

# REQUEST FOR QUOTATIONS

## PAD AND POLE TRANSFORMERS

Request for Quotation No.: 2025-RFQ-xx

Issued: August 25<sup>th</sup>, 2025

Closing Date and Time: September 15<sup>th</sup>, 2025, at 2:00 PM

It is the sole responsibility of the Respondent to check the Bonfire Portal for any updated information and addenda issued before the closing date and time. The City of Penticton shall not be held responsible for documents that are located on any other website.

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## Part A: The Goods & Services

### 1. Summary

The City of Penticton invites Qualified Suppliers to submit quotes on this Request For Quote (“RFQ”) for Pad and Pole Transformers as detailed in this Part A, and in accordance with the Standard Specifications provided in this RFQ. Delivery is required to City Yards, located at 616 Okanagan Ave. East, Penticton, BC V2A 3K6.

### 2. Terms and Conditions

The City of Penticton Purchase Order [Terms & Conditions](#) shall apply.

### 3. Specifications

3.1 The Supplier must supply and deliver:

Qty	Description/Rating	City's Product Number
15	TRANSFORMER, 1PH, PAD, 120-240V, 100KVA	2468
3	TRANSFORMER, 1PH, PAD, 120-240V, 50KVA	2466
3	TRANSFORMER, 3PH, PAD, 120/208V, 300KVA	2472
3	TRANSFORMER, 3PH, PAD, 120/208V, 500KVA	2473
1	TRANSFORMER, 3PH, PAD, 120/208V, 750KVA	2477
2	TRANSFORMER, 3PH, PAD, 347/600V, 750KVA	2583
3	TRANSFORMER, 1PH, POLE, 347V, 50KVA	2463
3	TRANSFORMER, 1PH, POLE, 120-240V, 100KVA	2458

#### **3.2 Standard specification - distribution transformers, pole mounted, single phase, single bushing**

##### *3.2.1 Introduction and Scope*

Single phase pole-mounted distribution transformers supplied to the City of Penticton are required to meet or exceed all requirements of the latest revision of Canadian Standards Association (CSA) 2.2. If the manufacturer has any deviations to CSA 2.2, they shall explicitly be stated in the quotation on a clause-by-clause basis.

##### *3.2.2 Stock Codes and Ratings*

The following stock codes and ratings are covered by this specification:

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City of Penticton Stock Number	kVA Rating	Voltage Rating (V)		BIL Rating (kV)	
		Primary	Secondary	Primary	Secondary
2454	25	12470GrdY/7200	120/240	95	30
2456	50				
2457A	75				
2458	100		347	95	30
2463	50				
2464	100				

- Efficiency rating per CAN/CSA-C802.1

3.2.3 *Deviations to CSA C2.2*

The following deviations to CSA C2.2:25 are to be noted:

- i. Clause 6.3.1: Wildlife cap on HV bushing shall be included
  - Approved wildlife cap: Power Line Sentry LLC #BC-D01
- ii. Clause 6.3.1.1: Wildlife cap on lighting arrester bracket shall be included
  - Approved wildlife cap: Custom Coating Innovations #ZF-LABCAP-SXXG
- iii. Clause 6.3.2.2: All 120/240V transformers shall have four secondary bushings with suitable flat flexible straps to allow for external change of configuration.
- iv. Clause 8: No cooling fins are permitted.
- v. Clause 8: Weight, Height, and Diameter:
  - Maximum Weight: 100kVA will be no greater than 450kg. 75kVA and smaller will be no greater than 350kg
  - Maximum Height including bushings: 1200mm
  - Maximum Tank Diameter: 550mm
- vi. Clause 8.3: The pressure relief valve shall provide external indication of internal transformer fault and shall be non-resettable.
- vii. Clause 8.11: All conductor/hardware bolts or clamp nuts shall be either 3/8 UNC or 1/2 UNC with corresponding 9/16" or 3/4" sized heads.
- viii. Clause 10.4: White lettering shall be UV fade resistant and non-peeling for the life of the transformer. Paint stenciling only. City of Penticton stock code to be stenciled on tank.
- ix. Table 3: The transformer audible sound levels shall be per Table 3 of CSA 2.2 and shall be provided.

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*3.2.4 Required Options and Accessories*

The following options are required for single phase pole mounted transformers:

- i. Surge arrester mounting bracket shall be installed by the manufacturer, with hardware to be specified by the purchaser.
  - Approved 9kV, Polymer, MOV, Heavy Duty Arresters: Maclean (ZHP009-0000100), Hubbell (Hubbell-213708-8822), and Cooper Power (UHS09050A1A1A1A)
  - Approved Mounting Bracket: Mclean (J26935) and Hubbell (SADM26S4)
  - the ground terminal of the surge arrester shall be bonded with a #4 AWG equivalent extra flexible jumper or braided copper strap with manufactured lugged ends to the 1/2"UNC grounding boss on the transformer case.
- ii. H2 bronze clamp-type grounding connector shall be suitable for No. 6 to No. 2 AWG conductor sizes, as shown in Figure 2(b) of CSA 2.2:25.

**3.3 Standard specifications for distribution transformers, pad-mounted, low profile, single phase, dead-front**

*3.3.1 Introduction and Scope*

Single phase pad-mounted distribution transformers supplied to the City of Penticton are required to meet or exceed all requirements of the latest version of Canadian Standards Association (CSA) 227.3-06. If the supplier has any deviations to CSA 227.3, they shall explicitly be stated in the proposal or quotation on a clause-by-clause basis.

*3.3.2 Stock Codes and Ratings*

The following transformer ratings are covered by this specification:

City of Penticton Product Number	kVA Rating	Type of Feed	Voltage Rating		BIL Rating, kV	
			Primary	Secondary	Primary	Secondary
2466	50	Loop	12470GrdY/7200	120/240	95	30
2468	100					
2470A	167					

- Efficiency rating per CAN/CSA-C802.1

*3.3.3 Deviations to CSA C227.3-06*

The following deviations to CSA C227.3-06 are to be noted:

- i. Clause 5.2.2.2: Stainless steel pentahead bolt and nut with anti-galling coating may be allowed. Supplier shall provide complete information on coating for approval.
- ii. Table 3: The transformer audible sound levels shall be per Table 3 of CSA C227.3 and shall be provided.

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**3.3.4 Required Options and Accessories**

- i. The following options and accessories are required on single phase pad-mounted transformers:
  - Three (H1A, H1B & SWT), Single-phase, two-position, oil-immersed load-break switches in accordance with Section 7.2 of CSA 227.3-06
  - Loadbreak rated bushing inserts, complete with dust caps
  - The colour shall be seafoam green, Munsell 4.82 G 4.07/3.35
  - Oil level sight gauge located so as to ensure safe operation of the load-break switches
  - A knock-out is to be included on one side of the transformer

**3.4 Standard specification for distribution transformers, pad-mounted, three phase, dead-front**

**3.4.1 Introduction and Scope**

Three phase pad-mounted distribution transformers supplied to the City of Penticton are required to meet or exceed all requirements of the latest version of Canadian Standards Association (CSA) 227.4. If the manufacturer has any deviations to CSA 227.4, they shall explicitly be stated in the proposal or quotation on a clause-by-clause basis.

**3.4.2 Stock Codes and Ratings**

The following transformer ratings are covered by this specification:

City of Penticton Product Number	kVA Rating	Type of Feed	Voltage Rating, V		Bayonet Fuse Link	BIL Rating, kV	
			Primary	Secondary		Primary	Secondary
2472	300	Radial	12470GrdY/7200	120/208	25	95	30
2581	300			347/600	25		
2473	500			120/208	50		
2582	500			347/600	50		
2477	750			120/208	65		
2583	750			347/600	65		
2585	1500			347/600	140		
2476A	2000			347/600	140		
2476B	2000	Radial	Dual Voltage: 12470GrdY/7200 24940GrdY/14400	347/600	140/100	125	30

- Efficiency rating per CAN/CSA-C802.1.

**3.4.3 Deviations to CSA C227.4:21**

The following deviations to CSA C227.4:21 are to be noted by the manufacturer:

- i. Clause 5.1.3: Lifting provision shall be of the lifting hook style as per below.

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- ii. Clause 5.2.2: Stainless steel captive pentahead bolt and nut with anti-galling coating may be allowed. Supplier shall provide complete information on coating for approval.
- iii. Clause 5.2.2: A floating nut should be included where the door is bolted in order to accommodate seasonal movement of lid.
- iv. Clause 5.2.2.: Do not include a center vertical rib for the doors to bolt to. The two transformer doors being bolted together is sufficient to meet the 5.2.2. c. condition, alongside fastenings at the top and bottom of the doors.
- v. Clause 5.3.1.4: Along with evidence of fuse coordination, Manufacturer shall provide part numbers for fusing with approval drawings.
- vi. Clause 6.1.3: Transformers under 750kVA shall have at least 6 hole secondary bushings.
- vii. Clause 6.2.2: The ground strap connecting H0 and X0 shall be flexible or braided. This ground strap shall not impede the use of all holes in the spade.
- viii. Table 4: The transformer audible sound levels shall be per Table 3 of CSA C227.4 and shall be provided.
- ix. Figure 5 c): Transformers under 750kVA shall have a maximum height of 1600mm rather than the CSA provided 1750mm.

*3.4.4 Required Options and Accessories*

- i. The following options and accessories are required on three phase pad-mounted transformers:
  - Three phases, two position, oil-immersed load-break switch in accordance with Section 5.1.12 of CSA 227.4:21
  - Load-break rated bushing inserts, complete with dust caps
  - The colour shall be seafoam green, Munsell 4.82 G 4.07/3.35
  - 750kVA and above – Add 10-hole spades with spade support
  - Four high voltage taps that are  $\pm 2.5\%$  and  $\pm 5\%$  of the rated voltage in accordance with Section 4.5.2
  - Transformer shall be of five-limb core construction
  - Mounting holes on bottom bus bar to be  $\frac{1}{2}$ "
  - Spades shall be oriented in numerical order from left to right: X0, X1, X2, X3

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#### 4. Approval Drawings

Upon receipt of a purchase order, the supplier shall provide drawings for the City's approval.

4.1 Approval drawings shall include top and side views consistent with CSA Standard C227.4:21 along with dimensions, ratings, impedance and loss data, fluid volume and weight, total weight, nameplate details, and manufacturer catalog numbers.

4.2 All dimensions and units for rating weights shall be provided in metric as per CSA Standard C227.4:21.

4.3 Drawings must be approved by the City prior to commencement of manufacturing.

#### 5. Additional Requirements

Each transformer must include the following:

4.1. Identification Tag on Exterior of Transformer – City of Penticton product number required as per CSA Standard C227.3-06 (single phase) and CSA Standard C227.4-21 (three phase) and CSA Standard C2.2:06 and shown on Pricing Form below and on the Purchase Order (PO) issued to the successful bidder;

4.2. Inside Name Plate – PO number required as per CSA standard C227.3-06 (single phase) and CSA Standard C227.4.21 (three phase) and C2.2:06 as issued to successful bidder; and

4.3. Bar Code – Pursuant to ANSI/IEEE 357.12.35 standards for bar codes.

#### 6. Test Reports

Certified test reports on guaranteed losses must be submitted to the City at time of shipment.

#### 7. Contract for Deliverables

The selected respondent will be issued a Purchase Order (PO) for the provision of the Deliverables, in accordance with the City's PO standard terms and conditions. The District intends to award the PO to a single legal entity.

The term of the contract is to be for a period of three (3) year with an option in favour of the City to extend the contract on the same terms and conditions for an additional term of up to two (2) additional one (1) year terms.

## Part B: The RFQ Process

### 1. Key Details:

#### 1.1. RFQ Inquiries:

Direct all inquiries to this RFQ via the “Messages - Questions and Answers” feature on the City of Penticton Bonfire Portal: <https://penticton.bonfirehub.ca/portal>

Information obtained from any source other than through the Bonfire portal is unofficial and must not be relied upon as part of this RFQ. Respondents must not contact any other employees, officers, consultants, agents, elected officials or other representatives of the City of Penticton regarding matters related to this RFQ. Any Respondent found to have contacted persons other than through the Bonfire portal, may be disqualified from submitting a Quote, or have their Quote rejected.

All questions regarding this RFQ must be submitted through the Bonfire portal. The Respondent is solely responsible for seeking any clarification required regarding this RQP, and the City shall not be held responsible for any misunderstanding by the Respondent.

#### 1.2. Timetable:

This RFQ process will run to the following timetable. This timetable may be amended at the City’s discretion through the issuance of an addendum to this RFQ.

Event:	Date:
Issue Date of this RFQ	August 25 <sup>th</sup> , 2025
RFQ Closing Date and Time:	September 15 <sup>th</sup> , 2025, at 2:00 PM

#### 1.3. Submission of Quotes

Quotes must be uploaded to the City of Penticton Bonfire Electronic Portal:

<https://penticton.bonfirehub.ca/portal>

Please note the type and number of files allowed. The maximum upload file size is 1000MB. Please do not embed any documents within your loaded files, as they will not be assessable or evaluated.

It is the Respondent’s sole responsibility to ensure that the Quote is received by the Closing Date and Time detailed in section 1.2. Respondents will receive an email confirmation receipt with a unique confirmation number once the submission has been finalized.

**Quotes sent by facsimile or email will not be accepted. Late submissions will not be accepted.**

#### **NEED HELP?**

Please contact Bonfire at [Support@GoBonfire.Com](mailto:Support@GoBonfire.Com) for technical questions related to your submission. You can also visit their help forum at <https://bonfirehub.zendesk.com/hc>

## 2. Amendment of a Quote by Respondent

A Respondent may amend a Quote at any time up until the RFQ Closing Date and Time. Amendments must be submitted in the same way as the original Quote, as detailed in Section 1.3 of this Part B. Amendments to a Quote must be clearly labelled as such, must contain the RFQ reference number and title, and the full legal name and legal address of the Respondent. Amendments must clearly detail which part(s) of the Quote is being amended or replaced.

## 3. Withdrawal of a Quote by Respondent

A Respondent may withdraw a Quote that is already submitted at any time throughout the RFQ process, including after the Closing Date and Time.

## 4. Addenda Issued by City

This RFQ may only be amended by way of an Addendum issued in accordance with this Section. At any time up until the Closing Date and Time, the City may issue an Addendum in order to amend, clarify, or answer questions to this RFQ. Each Addendum will be issued at the same location and in the same manner as this RFQ document (at the Project on <https://penticton.bonfirehub.ca/portal>). Each Addendum will form an integral part of this RFQ. Respondents are solely responsible for checking for Addenda up until the Closing Date and Time. The City, at its sole discretion, may extend the Closing Date and Time in order to provide Respondents with more time to complete their Proposal.

## 5. Quotation Evaluation & Award

### 5.1. Mandatory Criteria

Respondents must submit the following mandatory documents as part of their submission. Quotations not clearly demonstrate that they meet the following mandatory criteria and will be excluded from further consideration in the evaluation process.

Criteria	Minimum Score
Appendix A – Certification Form	Pass

### 5.2. Scored Criteria

Quotations that meet all of the Mandatory Criteria will be further assessed against the following scored criteria.

Scored Criteria	Weighting
Total Ownership Cost	70
Delivery	30

Total Ownership Cost will be calculated according to CSA Standard C802.1:23

*TOC = sum of transformer unit cost + cost of no-load loss + cost of load loss*

### 5.3. Clarifications & Remedy Period:

The City will allow the following remedies and clarifications at its sole discretion:

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- If the City finds that a Quote fails to meet the mandatory requirements detailed in Section 5, then the City may provide written notification to a Respondent which identifies the requirements not met and provides the Respondent with 2 business days to remedy and supply the requirements. The 2 business days shall commence upon notification by the City to the Respondent. This option to remedy missing requirements shall not apply to Quotes not received by the Closing Date and Time.
- Clarification of Quotes: During evaluation of the criteria, the City may at its sole option, request further details or clarification from the Respondent and/or third parties, on aspects of a Quote by way of a written request for clarification. The written request shall clearly state the required clarification and time limit to supply the information requested. Following receipt of the clarification information, the City may use this information to reassess and/or re-score the Quote.

#### 5.4. Conclusion and Execution of a Contract

Neither the City nor any Respondent will be legally bound to provide or purchase the Works until the execution of a written Contract. The City would seek to execute a Contract within 10 days of issuing an invitation to the Respondent to conclude a Contract. If the City and Respondent do not, for any reason, execute a Contract within this time-period, the City may discontinue the process with that Respondent and invite the Respondent with the next-highest-ranked Quote to conclude a Contract. The City may then continue this process until a Contract is executed, or there are no further Respondents, or the City otherwise elects to cancel the RFQ process entirely. For clarity, the City may discontinue discussions with a Respondent if at any time the City is of the view that it will not be able to conclude a Contract with that Respondent.

#### 5.5. Award

Only the successful Contractor shall be notified, but inquiries are welcome. Results of award can be found at [www.penticton.ca/procurement](http://www.penticton.ca/procurement)

### 6. Retention of Quotes and FOIPPA

All Quotes submitted to the City will not be returned and will be retained in accordance with the Freedom of Information and Protection of Privacy Act ("FOIPPA"). Respondents should note that in accordance with the provisions of FOIPPA, certain details of this RFQ and any executed Contract may be made public, including the Contractor's Name and total Contract price. Respondents should identify with their Quote any information which is supplied in confidence; however, Respondents should be aware of and review the City's obligations under FOIPPA and the City's limited ability to refuse to disclose third party information pursuant to section 21 of FOIPPA.

### 7. Conflict of Interest

All Respondents must disclose an actual or potential conflict of interest. The City may, at its sole discretion, disqualify any Respondent from this RFP process, if it determines that the Respondent's conduct, situation, relationship (including relationships of the Respondent's employees and City employees) create or could be perceived to create a conflict of interest.

The City may rescind or terminate a Contract entered into if it subsequently determines that the Respondent failed to declare an actual or potential conflict of interest during this RFP process.

## 8. Rights Reserved by the City

The City reserves the right, to be exercised in the City's sole discretion, to:

- a. To accept or reject all or part of any Quote or to accept the Quote which it deems most favorable in the interest of the City;
- b. Waive non-compliance of a Quote with requirements set out in this RFQ if such non-compliance:
  - i. is not in relation to an essential or important requirement set out in the RFQ; and
  - ii. is not significant with respect to evaluation of the Quote;
- c. Cancel this RFQ at any time before a Contract is entered into, including at the following stages:
  - i. before the Closing Date and Time;
  - ii. after the Closing Date and Time but before contract negotiations commence; and
  - iii. during contract negotiations;
- d. If this RFQ is cancelled:
  - i. issue another solicitation on the same or different terms; or
  - ii. do nothing further;
- e. Rely on information from credible third parties to assess a Respondent with respect to evaluation criteria, even if such third parties have not been nominated as reference by the Respondent;
- f. Disqualify a Respondent in the following circumstances:
  - i. the Respondent attempts to wrongfully influence the outcome of this RFQ process;
  - ii. a conflict of interest exists that the Respondent knows about or should know about, but has failed to disclose in its submission;
  - iii. a conflict of interest has been disclosed by the Respondent and the City deems that the effects of the conflict of interest cannot be mitigated with reasonable effort;
  - iv. the Respondent or its proposed sub-contractor is currently, or was within the past three years, engaged in litigation with the City; or
  - v. it is known to the City with reasonable certainty through its own experience or through that of credible third parties that the Respondent has acted in a commercially unreasonable manner or unlawful manner within the last five years.

## APPENDIX A - CERTIFICATION FORM

### 1. Respondent Details:

Full Legal Name of Respondent:	
Other "DBA" Names the Respondent Uses:	
Registered Address:	
Respondent Contact Person Name & Title:	
Contact Person Phone No.:	
Contact Person Email:	

### 2. Certification & Acknowledgement of RFQ Process:

By signing this Appendix A – Certification Form, we the Respondent, certify and acknowledge the following:

- a. We have carefully read and examined this RFQ document, including all Parts and Appendices, and have conducted such other investigations as were prudent and reasonable in preparing this Quotation. We are able to provide the goods and services detailed in the RFQ.
- b. We certify that the statements made in this Quotation are true and submitted in good faith.
- c. We acknowledge that the RFQ process will be governed by the terms and conditions set out in Part B, and it is explicitly understood that this RFQ process does not form a legally binding irrevocable bid process, commonly referred to as a 'Contract A' based bid process, and further that both the Respondent and the City are free to cancel their participation in this RFQ process at any time up until the execution of a written Contract.
- d. We certify that in relation to this RFQ process, we have not engaged in any conduct which would constitute a conflict of interest, and we understand that a conflict of interest would include the following situations:
  - i. The Respondent has an unfair advantage or engages in conduct which may give it an unfair advantage;
  - ii. The Respondent has had access to confidential information of the City which is not available to other Respondents to this RFQ.

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- iii. The Respondent has influence over an employee of the City who is a decision-maker involved in this RFQ process, which could reasonably be perceived as giving the Respondent an unfair advantage or preferential treatment.

**3. Confirmation of Addenda Received:**

We confirm receipt of the following addenda that were issued by the City up until the Closing Date and Time:

Addendum #	Issued On Date:

**4. Certification Signature:**

The Respondent hereby certifies that the above statements are true and that the individual signing below has the authority to bind the Respondent:

\_\_\_\_\_  
Signature of Respondent Representative

\_\_\_\_\_  
Name of Respondent Representative

\_\_\_\_\_  
Title of Representative

\_\_\_\_\_  
Date

## APPENDIX B – PRICING

Respondents should submit this completed page with their Quotation.

### 1. Pricing Basis

Pricing shall be on the following basis:

- a. All Prices are in Canadian funds, F.O.B Penticton City Yards (616 Okanagan Ave East, Penticton, BC V2A 3K6). PST and GST shall be itemized separately where indicated.
- b. The Price shall be all-inclusive and fixed, and shall include for any changes in inflation, material or component costs, currency exchange rates, or other variable costs during the Contract Term; all labor, materials, supplies, travel, freight, costs for transportation, shipping, handling, crating or packaging, delivery to site, loading and unloading of delivery vehicle(s); import fees, customs fees, duties, tariffs, taxes, levies; and overheads and profit, insurance, mobilization/demobilization, and all other costs and fees necessary to deliver the Goods and Services outlined in Part A.
- c. The City reserves the right to accept or reject all or part of any quotation or to accept the quotation which it deems most favorable in the interests of the City of Penticton.
- d. Prices shall be firm for the entire Contract term.

### 2. Pricing & Delivery

An excel copy of Appendix - 2 Pricing Form is available for download on the Bonfire Portal. Respondents should submit the completed Excel spreadsheet, "Appendix - 2 Pricing Form" as part of their Submission. Pricing shall be all-inclusive of all goods, services, delivery, and all other requirements outlined in Part A of this RFQ.

Pricing for the Transformers will be based on the Total Ownership Cost which will be calculated according to CSA Standard C802.1:23

#### 2.1 Total Ownership Cost (TOC) Evaluation Methodology

The City will assess Total Ownership Cost (TOC) using the following formula:

$$\text{TOC} = \text{Transformer First Cost} + (A \times \text{No-Load Loss}) + (B \times \text{Load Loss})$$

Where A and B are present value factors representing the long-term cost of energy losses over the life of the transformer. These factors are calculated using industry-standard present value formulas that account for inflation, interest rates, electricity costs, and annual operating hours.

For the purposes of this RFQ, the City will use the following fixed values:

A = 13.58 \$/W (Present Value Factor for No-Load Loss)

B = 4.63 \$/W (Present Value Factor for Load Loss)

Vendors are not required to calculate A and B. However, they must provide accurate no-load and load loss values for each proposed transformer model. These values will be used by the City to calculate TOC and compare proposals.

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**2.1 Delivery**

Transformer delivery to the City within \_\_\_\_\_ weeks of receipt of approval drawing(s).

\*Note: The goods must be shipped on a flatbed truck.

## APPENDIX C – SPECIFICATIONS

Respondents should submit the following in their quotations:

### 1. Products Specification

Respondents should provide the proposed product specifications for the required materials listed in Part A.