

CONTRACT FORMS AND SPECIFICATIONS
FOR
15/20/25/28 MVA POWER TRANSFORMERS
RATED 138 – 12.47 / 7.2 KV WITH LTC

FOR THE

PUBLIC UTILITIES BOARD

BROWNSVILLE, TEXAS

B056-20

Eli Alvarez, P.E.
(956) 983-6234

BID DUE: July 8, 2020 at 5:00 PM
BID OPENING: July 9, 2020 at 10:00 AM



BROWNSVILLE
PUBLIC UTILITIES BOARD
LEGAL NOTICE

AND

INVITATION TO BID
B056-20

Sealed bids will be received by the PUBLIC UTILITIES BOARD of the City of Brownsville, Texas (BPUB), at the Brownsville PUB Purchasing Department office, 1155 FM511, Olmito, Texas 78575 until **5:00 PM, July 8, 2020** for the project described in the Contract Documents, and specifications entitled:

Three (3) - 15/20/25/28 MVA Power Transformer

Bids received after this time will not be considered.

Bids will be publicly opened and read aloud on July 9, 2020 at 10:00 AM. Bidders can request a copy of the bid tabulation by emailing hlopez@brownsville-pub.com or srodriguez@brownsville-pub.com. Vendors can call in at 10:00 AM, July 9, 2020 to (956) 214-6020 to listen to the bid opening.

Detailed specifications may be obtained at the following website: https://www.brownsville-pub.com/rfp_status/open/.

Each bid shall be enclosed in a sealed envelope and shall be plainly marked on the outside of the envelope and on any carrier's envelope: **"B056-20 15/20/25/28 MVA POWER TRANSFORMER, July 8, 2020, 5:00 PM"**. This envelope shall be addressed to the Brownsville PUB Purchasing Department, 1495 Robinhood Drive, Brownsville, Texas 78521.

Each bid shall constitute an offer to the Board, as outlined therein, and shall be irrevocable for at least ninety (90) days after the time announced for the opening thereof.

Each bid shall be accompanied by a Certified or Cashier's check payable to the order of the Public Utilities Board of the City of Brownsville, Texas, for a sum not less than five (5%) percent of the total amount bid. In lieu of a check, a bid bond may be submitted in an amount not less than five (5%) percent of the total amount bid with a Corporate Surety licensed to do business in the State of Texas, conditioned that the BIDDER will pay the Brownsville PUB, as mutually agreed to liquidated damages, and not as a penalty, the amount specified in the bond unless he enters into a contract in accordance with his bid. Successful BIDDER is required to execute a contract and furnish a Material

Supply Bond in the full amount of the contract. The duration of Material Supply Bond shall be good from the notice of award until the acceptance of the transformer. Additionally, in lieu of Material Supply Bond, a letter of credit (LOC) from a Texas institution is acceptable. If the successful bidder fails to execute the contract and to furnish satisfactory Material Supply bond within 10 days from the date on which he is notified that his bid has been accepted, the amount of his check or bid bond shall be forfeited to the Brownsville PUB as mutually agreed to liquidated damages, and not as a penalty. **No bid will be considered if the Bid Security is not submitted.**

The Brownsville Public Utilities Board will not be responsible in the event that the U.S. Postal Service or any other courier system fails to deliver the sealed bid to Brownsville Public Utilities Board, Purchasing Office by the given deadline above. **No sealed bid will be accepted via electronic transmission or facsimile.**

The Brownsville PUB specifically reserves the right to reject any or all bids, to waive irregularities or informalities in any or all bids, and to accept any bid that is deemed to be in the best interest of the Board.

Diane Solitaire
Purchasing Department
(956) 983-6366

INSTRUCTIONS TO BIDDERS
Please submit this page upon receipt.

Acknowledgment Form
B056-20 - 15/20/25/28 MVA Power Transformer

For any clarifications, please contact Hugo Lopez at the Brownsville Public Utilities Board, Purchasing Department at (956) 983-6375 or e-mail: hlopez@brownsville-pub.com

Please fax, mail or e-mail this page upon receipt of the bid package or legal notice. If you only received the legal notice and you want the bid package mailed, please provide a method of shipment with account number in the space designated below.

Check one:

Yes, I will be able to send a bid; obtained bid package from website.

Yes, I will be able to send a bid; please email the bid package.

Email: _____

Yes, I will be able to send a bid; please mail the bid package using the carrier & account number listed below:

Carrier: _____

Account: _____

No, I will not be able to send a bid for the following reason:

If you are unable to send your bid, kindly indicate your reason for “No bid” above and return this form **via e-mail to: hlopez@brownsville-pub.com**. This will ensure you remain active on our vendor list.

Date _____

Company: _____

Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ Fax: _____

Email: _____

IF SPECIFICATIONS ARE DOWNLOADED FROM WEBSITE PLEASE FAX THIS PAGE TO NUMBER LISTED ABOVE

Special Instructions

Contract Information

- **Interpretation**

Questions concerning terms, conditions, and technical specifications should be directed to:

Hugo E. Lopez
(956) 983-6375

or

Cesar A. Cortinas, P.E.
Emmanuel Benitez, P.E.

- **Tentative Time Line**

1. June 22, 2020 through July 8, 2020- Vendors work on bid.
2. July 8, 2020 at 5:00 PM - **Vendor must submit two (2) sets of bid documents sealed in an envelope to:**

Diane M. Solitaire, Purchasing
1155 FM 511 Olmito, TX 78575

B056-20 15/20/25/28 MVA Power Transformer
Due: **July 8, 2020 at 5:00 PM**

Failure to provide the above noted information on bid envelope will disqualify bid. The Brownsville Public Utilities Board will not be held responsible for missing, lost or late mail. Brownsville Public Utilities Board will not accept facsimile or electronic transmission of sealed bids.

3. July 9, 2020 - Open bids at 10:00 AM.
4. July 10 – 26, 2020– Evaluate bids
5. July 27, 2020 – Provide final recommendations
6. August 10, 2020 - Send to Utilities Board for approval

- **Or Equal**

Brand name or manufacturer's reference used in this request is descriptive – not restrictive – it is intended to indicate type and quality desired. Brands of like nature and quality will be considered. If bidding on other than referenced specifications please provide complete descriptive information of said article.

- **Pricing**

Bid unit price on quantity specified, extend and show total. In case of errors in extension, unit prices shall govern. Price shall remain in effect until all material has been received and accepted.

All fields (UNIT PRICE & EST DELIVERY IN DAYS) in the Bid Schedule must be filled. The data must be complete to identify the bidding brand.

Failure to submit any of the above information with the sealed bid will disqualify bid.

- **Vendor Representative**

The successful vendor agrees to send a personal representative with binding authority for the company to the Brownsville Public Utilities Board upon request to make adjustments and/or assist with coordination of all transactions as needed.

- **Quality of Products**

All items must be new, in first class condition, including containers suitable for shipment and storage. No substitutions in standard grades or lesser quality will be accepted.

- **Determining Factors for Award**

1. Compliance with requirements of the technical specifications
2. Price
3. Quality of performance on previous work on similar contracts
4. Recent successful completion of similar projects
5. BPUB evaluation of any identified and significant joint ventures, subcontractors, and suppliers
6. Time and conditions of delivery
7. Financial resources of the manufacturer
8. Qualifications and experience of the manufacturer's personnel
9. Safety record will be considered when determining the responsibility of the bidder

- **Contract with Vendor/Entity Indebted to BPUB**

It is a policy of the BPUB to refuse to enter into a contract or other transaction with an individual, sole proprietorship, joint venture, Limited Liability Company or other entity indebted to BPUB.

- **Vendor ACH (Direct Deposit) Services**

The Brownsville PUB has implemented a payment service for vendors by depositing the payment directly to the vendor's bank account. Successful vendor(s) will be required to receive payments directly through Automated Clearing House (ACH) in lieu of a paper check. **Return the Direct Deposit Authorization Form with the bid response. The awarded vendor must agree to receive payments via ACH (Direct Deposit).**

- **Tax Identification Number (TIN)**

In accordance with IRS Publication 1220, a W9 form, or a W8 form in cases of a foreign vendor, will be required of all vendors doing business with the Brownsville PUB. If a W9 or W8 form is not

made available to Brownsville PUB, the first payment will be subject to income tax withholding at a rate of 28% or 30% depending on the U.S. status and the source of income as per IRS Publication 1220. **The W9 or W8 form must be included with bid response.** Attached are sample forms.

- **Taxes**

The Brownsville Public Utilities Board is exempt from Federal Excise Tax, State Tax and local Taxes. Do not include tax in the bid. If it is determined that tax was included in the bid it will not be included in the tabulation or any awards. Tax exemption certificates will be furnished upon request.

- **Signing of Bid**

Failure to manually sign bid will disqualify it. Person signing bid should show title or authority to bind their firm to a contract.

- **EEOC Guidelines**

During the performance of this contract, the contractor agrees not to discriminate against any employee or applicant for employment because of race, national origin, age, religion, gender, marital or veteran status, or physically challenging condition.

- **Living Wage Statement**

On April 16, 2007, the BPUB Board of Directors approved a local “living wage” policy that requires all Contractors and Subcontractors performing 100% Non-Federally funded Work for the BPUB to pay a minimum wage rate of \$8.00/hour. The BPUB-requires that all Contractors and Subcontractors comply with this policy.

- **Contract and Purchase Order**

The power transformer shall be delivered FOB Brownsville Public Utilities Board to the locations requested on page 11, Section 1 (b). A contract for the power transformer will be placed into effect by means of a purchase order issued by the Brownsville Public Utilities Board after tabulation and final approval by the Board.

- **Delivery**

Delivery of the power transformer will only be accepted during normal working hours, **Monday through Friday, 9 AM to 4 PM CST**. A delivery ticket must be furnished with each delivery by the carrier. The delivery ticket must show the BPUB's Purchase Order, number of crates, packages, etc. being delivered to BPUB. A packing list must be furnished with each delivery by the carrier. The

packing list must include the BPUB's Purchase Order number, a brief description of materials and the total number of crates, size, etc. being delivered to BPUB.

- **Brownsville Public Utilities Board Rights**

1. If only one or no bid is received by "submission date", the BPUB has the right to reject, re-bid, accept and/or extend the bid by up to an additional two (2) weeks from original submission date.
2. The right to reject any/or all bids and to make award as they may appear to be advantageous to the Brownsville Public Utilities Board.
3. The right to hold bid for 90 days from submission date without action, and to waive all formalities in bid.
4. The right to extend the total bid beyond the original 90-day period prior to an award, if agreed upon in writing by all parties (BPUB and vendor/contractor) and if bidder/vendor holds original bid prices firm.
5. The right to terminate for cause or convenience all or any part of the unfinished portion of the Project resulting from this solicitation within Thirty (30) calendar days written notice; for cause: upon default by the vendor/contractor, for delay or non-performance by the vendor/contractor; or if it is deemed in the best interest of the BPUB for BPUB's convenience.
6. Brownsville PUB has the right to increase or decrease quantities. In bid, stipulate whether an increase or decrease will affect bid price.

- **Corrections**

Any interpretation, correction, or change of the invitation to bid will be made by ADDENDUM. Changes or corrections will be issued by the Brownsville PUB Purchasing Department. **Addenda will be emailed or faxed to all who have returned the Bid Acknowledgment form.** Addenda will be issued as expeditiously as possible. It is the responsibility of the vendors to determine whether all addenda have been received. It will be the responsibility of all respondents to contact the Brownsville PUB prior to submitting a response to the invitation to bid to ascertain if any addenda have been issued, and to obtain any all addenda, execute them, and return addenda with the response to the invitation to bid. Addenda may also be posted on BPUB' webpage.

EQUIPMENT CONTRACT

NOTICE AND INSTRUCTIONS TO BIDDERS

1. Sealed bids, in duplicate, for the furnishing and FOB delivery of Three (3) 15/20/25/28 MVA Power Transformer will be received by the Owner on or before **5:00 o'clock, PM, local time, July 8, 2020** at the BPUB Purchasing Department, 1155 FM 511, Olmito, Texas 78575, Attn: Diane Solitaire. Any bid received subsequent to the time specified will be promptly returned to the Bidder unopened. The bids will be opened and read at the Purchasing Department at 10:00 AM, local time, July 9, 2020.
2. The Plans and Specifications, together with all necessary forms and other documents for bidders may be obtained from the following website https://www.brownsville-pub.com/rfp_status/open/.
3. Bids and all supporting documents must be submitted on the forms furnished by the Owner and must be delivered in a sealed envelope addressed to the Owner. The name and address of the Bidder and the date and hour of the closing of the bid, bid number and bid name must appear on the envelope in which the Bid is submitted. Bids must be filled in ink. No alterations or interlineations will be permitted, unless made before submission and initialed and dated.
4. Prior to the submission of the Bid, the Bidder shall make and shall be deemed to have made a careful examination of the Plans and Specifications and form of Equipment Contract, and all other matters, including transportation facilities, that may affect the cost and the time of completion of the work.
5. In estimating the lowest cost to the Owner as one of the factors in deciding the award of the Contract, the Owner will consider the following:
 - (a.) Compliance with requirements of the technical specifications
 - (b.) Price
 - (c.) Quality of performance on previous work on similar contracts
 - (d.) Recent successful completion of similar projects
 - (e.) Time and conditions of delivery
 - (f.) Financial resources of the manufacturer
 - (g.) Qualifications and experience of the manufacturer's personnel.
 - (h.) BPUB evaluation of any identified and significant joint ventures, subcontractors, and suppliers, if any.
 - (i) Safety record will be considered when determining the responsibility of the bidder(Evaluation factors are listed in order of relative importance.)

6. The Contract, when executed, shall be deemed to include the entire agreement between the parties thereto, and the Bidder shall not claim any modification thereof resulting from any representation or promise made at any time by any officer, agent, or employee of the Owner or by any other person.
7. The Owner reserves the right to waive minor irregularities or minor errors in any Bid if it appears to the Owner that such irregularities or errors were made through inadvertence. Any such irregularities or errors so waived must be corrected on the Bid in which they occur prior to the execution of any contract which may be awarded thereon.
8. The Owner reserves the right to reject any or all Bids.
9. The Seller agrees to furnish a **Material Supply Bond** in the amount of the bid.

PUBLIC UTILITIES BOARD, Brownsville, Texas
Owner

By _____
Eli Alvarez, P.E.
Area Manager

Date

EQUIPMENT CONTRACT

AGREEMENT made _____, 20__, between the Brownsville Public Utilities Board, Brownsville, Texas (hereinafter called the "Purchaser") and _____ (hereinafter called the "Seller"), a corporation organized and existing under the laws of the State of _____.

WHEREAS, the Purchaser desires to purchase and the Seller desires to sell the equipment described herein for the project designated:

(3) 15/20/25/28 MVA Power Transformer. All units are 138 kV high side

NOW THEREFORE, in consideration of the mutual undertakings herein contained, the parties hereto agree as follows:

SECTION 1 - ACCEPTANCE OF BID

- (a) The Purchaser accepts the Bid which is attached hereto and by this reference made a part hereof, and the parties hereto agree that the Seller shall sell and deliver to the Purchaser and the Purchaser shall purchase and receive from the Seller the equipment (hereinafter called the "Equipment") described in the Bid upon the terms and conditions herein stated.
- (b) The prices set forth in the Bid include the cost of delivery each transformer to:
915 South Central Ave. Airport Substation
6608 Old Alice Rd. Palo Alto Substation
1155 FM 511, Olmito, TX 78575 New Service Building Warehouse
- (c) The prices set forth in the Bid do not include any sums which are or may be payable by the Seller on account of taxes imposed by any taxing authority upon the sale, purchase or use of the Equipment.

SECTION 2 – DELIVERY. The Seller shall deliver the Power Transformers **between March 1, 2021 and April 1, 2021**, with delivery as noted on written order or orders of the Purchaser. The time for delivery shall be extended for the period of any reasonable delay due exclusively to causes beyond the control and without the fault of the Seller, including, but not limited to, acts of God, fires, strikes, and floods.

SECTION 3 – PAYMENT. Upon the shipment of any Equipment hereunder, the Seller shall submit to the Purchaser a detailed statement of the Equipment shipped. The Purchaser shall, upon receipt of the Equipment, pay the Seller ninety-five percent (95%) of the contract price of the Equipment. When the Equipment has been installed, placed in satisfactory operation, tested and accepted by the Purchaser, the Purchaser shall make final payments thereof to the Seller; provided, however, such final payment shall be made not later than one-hundred eighty (180) days after delivery of the Equipment, unless such acceptance by the Purchaser shall be withheld because of the fault of the Seller.

SECTION 4 – DEFECTIVE MATERIAL AND WORKMANSHIP

- (a) All Equipment furnished hereunder shall be subject to the inspection, tests, and approval of the Purchaser and the Seller shall furnish all information required concerning the

nature of source of any Equipment and provide adequate facilities for testing and inspecting the Equipment at the plant of the Seller.

- (b) The Equipment furnished hereunder shall become the property of the Purchaser upon delivery, provided, however, that the Purchaser, within one year after delivery or within the period for which the Equipment is guaranteed, whichever is longer, may reject any Equipment which does not comply with the Specifications attached hereto and made a part hereof or with the guarantees, if any, of the Seller and the manufacturer. Upon any such rejection, the Seller shall repair or replace such defective Equipment within a reasonable time after notice in writing from the Purchaser and in the event of failure by the Seller so to do, the Purchaser may make such replacement and the cost and expense thereof shall be paid by and recoverable from the Seller.

SECTION 5 – MISCELLANEOUS

- (a) All manufacturers' guarantees of Equipment, if any, shall be transferred and assigned to the Purchaser upon delivery of any Equipment and before final payment is made for such Equipment. Such guarantees shall be in addition to those required of the Seller by other provisions of this Contract.
- (b) The Seller shall hold harmless and indemnify the Purchaser from any and all claims, suits, and proceedings for infringement of any patent or patents covering Equipment purchased hereunder.
- (c) Each and all of the covenants and agreements herein contained shall extend to and be binding upon the successors and assigns of the parties hereto provided, however, that the Seller shall not assign this contract or any part hereof without approval in writing of the Purchaser, and further that the Seller shall not enter into any contract with any person, firm or corporation for the performance of the Seller's obligations hereunder, or any part thereof, without the approval in writing of the Purchaser.
- (d) The Seller agrees to pay liquidated damages, not as a penalty, the amount of \$500.00 per day per transformer, if power transformers are not delivered within the delivery time specified in Section 2 of this contract.
- (e) The Seller agrees to furnish a **Material Supply Bond** in the amount of the bid.

¹IN WITNESS WHEREOF, the parties hereto have caused this contract to be signed in their respective corporate names by their presidents and their corporate seals to be hereunto affixed and attested by their secretaries, all as of the day and year first above written.

PUBLIC UTILITIES BOARD
OF THE CITY OF BROWNSVILLE

CONTRACTOR

By: _____

By: _____

Name _____

Name _____

Title _____

Title _____

Date _____

Date _____

Attest: _____

Attest: _____

Address for giving notices:

Address for giving notices:

Attn: Eli Alvarez, P.E.
1425 Robinhood Drive
P. O. Box 3270
Brownsville, TX 78521
(956) 983-6204
ealvarez@brownsville-pub.com

Attn: _____
Address: _____
City, State, Zip: _____
Phone: _____
Fax: _____
Email: _____

**BID SCHEDULE
B056-20**

To: Public Utilities Board, Brownsville, Texas (hereinafter called the “Owner”.)

Attention: Diane Solitaire
Purchasing Department
1155 FM 511
Olmito, TX 78575

1. The undersigned (hereinafter called the “Bidder”) hereby proposes to furnish and deliver Three (3) 15/20/25/28 MVA Power Transformer. All units are 138 kV high sides. (Hereinafter called the “Equipment”) described in the Plans and Specifications attached hereto and made a part hereof for the following prices:

Three (3) 15/20/25/28 MVA Power Transformer

Item	Description	Quantity	Unit Cost	Extended Cost
1	15/20/25/28 MVA Power Transformer	3		
Bid Total				\$

Item	Transformer Losses	KW	\$/KW	Extended Cost
1	No Load Losses (KW)		7,660	
3	Load Losses (KW)		1,403	
4	Aux Losses – Stage One (KW)		587	
5	Aux Losses – Stage Two (KW)		483	
Total Transformer Losses Cost				\$
Power Transformer Unit Cost + Total Transformer Losses Cost				\$

Recommended Spare Parts for all units

Item	Description	Qty.	Unit Cost
1	HV Arrester	3	\$
2	LV Arrester	3	\$
3	Transformer Gasket	3	\$
4	Cooling Fan	3	\$
Lot Total Cost			\$

Vendor shall provide an optional cost line item for the following field services:

- 1.) Unloading of the transformer to a designated location appointed by BPUB staff.
- 2.) Installation of Transformer accessories (Bushings, Surge Arresters, Radiators, etc.).

Optional

Item	Description	Cost
1	Field Service (Off-Loading)	
2	Field Service (Dress-out, Assembly, oil filling, and field testing)	

Please circle your response:

Is witness testing as noted in section XXI. TESTS (5) included in the bid cost? Yes / No

Proposed Delivery Schedule:

These units shall be delivered between _____ to _____. The final schedule delivery schedule will be sent to the successful bidder after bid award.

Notes:

1. The Owner is exempt from Texas sales tax on materials. The prices quoted shall exclude such sales and use tax.
2. The prices of Equipment set forth herein shall include the cost of delivery one transformer at each of the (3) locations noted in the Equipment Contract, Section 1(b) in the City of Brownsville and Olmito.
3. This Bid is made pursuant to the provisions of the Notice and Instructions to Bidders and the Bidder agrees to the terms and conditions thereof.
4. The Bidder warrants the accuracy of all statements contained in the Bidder's Qualifications, if any shall be submitted, and agrees that the Owner shall rely upon such accuracy as a condition of the Contract in the event that this Bid is accepted.
5. The Bidder warrants that this Bid is made in good faith and without collusion or connection with any other person or persons bidding for the same work.
6. The Bidder agrees that, in the event this Bid is accepted, it will execute a Contract in the form attached hereto and will furnish a Material Supply Bond in the amount of the bid.
7. The Bidder warrants that the Equipment will conform to the performance data and guarantees which are attached hereto and by this reference made a part hereof.
8. If, in submitting this Bid, the Bidder has made any change in the form of Bid or Contract furnished by the Owner, the Bidder understands that the Owner may evaluate the effect of such change as they see fit or they may exclude the Bid from consideration in determining the award of the Contract.
9. This bid is void unless an equipment contract based on this bid is entered into by the Owner and the Bidder within ninety (90) days after the date hereof.

Transformer Manufacturer

Name of Bidder

Address of Bidder

By _____
Signature (Must be signed to be considered)

Date

Title of Officer

Bidder's contact person for additional information on this Bid:

Name: _____ Email: _____

Telephone: _____

Address: _____

15/20/25/28 MVA POWER TRANSFORMER SPECIFICATION

I. SCOPE:

This specification covers the furnishing of one or more two winding power transformers, rated ONAN/ONAF/ONAF, 60 Hertz, three-phase. The transformer will be connected to a system that has an effectively grounded neutral. The transformer is to be operated at elevations less than 500 feet, in ambient temperatures ranging from -20°C to +40°C.

This transformer shall be designed, built, rated and tested in accordance with these specifications: the standards and guidelines of the American National Standards Institute (ANSI), Institute of Electrical and Electronics Engineers (IEEE), National Electrical Manufacturers Association (NEMA), Insulated Power Cable Engineers Association (IPCEA), the American Society of Testing and Machinery (ASTM) and NIST Technical note 1204. Where a conflict exists between any of these documents, the requirements shall prevail in the order in which they are stated in this paragraph.

All materials shall be high quality and all manufacture, fabrication and assembly shall be performed in a workmanlike manner. All fasteners shall be ASA standard; metric hardware is not permitted (except where it may be furnished by the OEM supplier in the LTC switch.)

II. RATING:

1. Thermal capacity as measured by temperature rise by resistance shall be:
 - A. 15/20/25/16.8/22.4/28 MVA, ONAN/ONAF/ONAF 55/65 Degrees Celsius Rise
 - B. No component of the transformer, including, but not limited to, the LTC switch, the no-load tap changer switch, or the high, or low, voltage bushings shall limit the overload capabilities of the transformer to a value less than the requirements of ANSI C57.91.
2. The High Voltage ratings shall be 138 kV Delta. The transformer shall be provided with four high voltage taps, two each at 2.5% and 5% above the nominal voltage(s) and two each at 2.5% and 5% below the nominal voltage (s). These shall be operated manually by an externally operated no-load tap changer (ABB type DTU or equivalent). The operating handle shall be located on one end of the tank. The tap changer handle shall have provisions for padlocking, consisting of 3/8" minimum diameter hole and shall provide visible indication of the tap position without unlocking.
3. Low voltage ratings shall be 12.47/7.2 kV WYE. This voltage shall be regulated by plus or minus 10 percent by automatic load tap changing equipment. Please see **Section X** for detailed requirements.

4. Tertiary Winding: No tertiary winding is required or permitted.
5. Impedance – The transformer shall be constructed with a nominal impedance of 9.5% (+/- 2%). BPUB prefers to have a transformer with a nameplate impedance in between 9.3% and 9.7%. The transformer quoted impedance shall meet applicable ANSI and IEEE specifications. The tested impedance must match that quoted within the normal limits of ANSI requirements. The transformer impedance shall not change more than 2% after short-circuit testing. Barrel and sheet windings are not acceptable.
6. Basic insulation levels shall be:

A. ITEM	B. WINDINGS	C. BUSHINGS
138 KV, high voltage	550 kV	650 kV
Low voltage	110 kV	150kV
Neutral	110 kV	150 kV

7. Usual service conditions as described in ANSI C57.12.00 approximate expected field conditions.
8. The nameplate shall be in accordance with ANSI C57.12.00-2000; nameplate C shall be used.
9. The owner will load these transformers per ANSI C57.91.
10. This transformer shall be designed and guaranteed to have an average sound level not exceeding the levels listed in the latest revision of NEMA Pub. No. TR1. Audible sound testing is required unless an essentially duplicate transformer has been tested. In that case, the Manufacturer shall furnish test results to the Owner. Certified test results are required.

III. OWNER FURNISHED ITEMS:

The following items of material, equipment and services will be provided by the Brownsville Public Utilities Board (BPUB):

1. Foundation

2. Field erection of bushings, radiators, fans and surge arresters as required. This item will be determined after bid review. If the “Field Service” option is selected, this is not necessary.
3. External control wiring
4. External power wiring including connections to all bushings
5. Voltage supply for LTC control relay
6. Voltage supply for LTC motor and cooling fans as follows:

Lights & Receptacles	120 volts, single-phase
LTC Motor	240/120 volts, single-phase
Fan motors	240/120 volts, single-phase
DC Circuits	125 volts, DC

IV. LOSSES:

1. Core losses shall be quoted at room temperature (25 °C +/- 5 °C), 100% rated voltage and shall be the average of the losses at the following five LTC positions with the high side taps on neutral: neutral, 15 raise and 16 raise, 15 lower, and 16 lower.
2. Winding losses shall be quoted at 100% of the 55°C self cooled rating corrected to 85°C average winding temperature and shall be the average of the losses at neutral, 15 raise and 16 raise, 15 lower, and 16 lower.
3. Auxiliary losses shall be quoted with all auxiliary equipment operating.
4. No-load (core) losses will be evaluated at **\$7,660** per kW.
5. Load (winding) losses will be evaluated at **\$1,403** per kW at base kVA loading.
6. Auxiliary losses will be evaluated at **\$587** per kW (1st stage) and **\$483** per kW (2nd stage).
7. In evaluating the bids, the total owning cost of the transformer will be calculated as the sum of the quoted price, plus the evaluated cost of no-load losses, plus the evaluated cost of load losses, plus the evaluated cost of the total auxiliary losses. All losses shall be guaranteed maximum.
8. The manufacturer in his quotation shall indicate his maximum measurement error for the losses as described in NIST Technical Note 1204 and traceable to the NIST. This error will be used in calculating the total owning cost.

9. A transformer, which upon factory test, does not have losses equal to or less than the guaranteed losses stated in the manufacturer's bid, shall have its selling price reduced. The price reduction will be 150% of the difference between the value of the guaranteed losses and the actual losses as determined by the tests for each unit purchased. The total selling price shall not be increased because of this calculation.

V: CORE & COIL ASSEMBLY:

1. The core assembly shall have laminations made of "Non-aging", cold rolled, grain oriented, highly permeable silicon alloy steel. The assembly shall be braced or bolted adequately to prevent displacement and distortion under all normal handling and rail shipment, and during operation under maximum short circuit conditions.
2. All coils, prior to loading onto the core legs shall be stabilized by a vapor phase process; similarly, the completed core/coil assembly shall also be fully stabilized and impregnated with a similar vapor phase process.
3. This vapor phase process shall consist of an impregnation cycle as follows in a vacuum chamber:
 - A. Pull high vacuum and allow "soaking" to remove moisture;
 - B. Apply hot kerosene vapor to thoroughly dry out the insulation;
 - C. Allow to drip "dry" while under heat and vacuum;
 - D. Then flood the chamber with transformer mineral oil while maintaining vacuum and heat.
 - E. This entire cycle shall be maintained until 0.5% moisture and 0.5% power factor are achieved.
4. All bolted connections shall have locking provisions. Split lock washers are not acceptable.
5. Core bolts through the core steel will not be permitted.
6. All winding conductor shall be EC grade copper strip, insulated with thermally upgraded kraft paper.
7. All joints in the winding shall be brazed.
8. Insulation material shall be of the thermally upgraded type. The insulating material, varnishes and other associated compounds shall not contaminate the insulating oil nor shall these items be affected by the oil. Core insulation shall be of high temperature resistant material.

9. The windings shall be supported top and bottom by a full size (at least the coil's diameter) coil clamping system using insulating coil clamping rings and/or plates which are solid (no slots or holes). These insulating devices, in turn, shall be fully supported by solid steel plates. The clamping system must be of sufficient size and strength to restrain the full short circuit and static pressures and to give full radial spacer support for even clamping pressure to all areas of the coils.
10. The Manufacturer shall furnish two sets of five 8"x10" glossy photographs of the assembled core and coils. One photograph of each side and each end of the assembly as well as a top view. Manufacturer, at his option, may furnish the photos electronically on a photo-disc format.

VI. TRANSFORMER TANK:

1. The transformer tank shall be of welded plate construction with a welded-on cover.
2. The transformer tank and all auxiliary tanks shall be designed for full vacuum filling.
3. The transformer outline shall conform to standards set forth herein, except the minimum height to any part energized above 600 volts shall not be less than 9' above the base of the transformer. Manufacturer to provide standard shipping dimension. The height from the ground to the base of any bushing shall not be less than 8'.
4. The base shall be designed for jacking, towing, rolling and shipping in the directions of the center-lines of all segments. The design shall be such that the base shall not be permitted to maintain contact with surface of the transformer pad; air flow must be permitted between the tank bottom and the base.
5. The tank brace bands must remain sealed to the atmosphere; they can contain no conduit or wiring, but they may be used for gas space expansion.
6. The transformer shall be equipped with lifting lugs for lifting the entire transformer (**with oil**) and lifting hooks shall also be installed on the tank cover.
7. The transformer shall be equipped with jacking bosses suitable for raising the entire transformer hydraulically. There shall be no obstructions underneath the bosses to impair the operation of the jacks; the bottom surfaces shall be 17" high.
8. The LTC tank shall have a gasket cover which shall be bolted in place and shall be hinged for access with the bolts removed. The gaskets shall not be exposed.

9. The main tank and the LTC tank shall each have a mechanical pressure relief device with alarm contactswired through a test switch (for isolation and test purposes) to the SEL transformer monitor in the control cabinet, and a visual indicator.
10. All mounting hardware shall use stainless steel fasteners.
11. The tank and all auxiliary tanks and compartments shall be coated externally with a high grade protective coating of ANSI 70 gray. The coating shall be a minimum of **10 mils** thick and shall meet the requirements of ANSI C57.12.28, except that impact resistance shall be met only for a coatings thickness of 3 mils or less.
12. Two NEMA 4-hole stainless steel ground pads shall be full-circumferentially welded at diagonally opposite sides of the tank near ground level.
13. The interior surfaces of the main tank, LTC tank and the control cabinet shall be painted with a bright white color. The paint shall be one which will neither be harmed by, nor harm, the transformer's oil.
14. The main transformer tank and any attached compartment that is subjected to operating pressures shall be designed to withstand, without permanent deformation, pressure 25% greater than the maximum operating pressures resulting from the oil preservation system. The maximum operating pressures (positive and negative) which the transformer tank is designed to withstand shall be on the nameplate. The minimum design pressure shall be 10 psi.
15. Two round manholes shall be provided in the cover, minimum of 24 inches diameter. Manholes shall be constructed with flush handles to reduce tripping hazard when working on the transformer cover.
16. Appropriate mounting brackets shall be welded or bolted to the main tank for high voltage and low voltage arresters as specified in **Section XV**.
17. The centerline of the tank shall be permanently and plainly marked near the base on all four sides of the tank and also shown on the outline drawing.
18. The shipping centers of gravity and the centers of gravity of the completely equipped and oil filled transformer shall be plainly indicated and dimensioned on the outline drawing and marked on the transformer tank sides.
19. Drain and Filter Valves:
 - A. One (1) 2" globe type drain valve shall be located in the bottom of each oil filled compartment to provide drainage within 1" or less of the bottom of the oil filled compartment. Drain valves shall be equipped with a built in 3/8" sampling device located

between the main valve seal and end plug. This device shall have 5/16" x32 male thread and equipped with a cap.

- B. Two (2) 1" globe type drain valves with filler plugs shall be provided and located in the top of each oil filled compartment. Plugs shall be solid brass with square head and national pipe threads (one for oil filling and one for vacuum connection). Manufacturer is to provide baffling or other means to prevent excessive aeration of the transformer during oil filling. These means shall be identified in a detail on the approval drawings.
20. All tank seams shall be double welded (inside and outside) and shall be a minimum of six (6) inches from the corner. Corner welds are not acceptable.
 21. Cover shall be domed to shed water and welded to the tank. During welding of the transformer cover, an inorganic gasket shall be permanently located between the cover and the tank flange to prevent the entrance of weld spatter into the tank.
 22. All gasket openings shall design with means provided for controlled compression of the gasket, utilizing metal-to-metal stops, and re-usable gasket of oil resistant material. All gasket joints on top of the transformer shall utilize flanges, which are raised at 3/4-inch above the cover surface.
 23. Internal surge arrestors or non-linear resistors shall not be included as part of the internal insulation system, unless written authorization is first obtained from the engineer.
 24. The paint for the tank shall have minimum five (5) years warranty.
 25. The no-load tap changer shall install without the necessity of a separate installation or inspection cover in the main tank.

VII. INSULATING OIL:

1. All transformers shall be separately supplied with the necessary quantity of high quality Type II naphthenic insulating oil. All oil filled devices shall be certified as free of all polychlorinated biphenyl compounds.
The insulating oil shall have dielectric strength, low viscosity and freedom from inorganic acids, alkali and corrosive sulfur. The oil shall meet the requirements of ANSI/ASTM D3487-1979. The received oil shall have the characteristics specified per IEEE C57.106 table 1 as a minimum:
The transformer is to be shipped with oil. In case transformer is shipped without oil, the oil shall be furnished by the manufacturer after erection, bulk-shipped separately by truck.

VIII. OIL PRESERVATION SYSTEM:

1. An automatic nitrogen pressure oil preservation system shall be supplied with a nitrogen cylinder, transformer tank pressure gauge with high and low-pressure alarm contacts, a nitrogen cylinder pressure gauge with low pressure alarm contacts and all gas pressure regulating equipment. All equipment must be weather-proof or installed in a suitable cabinet.
2. The primary gas regulator shall be a two-stage type with Buna-N diaphragm. Pressure gauges shall be provided for both the high side and low side of the regulator. The connection fitting to the nitrogen cylinder shall fit a CGA #580 valve. Valves shall be provided to permit purging the gas space and testing the seal on the transformer tank by admitting dry nitrogen under pressure. A device shall be provided at ground level for sampling the gas.

IX. LOAD TAP CHANGER:

1. The load tap changing switch shall be a Reinhausen type RMV-II.
2. Full MVA rating is required on all taps above neutral and reduced capacity (100 % nominal current) is acceptable on all taps below neutral. Sixteen (16) 5/8% taps above neutral and sixteen (16) 5/8% taps below neutral are required.
3. The tap changing mechanism shall be located in a separate tank from the main tank and the oil between the two shall not be permitted to mix. The LTC switch tank shall be capable of accepting full vacuum (with no pressure on the main tank) with no bypass tubing required when vacuum filling the main tank.
4. Motor Drive Mechanism. The motor shall be suitable for operation from a single-phase 240/120 volt source and it shall not incorporate a centrifugal switch.
5. A detachable hand crank for manual operation of the driving mechanism shall be provided which shall be electrically interlocked to prevent operation of the motor while the crank is engaged. A storage place for the hand crank shall be provided.
6. Manual and electric operated switches to raise and lower the LTC motor. Operated raise and lower electric limit switches and mechanical stops shall be provided on the drive mechanism to prevent over-travel beyond the maximum raise and lower positions. Each electric limit switch shall have one non-grounded Form C contact wired to a terminal block for Owner's alarm.
7. Control devices shall be housed in a weatherproof cabinet which is equipped with a breather and hinged doors. The doors shall provide access to the control devices and shall have provisions for padlocking, consisting of 3/8" minimum diameter matching holes.
8. The voltage measuring circuit and the tap changer motor circuit shall be provided with independent protective devices. The protective device for both circuits shall be thermal

breakers and shall be located in a conspicuous location in the control cabinet. No unrelated equipment shall be connected to these protective devices.

9. The voltage regulating relay (VRR) shall be the Beckwith Electric Company model M-2001D digital tap-changer control with the Adapter Pane Model M-2067B.
10. The BPUB will provide a nominal 120 volt rms. sensing potential for the VRR.
11. A manual and electric (SCADA) operated switch shall be provided to select both automatic and local or remote manual modes of operation. A manual operated switch shall be provided to switch from local to remote control. Controls shall be provided for manual operation of the LTC when in the manual mode. All controls shall be located in the control cabinet. The manufacturer shall operate all controls to ensure proper installation and performance.
12. A mechanical position indicator shall be provided, easily visible from ground level.
13. A mechanical and electrical operation counter shall register the accumulated number of tap change operations performed. The electrical counter will send pulse to the RTU.
14. Provisions for an external INCON Model 1250A/1250B tap changer position indicator system shall be provided.
15. All manual and electric switches shall operate at 125 VDC and shall be Electro Switch 24 CSR with 3 decks model 8858DB/18B-2C22 for raise – lower and the model 920 3DD/10D – 2x5A for automatic-manual and local – remote control.

X. CURRENT TRANSFORMERS:

Multi-ratio, C400 relaying accuracy and single ratio metering accuracy bushing current transformers shall be furnished as follows: 920 3DD / 10D-2X5A for automatic – manual and local-remote

<u>Bushing</u>	<u>Quantity</u>	<u>Ratio</u>	<u>Accuracy</u>
H	6	1200:5	C400
X	6	2000:5	C400
X0	1	1200:5	C400

Additional bushing-type CT's shall be provided for hot spot winding temperature and line drop compensation.

All wiring shall be brought into shorting type terminal blocks in the control cabinet. The terminal blocks shall have screw-type shorting mechanisms and each lead shall be clearly marked. There shall be one terminal block for each CT.

XI. BUSHINGS:

All H and X bushings shall be top cover mounted.

All bushings shall be either ABB type O plus C or approved equivalent.

The 12.47 kV bushings shall have a minimum of 24" spacing between live parts.

The spacing between the 138 kV bushings shall be the maximum allowed by standard tank design.

Oil-filled bushings shall be free of oil leakage and shall have a suitable leak proof sight gauge and a convenient means for sampling oil and draining the bushings at the mounting flange location.

Each 138kV bushing shall have a shielded tap brought out for making ungrounded power factor tests.

All bushings shall be designed such that impulse voltage flashover occurs outside the tank before flashover occurs on the bushing inside the transformer.

The ampere rating shall provide adequate capacity through the maximum 65°C rating and shall not be less than 400 amperes at 138 kV and 2000 amperes at 12.47 kV. The X₀ bushing shall be brought out on the same type bushing as the other low voltage bushings.

Each spare bushing shall have the bottom portion suitably covered with an easily removable weatherproof coating to permit outdoor storage.

All bushings shall be manufactured and tested in accordance with the latest revision of IEEE C57.19.00. Tests shall be certified.

The H, X and X₀ bushings shall be furnished with tin-plated NEMA 4-hole terminal pads of size to accommodate the bushing stud size. Anderson Type HDSF-TP or equivalent.

All bushings shall be porcelain or silicon rubber.

Bushings shall be suitable for Environmental Pollution Level III (Heavy) per IEEE C37.100.1.

XII. CORE GROUNDING:

The core ground shall be brought out of the tank through an appropriate low voltage bushing mounted near the top of the tank on one end of the tank. It shall be mounted in a well for mechanical protection and shall be provided with a removable, ground strap. It shall allow simplified core megger testing without disturbing the tank's seal integrity. The well shall

have a removable cover and it shall be clearly identified on the tank and on the outline drawing(s).

XIII. COOLING EQUIPMENT:

Radiators

1. The radiator connections shall be made with bolted flange type oil tight fittings with retained gaskets. Valves shall be provided so that individual radiators (**radiator banks and common headers are not allowed**) may be removed without lowering the oil level in the main transformer tank. Provisions for one extra radiator shall be provided. All radiators shall be interchangeable.
2. Each removable radiator shall be provided with a drain plug at its lowest point and an air inlet plug at the top. Plugs shall be solid brass with a square head and national (S.A.E) pipe threads. These fittings will be used to drain each entire radiator assembly.
3. No more than five (5) radiators shall be mounted in succession upon any one side.
4. All radiators shipping with the unit shall be bolted onto the transformer during the required heat run test.
5. The radiator shall be made of **galvanized steel**.
6. The radiators shall be unpainted Hot dipped galvanized.

Fans and Fan Motors:

1. Cooling fans shall have their rotating shafts in the horizontal position.
2. All fan motors shall be totally enclosed, non-ventilated, with sealed, pre-lubricated ball bearings and rated for all-weather outdoor operation.
3. Each fan motor shall be provided with thermal overload devices.
4. Fans shall be of slow speed, high volume design for quiet operation.
5. Fan blades shall be of a non-corrosive material which is also not degraded by UV radiation; fiberglass blades are not acceptable.
6. All fans shall be connected with a flexible, plug-connected cable designed for outdoor use.
7. Fans shall be fully accessible and designed so any one fan can be easily removed without disturbing the operation of other fans.

8. Fans shall be dynamically balanced and operate without vibration.
9. All fans shall be mounted on a standalone frame separated from the radiators and these frames shall be provided with all necessary hardware for installation on a BPUB provided concrete pad adjacent to the radiators.
10. The frame that will support the fans shall be designed to avoid vibrations or future fracture of it and it shall be constructed of **galvanized steel**.
11. The transformer shall have fan control hardware, located in the control cabinet, with the following features:
 - (1) One 'Hand-Off-Auto' rotary, three-position oiltight switch for manual control of fans. This switch shall have an alarm contact wired through a test switch (for isolation and test purposes) to the SEL transformer monitor.
 - (2) 'Off-On' rotary, two-position oiltight switches for each of the two stages of cooling equipment. Each switch shall have an alarm contact wired through a test switch (for isolation and test purposes) to the SEL transformer monitor.
 - (3) 'Local/Remote' rotary, two-position oiltight switch for enabling and disabling remote control of transformer fans from the SEL transformer monitor. Local/Remote control is not to affect operation of the fans in response to temperature switch settings when the fan control switch is set in the 'Auto' position. This switch shall have one spare contact wired to terminal blocks for remote indication of position. This switch shall have an alarm contact wired through a test switch (for isolation and test purposes) to the SEL transformer monitor. This switch is to be separate from the OLTC 'Local/Remote' switch.
 - (4) Each stage of fan cooling shall have an alarm contact for remote indication of Cooling ON/OFF wired through a test switch (for isolation and test purposes) to the SEL transformer monitor.
 - (5) Each stage of cooling fans shall independently be capable of being turned on or off by SCADA activation via commands issued by SCADA to the SEL-2414 transformer monitor. Wiring from transformer monitor to fan control system shall be wired through a test switch for isolation and test purposes.
 - (6) Oil tight switches shall be Westinghouse PB1, Square D, or approved equivalent with a swing knob handle.

XIV. TRANSFORMER ACCESSORIES:

1. All control devices shall be housed in a weatherproof control cabinet(s) equipped with sufficient heaters and breather vents to prevent moisture condensation and ensure satisfactory operation of the apparatus to minimum 15°F. Cabinets shall have a NEMA 4X rating.
2. Heaters shall be equipped with an adjustable thermostat and a manual switch for disconnecting purposes. When heaters are located such that they may be hazardous to operating personnel, they shall be provided with protective screens.
3. Each cabinet shall be equipped with single-handle, 3-point latched door(s) which shall open to the side. A single or double door is acceptable. The handle shall have a 3/8" minimum diameter hole for locking. Control components shall not be located on any exterior door.
4. All Owner connections in other cabinets shall be terminated on terminal blocks located in the auxiliary control cabinet.
5. The exterior doors of the auxiliary control cabinet must be mounted so that the centerline is no higher than 4' above the transformer base line.
6. The auxiliary control cabinet shall have adequate space for receiving conduits from below (room for a minimum of 1-6" rigid metallic conduit with appropriate nuts and bushings is required).
7. The minimum clearance from the transformer base line to the bottom of the auxiliary control cabinet shall be 2'.
8. A lamp operated by a door switch shall be provided and also a GFI protected receptacle.
9. Storage space shall be provided in the door for instruction books and folded drawings.
10. One dial type hot spot thermometer shall be supplied, representing the hottest part of the transformer winding. Temperature alarm contacts for SCADA monitoring are to be wired through a test switch (for isolation and test purposes) to the SEL 2414 transformer monitor in the control cabinet. Extra contacts (if available) shall be wired to customer accessible terminal blocks in the control cabinet. Temperature transducer outputs for SCADA monitoring shall be wired using appropriately shielded wire and wired through a test switch (for isolation and test purposes) to the SEL transformer monitor in the control cabinet. Terminating resistors or jumpers shall be provided if called for by the transducer manufacturer and or required by the SEL transformer monitor. The thermometer shall have one non-grounded Form C contact wired to a terminal block for owner's alarm and at the same time shall have a temperature transducer 0-1 mA in order to send the signal to SCADA. A second non-grounded Form C contact shall control the auxiliary cooling equipment. Contacts shall be adjustable between 65°C and 110°C.

11. One dial type top oil thermometer shall be supplied for each separate oil compartment containing heat producing components (i.e. main tank, LTC tank, etc.). Each thermometer shall have a non-grounded Form C contact wired through a test switch (for isolation and test purpose) to the SEL 2414 transformer monitor for Owner's alarm. Contacts shall be adjustable between 65°C and 110°C.

One top oil temperature indicator located at eye level with contacts for operating fan equipment and alarms shall be provided. The operating points of the contacts are to be customer adjustable. Each set point is to have two sets of independent contacts wired to terminal blocks in the control cabinet. The contacts for each set point of the main tank top oil indicator shall be connected as follows.

a. Contacts for temperature Set Point #1:

- (1) Contact #1 to control the first stage of supplemental cooling equipment.
- (2) Contact #2 shall be wired through a test switch (for isolation and test purposes) to the SEL transformer monitor in the control cabinet.

b. Contacts for temperature Set Point #2:

- (1) Contact #1 to control the second stage of supplemental cooling equipment.
- (2) Contact #2 shall be wired through a test switch (for isolation and test purposes) to the SEL transformer monitor in the control cabinet.

12. Thermometers shall be mounted near the tops of the tanks.
13. One liquid level gauge shall be supplied for each separate oil compartment. Each gauge shall have two non-grounded Form "C" contacts wired through a test switch (for isolation and test purposes) to the SEL 2414 transformer monitor for Owner's alarm. Liquid level gauges shall be mounted at oil level heights.
14. The transformer shall have a self-resealing pressure-relief device on the cover of the main tank. Each device shall have a mechanical indicator which is visible from the base of the transformer and shall have one non-grounded Form C contact wired through a test switch (for isolation and test purposes) to the SEL 2414 transformer monitor for Owner's alarm.
15. The transformer main tank shall be provided with a rate-of-rise fault pressure relay that operates an electrically resettable Seal-In-Relay (such as a Qualitrol #909-200-1) located in the control cabinet. The Seal-In-Relay is intended to operate a remote lockout relay and shall be capable of operating on 125 volt DC. One contact from the Seal-In-Relay shall be wired through a test switch (for isolation and test purposes) to a status point in the SEL transformer monitor in the control cabinet. All other Seal-In-Relay contacts shall be wired to terminal blocks in the control cabinet for use by owner.
16. All ground pads shall be equipped with parallel groove type tin-plated connectors for 1/0 to 300 MCM copper conductors.

17. The manufacturer shall furnish the connection from the X₀ bushing to the nearest ground pad, minimum conductor size to be ¼ x 1” copper bus bar or 1/0 stranded conductor.

XV. SURGE ARRESTER:

1. High Voltage arresters shall be station class, MOV, 108 kV rated, 84 kV, Cooper Power Systems VariSTAR Type AZE or approved equal.
2. Low Voltage arresters shall be 15 kV duty cycle rated, housed in gray porcelain, having at least 16” creep distance. Bidder shall specify the manufacturer of arresters he proposes to supply.
3. The Manufacturer shall furnish all connections from the surge arresters to ground pads at the base of the transformer. (Minimum size - 1/4” x 1” copper bus bar or 1/0 stranded copper conductor.)

XVI. STATION POWER:

The owner is to furnish the AC and DC station power supplies. The manufacturer will provide adequate termination points in the control cabinets, clearly labeled for these cables.

XVII. ACCESSORY INTERCHANGEABILITY:

All like transformer parts and accessories including bushings, fans, oil pumps, gaskets, control accessories, current transformers, radiators, etc., shall be interchangeable between all transformers supplied under this specification and contract.

XIII. CONTROL WIRING:

1. Each current and potential transformer secondary circuit shall be a completely self-contained metallic circuit insulated from ground except at one point in the circuit.
2. All control wiring shall be terminated with ring tongue type compression terminals.
3. All control wiring terminal blocks shall have no more than two wires under each screw.
4. All control wiring in control cabinet(s) shall be terminated on 30 ampere terminal blocks, GE Type EB-25 or equal, having washer head binding screw-type terminals.
5. All current transformer leads and wiring shall be #12 AWG. All current transformer leads shall terminate on six point shorting type terminal blocks. The sixth point shall not connect to the current transformer except by a shorting screw and shall be connected to the cabinet ground.

6. Splices or parallel connectors shall not be made in transformer tank braces or in other non-accessible locations. Such connections shall be made at terminal blocks or readily accessible splice boxes.
7. All control and alarm fuses shall be of the NEC single element, non-renewable, cartridge type.
8. Circuit breakers shall have thermal-magnetic trip, ambient compensated elements in all phases.
9. All current test switches, potential test lines and alarm disabling switches shall be Westinghouse Type FT or equal.
10. Control wiring shall not be smaller than No. 14 AWG. The control wire shall be stranded copper conductor, Teflon coated type TFE with 600 volt insulation.
11. All wiring designations shall be plainly and permanently marked at the terminal blocks or studs in the cabinet(s).
12. All alternating current devices shall be guaranteed to operate satisfactorily under the voltage and ambient conditions previously specified. The manufacturer shall guarantee satisfactory operation when the equipment is continuously energized at any voltage within plus or minus 10% of the nominal specified voltage. The dropout voltage shall be less than 75 volts for relays and 90 volts for contactors and starters, assuming 120V nominal.
13. Control cabinet shall house an AC voltage controlled relay. This relay shall provide an alarm contact wired through a test switch to the SEL transformer monitor indicting the presence or absence of 120V ac power in the control cabinet. The presence of AC voltage shall result in a closed alarm contact.
14. Control cabinet shall house a DC voltage controlled relay. This relay shall provide an alarm contact wired through a test switch to the SEL transformer monitor indicting the presence or absence of 125V dc power in the control cabinet. The presence of DC voltage shall result in a closed alarm contact.
15. Nameplates shall be installed on or near each device, in each control cabinet, describing the function of the device and bearing the same device number of the schematic and wiring diagrams. Passive devices such as terminal blocks shall be identified with nameplates. This identification shall be the same as that used on the schematic and wiring diagrams. Nameplates shall be made of laminated black and white phenolic plastic with the black on the outside. The lettering shall be engraved through the black outside layer so the letters appear white.

16. SEL-2414 Transformer Monitor shall be powered by 125 VDC. SEL-2812 Transmitter (2812MRX1, KEY: 2394) and Receiver (2812MTX0, KEY 2398) shall be included. Vendor to select additional options and necessary to fulfill the requirements of this specification. Vendor shall add to the options list of the SEL-2414 Slot B Option 013 which provides 10/100BASE-T Ethernet, Modbus TCP and DNP3 for owner use.
17. All wiring shall be installed in rigid metallic conduit except for up to five feet of flexible conduit or cable needed to connect to individual fans or gages.

XIX. SHORT CIRCUIT REQUIREMENTS:

1. Three phase system fault capacity shall be assumed at 160 kA, 38,200 MVA (Table 14, ANSI C57.12.00, 145.0 kV Maximum System Voltage). System X_0/X_1 ratio is assumed to be 0.6 and the system X/R ratio is assumed to be at least 50:1.
2. The transformer shall meet the Short-Circuit Qualification Requirements given in IEEE Standard 262A, latest revision, entitled Distribution and Power Transformer Short-Circuit Test Code.
3. The manufacturer shall provide, with his bid, satisfactory evidence that the transformer design will meet all the short circuit requirements of the ANSI / IEEE test code.

XX. DESIGN REVIEW:

1. Within two weeks after receipt of a purchase order from the owner, the manufacturer shall submit a list of questions to the owner, which shall be answered in a face-to-face meeting between the manufacturer's representative and the owner within the following week. It is the intent of these answers to clear up any confusion which might exist regarding the manufacturer's interpretation of the owner's specifications.
2. The manufacturer shall furnish approval drawings to BPUB within the time limits contained in the manufacturer's original quotation. Within two weeks' of the receipt of those drawings, the owner will provide a written response. The owner reserves the right to review those drawings with the manufacturer and his local representative on the manufacturing premises.
3. The manufacture is to provide a hard and electronic copy of the Design Failure Mode and Effective Analysis (DFMEA) documentation.

XXI. TESTS:

1. All test results shall be submitted to Brownsville PUB. The transformer shall receive all routine tests identified in Table 19 as specified in the latest revision of ANSI C57.12.00 and they shall be performed in accordance with the latest revision of ANSI C57.12.90. Per ANSI C57.12.00-2000 these tests are:

- A. Resistance Measurements
 - B. Ratio
 - C. Polarity and Phase Relation
 - D. No-Load Losses and Excitation Current
 - E. Impedance Voltage and Load Loss
 - F. Zero sequence impedance voltage
 - G. Low Frequency
 - H. Applied voltage
 - I. Induced voltage
 - J. Leak
2. The transformer shall also receive the following dielectric tests, performed in accordance with the latest version of ANSI C57.12.90:
 - A. Lightning impulse test (Front-of-wave tests are not required)
 - B. Switching impulse test
 - C. Radio influence voltage (partial discharge)
 - D. Insulation power factor (Power factor tests of completely assembled transformer shall not exceed 0.5%)
 - E. Insulation resistance
 3. All test results shall be certified.
 4. Temperature rise tests shall be made on the unit.
 5. The Manufacturer shall arrange for and include in his bid the costs for
 - A) Two BPUB employees to witness core and coil assembly before tanking the unit and
 - B) Two BPUB employees to witness impulse and loss testing for the unit.
 - C) Manufacturer is also responsible for additional trips for re-testing if necessary.
 - D) These costs shall include all airfare, motel, and rental car expenses. The Manufacturer shall advise the owner 15 working days in advance of all testing so that BPUB employees

can be scheduled for this travel.

6. Owner shall be notified immediately of any test failure.
7. Following successful testing, the manufacturer shall furnish two sets of five 8"x10" glossy photographs of the assembled transformer. One photograph of each side and each end of the transformer as well as a top view. Manufacturer, at his option, may furnish the photos electronically on a photo-disc format.
9. The Owner does not require approval of test results prior to shipment of transformers, providing the test results meet all requirements of this specification and/or guarantees. If manufacturer ships without owner's prior approval, he does so at his own risk.

XXII. SHIPPING:

1. The transformer and auxiliary equipment shall be shipped at the same time to specified BPUB electrical substations in Brownsville, FOB destination, freight prepaid and included. The vendor shall include in his cost all rail, truck, trailer, and permitting costs.
2. Owner shall be advised the dates of shipment two weeks in advance and shall be further advised of the actual shipping date and expected delivery date, the method of shipment, car number, if any, and PRO number, if any.
3. The transformer shall be shipped filled with oil or dry air. A cylinder of dry air shall also be shipped with the transformer, connected to the inert gas system, but with the flow shut off from the main tank. Prior to shipment, the flow of dry air shall be shut off and the transformer tank pressure and ambient temperature noted on a tag shipped on the cylinder so that any leak in transit may be detected by the loss of pressure.
4. For rail shipment, the transformer shall be shipped with two 30-day sealed two-axis impact recorders attached. The recorders shall record impacts in both the longitudinal and the transverse directions. Owner's personnel, in the presence of a factory-trained representative of the manufacturer, will remove recorders, review the recorder charts, and return the recorders to the Manufacturer. The recorders shall be operative for the entire "In-Transit" time.
5. Just prior to shipment, the manufacturer shall check and record the transformer tank dew point, temperature and pressure. One copy of this data shall be shipped with the transformer, one copy sent to the owner and one copy to the owner's Engineer.
6. The manufacturer shall have a factory trained representative available for the "on-car" inspection prior to unloading, at no charge to the owner. This inspection shall include the following as a minimum:

- A. Physical inspection of the exterior of the transformer for signs of shifting on the car and for possible damage to the unit or any component.
 - B. Internal visual inspection of the core/coil assembly for indications of shifting or breakage.
 - C. Full review of the entire lengths of both the impact recorder tapes (rail shipment only).
 - D. Dew point reading.
 - E. Megger of the core ground insulation resistance.
 - F. Inspection of the dry air system and gauges ensuring that there has been no leaks during transit.
 - G. A written report of the findings shall be made by the manufacturer to the owner within two days of the inspection.
7. The transformer oil shall be shipped separately by truck following request by owner; two weeks minimum notification by the owner is required. Delivery shall be coordinated with owner's schedule to facilitate vacuum filling process with owner's contractors. The oil shall be capable of meeting all the requirements specified at Table 2 of IEEE C57.106, following normal field vacuum filling procedure. The vendor shall allow up to eight full hours for unloading oil after oil truck is parked and lines are connected for filling without additional cost to BPUB.

XXIII. PROGRESS REPORT:

- 1. The manufacturer shall advise the owner promptly when any changes in the delivery schedule are anticipated. Notification shall be made in writing and shall include all reasons and other pertinent data to the delay.

XXIV. DELIVERY:

- 1. Shipments will be received only during normal working hours of 9:00 AM through 4:00 PM, Monday through Friday, excluding holidays, unless other specific arrangements are made prior to delivery. Shipments require notification 72 hours before arrival to be assured of the availability of BPUB personnel.

Notification shall be to the following parties:

Cesar A. Cortinas	Emmanuel Benitez	Diane Solitaire
Brownsville PUB	Brownsville PUB	Brownsville PUB Warehouse
1425 Robinhood Drive	1425 Robinhood Drive	1495 Robinhood Drive
Brownsville, Texas 78521	Brownsville, Texas 78521	Brownsville, Texas 78521
Office: 956 / 983-6216	Office: 956-983-6527	Office: 956 / 983-6366

FAILURE TO DELIVER THE TRANSFORMER (WITH ALL OPTIONS AND ACCESSORIES) WITHIN THE DELIVERY SCHEDULE PROPOSED BY THE MANUFACTURER ON THE BID SHEET WILL RESULT IN LIQUIDATED DAMAGES AT A RATE OF \$ 500.00 PER DAY PER TRANSFORMER. THESE DAMAGES, IF ANY, WILL BE DEDUCTED FROM THE MANUFACTURER'S INVOICE

XXV. FIELD SERVICE ENGINEERING SERVICES:

Field service engineering services are optional. The manufacturer is to provide a quotation with his bid for the services of a field service engineer to supervise the dress-out of the transformer including installation of the bushings, lightning arresters, cooling equipment, vacuum processing and oil filling.

XXVI. GUARANTEE:

The transformer assembly shall be guaranteed against defects in materials and workmanship for a minimum period of 24 months from the date the transformer has been field assembled and energized. A written copy of the manufacturer's warranty shall be included with the bid.

XXVII. DRAWINGS & DATA TRANSMITTAL REQUIREMENTS:

- 1. After award of the order, three copies of all engineering drawings (plus computer files in AutoCAD 2013 format), supporting data, bills of material, etc., shall be submitted direct to the owner for review before the production cycle begins. These items should be sent to:

Cesar A. Cortinas	Emmanuel Benitez
Brownsville PUB	Brownsville PUB
1425 Robinhood Drive	1425 Robinhood Drive
Brownsville, Texas 78521	Brownsville, Texas 78521
Office: 956 / 983-6216	Office: 956-983-6527

- 3. No design drawings, data, etc., will be considered for review which are not complete in all respects and which have not been thoroughly checked by the manufacturer. No drawings, data, etc., will be considered for review that are not contingent upon other features which have been submitted for review.
- 4. The Engineer will review the drawings, data, etc., for compliance with owner's specifications, will mark them to indicate whether changes or corrections are required and

will return one set to Manufacturer. The Manufacturer shall resubmit the corrected or changed drawings, data, etc. Changes, corrections, etc., shall be clearly indicated.

5. Engineer's approval does not relieve the Manufacturer from any liability or responsibility for proper design, fabrication or compliance with this specification.
6. Where standard drawings are furnished which cover a number of variations of the general class of equipment, each such drawing shall be individually endorsed to describe exactly which parts of the drawing apply to the equipment being furnished. Such endorsement shall also include the job name, contract number and serial number of the particular item covered.
7. Two complete sets of all drawing, certified test sheets, instruction books, current transformer excitation and ratio correction factor curves and all other information relative to the installation, adjustment, inspections and maintenance (weekly, monthly, annually) of these transformers shall be furnished. In addition, one instruction book with drawings shall accompany each transformer.
 - A. All final drawings and documents shall be bound in the instruction books.
 - B. Final books shall be submitted to the engineer at the earliest possible date.
 - C. One set of final drawings must be submitted in AutoCAD version 2013 or earlier format.
8. Quality:
 - A. Legibility of drawings and data submitted to the engineer shall be of such quality that said drawings and data shall be capable of yielding hard copy reproductions with every line, character and letter clearly legible.
 - B. Documents submitted to the Engineer that do not conform to the requirements of this specification shall be subject to rejection by the Engineer.
9. Mailing of Drawings:
 - A. All documents shall be mailed flat (folded) with chip board protectors on top and bottom of the transmittal.
 - B. A letter of transmittal must accompany drawings, data, etc. All transmittals received without a letter of transmittal containing such information will be returned to sender. In this letter, manufacturer may include other pertinent data or information.
10. Connection or wiring diagrams shall be the line-less type. All points such as coil terminals, capacitor terminals, etc., shall be identified on the connection diagrams. Tabular wiring diagrams are not acceptable.

11. All drawings shall comply with ANSI Y14, latest published revision.
12. Each drawing and certified document shall have the following as a minimum:
 - A. Contract Number
 - B. Manufacturer's Name
 - C. Manufacturer's Shop Order Number
 - D. Manufacturer's Drawing Number
 - E. Manufacturer's Serial Number, when applicable
 - F. Owner's Order Number
13. The following information for each motor shall be shown on the electrical schematic drawing(s):
 - A. Voltage and Phase Rating
 - B. Horsepower Rating
 - C. Starting Current
 - D. Full Load Current
 - E. Power Factor
 - F. Quantity and Use (Function)
14. Transformer dimension outline drawing(s) shall include the following:
 - A. Weight of Transformer Tank
 - B. Weight of Core and coils
 - C. Weight of Heaviest Part to be handled at On-Site Erection
 - D. Total Gallons of Oil
 - E. Total Gallons of Oil Loss Required to Trip Low Oil Alarm
(For each compartment with low oil alarm)
 - F. Gallons of Oil Required to Cover Core and coils
 - G. Weight of assembled and oil-filled transformer

15. Auxiliary Power Requirements shall include:
 - A. Total power needed
 - B. Power needed for one stage of cooling
 - C. Location of all Accessories and Details of Owner's Power
 - D. Connection and Control Conduit Locations
16. Five percent (5%) of the purchase price will be withheld until all drawings and test reports have been received by the Engineer. Owner will not pay interest or if 5% is withheld due to Manufacturer's delay in fulfilling his entire obligation.

XXVIII. EXCEPTIONS:

Any exceptions to this specification shall be clearly set forth in the Manufacturer's initial bid and specifically identified as exceptions. Comments must be clearly separated from exceptions. It is the owner's intent to purchase a unit bid with no exceptions taken to this specification. All such bids shall clearly indicate "No Exceptions Taken."

XXIX. DESIGN/MANUFACTURING CHANGES:

1. The Manufacturer shall keep the owner informed when quoting, and before construction, of any major design or manufacturing changes to be made on this transformer which varies from an established design previously furnished.
2. No changes shall be made which deviate from either these specifications or approved drawings without the express written consent of the owner.

XXX. BID DOCUMENTS:

1. The following items must be included with the manufacturer's bid:
 - A. BPUB Loss Evaluation Bid Form completely filled in
 - B. Manufacturer's warranty indicating compliance with the warranty specified in these specifications
 - C. Short circuit test report demonstrating compliance with the short circuit requirements of this specification and ANSI C57.12.00 and ANSI C57.91
 - D. Sound level test if manufacturer intends to use results from a previously built essentially duplicate unit

- E. An outline drawing showing approximate dimensions and weights with tolerances no greater than +/- 6 inches on dimensions and +/- 10% on weights
 - F. A schedule of charges for field service engineering charges
 - G. A list, with prices and terms, of recommended spare parts and critical spare parts for all units. Bill of material (BOM)
2. An industry standard performance data sheet shall be completely filled out listing guaranteed values for the ratings, tap voltages, basic impulse levels, mechanical data, losses, impedance, etc.

REQUIRED FORMS

FORM CHECKLIST

The following forms are be submitted as a part of the Bid/RFP/RFQ document

NAME	FORM DESCRIPTION	SUBMITTED WITH BID	
		YES	NO
Legal Notice	Acknowledgement Form	<input type="checkbox"/>	<input type="checkbox"/>
	Debarment Certification	<input type="checkbox"/>	<input type="checkbox"/>
	Ethics Statement	<input type="checkbox"/>	<input type="checkbox"/>
	Conflict of Interest Questionnaire	<input type="checkbox"/>	<input type="checkbox"/>
	W9 or W8 Form	<input type="checkbox"/>	<input type="checkbox"/>
	Direct Deposit Form	<input type="checkbox"/>	<input type="checkbox"/>
	Residence Certification Form	<input type="checkbox"/>	<input type="checkbox"/>
Special Instructions	Bid Schedule/Cost sheet completed and signed	<input type="checkbox"/>	<input type="checkbox"/>
	Cashier Check or Bid Bond of 5% of Total Amount of Bid (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>
	OSHA 300 Log (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>
	Contractor Pre-Bid Disclosure completed, signed and notarized (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>
	Sub-Contractor Pre-Bid Disclosure completed, signed, and notarized (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>
	Request for Material Approval Form	<input type="checkbox"/>	<input type="checkbox"/>
References	Complete the Previous Customer Reference Worksheet for each reference provided	<input type="checkbox"/>	<input type="checkbox"/>
Addenda			

Prospective Bidders are respectfully reminded to completely read and thoroughly respond to the BPUB Instructions for Bidders and Pre-Bid Disclosure Statement. When BPUB evaluates the Bids, it reviews indices regarding the prospective contractors’ responsibility to perform the project based upon prior job performances for BPUB and other public owners. Additionally, BPUB carefully reviews the prospective contractors’ responsiveness to the BPUB Bid Advertisement. Bidders should thoroughly check their submittal for completeness prior to responding to BPUB.

Do not imbalance your Bid line items to overload portions of the work. Remember to answer all written questions in the Pre-Bid Disclosure Statement and then notarize it when signing. Bidders are often required to submit OSHA 300 Logs from prior job performance records as well.

BPUB can, has, and will reject Bids that fail the responsibility and/or responsiveness standards so as to protect the integrity of the bidding process for all participants. The Bidding community’s compliance with these guideline standards will be appreciated by the BPUB.

ETHICS STATEMENT

The undersigned bidder, by signing and executing this bid, certifies and represents to the Brownsville Public Utilities Board that bidder has not offered, conferred or agreed to confer any pecuniary benefit, as defined by (1.07 (a) (6) of the Texas Penal Code, or any other thing of value as consideration for the receipt of information or any special treatment of advantage relating to this bid; the bidder also certifies and represents that the bidder has not offered, conferred or agreed to confer any pecuniary benefit or other thing of value as consideration for the recipient’s decision, opinion, recommendation, vote or other exercise of discretion concerning this bid, the bidder certifies and represents that bidder has neither coerced nor attempted to influence the exercise of discretion by any officer, trustee, agent or employee of the Brownsville Public Utilities Board concerning this bid on the basis of any consideration not authorized by law; the bidder also certifies and represents that bidder has not received any information not available to other bidders so as to give the undersigned a preferential advantage with respect to this bid; the bidder further certifies and represents that bidder has not violated any state, federal, or local law, regulation or ordinance relating to bribery, improper influence, collusion or the like and that bidder will not in the future offer, confer, or agree to confer any pecuniary benefit or other thing of value of any officer, trustee, agent or employee of the Brownsville Public Utilities Board in return for the person having exercised their person’s official discretion, power or duty with respect to this bid; the bidder certifies and represents that it has not now and will not in the future offer, confer, or agree to confer a pecuniary benefit or other thing of value to any officer, trustee, agent, or employee of the Brownsville Public Utilities Board in connection with information regarding this bid, the submission of this bid, the award of this bid or the performance, delivery or sale pursuant to this bid.

THE VENDOR SHALL DEFEND, INDEMNIFY, AND HOLD HARMLESS THE BROWNSVILLE PUBLIC UTILITIES BOARD, ALL OF ITS OFFICERS, AGENTS AND EMPLOYEES FROM AND AGAINST ALL CLAIMS, ACTIONS, SUITS, DEMANDS, PROCEEDING, COSTS, DAMAGES, AND LIABILITIES, ARISING OUT OF, CONNECTED WITH, OR RESULTING FROM ANY ACTS OR OMISSIONS OF CONTRACTOR OR ANY AGENT, EMPLOYEE, SUBCONTRACTOR, OR SUPPLIER OF CONTRACTOR IN THE EXECUTION OR PERFORMANCE OF THIS BID.

I have read all of the specifications and general bid requirements and do hereby certify that all items submitted meet specifications.

COMPANY: _____
AGENT NAME: _____
AGENT SIGNATURE: _____
ADDRESS: _____
CITY: _____
STATE: _____ ZIP CODE: _____
TELEPHONE: _____ TELEFAX: _____
FEDERAL ID#: _____ AND/OR SOCIAL SECURITY #: _____

DEVIATIONS FROM SPECIFICATIONS IF ANY:

NOTE: QUESTIONS AND CONCERNS FROM PROSPECTIVE CONTRACTORS SHOULD BE RAISED WITH OWNER AND ITS CONSULTANT (IF APPLICABLE) AND RESOLVED IF POSSIBLE, PRIOR TO THE BID SUBMITTAL DATE. ANY LISTED DEVIATIONS IN A FINALLY SUBMITTED BID MAY ALLOW THE OWNER TO REJECT A BID AS NON-RESPONSIVE.

**CERTIFICATION REGARDING
DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY
MATTERS (THIS FORM MUST BE COMPLETED IN ITS ENTIRETY AND SUBMITTED WITH BID
RESPONSE):**

Name of Entity: _____

The prospective participant certifies to the best of their knowledge and belief that they and their principals:

- a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
- b) Have not within a three year period preceding this bid been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
- c) Are not presently indicted for or otherwise criminally or civilly charged by a government entity (Federal, State, Local) with commission of any of the offenses enumerated in paragraph (1) (b) of this certification; and
- d) Have not within a three year period preceding this application/bid had one or more public transactions (Federal, State, Local) terminated for cause or default.

I understand that a false statement on this certification may be grounds for rejection of this bid or termination of the award. In addition, under 18 USC Section 1001, a false statement may result in a fine up to a \$10,000.00 or imprisonment for up to five (5) years, or both.

Name and Title of Authorized Representative (Typed)

Signature of Authorized Representative

Date

I am unable to certify to the above statements. My explanation is attached.

THIS FORM MUST BE COMPLETED IN ITS ENTIRETY AND SUBMITTED WITH BID RESPONSE

CONFLICT OF INTEREST QUESTIONNAIRE For vendor doing business with local governmental entity		FORM CIQ
<p>This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.</p> <p>This questionnaire is being filed in accordance with Chapter 176, Local Government Code, by a vendor who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the vendor meets requirements under Section 176.006(a).</p> <p>By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the vendor becomes aware of facts that require the statement to be filed. See Section 176.006(a-1), Local Government Code.</p> <p>A vendor commits an offense if the vendor knowingly violates Section 176.006, Local Government Code. An offense under this section is a misdemeanor.</p>	OFFICE USE ONLY <hr/> Date Received	
<p>1 Name of vendor who has a business relationship with local governmental entity.</p>		
<p>2 <input type="checkbox"/> Check this box if you are filing an update to a previously filed questionnaire. (The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date on which you became aware that the originally filed questionnaire was incomplete or inaccurate.)</p>		
<p>3 Name of local government officer about whom the information is being disclosed.</p> <p style="text-align: center;">_____</p> <p style="text-align: center;">Name of Officer</p>		
<p>4 Describe each employment or other business relationship with the local government officer, or a family member of the officer, as described by Section 176.003(a)(2)(A). Also describe any family relationship with the local government officer. Complete subparts A and B for each employment or business relationship described. Attach additional pages to this Form CIQ as necessary.</p> <p style="margin-left: 40px;">A. Is the local government officer or a family member of the officer receiving or likely to receive taxable income, other than investment income, from the vendor?</p> <p style="margin-left: 80px;"> <input type="checkbox"/> Yes <input type="checkbox"/> No </p> <p style="margin-left: 40px;">B. Is the vendor receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer or a family member of the officer AND the taxable income is not received from the local governmental entity?</p> <p style="margin-left: 80px;"> <input type="checkbox"/> Yes <input type="checkbox"/> No </p>		
<p>5 Describe each employment or business relationship that the vendor named in Section 1 maintains with a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership interest of one percent or more.</p>		
<p>6 <input type="checkbox"/> Check this box if the vendor has given the local government officer or a family member of the officer one or more gifts as described in Section 176.003(a)(2)(B), excluding gifts described in Section 176.003(a-1).</p>		
<p>7</p> <p style="text-align: center;"> _____ Signature of vendor doing business with the governmental entity </p> <p style="text-align: right; margin-right: 100px;"> _____ Date </p>		

CONFLICT OF INTEREST QUESTIONNAIRE
For vendor doing business with local governmental entity

A complete copy of Chapter 176 of the Local Government Code may be found at <http://www.statutes.legis.state.tx.us/Docs/LG/htm/LG.176.htm>. For easy reference, below are some of the sections cited on this form.

Local Government Code § 176.001(1-a): "Business relationship" means a connection between two or more parties based on commercial activity of one of the parties. The term does not include a connection based on:

- (A) a transaction that is subject to rate or fee regulation by a federal, state, or local governmental entity or an agency of a federal, state, or local governmental entity;
- (B) a transaction conducted at a price and subject to terms available to the public; or
- (C) a purchase or lease of goods or services from a person that is chartered by a state or federal agency and that is subject to regular examination by, and reporting to, that agency.

Local Government Code § 176.003(a)(2)(A) and (B):

(a) A local government officer shall file a conflicts disclosure statement with respect to a vendor if:

(2) the vendor:

(A) has an employment or other business relationship with the local government officer or a family member of the officer that results in the officer or family member receiving taxable income, other than investment income, that exceeds \$2,500 during the 12-month period preceding the date that the officer becomes aware that

(i) a contract between the local governmental entity and vendor has been executed;

or

(ii) the local governmental entity is considering entering into a contract with the vendor;

(B) has given to the local government officer or a family member of the officer one or more gifts that have an aggregate value of more than \$100 in the 12-month period preceding the date the officer becomes aware that:

(i) a contract between the local governmental entity and vendor has been executed; or

(ii) the local governmental entity is considering entering into a contract with the vendor.

Local Government Code § 176.006(a) and (a-1)

(a) A vendor shall file a completed conflict of interest questionnaire if the vendor has a business relationship with a local governmental entity and:

(1) has an employment or other business relationship with a local government officer of that local governmental entity, or a family member of the officer, described by Section 176.003(a)(2)(A);

(2) has given a local government officer of that local governmental entity, or a family member of the officer, one or more gifts with the aggregate value specified by Section 176.003(a)(2)(B), excluding any gift described by Section 176.003(a-1); or

(3) has a family relationship with a local government officer of that local governmental entity.

(a-1) The completed conflict of interest questionnaire must be filed with the appropriate records administrator not later than the seventh business day after the later of:

(1) the date that the vendor:

(A) begins discussions or negotiations to enter into a contract with the local governmental entity; or

(B) submits to the local governmental entity an application, response to a request for proposals or bids, correspondence, or another writing related to a potential contract with the local governmental entity; or

(2) the date the vendor becomes aware:

(A) of an employment or other business relationship with a local government officer, or a family member of the officer, described by Subsection (a);

(B) that the vendor has given one or more gifts described by Subsection (a); or

(C) of a family relationship with a local government officer.

BROWNSVILLE PUBLIC UTILITIES BOARD
RESIDENCE CERTIFICATION

In accordance with Art. 601g, as passed by the 1985 Texas Legislature, the following will apply. The pertinent portion of the Act has been extracted and is as follows:

Section 1. (a)

(1) "Nonresident bidder" means a bidder whose principal place of business is not in this state, but excludes a contractor whose ultimate parent company or majority owner has its principal place of business in this state.

(2) "Texas resident bidder " means a bidder whose principal place of business is in this state, and includes a contractor whose ultimate parent company or majority owner has its principal place of business in this state.

Section 1. (b)

The state or governmental agency of the state may not award a contract for general construction, improvements, services, or public works projects or purchases of supplies, materials or equipment to a nonresident bidder unless the nonresident's bid is lower than the lowest bid submitted by a responsible Texas resident bidder by the same amount that a Texas resident bidder would be required to underbid a nonresident bidder to obtain a comparable contract in the state in which the nonresident's principal place of business is located.

I certify that_(Company Name) is a **resident Texas bidder** as defined in Art. 601g.

Signature: _____

Print Name: _____

I certify that_(Company Name) is a **nonresident bidder** as defined in Art. 601g. and our principal place of business is:_____

(City and State)

Signature: _____

Print Name: _____



Direct Deposit Authorization Form

Dear Vendor,

The Brownsville Public Utilities Board (BPUB) is pleased to provide our vendors with the opportunity to receive payments directly through an Automated Clearing House (ACH). The ACH is an automated process that permits funds to be directly transferred to your financial institution. ACH will alleviate lost checks in the mail, potential mail fraud, and also expedite your payments upon payment terms. Whenever you enroll in ACH, the email address you provide below is automatically setup to receive electronic notifications when BPUB processes an ACH payment for you. If you are interested in this payment option please complete the information requested in this form and fax or mail back as indicated below. All fields are required.

New Application
 Request Change
 Request Cancellation

Vendor Information

Business Name: _____
 Tax ID Number: _____
 Remit to Address: _____
 City: _____ State: _____ Zip Code: _____

Bank Information

Bank Name: _____
 Bank Routing (ABA) Number (9 digit number): _____
 Bank Account Number: _____

Please enclose one of the following for verification: <input type="checkbox"/> Voided Check <input type="checkbox"/> Specification form from bank	Check One: <input type="checkbox"/> Checking Account <input type="checkbox"/> Savings Account
---	---

Authorization

I, _____, as an authorized signer for _____ do hereby authorize the BPUB to deposit payments by ACH directly into the above specified bank account and request payment notification to be sent to the recipient e-mail address below.

Authorized Signature	Title
Date	Electronic Notification E-Mail Address

Mail or Fax to:
 Brownsville Public Utilities Board Attn: Finance Department
 P.O. Box 3270 Brownsville, TX 78523-3270
 Fax: (956) 983-6168
 E-mail invoices to: APinvoices@brownsville-pub.com

Request for Taxpayer Identification Number and Certification

**Give Form to the
requester. Do not
send to the IRS.**

▶ Go to www.irs.gov/FormW9 for instructions and the latest information.

Print or type. See Specific Instructions on page 3.	1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.	
	2 Business name/disregarded entity name, if different from above	
	3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes. <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____ Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner. <input type="checkbox"/> Other (see instructions) ▶ _____	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <small>(Applies to accounts maintained outside the U.S.)</small>
	5 Address (number, street, and apt. or suite no.) See instructions.	Requester's name and address (optional)
6 City, state, and ZIP code		
	7 List account number(s) here (optional)	

Part I Taxpayer Identification Number (TIN)															
Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see <i>How to get a TIN</i> , later.	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2" style="text-align: center; padding: 2px;">Social security number</td> </tr> <tr> <td style="width: 20px; text-align: center;"> </td> <td style="width: 20px; text-align: center;"> </td> <td style="width: 20px; text-align: center;">-</td> <td style="width: 20px; text-align: center;"> </td> <td style="width: 20px; text-align: center;"> </td> <td style="width: 20px; text-align: center;">-</td> <td style="width: 20px; text-align: center;"> </td> <td style="width: 20px; text-align: center;"> </td> <td style="width: 20px; text-align: center;"> </td> <td style="width: 20px; text-align: center;"> </td> </tr> </table>	Social security number				-			-						
Social security number															
		-			-										
Note: If the account is in more than one name, see the instructions for line 1. Also see <i>What Name and Number To Give the Requester</i> for guidelines on whose number to enter.	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2" style="text-align: center; padding: 2px;">OR</td> </tr> <tr> <td colspan="2" style="text-align: center; padding: 2px;">Employer identification number</td> </tr> <tr> <td style="width: 20px; text-align: center;"> </td> <td style="width: 20px; text-align: center;"> </td> <td style="width: 20px; text-align: center;">-</td> <td style="width: 20px; text-align: center;"> </td> <td style="width: 20px; text-align: center;"> </td> <td style="width: 20px; text-align: center;"> </td> <td style="width: 20px; text-align: center;"> </td> <td style="width: 20px; text-align: center;"> </td> <td style="width: 20px; text-align: center;"> </td> <td style="width: 20px; text-align: center;"> </td> </tr> </table>	OR		Employer identification number				-							
OR															
Employer identification number															
		-													

Part II Certification	
Under penalties of perjury, I certify that:	
1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and	
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and	
3. I am a U.S. citizen or other U.S. person (defined below); and	
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.	
Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.	

Sign Here	Signature of U.S. person ▶	Date ▶
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General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.

**Certificate of Status of Beneficial Owner for
 United States Tax Withholding and Reporting (Entities)**

OMB No. 1545-1621

▶ For use by entities. Individuals must use Form W-8BEN. ▶ Section references are to the Internal Revenue Code.
 ▶ Go to www.irs.gov/FormW8BENE for instructions and the latest information.
 ▶ Give this form to the withholding agent or payer. Do not send to the IRS.

Do NOT use this form for:

- U.S. entity or U.S. citizen or resident W-9
- A foreign individual W-8BEN (Individual) or Form 8233
- A foreign individual or entity claiming that income is effectively connected with the conduct of trade or business within the U.S. (unless claiming treaty benefits) W-8ECI
- A foreign partnership, a foreign simple trust, or a foreign grantor trust (unless claiming treaty benefits) (see instructions for exceptions) W-8IMY
- A foreign government, international organization, foreign central bank of issue, foreign tax-exempt organization, foreign private foundation, or government of a U.S. possession claiming that income is effectively connected U.S. income or that is claiming the applicability of section(s) 115(2), 501(c), 892, 895, or 1443(b) (unless claiming treaty benefits) (see instructions for other exceptions) W-8ECI or W-8EXP
- Any person acting as an intermediary (including a qualified intermediary acting as a qualified derivatives dealer) W-8IMY

Instead use Form:

Part I Identification of Beneficial Owner

<p>1 Name of organization that is the beneficial owner</p>	<p>2 Country of incorporation or organization</p>												
<p>3 Name of disregarded entity receiving the payment (if applicable, see instructions)</p>													
<p>4 Chapter 3 Status (entity type) (Must check one box only):</p> <table style="width: 100%; border: none;"> <tr> <td><input type="checkbox"/> Corporation</td> <td><input type="checkbox"/> Disregarded entity</td> <td><input type="checkbox"/> Partnership</td> </tr> <tr> <td><input type="checkbox"/> Simple trust</td> <td><input type="checkbox"/> Grantor trust</td> <td><input type="checkbox"/> Complex trust</td> </tr> <tr> <td><input type="checkbox"/> Central Bank of Issue</td> <td><input type="checkbox"/> Tax-exempt organization</td> <td><input type="checkbox"/> Estate</td> </tr> <tr> <td><input type="checkbox"/> Private foundation</td> <td><input type="checkbox"/> International organization</td> <td><input type="checkbox"/> Government</td> </tr> </table> <p>If you entered disregarded entity, partnership, simple trust, or grantor trust above, is the entity a hybrid making a treaty claim? If "Yes" complete Part III. <input type="checkbox"/> Yes <input type="checkbox"/> No</p>		<input type="checkbox"/> Corporation	<input type="checkbox"/> Disregarded entity	<input type="checkbox"/> Partnership	<input type="checkbox"/> Simple trust	<input type="checkbox"/> Grantor trust	<input type="checkbox"/> Complex trust	<input type="checkbox"/> Central Bank of Issue	<input type="checkbox"/> Tax-exempt organization	<input type="checkbox"/> Estate	<input type="checkbox"/> Private foundation	<input type="checkbox"/> International organization	<input type="checkbox"/> Government
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<p>5 Chapter 4 Status (FATCA status) (See instructions for details and complete the certification below for the entity's applicable status.)</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top;"> <input type="checkbox"/> Nonparticipating FFI (including an FFI related to a Reporting IGA FFI other than a deemed-compliant FFI, participating FFI, or exempt beneficial owner). <input type="checkbox"/> Participating FFI. <input type="checkbox"/> Reporting Model 1 FFI. <input type="checkbox"/> Reporting Model 2 FFI. <input type="checkbox"/> Registered deemed-compliant FFI (other than a reporting Model 1 FFI, sponsored FFI, or nonreporting IGA FFI covered in Part XII). See instructions. <input type="checkbox"/> Sponsored FFI. Complete Part IV. <input type="checkbox"/> Certified deemed-compliant nonregistering local bank. Complete Part V. <input type="checkbox"/> Certified deemed-compliant FFI with only low-value accounts. 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<p>6 Permanent residence address (street, apt. or suite no., or rural route). Do not use a P.O. box or in-care-of address (other than a registered address).</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 70%;">City or town, state or province. Include postal code where appropriate.</td> <td style="width: 30%;">Country</td> </tr> </table>		City or town, state or province. Include postal code where appropriate.	Country										
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<p>8 U.S. taxpayer identification number (TIN), if required</p>	<p>9a GIIN</p>	<p>b Foreign TIN</p>											
<p>10 Reference number(s) (see instructions)</p>													

Note: Please complete remainder of the form including signing the form in Part XXX.

For Paperwork Reduction Act Notice, see separate instructions.

Cat. No. 59689N

Form **W-8BEN-E** (Rev. 7-2017)