



**MISSOURI DEPARTMENT OF TRANSPORTATION  
 INFORMAL QUOTE GUIDELINES AND DOCUMENTATION  
 FOR PURCHASES \$3,000 TO \$24,999.99  
 THIS IS NOT AN ORDER**

**REQUEST FOR INFORMAL QUOTATION**

Please quote the lowest prices covering product specified and provide all information requested.

TODAY'S DATE:	04/14/14	QUOTE DUE ON OR BEFORE:	04/22/14 2:00 P.M., LOCAL TIME	F.O.B. REQUIREMENTS:	DESTINATION TO: JEFFERSON CITY, MISSOURI
TIME REQUIRED FOR DELIVERY:	6 weeks ARO	QUOTE No:	4-140414KH	BUYER NAME /TELEPHONE NUMBER:	KRISTI HIXSON 573-526-1975
Central Office Mailing Address Fax Number:	PO Box 270, Jefferson City, MO 65102 (573) 526-1218	Delivery Location:	MoDOT 830 MoDOT Drive Jefferson City, MO 65109		

**PRICING TABLE**

**Award:** For the purpose of this bid, all items will be awarded on an "All or None" basis.

Qty	Description	Price Per Unit	Total Price
1	<p>Provide an automatic transfer switch per attached specifications in Section 16495. No installation.</p> <p>The automatic transfer switch is for a packaged generator (see posting RFB 4-140416KH).</p> <p>All costs associated must be included.</p> <p>Award will be made to the lowest responsible bidder whose product meets the approval of AmerenUE. MoDOT will submit the low bid product to AmerenUE for review.</p>	\$	\$

*All responses to this Request for an Informal Quotation MUST be submitted on this form and MUST be returned to the Buyer listed above.*

**Company Name:**

## **QUOTE SUBMITTAL**

This solicitation seeks quotes from qualified organizations to provide the commodities described herein to the Missouri Department of Transportation (MoDOT). ***Your written quote may be returned via email, fax, or delivered by hand or courier service (UPS, Federal Express, etc.) to be received on or before the date and time specified on the front page of this Quote document, at the office of:***

Missouri Department of Transportation

Attn: Kristi Hixson

General Services – Procurement and Inventory Management

830 MoDOT Drive, Jefferson City, MO 65109 (physical location)

P.O. Box 270, Jefferson City, MO 65102 (mailing address)

**FAX: 573-526-1218**

**EMAIL: [Kristi.Hixson@modot.mo.gov](mailto:Kristi.Hixson@modot.mo.gov)**

## **MINORITY AND/OR WOMEN BUSINESS ENTERPRISE PARTICIPATION**

Bidders are encouraged to obtain minority business enterprise (MBE) and women business enterprise (WBE) participation in this work through the use of subcontractors, suppliers, joint ventures, or other arrangements that afford meaningful participation for M/WBEs. Bidders are encouraged to obtain 10% MBE and 5% WBE participation.

## VENDOR INFORMATION & PREFERENCE CERTIFICATION FORM

### Vendor Information

All bidders must furnish **ALL** applicable information requested below

<b>Vendor Name/Mailing Address:</b>  Email Address:	<b>Vendor Contact Information (including area codes):</b> Phone #: Cellular #: Fax #:									
<b>Printed Name of Responsible Officer or Employee:</b>	<b>Signature:</b>									
<b>For Corporations</b> - State in which incorporated:	<b>For Others</b> - State of domicile:									
If the address listed in the Vendor Name/Mailing Address block above is not located in the State of Missouri, list the address of Missouri offices or places of business:  If additional space is required, please attach an additional sheet and identify it as <b><u>Addresses of Missouri Offices or Places of Business.</u></b>										
<b>M/WBE INFORMATION:</b> List all certified Minority or Women Business Enterprises ( <b>M/WBE</b> ) utilized in the fulfillment of this bid. Include <u>percentages</u> for subcontractors and identify the M/WBE certifying agency:  <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center; width: 33%;"><u>M/WBE Name</u></th> <th style="text-align: center; width: 33%;"><u>Percentage of Contract</u></th> <th style="text-align: center; width: 33%;"><u>M/WBE Certifying Agency</u></th> </tr> </thead> <tbody> <tr> <td style="border-top: 1px solid black; border-bottom: 1px solid black;"> </td> <td style="border-top: 1px solid black; border-bottom: 1px solid black;"> </td> <td style="border-top: 1px solid black; border-bottom: 1px solid black;"> </td> </tr> <tr> <td style="border-top: 1px solid black; border-bottom: 1px solid black;"> </td> <td style="border-top: 1px solid black; border-bottom: 1px solid black;"> </td> <td style="border-top: 1px solid black; border-bottom: 1px solid black;"> </td> </tr> </tbody> </table> If additional space is required, please attach an additional sheet and identify it as <b><u>M/WBE Information</u></b>		<u>M/WBE Name</u>	<u>Percentage of Contract</u>	<u>M/WBE Certifying Agency</u>						
<u>M/WBE Name</u>	<u>Percentage of Contract</u>	<u>M/WBE Certifying Agency</u>								

### Preference Certification

All bidders must furnish **ALL** applicable information requested below

<b>GOODS/PRODUCTS MANUFACTURED OR PRODUCED IN USA:</b> If any or all of the goods or products offered in the attached bid which the bidder proposes to supply to the MHTC are <b>not</b> manufactured or produced in the "United States", or imported in accordance with a qualifying treaty, law, agreement, or regulation, list below, by item or item number, the country other than the United States where each good or product is manufactured or produced.	
Item (or item number)	Location Where Item is Manufactured or Produced
If additional space is required, please attach an additional sheet and identify it as <b><u>Location Products are Manufactured or Produced.</u></b>	
<b>MISSOURI SERVICE-DISABLED VETERAN BUSINESS:</b> Please complete the following if applicable. Additional information may be requested if preference is applicable. See below definitions for qualification criteria: <b>Service-Disabled Veteran</b> is defined as any individual who is disabled as certified by the appropriate federal agency responsible for the administration of veterans' affairs. <b>Service-Disabled Veteran Business</b> is defined as a business concern: <ol style="list-style-type: none"> <li>a. Not less than fifty-one (51) percent of which is owned by one or more service-disabled veterans or, in the case of any publicly owned business, not less than fifty-one (51) percent of the stock of which is owned by one or more service-disabled veterans; and</li> <li>b. The management and daily business operations of which are controlled by one or more service-disabled veterans.</li> </ol>	
<u>Veteran Information</u>	<u>Business Information</u>
Service-Disabled Veteran's Name (Please Print)	Service-Disabled Veteran Business Name
Service-Disabled Veteran's Signature	Missouri Address of Service Disabled Veteran Business

**SECTION 16495**  
**AUTOMATIC TRANSFER SWITCH**

**PART 1 – GENERAL**

1.1 SECTION INCLUDES

- A. Automatic Transfer Switch

1.2 REFERENCES

- A. NEMA ICS 1 – General Standards for industrial Control and Systems
- B. NEMA ICS 2 – Standards for Industrial Control Devices, Controllers, and Assemblies.
- C. NEMA ICS 2-447 – AC Automatic Transfer Switches
- D. NEMA ICS 6 – Enclosures for industrial Controls Systems
- E. UL 1008 – Standard for Automatic Transfer Switches

1.3 QUALITY ASSURANCE

- A. Manufacturer: Company specializing in automatic transfer equipment with five (5) years documented experience.

1.4 SUBMITTALS

- A. Submit shop drawings and product data.
- B. Submit product data for transfer switches showing overall dimensions, electrical connections, electrical ratings, and environmental requirements.
- C. Submit manufacturer's installation instructions.

1.5 OPERATION AND MAINTENANCE DATA

- A. Submit operation and maintenance data.
- B. Include instructions for operating equipment.
- C. Include instructions for operating equipment under emergency conditions when engine generator is running.
- D. Identify operating limits which may result in hazardous or unsafe conditions.
- E. Document ratings of equipment and each major component.
- F. Include routine preventive maintenance and lubrication schedule.
- G. List special tools, maintenance materials, and replacement parts.

1.6 REGULATORY REQUIREMENTS

- A. Conform to applicable code for emergency and standby electrical systems.

## **PART 2 - PRODUCTS**

### **2.1 ACCEPTABLE MANUFACTURERS**

- A. Caterpillar
- B. Cummins
- C. Kohler
- D. Cuttler Hammer
- E. Lake Shore Electric Corporation
- F. ASCO
- G. Alternates meeting these specifications in quality and performance will be considered.

### **2.2 AUTOMATIC TRANSFER**

- A. Configuration: electrically-operated, mechanically-held transfer switch.

### **2.3 SERVICE CONDITIONS**

- A. Service Conditions: NEMA 3R, Free Standing

### **2.4 RATINGS**

- A. Rating: 1600 Amp, 208VAC, 3-Phase/3-Pole.

### **2.5 STANDARD FEATURES**

- A. Power Supply: The power supply unit shall be (12-volt – 24-volt) dc input from any external power source, designed to function on starting batteries.
- B. Relay Interface Board: The relay interface board shall be an electro mechanical interfacing device between the microprocessor controls and the power panel and the user interfaces.
- C. Main Control Board (MCB): The main control board contains the microprocessor and performs all of the logistic necessary to control the transfer switch. The MCB shall contain a perpetual date and time clock, which is programmed to automatically adjust for leap years and daylight savings time changes. All timer, date and time settings shall be stored in battery back-up non-volatile memory.
- D. Interface Panel: The interface panel shall consist of a graphic overlay which displays a one-line representation of a transfer switch, LED's to annunciate status of the switch, a two line, 48 character LCD to display transfer switch mode of operation, date, time, timer status, fault condition, exciser status other pertinent data. The interface panel shall contain a keypad, which allows the transfer switch to be programmed.

### **2.6 OPERATIONAL CONFIGURATION**

- A. The microprocessor controller shall control the operation of the automatic transfer switch and include five modes of operation, six timers, a plant exerciser, and three sets of dry contacts for customer use.

## 2.7 MODES OF OPERATION

- A. There shall be five modes of operation, four of which are selectable by using the interface panel.
  - a. Automatic
  - b. Hand Crank
  - c. Load Test
  - d. Off/Reset
  - e. The fifth mode is Fault. In the fault mode, the transfer switch has failed to perform some function and the trouble is displayed on the interface panel LCD.

## 2.8 TIMERS

- A. Six standard timers shall include:
  - a. TDES Time Delay Engine Start: Initiated upon sensing the loss of normal power and once timed out will initiate an engine start signal. Adjustable from 0 to 30 seconds.
  - b. TDE Time Delay Emergency: Initiated upon the starting of the engine and once timed out will initiate the transfer to the emergency source. Adjustable from 0 to 30 seconds.
  - c. TDN Time Delay Neutral: Initiated upon the opening of one source and will inhibit the closing of the oncoming source until it has timed out. Adjustable from 0 to 30 seconds.
  - d. TDR Time Delay Return: Initiated upon the restoration of normal power and will inhibit the switch from retransferring to the normal source until it has timed out. If at any time during the timing cycle normal power is not maintained, this timer will be terminated and will be reinitiated when normal power returns. Adjustable from 0 to 60 minutes.
  - e. TDEC Time Delay Engine Cool down: Initiated upon the retransfer of the switch to the normal source and will keep the engine running until it has timed out. Adjustable from 0-60 minutes.
  - f. MRT Minimum Run Timer: Initiated upon the first successful starting of the engine generator set and will keep the engine running until it has timed out. Adjustable from 0 to 60 minutes.

## 2.9 PLANT EXERCISER

- A. Plant Exerciser: Start engine every seven (7) days and operates as follows:
  - a. It can be disabled
  - b. It can be enabled with or without load
  - c. Any time of day can be selectable as start time
  - d. Any duration of exercise period is selectable (hh:mm) from 00:01 through 24:00
  - e. Any day or days of the week (SMTWTFS) are selectable for exercising.
  - f. Any week of the month (12345) is selectable for exercising

## 2.10 PILOT LIGHTS

- A. Microprocessor Controller to provide the following standard LED's displays:
  - a. NOR Normal Source Available
  - b. EMR Emergency Source Available
  - c. SIN Switch in Normal
  - d. SIE Switch in Emergency
  - e. NIA Not in Automatic
- B. Microprocessor Controller to provide the following optional LED's displays:
  - a. NT Normal Tripped
  - b. ET Emergency Tripped
  - c. RPN Reverse Power Normal

## 2.11 DRY CONTACTS

- A. Provide the following standard dry contacts:
  - a. ES Engine Start One set of contacts to initiate Engine Start.
  - b. SIE Switch In Emergency Two sets of contacts for remote annunciation.
  - c. SIN Switch in Normal Two sets of contacts for remote annunciation.
  - d. TRBL Trouble One set of contacts for remote annunciation.
- B. Provide the following optional dry contacts:
  - a. NT Normal Tripped One set of contacts to initiate Normal Tripped.
  - b. ET Emergency Tripped One set of contacts to initiate Emergency Tripped
  - c. NOR Normal Available Two set of contacts for remote Normal Available Indication.
  - d. EMR Emergency Available One/Two sets of contacts for remote Emergency Available.

## 2.12 DIAGNOSTICS

- A. Main Control Board to be equipped with diagnostic LED's which annunciate all inputs and outputs of the controller.
- B. Equip with dedicated trouble relay to provide remote annunciation of improper operation of the transfer switch.
- C. LCD display of various faults and conditions pinpointing the improper operation of the following faults:
  - a. Ground Fault
  - b. Reverse Power
  - c. Bell Alarm (normal or emergency)
  - d. Open Normal Failed
  - e. Open Emergency Failed
  - f. Both Opens Failed
  - g. Close Normal Failed
  - h. Close Emergency Failed
- D. Power supply to the Microprocessor Controller to be separately derived from normal and emergency sources, so all information is retained during a power outage.

## 2.12 SWITCHES

- A. MD Maintenance Disconnect - Two position switch, mounted inside the enclosure so the control circuitry can be de-energized for maintenance purposes.
- B. ORPB Override Pushbutton – Momentary switch, mounted inside the enclosure so the TDR timer can be bypassed during testing.
- C. LTS Load Test Switch - Momentary switch, mounted inside the so that a complete load test can be initiated without use of the Interface Panel. This switch when momentarily depressed will simulate a complete load test cycle (i.e. start the engine and transfer to emergency; and return to normal and stop the engine).
- D. MSE Menu Switch Enable - Switch mounted inside the enclosure so that the MHI Panel touch pads can be deactivated so that no unauthorized change in operating mode can be accomplished by non-authorized personnel.

## 2.13 ACCESSORIES

- A. ACSA Auxiliary Contacts Source Available - Provide 2 sets of dry contacts for each source, which are energized whenever the sources become available.
- B. CBT Circuit Breaker Trips - Provide over-current protection within the transfer switch on either or both sources. Include source tripped pilot light.
- C. GFI Ground Fault Indication - When ground fault is detected on the load bus of the transfer switch, the transfer switch shall annunciate the condition but not place the switch in the fault mode. Include Ground Fault Pilot Light.
- D. GFP Ground Fault Protection -When a ground fault is detected on the load bus of the transfer switch, the transfer switch will disconnect both sources from the ground fault and operation will be placed in the Fault mode. Include Ground Fault Pilot Light and Not In Auto Pilot Light.
- E. RN Return to Normal - Provides immediate return to the Normal source when available. The TDR is not present therefore return to Normal when Emergency is available will not occur. Switch shall return to Normal upon loss of Emergency source.
- F. SE Service Entrance - Allow transfer switch to be approved for use as service entrance equipment. Include over-current protection, source tripped pilot light, selector switch, neutral bus bar, lugs, bonding jumper and other special items as required by NEC.
- G. SPP Single Phase Protection - Open Normal Source even when the Emergency source is not available to prevent damage to the load due to under voltage or single phasing.
- H. SPD Surge Suppression Device - Provide protection for the transfer switch from voltage surges, which may damage control circuitry. Protection includes secondary surge suppressors on both power sources up to 40kA per phase.

Missouri Highways and Transportation Commission  
Standard Bid/Proposal Provisions, General Terms and Conditions and Special Terms and Conditions

**STANDARD SOLICITATION PROVISIONS**

- a. The solicitation for the procurement of the supplies referenced therein, to which these "Standard Bid Provisions, General Terms and Conditions and Special Terms and Conditions" are attached, is being issued under, and governed by, the provisions of Title 7 – Missouri Department of Transportation, Division 10 – Missouri Highways and Transportation Commission, Chapter 11 – Procurement of Supplies, of the Code of State Regulations. The Missouri Highways and Transportation Commission (**MHTC**), acting by and through its operating arm, the Missouri Department of Transportation (**MoDOT**), draws the Bidder's attention to said 7 CSR 10-11 for all the provisions governing solicitation and receipt of bids/quotes and the award of the contract pursuant to this solicitation.
- b. All bids/quotes must be signed with the firm name and by a responsible officer or employee. Obligations assumed by such signature must be fulfilled.

**GENERAL TERMS AND CONDITIONS**

**Definitions**

Capitalized terms as well as other terms used but not defined herein shall have the meaning assigned to them in section 7 CSR 10-11.010 Definition of Terms.

**Nondiscrimination**

- a. The Contractor shall comply with all state and federal statutes applicable to the Contractor relating to nondiscrimination, including, but not limited to, Chapter 213, RSMo; Title VI and Title VII of Civil Rights Act of 1964 as amended (42 U.S.C. Sections 2000d and 2000e, *et seq.*); and with any provision of the "Americans with Disabilities Act" (42 U.S.C. Section 12101, *et seq.*)
- b. **Sanctions for Noncompliance:** In the event of the Contractor's noncompliance with the nondiscrimination provisions of this contract, MHTC shall impose such contract sanctions as it or the Federal Highway Administration may determine to be appropriate, including, but not limited to:
  - i. withholding of payments to the Contractor under the contract until the Contractor complies, and/or,
  - ii. cancellation, termination or suspension of the contract, in whole or in part.

**Contract/Purchase Order**

- a. By submitting a bid/quote, the Bidder agrees to furnish any and all equipment, supplies and/or services specified in the solicitation documents, at the prices quoted, pursuant to all requirements and specifications contained therein.
- b. A binding contract shall consist of: (1) the solicitation documents, amendments thereto, and/or Best and Final Offer (BAFO) request(s) with any changes/additions, (2) the Contractor's bid response, and (3) the MHTC's acceptance of the bid by post-award contract or purchase order.
- c. A notice of award does not constitute an authorization for shipment of equipment or supplies or a directive to proceed with services. Before providing equipment, supplies and/or services, the Contractor must receive a properly authorized notice to proceed and/or purchase order.

**Applicable Laws and Regulations**

- a. The contract shall be construed according to the laws of the State of Missouri. The Contractor shall comply with all local, state, and federal laws and regulations related to the performance of the contract. The exclusive venue for any legal proceeding relating to or arising, out of the contract shall be in the Circuit Court of Cole County, Missouri.
- b. The Contractor must be registered and maintain good standing with the Secretary of State of the State of Missouri, Missouri Department of Revenue, and other regulatory agencies, as may be required by law or regulations. Prior to the issuance of a purchase order and/or notice to proceed, the Contractor may be required to submit to MHTC a copy of their current Authority Certificate from the Secretary of State of the State of Missouri and/or a copy of their Certificate of No Tax Due from the Missouri Department of Revenue.
- c. Prior to the issuance of a purchase order and/or notice to proceed, all **out-of-state** Contractors **providing services** within the state of Missouri must submit to MHTC a copy of their current Transient Employer Certificate from the Missouri Department of Revenue, in addition to a copy of their current Authority Certificate from the Secretary of State of the State of Missouri.

**Executive Order:**

The Contractor shall comply with all the provisions of Executive Order 07-13, issued by the Honorable Matt Blunt, Governor of Missouri, on the sixth (6<sup>th</sup>) day of March, 2007. This Executive Order, which promulgates the State of Missouri's position to not tolerate persons who contract with the state engaging in or supporting illegal activities of employing individuals who are not eligible to work in the United States, is incorporated herein by reference and made a part of this Agreement.

- 1) "By signing this Agreement, the Contractor hereby certifies that any employee of the Contractor assigned to perform services under the contract is eligible and authorized to work in the United States in compliance with federal law."
- 2) In the event the Contractor fails to comply with the provisions of the Executive Order 07-13, or in the event the Commission has reasonable cause to believe that the contractor has knowingly employed individuals who are not eligible to work in the United States in violation of federal law, the Commission reserves the right to impose such contract sanctions as it may determine to be appropriate, including but not limited to contract cancellation, termination or suspension in whole or in part or both.
- 3) The Contractor shall include the provisions of this paragraph in every subcontract. The Contractor shall take such action with respect to any subcontract as the Commission may direct as a means of enforcing such provisions, including sanctions for noncompliance.

**Preferences**

- a. In the evaluation of bids/quotes, preferences shall be applied in accordance with 7 CSR 10-11.020(7). Contractors should apply the same preferences in selecting subcontractors. The attached document entitled "**VENDOR INFORMATION AND PREFERENCE CERTIFICATION FORM**" must be completed and returned with the solicitation documents.
- b. Bidders are encouraged to obtain minority business enterprise (MBE) and women business enterprise (WBE) participation in this work through the use of subcontractors, suppliers, joint ventures, or other arrangements that afford meaningful participation for M/WBES. Bidders are encouraged to obtain 10% MBE and 5% WBE participation.

Missouri Highways and Transportation Commission  
Standard Bid/Proposal Provisions, General Terms and Conditions and Special Terms and Conditions

**Cancellation of Contract**

The MHTC may cancel the Contract at any time for a material breach of contractual obligations or for convenience by providing Contractor with written notice of cancellation. Should the MHTC exercise its right to cancel the contract for such reasons, cancellation will become effective upon the date specified in the notice of cancellation sent to the Contractor.

**Bankruptcy or Insolvency**

Upon filing for any bankruptcy or insolvency proceeding by or against the Contractor, whether voluntarily, or upon the appointment of a receiver, trustee, or assignee, for the benefit of creditors, the Commission reserves the right and sole discretion to either cancel the Agreement or affirm the Agreement and hold the Contractor responsible for damages.

**Warranty**

The Contractor expressly warrants that all equipment, supplies, and/or services provided shall: (1) conform to each and every specification, drawing, sample or other description which was furnished to or adopted by the MHTC, (2) be fit and sufficient for the purpose expressed in the solicitation documents, (3) be merchantable, (4) be of good materials and workmanship, and (5) be free from defect.

**Status of Independent Contractor**

The Contractor represents itself to be an independent Contractor offering such services to the general public and shall not represent itself or its employees to be an employee of the MHTC. Therefore, the Contractor shall assume all legal and financial responsibility for taxes, FICA, employee fringe benefits, workers' compensation, employee insurance, minimum wage requirements, overtime, etc., and agrees to indemnify, save and hold the MHTC, its officers, agents and employees harmless from and against any and all losses (including attorney fees) and damage of any kind related to such matters.

**Non-Waiver**

If one of the parties agrees to waive its right to enforce any term of this Contract, that party does not waive its right to enforce such term at any other time or to enforce any or all other terms of this Contract.

**Indemnification**

The Contractor shall defend, indemnify and hold harmless MHTC, including its members and department employees, from any claim or liability whether based on a claim for damages to real or personal property or to a person for any matter relating to or arising out of the Contractor's performance of its obligations under the contract awarded pursuant to this solicitation.