



Illinois Municipal Utilities Association

Notice to Sellers of Goods

Single-Phase, Pole-Mounted Distribution Transformers

An **Invitation to Bid** for Single-Phase, Pole-Mounted Distribution Transformers.

Brief Description: The Illinois Municipal Utilities Association “IMUA” is requesting for multiple voltage variants of single-phase, pole-mounted distribution transformers intended for emergency replacement and mutual aid inventory serving multiple municipal electric systems across the State of Illinois. The requested transformers shall be manufactured products that are delivered to the project in full compliance with the requirements of the Build America, Buy America Act.

IMUA staff will evaluate and make the final bid selection, subject to a “fatal flaw” due diligence and/or technical review of any selected bid. IMUA reserves the right to reject any or all proposals in connection to this Invitation. IMUA also reserves the right to modify any date or deadline related to this Invitation.

Contact Information

Project Manager: Hubert Murray

Email: Procurement@imea.org

Phone: 217-789-4632

Targeted Timeframe

Invitation to Bid published:	May 4, 2026
Bid documents due:	May 29, 2026
Anticipated award date:	June 12, 2026

Solicitation Document Includes

- Notice to Sellers of Goods
- Instructions to Sellers of Goods
- Quantities, Requirements and Specifications
- Quote Acknowledgment and Compliance Statement
- Build America, Buy America Act Certification Template

INSTRUCTIONS TO SELLERS OF GOODS

Solicitations are open to all business firms actively engaged in providing the goods specified and inferred.

INSTRUCTIONS TO BIDDERS

1. Solicitation Documents

- a. All documents related to this request are provided by the Illinois Municipal Utilities Association (IMUA). Bidders are responsible for reviewing all materials provided.

2. Questions

- a. Questions must be submitted via email to Procurement@imea.org by the stated deadline.

3. Submission of Bids

- a. Submit bids via email to Procurement@imea.org
- b. Include all required documents.
 - i. Notice to Sellers of Goods
 - ii. Instructions to Sellers of Goods
 - iii. Quantities, Requirements and Specifications
 - iv. Quote Acknowledgment and Compliance Statement
 - v. Build America, Buy America Act Certification

4. Build America, Buy America Act Certification Template

- a. Clearly identify your company name and solicitation title in the subject line
- b. Late or incomplete submissions may not be considered

5. Bid Requirements

- a. Each bid must include:
 - i. Pricing (clearly itemized)
 - ii. Technical specifications or product details
 - iii. Any exceptions to requirements
 - iv. Contact information

6. Deadline

- a. All bids must be received by the specified due date and time.
- b. Bids received after this time may be rejected.

7. Evaluation and Award

- a. IMUA intends to obtain a minimum of three (3) competitive bids
- b. Bids will be evaluated based on price, compliance, and overall value
- c. IMUA reserves the right to reject any or all bids

8. Addenda

- a. Any updates or changes will be issued via email.
- b. Bidders are responsible for incorporating all updates into their submission.

9. Payment

- a. Goods shall be invoiced on an agreed schedule.
- b. Authorization of payment requires receipt of seller's invoice, receipt of delivery of goods AND upon inspection and acceptance of goods by Project Manager, and receipt of other required paperwork.

10. Quality Issues

- a. The seller shall not be reimbursed until goods are deemed acceptable.

Quantities, Requirements and Specifications

Qty	Rating	Primary Voltage
12	25 kVA	12.47 kV grounded-wye / 7.2 kV phase-to-neutral
8	25 kVA	4.16 kV grounded-wye / 2.4 kV phase-to-neutral
6	50 kVA	12.47 kV grounded-wye / 7.2 kV phase-to-neutral
2	50 kVA	4.16 kV grounded-wye / 2.4 kV phase-to-neutral
2	25 kVA	7.62 kV grounded-wye/ 13.2 kV phase-to-neutral

1. General Requirements

- 1.1. **Phase:** Single-phase
- 1.2. **Mounting:** Pole-mounted (overhead)
- 1.3. **Frequency:** 60 Hz
- 1.4. **Secondary Voltage:** 120/240 V
- 1.5. **Cooling:** Oil-filled, OA
- 1.6. **Insulating Medium:** Mineral oil
- 1.7. **Standards:** IEEE C57 series and applicable ANSI standards
- 1.8. **Build America, Buy America (BABA):** Compliance required (certification to be provided)
- 1.9. **Load Losses:** Provide certified test reports, which shall include core and winding losses, on each transformer.

2. Mechanical & Construction

- 2.1. ANSI-standard **supporting lugs (hanger brackets)** required
- 2.2. **Exterior lifting provisions** designed to maintain balance in upright position
- 2.3. **Dielectric isolation** between grounded tank parts and live components
- 2.4. **Cover ground strap** required
- 2.5. **External ground connectors** suitable for #8 solid through 2/0 stranded conductors
- 2.6. Tank finish shall meet or exceed **ANSI C57.12.28** corrosion requirements
- 2.7. Color: **Light gray (ASA 70 or equivalent)**

3. Electrical Features

3.1. Externally operated high-voltage taps:

2 × 2.5% FCAN
2 × 2.5% FCBN

3.2. **High-voltage bushings:** Cover-mounted with eyebolt terminals per ANSI standards

3.3. **Low-voltage terminals:** Suitable for copper and aluminum conductors

3.4. **Low-voltage insulators:** Porcelain or thermoset polyester

4. Identification & Safety

4.1. Durable, permanently affixed **nameplate** including:

Manufacturer
Serial number
kVA rating

4.2. Primary and secondary voltages

4.3. Required **NEMA and ANSI safety labeling**

4.4. Standard IEEE-compliant **pressure relief / internal fault protection** required

4.5. Optional fault indication features may be quoted as alternates

5. Delivery:

5.1. The successful bidder shall deliver these items to **1600 Groth Street, Springfield, IL 62703.**

5.2. Coordinates: 39.785806, -89.615183

6. Shipping

6.1. All transformers shall be palletized and delivered on an open type flatbed trailer. Forty-eight (48) hour notice is required prior to delivery by calling, Hubert Murray, (217) 250-0760 between the hours of 8:00 a.m. and 3:00 p.m. weekdays.

Quote Acknowledgment and Compliance Statement

By submission of this Quote Form, the Vendor acknowledges receipt and reviews of the following documents, which are incorporated herein by reference:

- Instructions to Sellers of Goods
- Special Provisions for Goods
- Quantities, Requirements and Specifications
- Quote Acknowledgment and Compliance Statement
- Build America, Buy America Act Certification Template

Vendors are required to fully complete and submit the attached Quote Form for each transformer included in the Vendor's response. Failure to submit a completed Quote Form shall render the quote non-complaint and subject to rejection.

The Illinois Municipal Utilities Association (IMUA) reserves the right to select the quote that, in its sole discretion, represents the best value to IMUA, considering price, compliance, technical merit, and other relevant factors.

Build America, Buy America (BABA) Required:

Compliance with Build America, Buy America requirements are mandatory. Vendors must provide all required BABA certification(s) as part of their quote submission. Failure to provide required BABA certification(s) shall render the quote non-responsive.

Vendor Name: _____

Authorized Representative (Print Name): _____

Title: _____

Signature: _____

Date: _____

Price Proposal Page

I (we) propose to furnish all goods as specified in the attached solicitation documents at the below price. No additional charges over said pricing will be accepted by the IMUA without written approval by the Project Manager.

Transformer Type: _____

Transformer KVA: _____ Qty.: _____

Primary Voltage: _____ Secondary Voltage: _____

No Load Losses _____ Full Load Losses _____

Firm Delivery after Receipt of Order _____ Weeks

Manufacturer _____

Transformer Type: _____

Transformer KVA: _____ Qty.: _____

Primary Voltage: _____ Secondary Voltage: _____

No Load Losses _____ Full Load Losses _____

Firm Delivery after Receipt of Order _____ Weeks

Manufacturer _____

Transformer Type: _____

Transformer KVA: _____ Qty.: _____

Primary Voltage: _____ Secondary Voltage: _____

No Load Losses _____ Full Load Losses _____

Firm Delivery after Receipt of Order _____ Weeks

Manufacturer _____

Transformer Type: _____

Transformer KVA: _____ Qty.: _____

Primary Voltage: _____ Secondary Voltage: _____

No Load Losses _____ Full Load Losses _____

Firm Delivery after Receipt of Order _____ Weeks

Manufacturer _____

Transformer Type: _____

Transformer KVA: _____ Qty.: _____

Primary Voltage: _____ Secondary Voltage: _____

No Load Losses _____ Full Load Losses _____

Firm Delivery after Receipt of Order _____ Weeks

Manufacturer _____

Please confirm that all fees, inclusive of but not limited to: shipping, handling, freight, stocking, delivery, unloading and organized placement of delivered goods at the IMUA delivery location, mobilizations, fuel sur-charge, permits, manufacturer's warranty including repair and replacement of parts and labor within warranty period; ... are included within the above prices. Yes No

We accept payment via Illinois Municipal Utilities Association credit card, **without additional** fees. Yes No

We accept payment via check. Yes No

We accept payment via ACH. Yes No

We allow a discount of _____% if payment is received within _____ days of invoice. We will allow _____% discounted if entire bid proposal is accepted as a whole.

We allow these terms for all business conducted with the Illinois Municipal Utilities Association. Yes No

Build America, Buy America Act Certification Template

The following information is provided as a sample letter of certification for **BABA** compliance for **Manufactured Products**. **Documentation must be provided on company letterhead.**

Date

Company Name Company Address City, State Zip

Subject: Build America, Buy America Act Certification for Project Emergency Equipment Share Program (EESP).
Project Number: GD014-005

I, (company representative), certify that the manufactured product(s) shipped/provided to the subject project is/are in full compliance with the Build America, Buy America Act requirement as mandated in the Infrastructure Investment and Jobs Act (IIJA) Pub. L. No. 117-58, §§ 70901-52 and in EPA's State Revolving Fund Programs (if applicable). This/these product(s) meet(s) the 55 percent component cost test, where the cost of components that are mined, produced, or manufactured in the United States is greater than 55 percent of the total cost of all components; and final manufacturing occurred in the United States.

Items, Products and/or Materials and relevant Product Service Code (PSC) and North American Industry Classification System (NAICS) code:

- 1.Xxxx
- 2.Xxxx
- 3.Xxxx

Final product manufacturing process(es) took place at the following location(s): (City and State)

- 1.Xxxx
- 2.Xxxx
- 3.Xxxx

If any of the above compliance statements change, we will immediately the project manager, Hubert Murray.

Signature of company representative
Printed name of company representative
Professional title of company representative
Email address
Phone number