

**CITY OF FAIRMONT
PUBLIC UTILITIES COMMISSION
AGENDA**

Tuesday, August 6, 2024

- 1 Call to Order
 - 7:30 AM City Hall Conference Room (Second Floor)

- 2 Roll Call
 - Chair Werre _____
 - Commissioner Struss _____
 - Commissioner Christ _____
 - Commissioner Sharp _____
 - Commissioner Zoch _____

- 3 Approval of Minutes (2 - 3)
 - Regular Meeting, July 16 , 2024

- 4 Approval to award bid for CIP Project 10th St. Substation Relay Replacement (4 - 13)

- 5 Approval of PO 15059 for Transformer Purchase (14 - 18)

- 6 Date and Time of Next Meetings:
 - Regular Meeting - Tuesday, August 20, 2024
 - Work Session - Tuesday, September 3, 2024

- 7 Adjournment



Fairmont Public Utilities Commission
August 6, 2024

Agenda Item: 3

From: Julie Zarling, Assistant Finance Director
To: Public Utilities Commission

Subject: PUC Minutes from Regular meeting on July 16, 2024

Policy/Action Requested:

Vote Required: Simple Majority Roll Call

Recommendation: Approval

Overview:

Budget Impact: N/A

Attachments: PUC Minutes Regular Meeting, July 16, 2024

PUC Action: _____ Date: _____

PUBLIC UTILITIES COMMISSION

REGULAR MEETING

Tuesday, July 16, 2024

7:30 AM

City Hall Conference Room

Meeting held in person

IN ATTENDANCE: Commissioners Werre, Sharp, Struss, and Zoch

ALSO IN ATTENDANCE: Public Works/Utilities Director York, Electric Superintendent Heide, Water/Wastewater Superintendent Powers, Assistant Finance Director Zarling, Councilman Hasek

ABSENT: Commissioner Christ

Chair Werre called the meeting to order at 7:30 AM.

Chair Werre called for Public Discussion and Comments. No individuals were present for public comment at the meeting.

A motion was made by Mr. Werre, seconded by Mr. Struss, and carried to approve the June 18, 2024, regular meeting minutes. A motion was made by Mr. Struss, seconded by Mr. Sharp, and carried to approve the July 2, 2024, work session meeting minutes.

Assistant Finance Director Zarling presented the financial and capital expense report and production stats for June 2024. Discussion with no action taken.

Assistant Finance Director Zarling presented the disbursements for June 2024. Discussion was held. A motion was made by Mr. Zoch, seconded by Mr. Struss, and carried to approve the June 2024 disbursements.

In old business, discussion took place on changing the billing dates. After AMI is in full swing, that topic will be discussed in further detail.

Water/Wastewater Superintendent Powers updated the commission on the water and wastewater departments. The wastewater department has done an amazing job of taking in so much water from all of the rain. The lift stations are also handling the amount of water coming thru much better because of the updates that have been done to them in the past couple of years. The water department is watching the nitrate levels in the water very closely. The level was elevated because of the rain, but is continuing to lower.

Electric Superintendent Heide gave the commission an update on his department. Work is starting on the FES substation. Bid Opening for the relays will be happening soon. There are about 40 meters left for the electric department to replace for the AMI project. A transformer overloaded on Sunday which can happen during such hot weather. The AMI system does help us watch for those issues.

There was no other business; it was moved by Mr. Struss, seconded by Mr. Werre, and approved to adjourn the meeting at 8:33 AM.

Perry Struss, Secretary



Fairmont Public Utilities Commission
August 6, 2024

Agenda Item: 4

From: Miles Heide, Line Department Superintendent

To: Public Utilities Commission

Subject: Purchase Approval

Policy/Action Requested:

Vote Required: ___ Simple Majority ___ Roll Call

Recommendation: Quote award to Electrical Power Products, Inc.

Overview:

The Electric Department is seeking approval to award bids received for CIP “10th Street Substation Relay Replacement” project to Electrical Power Solutions, Inc. for the total of \$177,792.02.

DGR Engineering firm has been designing and working on this project beginning in 2023, budgeted for 2023, but has been carried over to the 2024 budget with approval from the finances team.

There were 3 bids received ranging from \$177,792.02 to \$367,305.00 :

- 1. Electrical Power Products (EP2).....\$177,792.02
- 2. SEL Engineering Services, Inc.\$217,793.74
- 3. WESCO Distribution Inc. (Eaton)\$367,305.00

Enclosed please find a letter of recommendation of awards contract From DGR, bid summary, and bids.



July 18, 2024

City of Fairmont
Attn: Miles Heide, Electric Distribution Superintendent
1120 Marcus Street
Fairmont, MN 56031

RE: **Recommendation of Award of Contract**
Furnishing Control Panels – 10th Street Substation
DGR Project No. 424805

Dear Miles:

We have reviewed the bids received on July 16, 2024 for the above-referenced project. A bid summary form and detailed tabulation of the bid results is enclosed. We have checked the bids for mathematical accuracy and compliance with the bid specifications. We are hereby prepared to offer the following recommendation.

There were three (3) responsive bids received ranging in price from \$177,792.02 to \$367,305.00. The apparent low bid evaluated was received from Electrical Power Products, Inc. (EP2), who submitted a total price of \$177,792.02. EP2 has successfully completed similar projects for us in the past, and we know of no reasons why they would not perform well on this project. We recommend that you award the contract to EP2 for a total price of \$177,792.02.

Please review our recommendation and feel free to contact us with any questions you or the Commission may have. Please let us know when an award has been made, and we will proceed with preparing the Contract Documents for signatures. We will be sending a copy of the bid summary to all bidders and plan holders.

Best Regards,

DGR Engineering

A handwritten signature in black ink, appearing to read 'Stuart Anderson', written over a light blue horizontal line.

Stuart Anderson
Enclosure: Bid Summary and Tabulation
SWA:ste

BID SUMMARY

**Furnishing 15 kV Control Panels – 10th Street Substation
City of Fairmont / Public Utilities
Fairmont, MN**



DGR Project No. 424805
 Bid Letting: July 16, 2024 - 2:00 PM
 City of Fairmont / Public Utilities
 Page 1 of 1

Bidder and Address	Bid Security	Bid Item #1 15 kV Control Panels		Comments
		Purchase Price	Guaranteed Delivery	
Electrical Power Products, Inc. (EP2) 4240 Army Post Road Des Moines, IA 50321	10% Bid Bond	\$177,792.02	15 Weeks ARO 23 Weeks ARO w/Electroswitch	
SEL Engineering Services, Inc. 2350 NE Hopkins Court Pullman, WA 99163	10% Bid Bond	\$217,793.74	43-45 Weeks ARO	
WESCO Distribution, Inc. (Eaton) 2650 7th Avenue N Fargo, ND 58102	10% Bid Bond	\$367,305.00	20 Weeks	

Corrected Bid Amounts Shown Shaded

BID TABULATION

Furnishing 15 kV Control Panels – 10th Street Substation
 City of Fairmont / Public Utilities
 Fairmont, MN
 DGR Project No. 424805
 Bid Letting: July 16, 2024 - 2:00 PM

Unit No.	Name and Description of Construction Unit	No. of Units	Electrical Power Products, Inc. Des Moines, IA		SEL Engineering Services, Inc. Pullman, WA		WESCO Distribution, Inc. Fargo, ND	
			Unit Price	Ext. Price	Unit Price	Ext. Price	Unit Price	Ext. Price
Bid No. 1 - Control Panels								
A	Control Panel, Panel 1 (as req'd)	1	\$ 32,569.13	\$ 32,569.13	\$ 36,179.73	\$ 36,179.73		
B	Control Panel, Panel 2 (as req'd)	1	28,796.91	28,796.91	28,591.11	28,591.11		
C	Control Panel, Panel 3 (as req'd)	1	28,524.65	28,524.65	28,591.11	28,591.11		
D	Control Panel, Panel 4 (as req'd)	1	32,537.22	32,537.22	36,179.73	36,179.73		
E	Control Panel, Panel 5 (as req'd)	1	28,604.24	28,604.24	29,260.12	29,260.12		
F	Control Panel, Panel 6 (as req'd)	1	26,263.44	26,263.44	24,675.94	24,675.94		
G	Nameplates, SWGR (as req'd)	1	496.43	496.43	840.00	840.00		
TOTAL BID NO. 1			\$ 177,792.02		\$ 184,317.74		\$ 367,305.00	
					Design and Drafting	\$ 33,476.00		
					\$ 217,793.74			

$EP^2 \equiv (QA)^2$

July 15, 2024

City of Fairmont
1120 Marcus Street
Fairmont, Mn 56031
Attention: Miles Heide, Electric Distribution Superintendent

Re: RFQ No. 10th Street Substation
EP² Quote No. 39787

Dear Mr. Heide,

We are pleased to offer the following proposal:

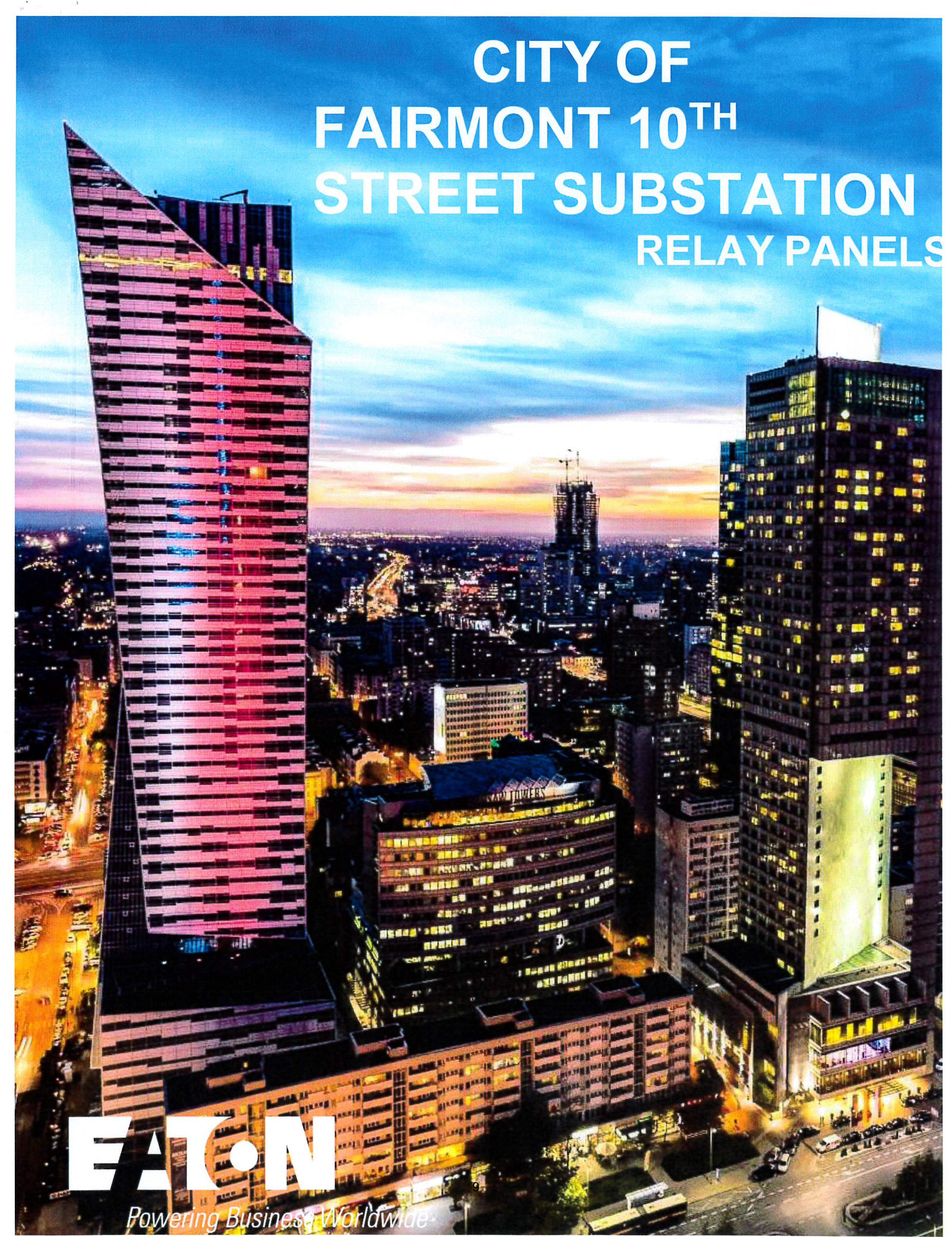
1. Six (6) Relay Panel-----	\$ 174,235.00
2. Electros witch-----	\$ 2,257.00
3. Freight-----	\$ 1,300.00
4. Total Quoted Price-----	\$ 177,792.00

COMMERCIAL COMMENTS

1. No sales or use taxes are included in the price.
2. Shipment of the equipment will be by truck to Fairmont, MN; freight prepaid and included in the total price. Shipping price is based on all panels shipping at the same time and to the same location.
3. Electrical Power Products will be responsible for developing the following drawings:
 - a. Wiring Diagrams
 - b. Structural Drawings
4. Others will be responsible for developing the following drawings:
 - a. Layouts
 - b. Bill of Materials
 - c. AC/DC Schematics
 - d. Nameplate List
5. Delivery of the equipment will be fifteen (15) weeks ARO without Electros witch items. Delivery of equipment will be twenty-three (23) weeks with Electros witch items due to a twenty (20) week lead time. In order to meet our delivery schedule, all material will need to be ordered within two (2) weeks ARO. If an improved delivery is desired, please contact us.



Electrical Power Products, Inc.
4240 Army Post Road ■ Des Moines, Iowa 50321
(515) 262-8161 ■ Fax (515) 262-9461

An aerial night view of a city skyline, featuring several prominent skyscrapers. The buildings are illuminated with various colors, including pink, blue, and yellow. The sky is a deep blue with some light clouds. The city lights create a vibrant, glowing effect against the dark night.

CITY OF FAIRMONT 10TH STREET SUBSTATION RELAY PANELS

EATON

Powering Business Worldwide.

City of Fairmont – 10th Street Substation

1120 Marcus Street
Fairmont, MN 56031

Attn: Miles Heide– 507-235-6811– mheide@Fairmont.org
Customer RFP Number: **424805**

Subject: **10th Street Substation Relay Panels**
Eaton Proposal Number: SES071224-1
Proposal Revision: 0.0
Proposal Validity: 30 Days from latest Revision

Eaton Corporation, Electrical Engineering Services & Systems (EESS) acknowledges receipt of your request for proposal to provide Relay Panel for the 10th Street Substation. EESS thanks City of Fairmont and DGR Engineering for the opportunity to provide the following proposal for your consideration and we look forward to working with you on this project.

EESS will provide the relay panels, wiring diagrams and nameplates as outlined in this proposal.

This offer is valid for **30 days** from the date of the latest proposal revision unless otherwise extended, modified, or withdrawn in writing by Eaton Corporation. The services will be subject to the terms and conditions contained in the attachments section of this proposal.

Section II: Pricing & Commercial Considerations

Section II: Pricing & Commercial Considerations

Pricing

Pricing for the project will be as follows.

Base Price: **\$367,305.00**

The base price includes the following items:

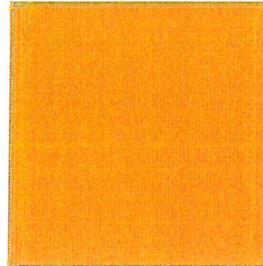
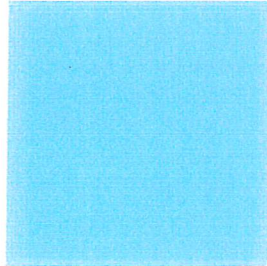
LOT	Relay Panels and Nameplates	\$367,305.00
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All pricing is contingent on terms and conditions contained and referenced in this proposal. Pricing includes only the items specifically listed or referenced in this proposal and assumes a lump sum purchase of the items included in the base scope of work.

Please direct all purchase orders referencing our proposal number to the Eaton Corporation sales engineer listed on the coversheet. To prevent delays, all purchase orders must reference the proposal number, terms & conditions, and progress payment schedules included in this proposal.



SEL Engineering Services, Inc.



Proposal for DGR Engineering

City of Fairmont - Control Panels

SEL ES Project #: 036249.000.00 (Rev. 0)

Submitted: 16 July 2024

Purchase Orders to be made out to SEL Engineering Services, Inc.

This document, and all information contained herein, is proprietary to SEL Engineering Services, Inc. (SEL ES). Any unauthorized use, distribution, or reproduction of this document (in whole or in part) or of any information contained herein is specifically prohibited. This legend must appear on any authorized reproduction (in whole or in part).

All brand or product names appearing in this document are the trademark or registered trademark of their respective holders. No SEL trademarks may be used without written permission. SEL products appearing in this document may be covered by U.S. and Foreign patents.

SEL products referred to in the proposal are manufactured by Schweitzer Engineering Laboratories, Inc.

1 Scope of Services

SEL Engineering Services, Inc. (SEL ES) is providing this document in response to a request for control panels, dated 20 June 2024, by Stacey Eben.

Project Description	Price (USD)
Services	
Design and Drafting Services SEL ES will develop wiring diagrams for six (6) control panels.	\$33,476.00
Services Total	\$33,476.00
Equipment	
Equipment Deliverables SEL ES will provide six (6) control panels and loose nameplates per the Bill of Materials (BOM) released by DGR on June 20, 2024. <i>Includes shipping and as-manufactured drawings.</i> <ul style="list-style-type: none"> • Equipment list found in Section 5 – Bill of Materials 	\$184,317.74
Equipment Total	\$184,317.74
Total Price	\$217,793.74

All quoted prices are exclusive of any sales, value-added, or similar taxes, which will be added, if applicable, at the statutory rate(s) at the time of invoicing.

1.1 Deliverables to Customer

1.1.1 Equipment

SEL ES will provide the following equipment to DGR Engineering (“Customer”):

- Per Section 5 – Bill of Materials.

1.1.2 Documentation

SEL ES will provide the following documentation to the Customer:

- An initial set of drawings for the Customer to review, comment, and approve consisting of the following:
 - Wiring diagrams for six (6) control panels.
- A final set of the above drawings that have been approved by the Customer.
- One (1) set of as-manufactured drawings from the SEL panel shop.

Note: All drawings will be provided in AutoCAD format (.dwg) version 2013 unless otherwise noted.



Fairmont Public Utilities Commission
August 6, 2024

Agenda Item: 5

From: Miles Heide, Electric Distribution Superintendent
To: Public Utilities Commission

Subject: CIP Transformer Purchase

Policy/Action Requested:

Vote Required: ___ Simple Majority _____ Roll Call

Recommendation:

Overview:

The Line Department is seeking approval to purchase 12 Power Transformers, (6) 50 Kva and (6) 37.5 Kva transformers for re-stock purposes. These transformers will be part of CIP New Transformers.

Enclosed please find two quotes from Cam Tran/Wesco and Resco.

WESCO..... \$65,136.00
RESCO..... \$44,538.00

Budget Impact: N/A

Attachments:

PUC Action: _____ Date: _____



CITY OF FAIRMONT
 100 DOWNTOWN PLAZA
 FAIRMONT, MN 56031
 507-238-9461 507-238-9044 (fax)

GL ACCOUNT NO. 604 00000 16300	PURCHASE ORDER NO. / WORK ORDER NO. 15059
VENDOR: RESCO Rural Electric Supply Cooperative 4100 30th Avenue South Moorhead, MN 56560	SHIP TO: Line Department

DATE ORDERED: 7/17/24	DATE REQUIRED:
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QUANTITY	STOCK #	DESCRIPTION	PRICE	AMOUNT
6		37.5 KVA 12470 GRDY/7200-120/240 Pad Transformers	\$3,354.00	\$20,124.00
6		50 KVA 12470 GRDY/7200-120/240 Pad Transformers	\$4,069.00	\$24,414.00
				\$44,538.00

PLEASE ENTER OUR ORDER FOR GOODS LISTED ABOVE. NOTIFY US IMMEDIATELY IF YOU ARE UNABLE TO COMPLETE BY DATE REQUIRED

SALES TAX EXEMPT

AUTHORIZED SIGNATURE



Rural Electric Supply Cooperative
 4100 30th Avenue South
 Warehouse 20
 Moorhead, MN 56560
 218-233-1596

QUOTATION

Order Number	
1022056	
Order Date	Page
03/27/2024	1 of 1
Customer PO Number	

Quote Expires On: 08/17/2024

Bill To:

FAIRMONT PUBLIC UTIL COMM
 BOX 751
 FAIRMONT, MN 56031
 507-238-9461

Ship To:

FAIRMONT PUBLIC UTIL COMM
 1120 MARCUS STREET
 FAIRMONT, MN 56031

Requested By: MILES HEIDE

Attn: FAIRMONT PUBLI ACCOUNTS PAYABI

Customer Number	Freight Terms	Quote Expiration Date	CSR
11640	FREIGHT ALLOWED	08/17/2024	RACHELE.RUHL

Line #	Item ID Item Description	Ship Location	Quantities		Unit Price	Extended Price
			Ordered	UOM		

Order Note: ERMCO QUOTE 692764-00 DATED 7/13/2023 UPDATED 3/26/2024.
 PRICES SUBJECT TO ESCALATION/DE-ESCALATION AT TIME OF SHIPMENT.
 ESTIMATED DELIVERY 3RD/4TH QTR 2024.

1	10KVA 12470GRDY/7200 TRANSFORMER 1PH PAD 240Y/120 NL = 33 LL = 138	RESOCO - Moorhead	6	EA	2,488.00000	14,928.00
2	37.5KVA 12470GRDY/7200 TRANSFORMER 1PH PAD 240Y/120 NL = 82 LL = 407	RESOCO - Moorhead	6	EA	3,354.00000	20,124.00
3	50KVA 12470GRDY/7200 TRANSFORMER 1PH PAD 240Y/120 NL = 107 LL = 482	RESOCO - Moorhead	6	EA	4,069.00000	24,414.00
4	75KVA 12470GRDY/7200 TRANSFORMER 1PH PAD 240Y/120 NL = 134 LL = 722	RESOCO - Moorhead	6	EA	4,997.00000	29,982.00

Total Lines: 4

SUB-TOTAL: 89,448.00
TAX: 0.00
AMOUNT DUE: ~~89,448.00~~

U.S. Dollars

\$ 44,538.00



Quotation

P: 905 355 3224 | F: 905 355 2273 | www.camtran.com
 203 Purdy Road., Colborne, ON, K0K 1S0

Quote # SQ-9237

To: Fairmont Public Utilities Ph: Fax:	Ship To:
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Customer Quote Reference CENTRAL REGION	Cust Spec WESCO	Delivery FOB Destination	Delivery Time 14 - 16 Weeks
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Item#/StkCode	Description	Quantity	Unit Price	Total
BC05FF202UWE01	ONAN Distribution Transformer, 60Hz, 65°C Rise 50kVA 1Ø Minipad 12470GrdY/7200 - 240/120 (No Taps)	1	\$5,656.00 ea.	\$5,656.00
		(6) @ - \$ 33,936. ⁰⁰		

Exceptions and Clarifications

Quoted to reflect approved drawings O/NBCB553.
 Freight is priced based on full truckload deliveries. Partial or emergency deliveries will be subject to review for potential freight cost increases.

General Notes:

Lead times are estimated, to be confirmed to order, should one be received. Extended lead times resulting from an unprecedented demand in the distribution transformer market across North America, combined with increased volatility within the Global Supply Chain, have resulted in Cam Tran's decision to revise our quoting procedures as per the following: Prices are valid for planned ship dates within 12 weeks of the quarter they are quoted in. Example - Q4 2022 quote prices are valid for planned ship dates up to and including March 24th 2023. If the final planned ship date exceeds the validation period, Cam Tran reserves the right to review and adjust pricing once the transformers are locked into the production schedule. Any price increases or decreases will be based on quarterly commodity values of key indexed materials. Customer will be advised of price change to allow time for PO revision in advance of delivery



Quotation

P: 905 355 3224 | F: 905 355 2273 | www.camtran.com
203 Purdy Road., Colborne, ON, K0K 1S0

Quote # RM-1167

To: Fairmont Public Utilities Ph: Fax:	Ship To:
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Customer Quote Reference CENTRAL REGION	Cust Spec WESCO	Delivery FOB Destination	Delivery Time 14 - 16 Weeks
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Item#/StkCode	Description	Quantity	Unit Price	Total
BC03FF202UWE01	ONAN Distribution Transformer, 60Hz, 65°C Rise 37.5kVA 1Ø Minipad 12470GrdY/7200 - 240/120 (No Taps)	1	\$5,200.00 ea.	\$5,200.00

(6)-@- \$ 31,200.00

Exceptions and Clarifications

Quoted to reflect approved drawings O/NBCB560.
Freight is priced based on full truckload deliveries. Partial or emergency deliveries will be subject to review for potential freight cost increases

General Notes:

Lead times are estimated, to be confirmed to order, should one be received. Extended lead times resulting from an unprecedented demand in the distribution transformer market across North America, combined with increased volatility within the Global Supply Chain, have resulted in Cam Tran's decision to revise our quoting procedures as per the following: Prices are valid for planned ship dates within 12 weeks of the quarter they are quoted in. Example - Q4 2022 quote prices are valid for planned ship dates up to and including March 24th 2023. If the final planned ship date exceeds the validation period, Cam Tran reserves the right to review and adjust pricing once the transformers are locked into the production schedule. Any price increases or decreases will be based on quarterly commodity values of key indexed materials. Customer will be advised of price change to allow time for PO revision in advance of delivery.

Built and tested in accordance to national standards and specifications referenced above. Type tests not included in above prices. A Cancellation Charge of \$150 will be applied to orders canceled after approval drawings have been submitted (Not Applicable to Alliance Customers).