City of Fort Wayne

Sharon Tucker, Mayor
Purchasing Department

REQUEST FOR PROPOSAL

Request for Proposal (RFP) Information

RFP..... #10406707
Description..... TRFP 2026 MCC-B and MCC-C Replacement – Electrical Distribution Equipment
Pre-Proposal Meeting..... Monday, October 26, 2026, at 2:00 p.m.
RFP Due Date..... Tuesday, November 10, 2026, at 11:00 a.m.

Any and all questions are required to be in writing and submitted via email to the following address: stephen.williams@cityoffortwayne.org
All questions must be submitted by Thursday, October 29, 2026, at 4:00 p.m. Questions and answers will be documented and posted as an addendum on Quest to all plan holders by November 3, 2026, at 11:00a.m.

Proposals must be submitted via Quest Online Bidding. All documents pertaining to this solicitation must be downloaded at http://bidding.cityoffortwayne.org/city.php and/or www.questcdn.com.
To submit a proposal through Quest, a non-refundable charge of $15.00 is required. Contact QuestCDN Customer Support at 952-233-1632 or info@questcdn.com for assistance in membership registration and downloading digital project information.

Pre-Proposal Meeting: Time: Oct 26, 2026, 02:00 PM Indiana (East)

Join Zoom Meeting
https://us02web.zoom.us/j/83885631031?pwd=jVQIId8MtXgN1blLoV8EaqiZlNyp6Q.1

Join and take notes
https://us02web.zoom.us/j/83885631031?pwd=jVQIId8MtXgN1blLoV8EaqiZlNyp6Q.1&mynotes=on

Meeting chat link
https://us02web.zoom.us/launch/jc/83885631031

Meeting ID: 838 8563 1031 Passcode: 855986

Information Resources:
Purchasing:
Michelle Metzger: (260) 427-1103
Michelle.Metzger@cityoffortwayne.org

Technical:
Stephen Williams: 260-427-2684
Stephen.Williams@cityoffortwayne.org

Instructions for Bidders

1. Proposals must be submitted via Quest Online Bidding.
2. Proposals received after the posted RFP Due Date above will not be accepted.
3. Proposal F.O.B. (Freight on Board) Destination if applicable
4. If Bidder/Proposer has any proprietary information that cannot be disclosed, the proprietary information should be submitted as a separate package. Bidder/Proposer must understand that all information submitted is subject to public records request after the award is made. If proprietary information is requested, the bidder/proposer will be contacted and given an opportunity to defend its position that the information is proprietary.
5. Clearly detail in writing any deviation to the stated specifications or terms and conditions.

Documents Required
The following documents must be completed, endorsed, and submitted with each proposal via Quest Online Bidding. Failure to upload all documents requested will make your proposal incomplete and may result in rejection of your proposal by the City of Fort Wayne. Click "Online Bid" when viewing the ad to access these forms and submit your proposal. **Please upload all documents as one single PDF, titled as vendor's name.**

1. Vendor Submission
2. Non-Collusion Affirmation
3. Proposal content as outlined in specifications

Notice to Bidders

1. The legal document, "Standard Terms & Conditions," may be obtained on the City's website at: Cityoffortwayne.org, Finance & Administration, Purchasing, and Standard Terms.
2. The City of Fort Wayne has the right and option to terminate the agreement upon written notice.
3. Quantities indicated are estimates only. City reserves the right to buy additional units of the commodity at the quoted price.
4. Any exceptions to the specifications must be clearly set forth in the proposal and may result in rejection of the proposal. It is the proposer's responsibility to show proof that goods/services being offered are of equal quality to those that were specified. If a specific brand is stated in the specification, a substitution will not be considered unless indicated.
5. Contractor shall understand and comply with the City of Fort Wayne Drug Policy as listed on the City of Fort Wayne website at: www.cityoffortwayne.org, Finance and Administration, Purchasing, Drug Policy.

6. Price Preferences (for Supplies Only): If Bidder wants to claim **price preferences** per Indiana Code 5-22, such as Local Indiana Business, Bidder must indicate the preference on their Vendor Submission Form. No claims for preference will be allowed by Owner after Bid opening.
7. Indiana Code allows procurement agents to consider giving preference to purchasing commodities manufactured in the United States that meet the conditions and specifications defined in the statute. This category includes the U.S. Manufactured and Steel Products Preferences: IC 5-22-15-25 and IC 5-22-15-21. Bidder must indicate the desired preference on their Vendor Submission form. No claims for preference will be allowed by Owner after Bid opening.
8. Indiana Legal Employment: Pursuant to IC 22-5-1.7, Vendors shall enroll in and verify the work eligibility status of all newly hired employees through the E-Verify Program. As a condition of being awarded any contract, the successful Bidder shall execute the E-Verify Affidavit, affirming that the Vendor does not knowingly employ an unauthorized alien and further affirming that Vendor has enrolled in and is participating in the E-Verify Program.
9. All equipment which runs on electricity will carry the energy star rating whenever possible. Computer equipment, etc., may be selected because it meets this specification over competitors that do not.
10. The owner reserves the right to waive any and all formalities and informalities or to reject any and all proposals. The Owner shall accept the proposal which, in their judgment, is deemed in the City's best interest.
11. All expenses incurred in the preparation of a response to this Request shall be borne by the proposer. In the event the City deems it necessary to cancel this request, no refunds will be issued to planholders or bidders.
12. All submitted proposals shall become the property of the City of Fort Wayne.
13. The City is exempt from the payment of state sales and federal taxes.
14. The City reserves the right to reject any proposals. The City's intent is to award to the lowest responsive, responsible proposer.
15. Mercury Free Specification
    Bidders must offer mercury-free alternatives to all products which contain intentionally added mercury (mercury added products) where such alternatives exist. Should such alternatives not be available, bidders must submit with their response a list of products without mercury-free alternatives and an explanation of why alternatives are not available. City reserves the right to reject any and all bids that do not provide mercury-free alternatives or an adequate explanation which city deems acceptable.

CITY of FORT WAYNE
THREE RIVERS FILTRATION PLANT
TRFP 2026 MCC-B AND MCC-C REPLACEMENT
ELECTRICAL DISTRIBUTION EQUIPMENT REQUIREMENTS
WORK ORDER NO. 67635

Overview

Electrical Distribution Equipment

Supplier shall furnish and deliver to the jobsite the electrical distribution equipment listed below. The assemblies shall be as specified in Sections 26 09 13, 26 22 00, 26 24 16, 26 24 19, 26 29 13, and 26 43 13.

Item #1 – Low-Voltage Transformers

- **Brief description**: Two (2) separate transformers and other appurtenances to replace existing MCC-B and MCC-C.
- Refer to Specifications and Project Drawings for Details.

Item #2 - Panelboards

- **Brief description**: Four (4) separate panelboards with circuit breakers and other appurtenances to replace existing MCC-B and MCC-C.
- Refer to Specifications and Project Drawings for Details.

Item #3 – Motor Control Centers

- **Brief description**: Two (2) separate motor control centers with motor controllers and other appurtenances to replace existing MCC-B and MCC-C.
- Refer to Specifications and Project Drawings for Details.

Item #4 – External Surge Protection Devices

- **Brief description**: Two (2) separate surge protection devices and other appurtenances to replace existing MCC-B and MCC-C.
- Refer to Specifications and Project Drawings for Details.

LIQUIDATED DAMAGES

- The Owner and Seller recognize time is of the essence concerning delivery and assembly of the equipment for MCC-B and MCC-C and that the Owner will suffer financial loss if the equipment is not delivered in accordance with the schedule set forth in this specification, plus any extensions thereof allowed. They also recognize the delays, expense and difficulties involved in proving in a legal proceeding or arbitration the actual loss suffered by the Owner if the equipment is not delivered on time. Accordingly, instead of requiring such proof, the Owner and the Seller agree that as liquidated damages for delay (but not as a penalty), the Seller shall pay the Owner the following:
- ***Five hundred U.S. dollars ($500.00 USD)*** for each and every calendar day that expires after the delivery dates specified (or dates subsequently agreed upon by the Owner and Seller). The Liquidated Damages shall not exceed ten (10) percent of the total proposal price

(not including any price adder for equipment unloading, assembly, and field-testing).

Owner's Attachments

- Attachment A – Division 26 Specification Sections
  - 26 09 13 – Electrical Power Monitoring – For Bid
  - 26 22 00 – Low-Voltage Transformers – For Bid
  - 26 24 16 – Panelboards – For Bid
  - 26 24 19 – Motor Control Centers – For Bid
  - 26 29 13 – Motor Controllers – For Bid
  - 26 43 13 – Surge Protection Devices – For Bid

- Attachment B – Project Drawings
  - Project Drawings with Panel Schedules, Motor Control Center Schedule and Riser Diagram.

PRICE, DELIVERY, AND WARRANTY

(A completed copy of this Section must be included with the Proposal).

ELECTRICAL DISTRIBUTION EQUIPMENT

The Seller proposes to deliver the Electrical Distribution Equipment listed above in compliance with Specification Sections and Project Drawings for

US$_____ each

Location of Manufacturing Plant and/or Shipping Point _____

Approval Drawings to be issued..._____weeks ARO

Delivery to site in Fort Wayne, Indiana. (Weeks ARO)

First Items _____

Second Items _____

Third Item _____

Manufacturer's warranty period is.._____

For services above and beyond the scope of this Specification, the daily rate for furnishing the service of a factory trained Field Service Engineer is: US$_____

Alternates

_____ US$_____

_____ US$_____

Options

_____ US$_____

_____ US$_____