

# **RFP INVITATION**

**DATE: July 9, 2024**

**FROM:** City of Natchitoches  
Purchasing Department  
1400 Sabine Street  
Natchitoches, LA 71457

**RFP NO.** 0318

**BID TITLE: (1) 750 KVA 3 Phase Pad Mount Transformers**

SEALED RFP PROPOSALS WILL BE  
RECEIVED UNTIL 2PM,

August 6, 2024

AT THE OFFICE OF Edd Lee  
DIRECTOR OF PURCHASING, 1400  
SABINE STREET, NATCHITOCHES, LA  
71457.

FOR ADDITIONAL INFORMATION  
CONTACT THE FOLLOWING:

Edd Lee  
DIRECTOR OF PURCHASING  
(318) 357-3824

## INSTRUCTIONS TO VENDORS

1. Sealed RFP proposals **must** be received on the RFP Proposal Form, Page #3 or attachments thereto prior to opening date and time to be considered. **Please Note: RFP's must be submitted on the supplied forms or attachments to be considered.** Late proposals will be returned unopened, RFP's will be opened during the due date or the following day.
2. RFP's shall be plainly marked as to the RFP number, name of the RFP, and RFP opening date on the outside of the envelope **contained in this package for this purpose**. This supplied envelope will be completely sealed and mailed or delivered to the Purchasing Department, 1400 Sabine Street, Natchitoches, LA 71457 or City Hall.
3. Any submitted article deviating from the specifications **must** be identified and have full descriptive data accompanying same, failure to provide the appropriate information **shall** be just cause for rejection of the bid. Deviations **must** be submitted on separate sheet or sheets.
4. All work and supplies are to be quoted FOB Natchitoches and delivered to the City Purchasing Warehouse, 1400 Sabine Street, Natchitoches, LA 71457
5. The City of Natchitoches reserves the right to reject any and all RFP's, requires submitted RFP's remain in force for a period of sixty (60) days after opening or until award is made, which ever comes first.
6. Prices quoted shall include all transportation and delivery costs.
7. The Purchasing Department assumes responsibility for the correctness and clarity of the RFP, and all information and/or questions pertaining to this RFP shall be directed to the Director of Purchasing.
8. The conditions and terms of this RFP will be considered when evaluating for award.
9. The City of Natchitoches is exempt from all state taxes.
10. **Notice -Transformer Oil Drain Valve to be in HV Compartment, please be advised of this statement in the specifications.**

RFP PROPOSAL

PLEASE MARK YOUR SEALED RFP ENVELOPE: RFP NO. **0318**

DESCRIPTION	QUANTITY	TOTAL PRICE
<b>750 KVA pad mount transformer</b>	<b>1</b>	_____

ALL ITEMS LISTED IN THIS BID WILL BE DELIVERED TO:  
CITY OF NATCHITOCHE, 1400 Sabine Street, NATCHITOCHE, LA 71457  
BIDDER MUST COMPLETE THE FOLLOWING

PRICES HELD FIRM FOR DURATION OF CONTRACT: \_\_\_\_ YES \_\_\_\_ NO  
PRICES HELD FIRM FOR A PERIOD OF: \_\_\_\_\_ CALENDER DAYS  
RFP ACCEPTANCE PERIOD OF: \_\_\_\_\_ CALENDER DAYS  
DISCOUNT TERMS: \_\_\_\_\_ PER CENT (%)  
DELIVERY WILL BE COMPLETED WITHIN: \_\_\_\_\_ CALENDER DAYS AFTER  
RECEIPT OF CONTRACT, ORDER OR OTHER FORM AS NOTICE OF AWARD.

THE UNDERSIGNED BIDDER DECLARES THAT HE HAS SPECIFIC AND LEGAL AUTHORIZATION TO OBLIGATE HIMSELF AND /OR HIS FIRM TO THE TERMS OF THIS BID AND FURTHER THAT HE HAS EXAMINED THE INVITATION TO BID, THE INSTRUCTIONS TO BIDDERS AND THE SPECIFICATIONS AND HEREBY PROMISES AND AGREES THAT IF THIS BID IS ACCEPTED HE WILL FAITHFULLY FULFILL THE TERMS OF THIS BID TOGETHER WITH ALL GUARANTEES AND WARRENTIES RELATING THERETO. ANY AND ALL EXCEPTIONS HAVE BEEN NOTED WITHIN.

_____	_____
BIDDER	MAILING ADDRESS
_____	_____
SIGNATURE	CITY STATE/ZIP
_____	_____
TYPE/PRINT NAME	DATE
_____	_____
TELEPHONE	TITLE