University Procurement and Logistics
MICHIGAN STATE UNIVERSITY

REQUEST FOR QUOTATION
RFQ# 968612

IPF-STARMER750KVATRANSFORMER

RFP Timeline	
RFP Issue Date:	November 3, 2026
Deadline for Respondent Questions to MSU:	November 13, 2026
RFP Response Due Date:	**November 19, 3:00 pm Eastern**
Estimated Contract Award	December 3, 2026

RFP Contact	
Name:	Chuck Dion
Email:	dionchar@msu.edu
Phone:	517-884-6170

DESCRIPTION: Michigan State University (the "**University**" or "**MSU**") is soliciting quotations through this Request for Quotation ("**RFQ**") for the purpose of 750KVA Transformer for the Transportation Services Building. The requested services are more thoroughly described under the Scope of Work Section of this RFQ. Firms intending to respond to this RFQ are referred to herein as a "**Respondent**" or "**Supplier**."

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QUOTE INSTRUCTIONS

1. **QUOTE PREPARATION.** The University recommends reading all RFQ materials prior to preparing a quote, particularly these Quote Instructions. Respondents must follow these Quote Instructions and provide a complete response to the items indicated in the table below. References and links to websites or external sources may not be used in lieu of providing the information requested in the RFQ within the quote. Include the Respondent's company name in the header of all documents submitted with your quote.

Document	Description	Response Instructions
Cover Page	Provides RFQ title and number, important dates, and contact information for MSU	Informational
Quote Instructions	Provides RFQ instructions to Respondents	Informational
Respondent Information Sheet	Company and Contact Information, and Experience	Respondent must complete and submit by quote deadline
Scope of Quote	Describes the goods and/or services sought by MSU under this RFQ	Respondent must complete and submit by quote deadline
Pricing	Pricing for goods and services sought by the University through this RFQ	Respondent must complete and submit by quote deadline
Standard Terms and Conditions	Provides legal terms for a contract awarded through this RFQ, and is attached	Deemed accepted by Respondent unless information required in **Section 8, Terms and Conditions** is submitted by quote deadline

2. **EXPECTED RFQ TIMELINE**.

RFP Timeline	
RFP Issue Date:	November 3, 2026
Deadline for Respondent Questions to MSU:	November 13, 2026
RFP Response Due Date:	**November 19, 3:00 pm Eastern**
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3. **CONTACT INFORMATION FOR THE UNIVERSITY.** The sole point of contact for the University concerning this RFQ is listed on the Cover Page. Contacting any other University personnel, agent, consultant, or representative about this RFQ may result in Respondent disqualification.

4. **QUESTIONS.** Respondent questions about this RFQ must be submitted electronically by email to the contact listed on the cover page of this RFQ. In the interest of transparency, only written questions are accepted. Answers to all questions will be sent to Respondents via email. Submit questions by referencing the following: (i) Question Number, (ii) Document Name, (iii) Page Number, and (iv) Respondent Question. Please refer to Section 2 above for the deadline to submit questions.

5. **MODIFICATIONS.** The University may modify this RFQ at any time. Modifications will be sent via email. This is the only method by which the RFQ may be modified.

6. **DELIVERY OF QUOTE.** The Respondent must submit its quote, all attachments, and any modifications or withdrawals electronically via email to the contact listed on the cover page of this RFQ. **The price quote**

should be saved separately from all other quote documents and should be sent as a separate attachment from the other quote documents. The Respondent should submit all documents in a modifiable (native) format (examples include, but are not limited to: Microsoft Word or Excel and Google Docs or Sheets). In addition to submitting documents in a modifiable format, the Respondent may also submit copies of documents in PDF. Respondent's failure to submit a quote as required may result in disqualification. The quote and attachments must be fully uploaded and submitted prior to the quote deadline. **Do not wait until the last minute to submit a quote**. The University **may not** allow a quote to be submitted after the quote deadline identified in the Cover Page, even if a portion of the quote was already submitted.

7. **EVALUATION PROCESS.** The University will convene a team of individuals from various Departments within MSU to evaluate each quote based on each Respondent's ability to provide the required services, taking into consideration the overall cost to the University. The University may require an oral presentation of the Respondent's quote; conduct interviews, research, reference checks, and background checks; and request additional price concessions at any point during the evaluation process. Provided that all minimum requirements have been satisfied, the RFQ Response with the lowest overall cost to MSU will be chosen.

8. **STANDARD TERMS AND CONDITIONS**. The University strongly encourages strict adherence to MSU's Standard Terms and Conditions for Goods and Services, both available at https://upl.msu.edu/procurement/supplier-resources/terms-conditions/index.html. The University reserves the right to deem a quote non-responsive for failure to accept the Standard Terms and Conditions. Nevertheless, the Respondent may submit proposed changes to the Standard Terms and Conditions in track changes (i.e., visible edits) with an explanation of the Respondent's need for each proposed change. Failure to include track changes with an explanation of the Respondent's need for the proposed change constitutes the Respondent's acceptance of the Standard Terms and Conditions. General statements, such as "the Respondent reserves the right to negotiate the terms and conditions," may be considered non-responsive.

9. **CLARIFICATION REQUEST.** The University reserves the right to issue a Clarification Request to a Respondent to clarify its quote if the University determines the quote is not clear. Failure to respond to a Clarification Request timely may be cause for disqualification.

10. **RESERVATIONS.** The University reserves the right to:
    a. Disqualify a Respondent for failure to follow these instructions.
    b. Discontinue the RFQ process at any time for any or no reason. The issuance of an RFQ, your preparation and submission of a quote, and the University's subsequent receipt and evaluation of your quote does not commit the University to award a contract to you or anyone, even if all the requirements in the RFQ are met.
    c. Consider late quotes if: (i) no other quotes are received; (ii) no complete quotes are received; (iii) the University received complete quotes, but the quotes did not meet mandatory minimum requirements or technical criteria; or (iv) the award process fails to result in an award.
    d. Consider an otherwise disqualified quote, if no other quotes are received.
    e. Disqualify a quote based on: (i) information provided by the Respondent in response to this RFQ; or (ii) if it is determined that a Respondent purposely or willfully submitted false or misleading information in response to the RFQ.
    f. Consider prior performance with the University in making its award decision.
    g. Consider total-cost-of-ownership factors (e.g., transition and training costs) when evaluating quote pricing and in the final award.
    h. Refuse to award a contract to any Respondent that has outstanding debt with the University or has a legal dispute with the University.
    i. Require all Respondents to participate in a Best and Final Offer round of the RFQ.

j. Enter into negotiations with one or more Respondents on price, terms, technical requirements, or other deliverables.
k. Award multiple, optional-use contracts, or award by type of service or good.
l. Evaluate the quote outside the scope identified in **Section 7, Evaluation Process**, if the University receives only one quote.
m. Utilize third parties to assist in the evaluation process, provided such parties are subject to confidentiality requirements.

11. **AWARD RECOMMENDATION.** The contract will be awarded to the responsive and responsible Respondent who offers the lowest total cost to the University, as determined by the University. The University will email a **Notice of Award** to all Respondents. A Notice of Award does not constitute a contract, as the parties must reach final agreement on a signed contract before any services can be provided. The awarded Respondent is prohibited from partnering with losing bidders unless the RFQ specifically allows for such arrangement, and any violation of this prohibition may result in disqualification of the awarded Respondent.

12. **GENERAL CONDITIONS.** The University will not be liable for any costs, expenses, or damages incurred by a Respondent participating in this solicitation. The Respondent agrees that its quote will be considered an offer to do business with the University in accordance with its quote, including the Master Service Agreement, and that its quote will be irrevocable and binding for a period of 180 calendar days from date of submission. If a contract is awarded to the Respondent, the University may, at its option, incorporate any part of the Respondent's quote into the contract. This RFQ is not an offer to enter into a contract. This RFQ may not provide a complete statement of the University's needs, or contain all matters upon which agreement must be reached. Quotes submitted via email are the University's property.

13. **FREEDOM OF INFORMATION ACT.** Respondent acknowledges that any responses, materials, correspondence or documents provided to the University may be subject to the State of Michigan Freedom of Information Act ("FOIA"), Michigan Compiled Law 15.231 *et seq*., and may be released to third parties in compliance with FOIA or any other law.

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RESPONDENT INFORMATION SHEET

Please complete the following Information Sheet in the space provided:

Information Sought	Response
Contact Information	
Respondent's sole contact person during the RFQ process. Include name, title, address, email, and phone number.	
Person authorized to receive and sign a resulting contract. Include name, title, address, email, and phone number.	
Respondent Background Information	
Legal business name and address. Include business entity designation, e.g., sole proprietor, Inc., LLC, or LLP.	
What state was the company formed in?	
Main phone number	
Website address	
DUNS# AND/OR CCR# (if applicable):	
Number of years in business and number of employees	
Legal business name and address of parent company, if any	
Has your company (or any affiliates) been a party to litigation against Michigan State University? If the answer is yes, then state the date of initial filing, case name and court number, and jurisdiction.	
Experience	
Describe relevant experiences from the last 5 years supporting your ability to successfully manage a contract of similar size and scope for the services described in this RFQ.	
Experience 1	
Company name Contact name Contact role at time of project Contact phone Contact email	
1. Project name and description of the scope of the project 2. What role did your company play? 3. How is this project experience relevant to the subject of this RFQ?	
Start and end date (mm/yy – mm/yy)	
Status (completed, live, other – specify phase)	
Experience 2	
Company name Contact name Contact role at time of project Contact phone	

Contact email	
1. Project name and description of the scope of the project 2. What role did your company play? 3. How is this project experience relevant to the subject of this RFQ?	
Start and end date (mm/yy – mm/yy)	
Status (completed, live, other – specify phase)	
Experience 3	
Company name Contact name Contact role at time of project Contact phone Contact email	
1. Project name and description of the scope of the project 2. What role did your company play? 3. How is this project experience relevant to the subject of this RFQ?	
Start and end date (mm/yy – mm/yy)	
Status (completed, live, other – specify phase)	

MICHIGAN STATE UNIVERSITY
INFRASTRUCTURE PLANNING AND FACILITIES

SCOPE OF QUOTE

Please address each of the sections below in a written response, which can be completed on a separate sheet (using the same section headings).

1. **Background**.

   Michigan State University is constructing an expansion of its Transportation Services Facility on Service Rd. A new 750KVA transformer is require for the building and the details are outlined below

2. **Scope of Quote**.

A. Transformer Specifications:

MSU TRANSPORTATION SERVICES FACILITY OUTDOOR PAD MOUNT TRANSFORMER PURCHASE SCHEDULE

TRANSFORMER DESIGNATION	KVA	BUILDING / LOAD SERVED	PRIMARY VOLTAGE	PRIMARY WINDING	SECONDARY VOLTAGE	SECONDARY WINDING
T-TS-1	750	Transportation Services	13.2KV-3ø-3W	DELTA	480/277V-3ø-4W	GRD WYE

TRANSFORMERS SHALL BE PROVIDED WITH THE FOLLOWING:

1. ALUMINUM WINDINGS - 65°C RISE
2. PRESSURE - VACUUM GAUGE
3. TOP DIAL TYPE LIQUID TEMPERATURE GAUGE
4. LIQUID LEVEL GAUGE
5. NITROGEN BLANKET
6. EXTERNAL DRAIN & SAMPLE VALVES (w/ separate exterior hinged cover)
7. BAY-O-NET FUSES IN SERIES W/ PARTIAL RANGE 'ELSP' FUSES
8. EXTERNAL GANG OPERATED (PRIMARY), ON/OFF LOAD BREAK SWITCH
9. EXTERNALLY OPERATED NO-LOAD TAP CHANGER
10. TAP SETTINGS - (2) EA. 2-1/2% FCAN & (2) 2-1/2% FCBN
11. DEAD FRONT - RADIAL / LOOP FEED PRIMARY WELLS W/ INSERTS
12. COLOR - MUNSEL GREEN
13. INSULATING FLUID SHALL BE FR3 'ENVIROTEMP' OR 'BIO-TEMP'
14. MOV SURGE ARRESTORS
15. PRESSURE RELIEF VENT
16. FILTER PRESS AND FILLING CONNECTIONS
17. GROUND PADS - (1) HV & (1) LV COMPARTMENTS
18. ENGRAVED NAME PLATE
19. GANG OPERATED LOAD BREAK SWITCH SHALL BE OIL IMMERSED
20. STANDARD IMPEDENCE: 5.75% +/-
21. MINIMUM 1-YEAR WARRANTY

NOTES:

1. TRANSFORMERS ARE TO BE 95 KV BIL (PRI), 30 KV BIL (SEC) RATED
2. TAMPER-PROOF CONSTRUCTION WITH PROVISIONS FOR LIFTING AND JACKING
3. PROVIDE PROVISIONS FOR PAD-LOCKING TAP CHANGER HANDLE
4. SECONDARY TERMINATIONS ARE SPADE TYPE-TIN PLATED COPPER WITH MOLDED EPOXY BUSHINGS
5. PROVIDE W/ PAD-LOCKING PROVISIONS & PENTA-HEAD BOLT LATCH
6. HV COMPARTMENT ON LEFT, ACCESSIBLE AFTER LV SIDE IS OPENED
7. PROVIDE SHOP DRAWINGS W/ D.O.E. TRANSFORMER EFFICIENCIES
8. TRANSFORMER EFFICIENCIES GUARANTEED AT FULL, 3/4, 1/2, & 1/4 LOADS WITH GUARANTEED REGULATION AT UNITY AND 80% PF AND CORE LOSS
9. NOT USED
10. TRANSFORMERS SHALL BE MANUFACTURED IN ACCORANCE WITH ANSI, NEMA, AND IEEE STANDARDS AND COMPLIANT WITH NFPA 70 - NATIONAL ELECTRIC CODE
11. ELECTRICAL COMPONENTS AND DEVICES SHALL BE LISTED AND LABELED BY A TESTING AGENCY ACCEPTABLE TO THE STATE OF MICHIGAN

B. Timing: Please provide the estimated delivery date.

C. Purchase Orders are based on the attached Terms and Conditions.

MICHIGAN STATE UNIVERSITY
INFRASTRUCTURE PLANNING AND FACILITIES

PRICING

Please provide a price for the requested unit delivered to:

Michigan State University
Infrastructure Planning and Facilities
Storage Bldg
1449 Recycling Dr.
East Lansing MI 48824