



City of Bentonville
Bentonville Utility Board Meeting
Tuesday, March 1st – 11:30 am
Bentonville City Hall 305 SW “A” St.
City Council Chambers

AGENDA

Call to Order
Pledge of Allegiance
Attendance
Approval of Minutes: February 15, 2022

New Business

1. Ordinance – Hubbell Switches – Travis Matlock, PE (pages 2-4)
2. Budget Adjustment –Hubbell Switches – Travis Matlock, PE (pages 5-11)
3. Update on Utility Bonds for Winter Storm – Jake Harper
4. General Discussion
5. Adjournment



Agenda Item Form

Date of City Council Meeting	3/8/2022
Department	Electric
Submitted by	Travis Matlock, PE
Phone	479-271-5941

Item Type: (Check Applicable Item Type)					
☐ Budget Adjustment	☐ Change Order	☐ Informational	☒ Ordinance	☐ Resolution	☐ Bid Award
Recommendation/Suggested Action (Enter recommendation in space below):					
Ordinance and waiver of bid to purchase 15 kV switches from Hubbell Power Systems, Inc. for the expansion of Substation "I" for \$57,153 plus tax (estimated to be \$5,429.54). This is a sole source item and matches existing switches used in all of Bentonville's substations.					

Estimated Cost	\$62,582.54
Is this Item Budgeted?	☐ Yes ☒ No
If no, please explain how item will be funded (briefly explain in space below) :	
Budget adjustment from reserves.	



MEMORANDUM

DATE: March 8, 2022

TO: City Council, Mayor Orman

FROM: Travis Matlock, Electric Utility Director

RE: 15 kV Switches for "I" Sub

Electric Dept. staff recommends waiving the requirements of competitive bidding and purchasing 15 kV substation switches from Hubbell Power Systems, Inc. for \$57,153 plus tax (estimated to be \$5,429.54) to be used in the expansion of Substation "I".

With the growth in the SW portion of town, Substation "I" needs to be expanded (2nd transformer added). With the WMT Campus construction, BEUD will re-use an existing transformer in the expansion, but the switches still need to be purchased. These switches are the same make and model BEUD has used in all recent substation construction and is a sole source item. They will be purchased using money from the Electric Dept. reserves.



Waiver of Bid Request

Date of Utility Board Meeting	3/1/2022
Department	Electric Utility Department
Submitted by	Travis Matlock, PE
Phone	(479) 271-5941

Vendor	Hubble Power Systems, Inc.
Total Cost	\$ 62,582.54

Description of Purchase *(This should include a detailed description of the type of material, equipment or service that is being requested including make, model, year & options if applicable. Enter details in space below):*

Electric Dept. staff recommends waiving the requirements for competitive bidding and purchasing the 15 kV switches from Hubbell Power Systems, Inc. for \$51,153 plus tax (estimated to be \$5,429.54) to be used in the expansion of Substation "I". These switches match the switches in all other Bentonville Substations.

Justification *(Enter justification in space below):*

Bidding is not feasible due to purchasing the switches directly from the manufacturer in order to match the others in Bentonville's system.





Agenda Item Form

Date of City Council Meeting	3/1/2022
Department	Electric
Submitted by	Travis Matlock, PE
Phone	479-271-5941

Item Type: (Check Applicable Item Type)					
☒ Budget Adjustment	☐ Change Order	☐ Informational	☐ Ordinance	☐ Resolution	☐ Bid Award
Recommendation/Suggested Action (Enter recommendation in space below):					
Budget adjustment to use reserves to purchase 15 kV switches for the expansion of Substation "I" for \$62,582.54 (total including tax).					

Estimated Cost	\$62,582.54
Is this Item Budgeted?	☐ Yes ☒ No
If no, please explain how item will be funded (briefly explain in space below) :	
Use of reserves to purchase.	





Budget Adjustment Request

Date of City Council Meeting	3/8/2022
Department	Electric
Submitted by	Travis Matlock, PE
Phone	479-271-5941

Purpose of Budget Adjustment <i>(Enter purpose in space below):</i> Budget adjustment to use \$62,582.54 from reserves to purchase substation switches for the expansion of Substation "I". These are a long lead time item and need to be ordered at this time. The total price include sales tax.

General Ledger Account Information*				
Org (Department)	Object	Account Description	Revenue + (-)	Expense + (-)
503010	47310	Improvements Other - Electric		\$ 62,582.54
		Totals	\$ -	\$ 62,582.54
		Net Impact on Fund Balance	\$ (62,582.54)	
*Final Account Number will be determined by Accounting Department after approval and purchase				





Hubbell Power Systems, Inc.
210 North Allen Street
Centralia, MO 65240

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PROJECT/JOB INFO:	
Name:	CITY OF BENTONVILLE
End User:	City of Bentonville
QUOTED TO: 269663	
Cust Cont:	AMPIRICAL SOLUTIONS
AMPIRICAL SOLUTIONS	
4 SANCTUARY BLVD, STE 100	
MANDEVILLE LA 70471-3089	
USA	

TERRITORY INFO:
Sales Group: Substation, Packagers
Agency/Rep:
BRIAN AKIN

QUOTATION INFO:	
Quotation Date:	02/16/2022
Effective Date:	02/16/2022
Expiration Date:	04/17/2022
Quote Type:	Project Quote 1 Cust
Currency:	USD
Hubb Cont:	Julie Hoek
SHIPPING INFO:	
Delivery Terms:	PREPAY & ADD
Point of Delivery:	ORIGIN

Payment Terms
Net 30 days

Notes:

HPS RESERVES THE RIGHT TO CHANGE PRICING WITH 30 DAYS NOTICE.

FREIGHT TERMS: F.O.B. ORIGIN

- * MINIMUM ORDER VALUE: \$750, EXCEPT \$250 FOR LINEMAN TOOLS & EQUIPMENT PRODUCTS AND VERSACRIMP TOOLS AND REPAIR PARTS. A SURCHARGE OF \$75 FOR STANDARD ORDERS AND \$25 FOR TOOLS AND PARTS ORDERS WILL BE ADDED TO ORDERS BELOW THIS MINIMUM VALUE.
- * FREIGHT ALLOWANCE MINIMUM FOR ALL STANDARD ORDER RELEASES IS \$10,000 AND ABOVE.
- * FOR STANDARD ORDERS OR RELEASES LESS THAN THE FREIGHT ALLOWANCE MINIMUM AT THE TIME OF ORDER ENTRY, SHIPPING AND HANDLING CAN BE ADDED TO THE MATERIAL INVOICE(S) OR MATERIAL MAY BE SHIPPED FREIGHT COLLECT.
- * USCO AND TURNER ELECTRIC BRAND SUBSTATION SWITCHES AND SUBSTATION LIVE PARTS ARE FREIGHT ALLOWED ON ORDER RELEASES INCLUDING THOSE SUBSTATION SWITCHING MATERIALS TALLING \$35,000 AND ABOVE. THE VALUE OF OTHER PRODUCTS ON THESE ORDER RELEASES WILL NOT BE INCLUDED IN THIS AMOUNT. IF SPECIAL SHIPPING REQUIREMENTS OR ARRANGEMENTS ARE REQUIRED, FREIGHT IS EXCLUDED AND NOT ALLOWED REGARDLESS OF THE TOTAL VALUE OF THESE MATERIALS ON THE ORDER.
- * FOR ALL USCO AND TURNER ELECTRIC BRAND TRANSMISSION SWITCHES (INCLUDING ALL UNITIZED, PHASE-OVER-PHASE SWITCHES AND ALL TRANSMISSION LIVE PARTS), AS WELL AS INDIVIDUAL ACCESSORY ITEMS (INCLUDING INTERRUPTERS, MOTOR OPERATORS, AND SWITCH COMPONENTS) FREIGHT IS EXCLUDED AND NOT ALLOWED REGARDLESS OF THE TOTAL ORDER VALUE. SHIPPING AND HANDLING CAN BE ADDED TO THE MATERIAL INVOICE(S) OR MATERIAL MAY BE SHIPPED FREIGHT COLLECT.
- * FOR ALL TOOL TRAILERS, FREIGHT IS VIA A FLATBED CARRIER AND IS NOT ALLOWED REGARDLESS OF THE TOTAL ORDER VALUE. IF THE TOOL TRAILER CANNOT BE UNLOADED FROM A FLATBED TRAILER, OTHER SHIPPING ARRANGEMENTS MUST BE MADE PRIOR TO TRAILER SHIPMENT. DUE TO THE OPEN NATURE OF FLATBED TRAILERS, NO MATERIAL DEEMED AS HAZARDOUS CAN BE PACKED WITHIN THE TOOL TRAILER FOR SHIPMENT. ALL HAZARDOUS MATERIAL WILL BE SHIPPED VIA AN LTL CARRIER. HPS WILL ATTEMPT BUT CANNOT GUARANTEE TO SHIP ANY HAZARDOUS MATERIAL TO ARRIVE ON THE SAME DAY AS THE TOOL TRAILER AT THE FIRST US DESTINATION.
- * SHIPMENTS TO ALASKA & HAWAII ARE F.C.A., HUBBELL FACILITY (INCOTERMS®2010) AND CAN ONLY BE SHIPPED FREIGHT ALLOWED OR PLUS SHIPPING



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AND HANDLING TO THE PACIFIC COAST DOCK, AND MUST BE FREIGHT COLLECT BEYOND THAT POINT.

* SHIPMENTS TO CANADA ARE F.C.A., HUBBELL FACILITY (INCOTERMS®2010). WHEN ELIGIBLE, HPS WILL ALSO ASSUME THE TAXES, DUTIES & CLEARING OF THE GOODS THROUGH CUSTOMS.

* HPS RESERVES THE RIGHT TO ROUTE ALL QUALIFIED FREIGHT ALLOWED SHIPMENTS VIA LEAST EXPENSIVE SURFACE ROUTE WITHIN THE CONTINENTAL UNITED STATES AND CANADA. BUYER WILL ASSUME ALL CHARGES FOR TRANSPORTATION SPECIFIED VIA MORE EXPENSIVE MEANS, INCLUDING DEDICATED TRUCK, FLATBED, ETC.

EXPEDITED ORDERS:

THE EXPEDITED SHIPPING REQUIREMENT MUST BE NOTED ON THE PURCHASE ORDER AND FOLLOWED UP WITH AN EMAIL.

SHIPPING AND HANDLING CAN BE ADDED TO THE MATERIAL INVOICE(S) OR MATERIAL MAY BE SHIPPED FREIGHT COLLECT.

IF MATERIAL IS TO SHIP THE SAME DAY AS RECEIPT OF ORDER VIA EXPEDITED SHIP METHOD, A \$100.00 FEE IS ADDED TO THE MATERIAL INVOICE AND APPROVAL MUST APPEAR ON THE PURCHASE ORDER.

IF MATERIAL NEEDS TO SHIP WITHIN 24-36 HOURS AFTER RECEIPT OF ORDER, THE \$100 FEE WILL NOT APPLY.

LEADTIMES:

* QUOTED PRICES AND APPLICABLE QUOTATION NUMBERS MUST BE REFERENCED ON YOUR PURCHASE ORDER TO INSURE PROPER PRICES ARE INVOICED.

* AVAILABILITY OF ITEMS SHOWN AS IN STOCK IS SUBJECT TO PRIOR SALE.

* LEAD TIMES SHOWN ARE CURRENT ESTIMATES AS OF THE ISSUE DATE OF THIS QUOTATION. LEAD TIMES MAY FLUCTUATE THROUGHOUT THE VALIDITY OF THE QUOTE AND ARE SUBJECT TO CHANGE BASED ON PRODUCTION SCHEDULES. QUESTIONS REGARDING LEAD TIMES CAN BE ADDRESSED BY HPS CUSTOMER SERVICE.

* FOR USCO AND TURNER SWITCHES, LEAD TIME QUOTED ASSUMES STRUCTURE DRAWINGS ARE RECEIVED WITH THE PURCHASE ORDER AND ALLOWS 1 WEEK FOR THE REVIEW AND RETURN OF DRAWINGS SUBMITTED FOR APPROVALS. APPROVALS WILL BE SCHEDULED BASED ON THE QUOTED LEAD TIME/SHIP DATE. CONSULT THE FACTORY FOR SPECIFIC PROJECT DATES.

WARRANTY:

* HPS WARRANTS TO BUYER THAT THE PRODUCTS SOLD WILL BE FREE OF DEFECTS IN WORKMANSHIP OR MATERIAL FOR A PERIOD OF ONE (1) YEAR (OR AS OTHERWISE SPECIFIED) FROM THE DATE OF ORIGINAL SHIPMENT BY HPS WHEN STORED, INSTALLED, OPERATED OR MAINTAINED IN ACCORDANCE WITH RECOMMENDATIONS OF HPS AND STANDARD INDUSTRY PRACTICE AND WHEN USED UNDER PROPER AND NORMAL USE.

* THE SWITCHES (AND NO OTHER ITEMS) INCLUDED IN THE USCO TYPES AGCH5, AGCH5V, AVR, ASB, AVR V AND ATR WILL CARRY A TEN (10) YEAR WARRANTY.

* USCO MATERIALS NOT MANUFACTURED BY HUBBELL WILL CARRY THE WARRANTY PROVIDED BY THE MANUFACTURER.

* TURNER TRANSMISSION SWITCHES (AND NO OTHER ITEMS) WILL CARRY A THREE (3) YEAR WARRANTY

* TURNER SUBSTATION SWITCHES (AND NO OTHER ITEMS) WILL CARRY A FIVE (5) YEAR WARRANTY

* TURNER MOTOR OPERATORS AND TECO-RUPTERS WILL CARRY A ONE (1) YEAR WARRANTY.

SPECIAL NOTES:

* CONFIRMING THE SUITABILITY OF ALL PRODUCTS IS THE ULTIMATE RESPONSIBILITY OF THE BUYER.

* STATION POST INSULATORS OF THE HIGHEST QUALITY WHICH CONFORM TO STANDARD TR RATINGS WILL BE PAIRED WITH YOUR USCO OR TURNER SWITCH. SPECIFIC BRANDS ARE AVAILABLE UPON REQUEST.



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Item	Type	Brand	Qty	Qty UM	Catalog Number/Quote Group Description Additional Information	Weight Dimensions Pkg Qty	Net Price	Price UM	Value
10		USCO	5.000	EA	AVR AVR-01512-SIP3205AHSH UPC Code : 96359580096 Standard Material : N Estimated Lead Time: 18 WEEKS / Quantity available on 02/16/2022: 0 Switch Type: Aluminum Vertical Break Number of Phases: 3 Phase Switch Voltage Class: 15.5 kV Continuous Current Class: 1200A Insulator Shipment Method: Ship in Place - Assembled Switch sized for Insulator:TR-205 3" BC Standard Strength BIL: 110 kV BIL Interrupting Device: Arcing Horns Control Mechanism: With Control Mechanism Operator: Swing Handle Insulator Bolt Circle: 3" BC	1.000	6,966.00	EA	34,830.00
20		USCO	1.000	EA	AVR AVR-01520-SIP3205AHSH UPC Code : 96359580096 Standard Material : N Estimated Lead Time: 18 WEEKS / Quantity available on 02/16/2022: 0 Switch Type: Aluminum Vertical Break Number of Phases: 3 Phase Switch Voltage Class: 15.5 kV Continuous Current Class: 2000A Insulator Shipment Method: Ship in Place - Assembled Switch sized for Insulator:TR-205 3" BC Standard Strength BIL: 110 kV BIL Interrupting Device: Arcing Horns Control Mechanism: With Control Mechanism Operator: Swing Handle Insulator Bolt Circle: 3" BC	1.000	7,441.00	EA	7,441.00



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Item	Type	Brand	Qty	Qty UM	Catalog Number/Quote Group Description Additional Information	Weight Dimensions Pkg Qty	Net Price	Price UM	Value
30		USCO	1.000	EA	AVR AVR-01520-SIP3205AHSH UPC Code : 96359580096 Standard Material : N Estimated Lead Time: 18 WEEKS / Quantity available on 02/16/2022: 0 Switch Type: Aluminum Vertical Break Number of Phases: 3 Phase Switch Voltage Class: 15.5 kV Continuous Current Class: 2000A Insulator Shipment Method: Ship in Place - Assembled Switch sized for Insulator:TR-205 3" BC Standard Strength BIL: 110 kV BIL Interrupting Device: Arcing Horns Control Mechanism: With Control Mechanism Operator: Swing Handle Insulator Bolt Circle: 3" BC	1.000	7,441.00	EA	7,441.00
40		USCO	1.000	EA	AVR AVR-01520-SIP3205AHSH UPC Code : 96359580096 Standard Material : N Estimated Lead Time: 18 WEEKS / Quantity available on 02/16/2022: 0 Switch Type: Aluminum Vertical Break Number of Phases: 3 Phase Switch Voltage Class: 15.5 kV Continuous Current Class: 2000A Insulator Shipment Method: Ship in Place - Assembled Switch sized for Insulator:TR-205 3" BC Standard Strength BIL: 110 kV BIL Interrupting Device: Arcing Horns Control Mechanism: With Control Mechanism Operator: Swing Handle Insulator Bolt Circle: 3" BC	1.000	7,441.00	EA	7,441.00



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Merchandise Total	57,153.00
Sales Tax	0.00
Total	57,153.00

Subject to HPS published terms and conditions which can be found at <https://www.hubbell.com/hubbellpowersystems/en/terms-and-conditions/terms-hps>