

July 7, 2026

To Whom It May Concern:

ADDENDUM #1
THREE PHASE PAD MOUNT DISTRIBUTION TRANSFORMERS FOR STOCK
26-0019WH

I. INSTRUCTIONS

- A. The following additions, deletions, revisions, and/or amendments to the original drawings and specifications are hereby made a part thereof, and a part of the contract documents. All provisions of said documents shall remain in force and effect, except as herein amended.
- B. This supplement to the specifications is issued prior to the receipt of Bids. All work covered in this supplement shall be included in the original quotation; and the supplement will be considered part of the Contract Documents. Proposer must acknowledge receipt of this Addendum on the Bid Form. Please consider the following and incorporate it into your bid:

II. QUESTIONS AND ANSWERS

- 1. Section 4.15.1 of the specification requires disclosure of the manufacturer and place of manufacture. Please confirm there is no domestic-manufacture or "buy American" restriction applicable to this procurement, and that transformers manufactured outside the United States are acceptable provided they fully meet IEEE C57.12.34, the DOE 2016 efficiency standard, and the City of Dover specification. *Confirmed. The Electric Department does not require domestic manufacture for this stock transformer procurement. Foreign-manufactured transformers are acceptable if they meet the City specification, IEEE C57.12.34, DOE efficiency requirements, and all other solicitation requirements.*
- 2. May units be delivered by individual line item as they become available, or must all 17 units be delivered together? *Units may be delivered as they become available, however, all shipping costs must be included in bid prices.*
- 3. Please confirm the required low-voltage configurations are 208Y/120 (Items 1-5) and 480Y/277 (Items 6-7), and that the 240/120 option listed in the specification is not required for this bid. *Confirmed. The bid item schedule identifies Items 1 through 5 as 208/120 volt units and Items 6 through 7 as 480/277 volt units. The 240/120 option listed in the general transformer specification is not required for this bid because it is not included in the bid item schedule.*
- 4. The specification permits mineral oil or FR3. Is either acceptable, or does the City have a preference? *Either mineral oil or FR3 is acceptable, provided the transformer fully*

complies with the City of Dover specification and all applicable standards. The City does not have a stated preference for this bid. The bidder shall clearly identify the insulating fluid being supplied for each unit. FR3-filled units must be labeled on the exterior as required by the specification.

5. The Purchasing Policy (Appendix B, Section I.H) allows the bid bond requirement to be waived for items purchased for stock. As this solicitation is for stock, please confirm whether a bid bond is required. *No bid bond is required for this bid.*
6. For loss data and short-circuit withstand evidence at the time of bid, is a certified test report from a representative/identical unit acceptable, with per-serial-number certified test reports provided within 30 days of shipment? *For bid purposes, a certified test report from a representative or identical unit is acceptable for loss data, provided it supports the transformer design/configuration being offered. Short-circuit withstand evidence may be based on similar or larger units in accordance with the City specification. The successful bidder shall provide certified loss data within 30 days of shipment, as stated in the bid documents. Certified test reports must be provided for each transformer serial number manufactured. Short-circuit withstand verification shall be submitted upon request prior to shipment, in accordance with the City specification.*
7. Please confirm the payment terms (e.g., net 30 days after delivery and acceptance), and whether the City will pay per shipment if units are delivered in batches. *We will pay for the units as they are received and we are invoiced.*
8. To complete vendor registration for payment setup, could you please advise where to obtain the City's New Vendor Form, or confirm the vendor setup process? Our IRS Form W-9 is ready. *The required forms have already been sent to the company that requested them.*
9. Given the significant manufacturing lead times and substantial capital requirements for three-phase transformers, would the City consider a progress payment schedule (e.g., a specified percentage upon approval of manufacturing drawings, a percentage upon ex-factory shipment, and the remaining balance Net 30 after delivery and acceptance)? *Yes, we will consider a progress payment schedule. It must be included in your bid if you would like one.*
10. Considering the current volatility in commodity markets for raw materials (such as copper, aluminum, and electrical steel) and the potential for extended delivery schedules, will the City allow a price escalation/de-escalation clause based on a recognized index (e.g., LME or PPI) at the time of official purchase order placement? *No. Bid prices must be held firm for a minimum of 90 days from the bid opening, as stated in the bid documents. The City will not allow price escalation, commodity adjustment, or surcharge adjustments at the time of purchase order placement. All pricing, including delivery, handling, surcharges, and other charges, must be included in the bid price.*
11. Please clarify if there are any liquidated damages or monetary penalties applicable for delayed deliveries. If so, what are the specific calculation rates and the maximum cap on such penalties? *There are no specific liquidated damages, daily delay rates, or maximum penalty caps identified in the bid documents for delayed delivery.*

However, bidders must provide estimated lead time after receipt of order, and the successful bidder's delivery commitment will be considered part of the bid/contract requirements. If the contractor fails to fulfill its obligations under the contract, the City

reserves the right to obtain an equivalent product on the open market, and any difference in cost may be the responsibility of the contractor in accordance with the bid terms.

12. Following the contract award, what is the City's standard turnaround time for reviewing and approving the manufacturer's submittal drawings? Furthermore, will any approval delays on the City's part automatically extend the contractual delivery deadline? *The City will make reasonable effort to review and respond to complete manufacturer submittal drawings within 10 business days of receipt. The review period applies only to complete submittals. Incomplete submittals, missing information, required corrections, or resubmittals may extend the review period. City review delays will not automatically extend the contractual delivery deadline. Any requested schedule adjustment must be submitted in writing, supported by the specific cause of delay, and approved by the City in writing.*

End of Addendum #1

If you have any questions, please contact me at (302) 736-7795 or email bwolfgang@dover.de.us.

Sincerely,

Barry Wolfgang
Contract and Procurement Manager
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www.cityofdover.com

Addendum Receipt Record
Bid 26-0019WH

We have received and reviewed the following Addenda (if applicable):

1. Addendum #1, dated July 7, 2026.
2. _____, dated _____.
3. _____, dated _____.

FIRM NAME: _____

BY: _____

PRINTED: _____

TITLE: _____

DATED: _____

ADDRESS: _____

PHONE: _____

EMAIL _____

FEDERAL:
ID# _____