reason(s) we are submitting a no bid:

       Item not supplied by our company.

       Bid specifications (e.g. too restricted, not clear, etc.) Please explain.  
\_\_\_\_\_

       Profit margin on municipal bids is too low.

       Past experience with BrightRidge (e.g. payment delay, bid process, administrative problems, etc.) Please explain. \_\_\_\_\_

       Insufficient time allowed to prepare and respond to bid request.

       Bid requirement  Too Large or  Too Small for our company.

       Priority of other business opportunities limit time/other resources available to deliver or perform according to bid specifications.

       Other reason(s). Please explain. \_\_\_\_\_

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ E-mail: \_\_\_\_\_

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Printed/Typed Name)

Title: \_\_\_\_\_ Date: \_\_\_\_\_





# BrightRidge

## Business and Taxpayer Identification Information

This Business is operating as a:

Individual/Sole Proprietor or Single Member LLC    Partnership    Trust/Estate

C Corporation    S Corporation

Limited Liability Company

(Enter the tax classification (C=Corporation, S=S Corporation, P=Partnership) \_\_\_\_\_)

Other (please describe) \_\_\_\_\_

Licensed or otherwise authorize to business by the state of: \_\_\_\_\_

Taxpayer Identification Number: \_\_\_\_ - \_\_\_\_ - \_\_\_\_ - \_\_\_\_ - \_\_\_\_

Or

Social Security Number: \_\_\_\_ - \_\_\_\_ - \_\_\_\_ - \_\_\_\_ - \_\_\_\_

Legal Name: (as shown on your income tax return)

\_\_\_\_\_

Doing Business as Name: (DBA)

\_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

**Note:**

*If applicable, your bid may be rejected if you do not complete and submit this page and/or a W-9 with your bid. Checks in payment of obligations by BrightRidge will be made payable to your legally issued name unless you state a DBA. Federal Tax reporting, if required, will also be in your legal name.*



# REQUEST FOR QUOTATION



BrightRidge  
2600 Boones Creek Rd.  
Johnson City, TN 37615

Vendor	Quotation
50000	8337
Print Date	Page
09/04/2024	1

**TO**   
BRIGHTRIDGE \*\*\* SEALED BID \*\*\*  
PLEASE WRITE COMPANY NAME IN THIS AREA  
2600 BOONES CREEK RD  
JOHNSON CITY, TN 37615

**SHIP TO**  JOHNSON CITY ENERGY AUTHORITY  
2610 BOONES CREEK ROAD  
JOHNSON CITY, TN 37615  
Phone: (423)952-5161  
Fax: (423)952-5092

**Response Due Date:** 2:00 pm 9/26/2024

**Phone:**

**Fax:**

### Requested Terms

Shipment Method	Shipment Terms	FOB	Payment Terms
			NET -30 DAYS

LN	ITEM	QUANTITY	UOM	DESCRIPTION	UNIT PRICE	DEL DT/LEAD TM
1 0		1.000	EA	JUG, BROADWAY, AND SOUTHEAST TRANSFORMER MAINTENANCE AND TESTING  **SEE ATTACHED SPECIFICATIONS**		

### Vendor Terms

Shipment Method	Shipment Terms	FOB	Payment Terms

ALL PRICING MUST BE GOOD FOR 7 DAYS AFTER RECEIPT OF PURCHASE ORDER. VALID THRU DATES MUST BE ENTERED IF PRICING WILL ONLY BE HELD FOR A SPECIFIC PERIOD OF TIME.

**\*NOTE TO AVOID DISQUALIFICATION OF YOUR QUOTATION\***

Vendors must use quotation provided, you may include your own form as back up: quote items in the same order as our form, BrightRidge form will be used for Processing Bid. QUOTES MUST BE IN THE SAME UNIT OF MEASUREMENT AS REQUESTED. Indicate manufacturer quoted. If not a listed manufacturer, pre-approval is required through our Engineering Department. Include estimated delivery date. Please note that your lead times may impact our selection process. Standard packaging needs to be indicated on quote. \*Note our requested shipping terms are pre-paid and included, if different terms the estimated amount of shipping charges need to be included with quotation.

**Valid Through Date:**

#### Authorizing Signatures

\_\_\_\_\_  
WENDI DAVIS  
GENERAL ACCOUNTANT  
(423)952-5128  
\_\_\_\_\_

## Specifications for LTC Power Transformer Testing

### BrightRidge

### Johnson City, Tennessee

**\*Must Attend Pre-Bid Meeting\***

Equipment to be serviced:

<b>Substation</b>	<b>Type</b>	<b>Manufacturer</b>	<b>Serial Number</b>	<b>Gallons of Oil</b>
Jug	LTC	GA Transformer	GA2774	5198
Broadway	LTC	Waukesha	GT-10042	6900
Southeast	LTC	GA Transformer	GA277B	5198

#### **Detailed Scope of Work:**

- Travel to and from Jug Substation, 3105 N Roan St, Johnson City, TN
- Travel to and from Broadway Substation, 1310 Millard St, Johnson City, TN
- Travel to and from Southeast Substation, 1959 S Roan St, Gray, TN
- Customer is responsible for de-energizing and isolating transformer
- Substation will be energized
- Contractor to provide equipment as needed to perform work
- Power Factor Testing (with high voltage leads removed then reattach high voltage leads and torque to proper specifications)
- Winding Resistance Test (NLTC on Set Tap and LTC on All Taps)
- Winding Ratio Test (NLTC on Set Tap and LTC on All Taps)
- Test all alarms and trips from the transformer
- For power transformers with LTCs
  - Drain and filter oil and perform dielectric test on the oil
  - Open LTC compartment and wash with new oil
  - Clean stationary and moving contacts and check for wear tolerances and replace if necessary
  - Make sure oil level gauges are clean and functional
  - Replace gaskets as necessary (Tank Gaskets, Oil Level Gauges, ETC.)
  - Wipe down outside of LTC compartment to remove any oil residue
  - Check all terminals for tightness

- Measure all applicable strokes and gaps per manufacturer recommendations
- If LTC has vacuum bottles Hi-Pot at manufacturer recommendations
- Check all equipment for cracks, damages, and leaks and repair as necessary
- Fill with oil to appropriate level add new oil as necessary
- Provide documented test reports as required. Please provide software files for Doble Power Factor and Time (.tdrx file). Job is not considered complete and invoices will not be paid until Test Reports have been submitted to BrightRidge.
- Provide in quote an estimate of time to complete work
- Contractor must be within an 80-mile radius to BrightRidge
- Contractor must have previously worked within the TVA area
- Work must be under warranty for one year beyond completion date

**Contractor Responsibilities:**

- Provide the trained personnel, equipment and materials required to perform the service outlined above in Scope of Work
- Provide the required power to run any equipment unless a different arrangement has been made
- Perform the service quoted above under a mutually agreed upon schedule
- Work needs to be done early November depending on weather and Loading on Station
- Please provide any warranty information on this project