

# REQUEST FOR PROPOSAL



**BURLINGTON ELECTRIC DEPARTMENT**  
 585 Pine Street  
 Burlington, VT 05401-4891  
 Phone: 802-865-7456

RFP #  
**040-25**

DATE:  
 01/27/2025

**REQUEST FOR QUOTATION**  
THIS IS AN INQUIRY,  
NOT AN ORDER  
**PLEASE QUOTE PROMPTLY**

ALL RFP'S RESPONSES ARE TO BE  
 UPLOADED TO OUR SECURE  
 WEB SITE USING YOUR UNIQUE LOGIN

DELIVERY REQUIRED BY: ASAP	QUOTATION DUE BY NLT 2/25/25 11 AM EST	REQUISITION NO:	DEPT: Distribution
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QTY	DESCRIPTION
3	<p>BURLINGTON ELECTRIC DEPARTMENT IS SEEKING QUOTES ON THE FOLLOWING  <b>Barrel Switch 15KV 600 Amp 3-Way Outdoor, Deadfront, Gas Insulated, Submersible Switch</b></p> <p>PLEASE QUOTE EACH PRODUCT WITH COST AND LEAD TIME. DELIVERY OF THE BELOW UNITS IS ASAP FREIGHT ALLOWED.</p> <p>BURLINGTON ELECTRIC DEPARTMENT IS OWNED BY THE CITY OF BURLINGTON VT AND THEREFORE QUALIFIES FOR GSA PRICING IF AVAILABLE.</p> <p><u>DELIVERY REQUIREMENT: SHIP FOB DESTINATION FREIGHT ALLOWED Q</u></p> <p>BED RESERVES THE RIGHT TO ACCEPT OR REJECT ANY OR ALL PROPOSALS RECEIVED IN RESPONSE TO THIS RFP OR TO TAKE OTHER ACTION CONSISTENT WITH THE BEST INTEREST OF BED. BED RESERVES THE RIGHT TO NEGOTIATE SEPARATELY WITH ANY SOURCE TO SERVE THE BEST INTEREST OF BED.</p> <p><u>EXCEPTIONS TO THIS RFP SHALL BE SUBMITTED IN WRITING &amp; ACCEPTED BY B.E.D. ON THE AWARDED P.O. TO BE BINDING. ALL SUBMITTED BIDS BECOME THE PROPERTY OF BURLINGTON ELECTRIC DEPARTMENT. AFTER THE AWARDING OF THE CONTRACT TO THE SUCCESSFUL BIDDER, ALL BIDS ARE OPEN FOR PUBLIC VIEWING.</u></p>

**VENDOR MUST COMPLETE THIS INFORMATION**

1. SHIPMENT CAN BE MADE \_\_\_\_\_ DAYS FROM RECEIPT OF ORDER

2. F.O.B. DESTINATION FREIGHT ALLOWED BURLINGTON ELECTRIC DEPT. DOCK.

3. TERMS \_\_\_\_\_ DISCOUNT OF \_\_\_\_\_ % IF PAID NET \_\_\_\_\_ DAYS

4. QUOTE VALID \_\_\_\_\_ DAYS

SIGNED \_\_\_\_\_ DATE: \_\_\_\_\_

TITLE: \_\_\_\_\_ COMPANY: \_\_\_\_\_

**B.E.D. RESERVES THE RIGHT TO ACCEPT OR DECLINE ANY AND ALL BIDS.  
 ALL BIDS BECOME THE PROPERTY OF BURLINGTON ELECTRIC DEPARTMENT**

*Paul Charbonneau*  
 Director of Purchasing & Facilities

**TO INQUIRE ON ABOVE QUOTE PLEASE CALL  
 PURCHASING DEPARTMENT DIRECT AT:**

**PAUL CHARBONNEAU 865-7456**  
 email: [pcharbonneau@burlingtonelectric.com](mailto:pcharbonneau@burlingtonelectric.com)

**BURLINGTON ELECTRIC DEPARTMENT  
MATERIAL SPECIFICATION**

**15 kV, 600 Amp, 3-Way, Outdoor, Deadfront, Gas Insulated, Submersible Switch**

**SCOPE**

This specification covers the requirements for a submersible switchgear, for use on 13800 Grounded Y/7970 volt, 60 hertz underground electrical distribution systems. The switch shall be three phase, group operated with (9) 600 amp dead break bushings per ANSI / IEEE 386. The switch shall be suitable for use in switching load, loop, capacitor, cable charging and magnetizing currents.

Bidders must complete the "15 kV, 600 Amp, Submersible Switch Data Sheet" (page 5 of this specification) and return it with their quotation.

**INDUSTRY STANDARDS**

The switch shall meet or exceed the requirements of the latest versions of all applicable ANSI, ASTM, NFPA, IEEE and NEMA standards. In the event that this specification conflicts with these industry standards, this specification shall take precedence. Specific exceptions to this specification or to applicable industry standards shall be clearly noted with each quotation.

**ELECTRICAL RATINGS**

The switch shall meet or exceed the electrical ratings shown below:

Maximum Design Voltage:	15.0 kV
B.I.L., Impulse Withstand:	95 kV
Continuous and Interrupting Current:	600 Amps
Symmetrical One Second Current:	16,000 Amps

Electrical ratings shown assume the use of 600-amp elbows for mainline switched ways.

**SWITCH CONSTRUCTION**

The switch tank shall be constructed from 304 stainless steel.  
The switch shall be equipped with parking stands  
All parking stands and permanent lifting provisions shall be stainless steel.

**Switch Dimensions**

The switchgear shall be constructed such that it can be lowered into place through a 36" diameter clear round opening.

Any deviation from the above maximum dimension will have to be reviewed and approved by a member of Burlington Electric Department engineering team.

## **Switch Components**

Switch shall have (3) 600-amp manually-operated switched ways.

The interrupter switches shall be rated for continuous and load interrupting capability in conformance with the requirements of ANSI C37.72.

The switchgear shall provide for visual verification of the switch position. The enclosure shall withstand a fault of 12,500 amps, symmetrical.

All 600-amp bushings, meeting the latest version of ANSI/IEEE 386 shall be provided for manual switched way terminations.

## **Labeling**

The switch shall have a stainless-steel nameplate in the switch side compartment which is permanently stamped, embossed or engraved with the following information:

- Name of manufacturer.
- Type of load break switch (Number of ways, number of switched ways).
- Catalog number.
- Model number.
- Serial number.
- Date of manufacture.
- Maximum voltage.
- BIL (kV).
- Amps, continuous.
- Amps, load interrupting.
- KA Asymmetrical, momentary and fault close.
- Weight, in pounds.
- Switch schematic

The following labels will be provided as a minimum.

- Danger label
- Each bushing shall have a phase identification tag ("A", "B" or "C").
- Other warnings and instructional labels, as necessary.

## **SWITCH OPERATION**

One operating mechanism shall be provided per gang switch. The operating mechanism must operate all three phases simultaneously and must be tease proof. Position indicators shall clearly identify the "open" and "closed" positions of the contacts. The operating mechanism shall be pad-lockable in either position. The operating mechanism must be capable of delivering sufficient torque to assure load interrupting, fault closing and momentary ratings.

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Material Specification

15 kV, 600 Amp, 3-Way, Submersible Switch

Approved: 

# S0136

Date: 12/26/2024

Burlington Electric Department

Page 2 of 4

## **QUALITY ASSURANCE**

One hundred percent (100%) production testing shall include a contact resistance test and an AC one minute withstand test.

Certified test reports shall be furnished to demonstrate accurate compliance with all required production tests.

## **MISCELLANEOUS**

Any exceptions taken to the specification shall be clearly indicated on the quotation.

An outline drawing of the switch shall be submitted with the quotation.

The manufacturer shall provide warranty information on the switch with the quotation.

Approval drawings shall be submitted prior to the fabrication of the switch. The submittal shall include all dimensions, weights, information on the switch and all associated equipment, changes from specifications and any accessories. The vendor shall allow two (2) weeks for approval drawing review by BED.

One hard copy and one electronic copy of instructions and checklists for the inspection, installation, operation, and maintenance of the switchgear shall be provided with the switch.

Elbows and bushing well inserts will be provided by the user.

## **SHIPMENT**

The switch shall be shipped FOB destination.

**BURLINGTON ELECTRIC DEPARTMENT**  
**15 kV, 200/600 Amp, Submersible Switch Data Sheet**

Vendor: \_\_\_\_\_ Quotation Date: \_\_\_\_\_  
Switch manufacturer: \_\_\_\_\_ Type of switch: \_\_\_\_\_ Way, \_\_\_\_\_ Switched  
Catalog number: \_\_\_\_\_ Model number: \_\_\_\_\_  
Interrupting medium: \_\_\_\_\_ Insulating medium: \_\_\_\_\_  
Weight, in pounds: \_\_\_\_\_

Dimensions (In inches)

Length: \_\_\_\_\_ Width: \_\_\_\_\_ Height: \_\_\_\_\_

Electrical Ratings

One Minute AC Withstand: \_\_\_\_\_ kV  
Open Gap B.I.L. Flashover Withstand: \_\_\_\_\_ kV  
Load Interrupting and Loop Switching: \_\_\_\_\_ Amps  
Asymmetrical Momentary and 3 Operation Fault Close: \_\_\_\_\_ Amps  
Symmetrical One Second Current: \_\_\_\_\_ Amps  
Operations - Load Interrupting Endurance: \_\_\_\_\_ Operations  
Mechanical Life - Operations: \_\_\_\_\_ Operations  
Maximum Switch Operating (Open / close) Time: \_\_\_\_\_ Seconds or Cycles  
(Total time to operate a switch equipped with an electrical operator = the total time for the electrical operator to operate + the total time for the switch to extinguish the arc.)

Exceptions to specifications: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**TERMS and CONDITIONS**

1. These Terms and Conditions, together with the purchase order and/or contract issued by the Burlington Electric Department's (B.E.D.) Purchasing Office, constitute the entire agreement between B.E.D. and the supplier/contractor. Any modification to said agreement shall be submitted in writing by the party seeking said modification, to the other party. Said modification shall be agreed upon in writing by both parties in order for it to be enforceable. Absent said written modification, this form and said purchase order shall exclusively control the terms of the agreement between the parties.
2. Except as herein provided, no purchases ordered by unauthorized individuals shall be enforceable against B.E.D. Only individuals expressly designated as those vested with the authority to purchase on behalf of B.E.D. shall be considered persons possessing binding purchasing authority. Agreements entered into with unauthorized individuals shall be void and B.E.D. shall not be liable for any such unauthorized agreements.
3. Sellers, suppliers and contractors shall not assign, delegate, transfer, convey, sublet, or otherwise dispose of their rights, titles, interests or obligations under this contract, or their power to execute such contract to any other person, firm or corporation, without the previous written consent of B.E.D.'s Purchasing Office.
4. The parties to this agreement hereby agree that this contract is subject to the laws of the State of Vermont. The parties to this agreement further agree that Vermont's version of the Uniform Commercial Code, found in Title 9A of Vermont Statutes Annotated, shall apply.
5. B.E.D. may return any materials which are defective, unsatisfactory, or of inferior quality or workmanship, or fail to meet specifications or other requirements of this order.
6. B.E.D. reserves the right to cancel this order if goods are not shipped as directed. B.E.D. reserves the right to terminate its obligations under this order or any part hereof if any delivery/awarded service is not made in the time provided or, if no time is specified, within a reasonable time or if the material that is delivered/service provided is not as specified.
7. Seller shall ship in accordance with any instructions from B.E.D. and the requirements of common carriers to secure the lowest transportation costs. No shipments are to be made C.O.D., nor shall any such shipments be accepted. When goods or materials are shipped F.O.B. point of shipment, all freight charges are to be PREPAID by the Seller and added to the invoice total. An original copy of paid express or freight bill shall be attached to the invoice.
8. Seller shall furnish a packing slip with all shipments showing the purchase order number, seller name, catalog numbers, quantities (including back orders) and a full description of materials shipped.
9. Contractor shall furnish current Certificate of Insurance as outlined by B.E.D.'s Insurance Requirement Contractor's Order, a copy of which will be provided by B.E.D.'s Purchasing Office to the Seller. Such evidence of insurance shall be received at B.E.D. before the commencement of work, or Purchase Order and/or Contract is awarded, whichever is sooner, and such insurance shall be maintained throughout the duration of awarded contract. Seller shall be liable for any and/or all damages/claims (including but not limited to bodily/personal injury, property damage, loss of income, business interruption, or wrongful death), while performing or as a result of work assigned/related to the awarded contract.
10. The contractor shall be responsible for ensuring that all utilities are properly located, marked and identified through utilization of, and compliance with, the requirements of the "Dig Safe" program (30 V.S.A. §7001 et seq. and Vermont P.S.B. Rule 3.800). Contractor is responsible for working around existing utilities and agrees to indemnify and hold B.E.D. harmless for any damages to such utilities except for such damages whose sole proximate cause is due to negligence by B.E.D.
11. Seller shall follow all B.E.D. Safety Rules, a copy of which shall be provided, as well as follow good utility practices on details not covered in specification documents with preference given to B.E.D. Standard practices if suitable. Seller is responsible for following all applicable EPA/VOSHA/OSHA/NESC and NEC rules and regulations.
12. When the contract is awarded to provide services, the cost of service shall be a fixed fee or a time and material basis with a Not To Exceed amount. Expenses shall be billed at cost unless otherwise specified on the awarded contract. Seller shall furnish an invoice detailing Purchase Order number, scope of work, mileage and other expenses. If the contract is awarded on a time and material basis, the invoice shall also include dates worked, name of personnel, number of labor hours worked (traveled if chargeable), rate per hour and total labor, equipment rental hours and rates and materials. Seller shall be responsible to obtain all necessary permits and copies shall be furnished with each invoice. Seller shall also furnish documentation of all reimbursable expenses with each invoice.
13. Unless otherwise specified, payments shall be made on partial deliveries accepted by B.E.D. when the amount due on such deliveries so warrants. Progressive billing for services rendered shall be accepted unless fixed fee is quoted. Where there is a question of non-performance involved, payment in whole or part against which to charge back any adjustment required, shall be withheld. In the event cash discount is involved, the withholding of payment as provided herein shall not deprive B.E.D. from taking such discount.
14. In accordance with city regulations, invoices for completed purchase orders must be received by B.E.D.'s Accounts Payable by the 27th of each month to assure payment by approximately the 15th of the following month. Invoices received after that date shall be carried forward to the following month.
15. **All invoices shall be mailed to the ATTENTION of B.E.D.'s Accounts Payable.** Inquiries regarding the status of unpaid invoices shall likewise be directed to B.E.D.'s Accounts Payable.