



21-004
REQUEST FOR PROPOSAL
ANNUAL SUBSTATION ELECTRICAL TESTING
PEND OREILLE PUBLIC UTILITY DISTRICT

Public Utility District No. 1 of Pend Oreille County (the District), is issuing a Request for Proposal (RFP) for a contractor or firm to perform annual substation electrical testing of District facilities.

The District is an electrical and water utility servicing Pend Oreille County, Washington. The District has approximately 80 miles of electrical transmission and over 670 miles of electrical distribution lines and infrastructure including 7 substations.

Purpose & Scope

The contractor or firm shall provide labor and test equipment for testing the District's electrical materials and substation protection equipment including but not limited to the following: transformers, electrical cable, circuit breakers, relays, control cable circuitry, instrument transformers (current transformers, potential transformers, etc.), battery chargers, batteries and battery cells, and communication equipment and also perform battery load testing. Perform testing of systems including but not limited to the following: Supervisory Control and Data Acquisition Analysis (SCADA), Synchronous Optical Network (SONET), and protection systems.

The selected contractor or firm must have the ability to develop and use isolation procedures to perform all of the above functional testing. All testing results will be expected to be recorded in report form with a general summary of results and conclusions.

RFP Requirements

At a minimum, the response must include the following:

- Resume and introduction of your company that includes a summary of the organization, years in business and any other pertinent information;
- Identification of similar projects on which your company has provided electrical substation testing;
- References for similar projects from up to three clients, including description, dates, and contact information;
- An example of a test report your company has provided in the past;
- List and resumes of proposed personnel that will be working with the District; and
- A copy of your company's electrical safety and field safety programs/procedures including any COVID-19 specific requirements.

Pricing/rates are to be excluded from the RFP as this is a qualifications-based selection process that does not look at pricing/rates.

Insurance Requirements

The respondent to whom this is awarded to shall maintain at its own expense, and provide copies to the District upon demand, the following insurance policies, with the District named as an additional insured:

- Commercial General Liability Insurance on an occurrence basis with single limit of not less than \$1,000,000 and \$2,000,000 annual aggregate; and
- Professional Liability Insurance on an occurrence basis with single limit of not less than \$1,000,000 and \$2,000,000 annual aggregate; and
- Automobile liability insurance on an occurrence basis of not less than \$1,000,000 combined single limit or equivalent for both injury and property damages as a result of any one occurrence, including coverage for owned, hired, and non-owned automobiles.

RFP Submittals

- Proposals must be submitted using ProcureWare, the Districts online contracting portal, at popud.procureware.com no later than **January 25, 2021 at 4:00 p.m. PST**. Submittals received after the above date and time for any reason will not be considered.
- Questions related to this RFP must be submitted by way of ProcureWare no later than **January 21, 2021 at 2:00 p.m. PST**. Responses to these questions will be made available to all bidders via ProcureWare.

Evaluation of the RFP

The District will evaluate each submittal for completeness to the RFP. Submittals that do not meet the minimum requirements will not be considered. The District reserves the right to reject all submittals and modify or withdraw the RFP. The District will award the contract to the most qualified respondent based upon the factors identified below. The District will engage the respondent with the highest scoring response to discuss a service agreement. Should the District fail to secure an agreement with the selected entity, the District may elect to pursue an agreement with the next highest scoring entity.

Respondents will be evaluated based on the following:

1. Company experience
2. Education qualifications
3. Process experience
4. References

The District reserves the right to cancel this RFP at any time, or issue amendments or corrections. The District reserves the right to award this contract, or to not award this contract. Women's, minority, and small business enterprises are encouraged to apply. The District is an equal opportunity employer.