



**ROCKY MOUNT**  
FINANCE  
THE CENTER OF IT ALL

## **Purchasing Division**

**Request for Quote #: 320-170523AG Re-Bid**

**Tubular Steel Poles**

**Date of Issue: 10/06/2023**

**Quote Due Date: 10/17/2023**

**2:00 P.M.**

**Direct all inquiries concerning this RFQ to:**

Alicia Gaines

Purchasing Associate III

Email: [Alicia.Gaines@rockymountnc.gov](mailto:Alicia.Gaines@rockymountnc.gov)

Phone: 252-972-1227



**ROCKY MOUNT**  
FINANCE  
THE CENTER OF IT ALL

## **Request for Quote # 320-170523AG Re-Bid**

---

For purchasing division processing, please provide your company's Federal Employer Identification Number or alternate identification number (e.g. Social Security Number). Pursuant to North Carolina General Statute 132-1.10(b) this identification number shall not be released to the public. **This page will be removed and shredded, or otherwise kept confidential**, before the procurement file is made available for public inspection.

**This page is to be filled out and returned with your bid.  
Failure to do so may subject your bid to rejection.**

**ID Number:**

\_\_\_\_\_

Federal ID Number or Social Security Number

\_\_\_\_\_

Vendor Name

***Sealed, mailed responses ONLY will be accepted for this solicitation.***



**City of Rocky Mount**  
**Purchasing Division/City Warehouse**

Refer <b>ALL</b> Inquiries regarding this RFQ to: <b>Alicia Gaines</b> <b>Purchasing Associate III</b>	Request for Quote # <b>320-170523AG Re-Bid</b>
	Quotes will be due: <b>10/17/2023</b>
	Contract Type: <b>Goods</b>

**EXECUTION**

In compliance with this Request for Quote, and subject to all the conditions herein, the undersigned Vendor offers and agrees to furnish and deliver any or all items upon which prices are quoted, at the prices set opposite each item within the time specified herein. By executing this quote, the undersigned Vendor certifies that this quote is submitted competitively and without collusion (G.S. 143-54), that none of its officers, directors, or owners of an unincorporated business entity has been convicted of any violations of Chapter 78A of the General Statutes, the Securities Act of 1933, or the Securities Exchange Act of 1934 (G.S. 143-59.2), and that it is not an ineligible Vendor as set forth in G.S. 143-59.1. False certification is a Class I felony. Furthermore, by executing this quote, the undersigned certifies to the best of Vendor's knowledge and belief, that it and its principals are not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from covered transactions by any Federal or State department or City department. As required by G.S. 143-48.5, the undersigned Vendor certifies that it, and each of its sub-contractors for any Contract awarded as a result of this RFQ, complies with the requirements of Article 2 of Chapter 64 of the NC General Statutes, including the requirement for each employer with more than 25 employees in North Carolina to verify the work authorization of its employees through the federal E-Verify system. G.S. 133-32 and Executive Order 24 (2009) prohibit the offer to, or acceptance by, any City Employee associated with the preparing plans, specifications, estimates for public Contract; or awarding or administering public Contracts; or inspecting or supervising delivery of the public Contract of any gift from anyone with a Contract with the City, or from any person seeking to do business with the City. By execution of any response in this quote, you attest, for your entire organization and its employees or agents, that you are not aware that any such gift has been offered, accepted, or promised by any employees of your organization. **Do you have a financial interest or tangible personal benefit with a city of Rocky Mount employee, officer, or agent?**  Yes  No If yes note the employee, officer, or agent; department; and the perceived or actual conflict of interest. \_\_\_\_\_

**Failure to execute/sign quote prior to submittal shall render quote invalid and it WILL BE REJECTED. Late quotes cannot be accepted.**

<b>VENDOR:</b>		
<b>STREET ADDRESS:</b>	<b>P.O. BOX:</b>	<b>ZIP:</b>
<b>CITY &amp; STATE &amp; ZIP:</b>	<b>TELEPHONE NUMBER:</b>	<b>TOLL FREE TEL. NO:</b>
<b>PRINCIPAL PLACE OF BUSINESS ADDRESS IF DIFFERENT FROM ABOVE (SEE INSTRUCTIONS TO VENDORS ITEM #11):</b>		
<b>PRINT NAME &amp; TITLE OF PERSON SIGNING ON BEHALF OF VENDOR:</b>	<b>FAX NUMBER:</b>	
<b>VENDOR'S AUTHORIZED SIGNATURE:</b>	<b>DATE:</b>	<b>EMAIL:</b>

Offer valid for at least 60 days from date of quote opening, unless otherwise stated here: \_\_\_\_\_ days.

**ACCEPTANCE OF QUOTE**

If any or all parts of this quote are accepted by the City of Rocky Mount, an authorized representative of the City of Rocky Mount shall affix his/her signature hereto and this document and all provisions of this Request for Quote along with the Vendor response and the written results of any negotiations shall then constitute the written agreement between the parties. A copy of this acceptance will be forwarded to the successful Vendor(s).

**FOR CITY USE ONLY:** Offer accept and Contract awarded this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_ as indicated on the attached certification, by \_\_\_\_\_

**(Authorized Representative of City of Rocky Mount)**

**PRE-AUDIT:** This instrument has been preaudited in the manner required by the Budget and Fiscal Control Act.

\_\_\_\_\_  
Finance Director Date

## Contents

- 1.0 PURPOSE AND BACKGROUND .....5**
- 2.0 GENERAL INFORMATION .....5**
  - 2.1 REQUEST FOR QUOTE DOCUMENT ..... 5
  - 2.2 NOTICE TO VENDORS REGARDING TERMS AND CONDITIONS..... 5
  - 2.3 RFQ SCHEDULE ..... 5
  - 2.4 QUESTIONS ABOUT QUOTE..... 6
  - 2.5 MAILING INSTRUCTIONS ..... 6
  - 2.6 QUOTE CONTENTS..... 7
  - 2.7 DEFINITIONS, ACRONYMS, AND ABBREVIATIONS..... 7
- 3.0 METHOD OF AWARD AND QUOTE EVALUATION PROCESS.....8**
  - 3.1 METHOD OF AWARD ..... 8
  - 3.2 QUOTE EVALUATION PROCESS..... 8
  - 3.3 INTERPRETATION OF TERMS AND PHRASES ..... 9
- 4.0 REQUIREMENTS .....9**
  - 4.1 PRICING ..... 9
  - 4.2 INVOICES ..... 9
  - 4.9 MINORITY BUSINESS PARTICIPATION..... 9
  - 4.10 REFERENCES..... 10
- 5.0 PRODUCT SPECIFICATIONS .....10**
  - 5.1 GENERAL SPECIFICATIONS..... 10
  - 5.2 VENDOR’S REPRESENTATION..... 16
- ATTACHMENT A: PRICING FORM.....18**
- ATTACHMENT B: INSTRUCTIONS TO BIDDERS .....19**
- ATTACHMENT C: ACCEPTANCE OF GENERAL TERMS & CONDITIONS .....19**
- ATTACHMENT D: SUPPLEMENTAL VENDOR INFORMATION .....19**

## 1.0 PURPOSE AND BACKGROUND

The purpose of this IFB is to obtain pricing for steel poles from approved vendors to stock in the City Warehouse. Quotes shall be submitted in accordance with the terms and conditions of this RFQ and any addenda issued hereto.

## 2.0 GENERAL INFORMATION

### 2.1 REQUEST FOR QUOTE DOCUMENT

The RFQ is comprised of the base RFQ document, any attachments, and any addenda released before Contract award. All attachments and addenda released for this RFQ in advance of any Contract award are incorporated herein by reference. Vendor may attach its quote to this RFQ for submission; however, any and all additional, modified or conflicting terms and conditions submitted on or with Vendor’s quote shall be disregarded and shall not be considered a part of any contract arising from this RFQ. Any attempt to delete or avoid the force of the previous sentence shall render Vendor’s quote invalid, and it shall not be considered.

### 2.2 NOTICE TO VENDORS REGARDING TERMS AND CONDITIONS

It shall be the Vendor’s responsibility to read the Instructions, the Cities’ terms and conditions, all relevant exhibits and attachments, and any other components made a part of this RFQ and comply with all requirements and specifications herein. Vendors are also responsible for obtaining and complying with all Addenda and other changes that may be issued concerning this RFQ.

If Vendors have questions, issues, or exceptions regarding any term, condition, or other component within this RFQ (including proposed alternate language), those **must** be submitted as questions in accordance with the instructions in Section 2.4. QUESTIONS ABOUT QUOTE. If the City determines that any changes will be made resulting from the questions asked, then such decisions will be communicated in the form of an RFQ addendum. The City may also elect to leave open the possibility for post-contract negotiation and amendment of specific provisions of the Contract that have been addressed during the question and answer period. Other than through this process, the City rejects and will not be required to evaluate or consider any additional or modified terms and conditions submitted with Vendor’s quote. This applies to any language appearing in or attached to the document as part of the Vendor’s quote that purports to vary any terms and conditions or Vendors’ instructions herein or to render the quote non-binding or subject to further negotiation. *Vendor’s quote shall constitute a firm offer.* **By execution and delivery of a quote in response to this RFQ, the Vendor agrees that any additional or modified terms and conditions, whether submitted purposefully or inadvertently, shall have no force or effect, and will be disregarded. Noncompliance with, or any attempt to alter or delete, this paragraph shall constitute sufficient grounds to reject Vendor’s quote as nonresponsive. Any quote that contains language that indicates the quote is non-binding or subject to further negotiation before a contractual document may be signed shall be rejected.**

Contact with anyone working for or with the City regarding this RFQ other than the City of Rocky Mount Purchasing Office Contract Lead named on the face page of this RFQ or in the manner specified by this RFQ shall constitute grounds for rejection of said Vendor’s offer, at the Cities election.

### 2.3 RFQ SCHEDULE

The table below shows the *intended* schedule for this RFQ. The City will make every effort to adhere to this schedule.

Action	Responsibility	Date/Time
Issue RFQ	City	Friday 10/6/2023
Submit Written Questions/Question Deadline	Vendors	Tuesday 10/10/2023
Provide Response to Questions/Addendum	City	Thursday 10/12/2023
Submit Bids	Vendors	Tuesday 10/17/2023

## 2.4 QUESTIONS ABOUT QUOTE

**Purpose:** Upon review of the RFQ documents, Vendors may have questions to clarify or interpret the RFQ in order to submit the best quote possible. To accommodate the Quote Questions process, Vendors shall submit any such questions by the above due date.

**Instructions:** Written questions shall be emailed to [Alicia.Gaines@rockymountnc.gov](mailto:Alicia.Gaines@rockymountnc.gov) by the date and time specified above. Vendors should enter "RFQ #320-170523AG Re-bid – Questions" as the subject for the email. Questions submittals should include a reference to the applicable RFQ section and be submitted in a format shown below:

Reference	Vendor Question
RFQ Section, Page Number	Vendor question...?

Questions received prior to the submission deadline date, the City 's response, and any additional terms deemed necessary by the City will be posted in the form of an addendum, available on the City of Rocky Mount Purchasing webpage <http://www.rockymountnc.gov/services-finance-bids/> and/or the North Carolina's Interactive Purchasing System (IPS), <http://www.ips.state.nc.us>, and shall become an Addendum to this RFQ. No information, instruction or advice provided orally or informally by any City personnel, whether made in response to a question or otherwise in connection with this RFQ, shall be considered authoritative or binding. Vendors shall be entitled to rely *only* on written material contained in an Addendum to this RFQ. The dated noted in the RFQ schedule for the City to provide responses to questions also serves as the addendum deadline. If you do not receive a courtesy email notification regarding the addendum by that date do check the City of Rocky Mount Purchasing webpage.

## 2.5 MAILING INSTRUCTIONS

**Instructions:** Quotes, subject to the conditions made a part hereof and the receipt requirements described below, shall be received at the address indicated in the table below, for furnishing and delivering those items as described herein.

MAILING ADDRESS FOR DELIVERY OF QUOTE VIA U.S. POSTAL SERVICE	OFFICE ADDRESS FOR DELIVERY BY ANY OTHER MEANS, SPECIAL DELIVERY, OVERNIGHT DELIVERY, OR BY ANY OTHER CARRIER
<p><i>QUOTE NUMBER: 320-170523AG Re-bid</i>                      Attn: Alicia Gaines, Purchasing Associate III                      Address: PO BOX 1180                      Rocky Mount, NC 27802</p>	<p><i>QUOTE NUMBER: 320-170523AG Re-bid</i>                      Attn: Alicia Gaines, Purchasing Associate III                      Address: 331 S. Franklin Street                      Rocky Mount, NC 27804</p>

For quotes submitted via U.S. mail, please note that the U.S. Postal Service generally does not deliver mail to a specified street address but to the City's Mail Service Center. Vendors are cautioned that quotes sent via U.S. Mail, including Express Mail, may not be delivered by the Mail Service Center to the department's purchasing office on the due date in time to meet the proposal deadline. All Vendors are urged to take the possibility of delay into account when submitting a proposal by U.S. Postal Service, courier, or other delivery service. **Attempts to submit a quote via facsimile (FAX) machine, email, or telephone in response to this RFQ shall NOT be accepted.**

- a) Vendors shall deliver one (1) signed original executed quote to the address identified in the table above.
- b) Submit your proposal in a sealed package. Clearly mark each package with: (1) Vendor name; (2) the RFQ number; and (3) the due date. Address the package(s) for delivery as shown in the table above. If Vendor is submitting more than one (1) proposal, each proposal shall be submitted in separate sealed envelopes and marked accordingly. For delivery purposes, separate sealed envelopes from a single Vendor may be

included in the same outer package. Proposals are subject to rejection unless submitted with the information above included on the outside of the sealed proposal package.

**IMPORTANT NOTE:** It is the responsibility of the Vendor to have the signed quote physically in this Office by the specified time and date quotes are due, regardless of the method of delivery. **This is an absolute requirement.** The time of delivery will be marked on each quote when received, and any quote received after the submission deadline will not be accepted or evaluated.

All risk of late arrival due to unanticipated delay—whether delivered by hand, U.S. Postal Service, courier or other delivery service or method—is entirely on the Vendor. Note that the U.S. Postal Service generally does not deliver mail to the street address above, but to the city’s Mail Service Center. Vendors are cautioned that quotes sent via U.S. Mail, including Express Mail, may not be delivered to the purchasing office on the due date in time to meet the quote deadline. All Vendors are urged to take the possibility of delay into account when submitting a quote.

If quote is hand delivered please note that the Frederick E. Turnage Municipal Building requires all visitors to sign in with the guard stationed on the first floor. Visitors will only have access through the building accompanied with a city employee.

## [Bid Opening]

Date: October 17, 2023  
Time: 2:00 p.m. Eastern Time  
Contact #: 252-972-1227

**Instructions:** Public bid opening is scheduled for 2:00 p.m. Eastern Time at 331 S. Franklin Street, Rocky Mount, NC 27802 Atrium located on the first floor.

## 2.6 QUOTE CONTENTS

Vendor shall populate all attachments of this RFQ that require the Vendor to provide information and include an authorized signature where requested, as outlined below. Vendor Responses shall include the following items and they should be arranged in the following order:

- a) Completed and signed version of EXECUTION PAGE, along with the body of the RFQ, and signed receipt pages of any addenda released in conjunction with this RFQ.
- b) Completed version of ATTACHMENT A: PRICING FORM
- c) ATTACHMENT B: INSTRUCTIONS TO BIDDERS
- d) ATTACHMENT C: ACCEPTANCE OF TERMS AND CONDITIONS
- e) ATTACHMENT D: SUPPLEMENTAL VENDOR INFORMATION

## 2.7 DEFINITIONS, ACRONYMS, AND ABBREVIATIONS

- a) **BUYER:** The employee of the City Department that places an order with the Vendor.
- b) **CONTRACT LEAD:** Representative of the *City of Rocky Mount Purchasing Office* who corresponds with potential Vendors in order to identify and contract with that Vendor providing the greatest benefit to the City of Rocky Mount and who will administer the contract for the City.
- c) **FOB-DESTINATION:** Title changes hand from Vendor to purchaser at the destination point of the shipment; Vendor owns commodity in transit and files any claims, and Vendor pays all freight and any related transportation charges. A solicitation may request Vendors to separately identify freight charges in their quote, but no amount or charge not included as part of the total quote price will be paid.
- d) **LOT:** A grouping of similar products within this RFQ.



- e) **ON-TIME DELIVERY:** The delivery of all items within a single order to the receiving point designated by the ordering entity within the delivery time required.
- f) **RFQ:** Request for Quote.
- g) **VENDOR:** Supplier, proposer, company, firm, corporation, partnership, individual or other entity submitting a response to a Request for Quote.

### 3.0 METHOD OF AWARD AND QUOTE EVALUATION PROCESS

---

#### 3.1 METHOD OF AWARD

Contracts will be awarded in accordance with G.S. 143-129, 143-131 and the evaluation criteria set out in this solicitation. Prospective Vendors shall not be discriminated against on the basis of any prohibited grounds as defined by Federal and State law.

The City may obtain quotes from one or more potential Vendors. All quotes will be evaluated, and award will be based on lowest responsive quote meeting specifications.

**Local Preference Policy.** *The only exception to the lowest responsive, responsible bidder method of award will be the local preference policy. The preference will allow an Eligible Local Bidder to match the price and terms of the lowest responsive, responsive bidder who is a Non-Local Bidder, if the Eligible Local Bidder's price is within five percent (5%) or \$25,000, whichever is less, of the lowest responsive, responsive Non-Local Bidder's price .An eligible local vendor is one that is current on property taxes in the City of Rocky Mount and meets the qualifications set forth in the policy. An application can be found at <https://rockymountnc.gov/services-finance-vendor-registration/>*

#### 3.2 QUOTE EVALUATION PROCESS

- a) Quotes are requested for the items as specified, or item(s) equivalent in design, function and performance. The City reserves the right to reject any quote on the basis of fit, form and function as well as cost.
- b) The City shall review the responses to this RFQ to confirm that they meet the specifications and requirements. The City reserves the right to waive any minor informality or technicality.
- c) For all responses that pass the initial review process, the City will review and assess the Vendors' pricing. The City may request additional formal responses or submissions from any or all Vendors for the purpose of clarification or to amplify the materials presented in any part of the quote. Vendors are cautioned, however, that the City is not required to request clarification, and often does not. Therefore, all quotes should be complete and reflect the most favorable terms available from the Vendor. Prices quoted cannot be altered or modified as part of a clarification.
- d) Quotes will be evaluated, based on the award criteria identified in Section 3.1 METHOD OF AWARD.

Award of a Contract to one Vendor does not mean that the other quotes lacked merit, but that, all factors considered, the selected quote was deemed most advantageous and represented the best value to the City.

Vendors are cautioned that this is a request for quote, not a request or an offer to contract, and the City reserves the unqualified right to reject any and all offers at any time if such rejection is deemed to be in the best interest of the City .

**CONFIDENTIALITY DURING PROCESS:** During the evaluation period and prior to award, all information concerning the quote and evaluation is confidential, and possession of the quotes and accompanying information is limited to personnel of the issuing department and any third parties involved in this procurement process, and to the committee responsible for participating in the evaluation. Any attempt on behalf of a Vendor to gain such confidential information, or to influence the evaluation process (e.g., contact anyone involved in the evaluation, criticize another Vendor, offer any benefit or information not contained in the quote) in any way is a violation of North Carolina purchasing law and regulations and shall constitute sufficient grounds for disqualification of Vendor's offer from further evaluation or consideration in the discretion of the City .



### 3.3 INTERPRETATION OF TERMS AND PHRASES

This Request for Quote serves two functions: (1) to advise potential Vendors of the parameters of the solution being sought by the Department; and (2) to provide (together with other specified documents) the terms of the Contract resulting from this procurement. As such, all terms in the Request for Quote shall be enforceable as contract terms in accordance with the General Contract Terms and Conditions. The use of phrases such as “shall,” “must,” and “requirements” are intended to create enforceable contract conditions. In determining whether quotes should be evaluated or rejected, the Department will take into consideration the degree to which Vendors have proposed or failed to propose solutions that will satisfy the Department’s needs as described in the Request for Quote. Except as specifically stated herein, no one requirement shall automatically disqualify a Vendor from consideration. However, failure to comply with any single requirement may result in the Department exercising its discretion to reject a quote in its entirety.

### 4.0 REQUIREMENTS

This Section lists the requirements related to this RFQ. By submitting a quote, the Vendor agrees to meet all stated requirements in this Section as well as any other specifications, requirements and terms and conditions stated in this RFQ. If Vendor is unclear or has any question about the specifications, requirements and terms and conditions herein, it is urged and cautioned to contact the issuing department Contract Lead as specified in this RFQ.

#### 4.1 PRICING

Quote price shall constitute the total cost to Buyer for delivery fully assembled and ready for use, including all applicable charges for shipping, delivery, handling, administrative and other similar fees. Vendor shall not invoice for any amounts not specifically allowed for in this Quote. Complete ATTACHMENT A: PRICING FORM and include with Quote.

#### 4.2 INVOICES

a) The Vendor must submit one monthly invoice within fifteen (15) calendar days following the end of each month in which work was performed.

b) Invoices must be submitted to the following address: Accounts Payable  
PO Box 1180  
Rocky Mount, NC 27802.  
or  
acctpayscale@rockymountnc.gov

Vendor shall invoice the City of Rocky Mount Accounting Department. The standard format for invoicing shall be Single Invoices meaning that the Vendor shall provide the Buyer with an invoice for each order. Invoices shall include detailed line item information to allow Buyer to verify pricing at point of receipt matches the correct price from the original date of order. At a minimum, the following fields shall be included on all invoices:

Vendor’s Billing Address, Customer Account Number, NC Contract Number, Order Date, Buyers Order Number, Manufacturer Part Numbers, Vendor Part Numbers, Item Descriptions, Price, Quantity, and Unit of Measure.

#### 4.9 MINORITY BUSINESS PARTICIPATION

The Bidder has the responsibility to make a good faith effort to solicit minority proposals and to attain the aspirational ten percent (10%) goal. We encourage all Bidders even MWBE/HUBs to obtain the aspirational goal where sub-contracting and supplier opportunities exist.

MWBE FIRM	OWNERSHIP STATUS	ADDRESS	WORK TYPE


**4.10 REFERENCES**

Vendors shall provide at least three (3) different references for which your company has provided Services of similar size and scope to that proposed herein. The city of Rocky Mount may contact these users to determine the Services provided are substantially similar in scope to those proposed herein and Contractor’s performance has been satisfactory. The information obtained shall be considered in the evaluation of the quote. If city of Rocky Mount references are provided it cannot be counted towards your three (3) required references but may be included in addition to.

COMPANY NAME	CONTACT NAME	TELEPHONE NUMBER	EMAIL
<b>Optional:</b> City of Rocky Mount			

**5.0 PRODUCT SPECIFICATIONS**

This specification covers the design, materials, welding, inspection, protective coatings, and delivery of steel transmissions single pole structures. The Proposal submitted by the manufacturer shall include field bolts, locknuts, vangs, attachment provisions for arms and / or insulators, and other necessary items to make a complete structure. The City of Rocky Mount steel pole specifications are based on the design approved vendors. Valmont, Thomas & Betts, Sabre and Rohn are on the approved supplier list.

The Manufacturer shall provide quotations for the following schedules:

**Schedule 1:** Steel Transmissions Structures-Galvanized Steel A572, Grade 60, with Corrocote below grade protection

**5.1 GENERAL SPECIFICATIONS**

**Product Definitions:**

- a) Cambering-the fabrication of a slight convex curve in pole.
- b) D/t-the ratio of the diameter of a tubular pole to the steel plate thickness
- c) Engineer- a registered or licensed person, who may be a staff employee or an outside consultant, and who provides engineering services. Engineer also includes duly authorized assistants and representatives of the licensed person.
- d) Ground line-a designated location on the pole where the surface of the ground will be after installation of a direct embedded pole.
- e) Overload factors (OLF)- a multiplier which is applied to each of the vertical, transverse and longitudinal structure loads to obtain an ultimate load
- f) P-delta moment-secondary moment created by the vertical loads acting on the structure when the structure deflects from its unloaded position
- g) Point-of –fixity-location on the pole at ground line or below ground line where the maximum moment occurs
- h) Raking-the practice of installing a straight pole of plumb, or at an inclined angle

- i) W/t-ratio of the width of the pole(flat-to-flat) to the plate thickness
- j) Ultimate load-the maximum design load which includes the appropriate overload factor specified

**Codes and Standards:**

Codes, standards, or other documents referred to in this specification shall be considered as part of this specification. The following codes and standards are referenced:

- a) American Institute of Steel Construction (AISC), Specification for the Design, Fabrication and Erection of Structural Steel for Buildings, latest edition.
- b) American Society of Civil Engineers (ASCE) Standard, Design of Steel Transmission Pole Structures, Manual 72, latest edition.
- c) American Concrete Institute (ASTM), various standards, latest edition.
- d) American Concrete Institute (ACI), Building Code Requirements for Reinforced Concrete, ACI 318, latest edition.
- e) American Welding Society (AWS), Structural Welding Code, AWS D1.1, latest edition.
- f) American National Standards Institute (ANSI), National Electrical Safety Code, ANSI C2, latest edition.
- g) Steel Structure Painting Council (SSPC), Surface Preparation Specification, SPCC-SP6, latest edition.

**Conflict Between this Specification, Drawings, and Referenced Documents:**

In the event of conflict between this specification and the above referenced documents, the requirements of this specification shall take precedence. In the case of conflict between several referenced documents, the more stringent requirement shall be followed. If a conflict exists between this specification or the referenced documents, please contact the Owner or Owner’s representative.

**Requirements:**

The design, fabrication, allowable stresses, processes, tolerances, and inspection shall conform to American Society of Civil Engineers (ASCE) Standard, Design of Steel Transmission Pole Structures, latest edition, with the following additions and/or exceptions:

- 1. Design. The structure shall be capable of withstanding all specified loading cases including secondary stressed from foundation movements, but not considering the possible restraining effect of conductors or shield wires. The structure shall withstand the loads without failure, permanent distortion, or exceeding any specified deflection limitations.
  - a) Wind pressures shown in the loading criteria shall be multiplied by the appropriate shape factor applied to the poles. Pressures in pSf shall be computed as follows:

**P=W X Cd**

Where p= pressures on projected area of the pole normal to wind, W= Wind pressure, and Cd=shape (or drag) factor.

Shape factors for computing the wind on poles are:

- Round=1.0**
- Hexagon=1.4**
- Octagon=1.4**
- Dodecagon=1.0**
- Square=1.6**

- b) The maximum design unit stress shall be the minimum yield strength as stated in applicable ASTM specifications for the particular application and types of loads, including overload factors. Poles shall be designed with a minimum number of joints. Field welding shall not be allowed as part of the design of a new pole. The shaft joints to be made in the field shall be slip joints or bolted flange joints. Slip joint length shall be at least one and one half (1-1/2) times the largest inside diameter of the female section. Bolted flange joints shall be used for medium angle and heavy angle guyed structures and x-braced h-frame structures. If approved by the Owner or Owner’s representative, a strap across the pole splice to prevent separation of the male and female sections of the pole may be used for X-braced H-frame structures. Approval must be obtained prior to bid.

- i. Manufacturer shall verify slip joint fit before shipments. Joints should not interfere with vangs, through holes or jacking nuts.
  - ii. Sufficient jacking lugs and permanent orientation marks shall be provided at all slip joints to ensure proper alignment and complete overlap of the joint.
  - iii. Bottom section to be shorter than the top section.
  - iv. Jacking Lugs shall not allow free open access to interior of pole from the outside.
- c) The ultimate load in guys shall not exceed sixty-five percent (65%) of the rated breaking strength of the guy.
- d) Design of anchor bolts shall be in accordance with the ACI -318-1983 Edition, Building Code Requirements for Reinforced Concrete, assuming a concrete strength as specified by the Owner.
  - i. When anchor bolts are specified, they shall have the top two feet (2'-0") galvanized. Anchor bolts shall be threaded at the top end a distance equal to the base plate thickness, plus the thickness of two (2) anchor bolt nuts, plus two and one-half inches (2-1/2"). Each anchor bolt shall include two (2) heavy hex nuts.
  - ii. Welding on anchor bolts will only be allowed in the bottom twelve inches (12"). Only one(1) length of anchor bolt shall be used on each pole. Anchor bolts/clusters shall be plainly marked to indicate the structure type, structure number, orientation, and top of concrete.
  - iii. Anchor bolts shall be designed to be shipped as a rigid cage with top and bottom plates holding the anchor bolts in place. The anchor bolt thread shall be protected during shipping. The anchor bolts shall be welded to the holding plate in the bottom of the cage. The top template shall be designed to be removable and to support the assembled cage during lifting and setting operations without detrimental deformations. Bolt clusters shall be designed to be rigid enough to withstand the normal jolts of shipping, handling and installation with no displacement of bolts from the proper positions within the cluster.
  - iv. The removable template at the top shall be marked to show the centerline for tangent structures and the angle bisector for angle structures. Matching marks are to be on the base plate of the structure so proper alignment can be made.
- e) Minimum plate thickness for all pole components shall be three-sixteenths inch (3/16").
- f) Structures which are to be direct embedded shall have which are to be direct embedded shall have bearing plates. Bearing plates shall have a diameter not more than two inches (2") greater than the maximum pole diameter.
  - i. Galvanized pole shall have a drain hole at the bottom. When a painted finish is specified, poles shall be hermetically sealed.
  - ii. The ground sleeve shall have a minimum thickness of three-sixteenths inch (3/16") and shall be centered at the ground line. A seal weld shall be provided around the ground sleeve. The ground sleeve shall not be considered in strength calculations.
- g) Poles shall have nearly a uniform taper throughout their Entire length. The maximum difference in tapers between two (2) pole sections measured by the diameters shall be .20 inch/ft. for poles with variable taper.
- h) Poles with elliptical cross sections shall have a minor axis dimension equal to at least seventy-five percent (75%) of the major axis dimension.
- i) All unguyed angle poles or unguyed tangent deadends shall Pre-cambered to remain plumb when the calculated deflection at the top of the pole exceeds one percent (1%) of the pole height under an initial conductor tension loading of sixty degrees Fahrenheit (60f), no wind, and no overload factors. Pole height shall be the height of the pole from top of the base plate, or designated ground line, to the top. Tangent poles with unbalanced vertical loading shall be pre-cambred for the previously stated conditions.
  - i. Tangent and guyed angle structures have been a specified as wood poles class equivalent steel poles.
  - ii. Wood pole class equivalent steel poles shall be classed based on ANSI 05.1 Annex B loading with appropriate NESC Grade B overload factors.
  - iii. The Material man is responsible for determining the "worst-case" orientation, for an unguyed structure, of the wind load and applying it in the design calculations.
  - iv. The Material man shall calculate the deflections for the sixty degrees Fahrenheit (60f) initial tension and sixty degrees Fahrenheit final tension load cases. The material man shall limit the difference in deflection produced by these two (2) load cases to six inches (6") or less.
  - v. If shop cambering is required, the manufacturer shall prefit multi-piece poles together prior to cambering.

- vi. The manufacturer shall verify at the plant prior to shipment that the appropriate orientation and magnitude of pre-camber is built into those structures requiring shop cambering.
  - vii. The manufacturer is responsible for repairing or replacing any structures which are delivered to the site with manufacturing errors. Repair and / or replacement costs shall include the structure itself, as well as any associated construction costs.
  - viii. The shop camber dimension and orientation or the raking dimension and orientation (whichever is applicable) shall be clearly marked on the Material man's Detail Drawings.
- j) Lifting lugs are optional. The manufacturer shall supply all instructions for handling and erection of poles and arms.
  - k) In the design of connections for vangs, brackets, or stiffeners Attached to the pole shaft, care shall be taken to distribute the loads sufficiently to protect the wall of the pole from local buckling.
  - l) Each pole shall be permanently marked on the pole shaft sixty inches above ground line and on the bottom of base plate or bearing plate with the following identifying information: structure type, height, structure number, ultimate ground line moment, Owner name, and date manufactured. The method of identification shall be approved by the Owner.
  - m) Grounding Attachments
    - i. One (1), two (2)-hole NEMA grounding pad shall be provided on the side of each pole in the following locations:
      - 1. One foot below the overhead ground wire to provide a Grounding location.
      - 2. One foot below neutral attachment to provide a grounding location for the neutral.
      - 3. A minimum of six inches above the top of the Protective coating applied to the embedded section of the pole, or two-feet six inches above the top of the foundation of surface-mounted poles.
    - ii. Grounding pads and threads shall not be painted or covered with other coatings.
    - iii. Tubular sections shall be sealed from moisture entering the inside of the pole. Factory drilled pole holes shall be plugged to prevent moisture intrusion during shipping. For field drilled poles and factory drilled poles, manufacturer shall provide silicon sealant to seal all through-bolt holes. Non- drilled poles when assembled shall be effectively sealed to prevent moisture intrusion.
    - iv. Connections shall be designed to reduce the effect of pack-out by preventing moisture from entering the joint or by designing the connection to allow moisture to easily drain off.
    - v. Plastic plugs shall be installed in all nuts welded to and all tapped holes.

## 2. Materials

- a) All materials shall comply with the applicable requirements of ASTM specifications. Any modifications to ASTM specifications must be approved by the Owner's representative prior to bidding.
- b) Poles, arms, and conductor brackets shall conform with ASTM A36, ASTM A572, ASTM 581, ASTM A588, ASTM A871, and OR ASTM A595.
- c) Base plate shall conform with ASTM A572, ASTM A588, ASTM A633, or ASTM A595.
- d) Anchor bolts shall conform to ASTM A615, Grade 60 or 75.
- e) Other bolts and nuts shall conform, as applicable, to ASTM, A307, ASTM A325, ASTM A354, ASTM A394, OR ASTM A687. Locknuts shall be provided for each structure bolt, or American Nut Company (ANCO) type self-locking nuts may be used. Locknuts shall be the galvanized MF or ANCO type.
- f) Anchor bolts, structural plate, and weld material shall meet ASCE requirements for Charpy tests.
- g) For galvanized structures, steel used for the pole shaft and arms shall have silicon content less than .06 percent.

## 3. Fabrication

- a) All welding shall be in accordance with the American Welding Society Code AWS D1.1, latest edition. Welders shall be qualified in accordance with AWS D1.1 welding procedure.
- b) One hundred percent (100%) penetration welds shall be required in, but not limited to, the following areas:
- c) Full penetration or equivalent ninety percent partial penetration with fillet overlap shall be used for arm-to arm base, vang-to-plate shaft, and arm box joints.
- d) Quality and acceptability of every inch of the full penetration welds shall be determined by visual and ultrasonic inspection.

- e) All other penetration welds shall have sixty percent minimum penetration. Quality and acceptability of all welds other than full penetration welds shall be determined by visual inspection, supplemented by magnetic particle, ultrasonic or dye penetrant inspection.
- f) All weld back-up strips shall be continuous the full length of the welds. Care shall be exercised in the design of welded connections to avoid areas of high stress concentration which could be subject to fatigue or brittle fractures.
- g) Field welding shall not be permitted except with Owner's approval and the manufacturer's direction in repairing a pole.
- h) All parts of the structure shall be neatly finished and free from kinks or twists. All holes, blocks, and clips shall be made with sharp tools and shall be clean-cut without torn or ragged edges.
- i) Before being laid out or worked in any manner, structural materials shall be straight and clean. If straightening is necessary, it shall be done by methods that will not injure the metal.
- j) Shearing and cutting shall be performed carefully and all portions of the work shall be finished neatly. Copes and re-entrant cuts shall be filleted before cutting.
- k) All forming or bending during fabrication shall be done by methods that will prevent embitterment or loss of strength in the materials being worked.
- l) Holes for connection bolts shall be one-sixteenth larger than the nominal diameter of the bolts. Holes in the flange plates for bolted splices shall be one-eighth inch larger than the bolt diameter. Holes in the base plates for anchor bolts shall be three-eighths inch larger than the nominal diameter of the anchor bolts. The details of all connections and splices shall be subject to the approval of the Owner or his representatives.
- m) Holes in steel plates which are punched must be smooth and cylindrical without excessive tear out or depressions. Any burrs that remain after punching shall be removed by grinding, reaming, etc.
- n) Holes of any diameter may be drilled in plate of any thickness. Care shall be taken to maintain accuracy when drilling stacks of plates.
- o) Holes may be made by use of a machine guided oxygen torch. Flame cut edges shall be reasonably smooth and suitable for the stresses transmitted to them.
- p) The overall length of the assembled structure should not be less than six inches of the specified length and not more than twelve inches.
- q) Tolerances - Fabrication tolerances shall be as follows:
  - i. Length of single piece or flanged poles + 3".
  - ii. Cross sections of poles: Diameter of 36" or less + 1/4", -1/8".
  - iii. Spacing between "arm to pole" connections vertically + 3/4".
  - iv. Location of hardware with respect to top of pole + 2".
  - v. Camber + 1" per 16" of specified camber.
  - vi. Pole Butt plate perpendicular to pole 1/16" for 12" as measured on a perpendicular axis.
  - vii. Straightness of pole + 1/2" from center line.
  - viii. Location of a drilled hole in a piece + 1/8".
  - ix. Spacing between holes: Base plates + 1/8", same connection + 1/16" (non-accumulative).
  - x. Anchor bolts: Length + 3" -0"; thread length +2" -0".
  - xi. Length of coated portion on anchor bolts +12" -0".
  - xii. Distance between anchor bolt in cluster + 1/8" (non-accumulative).
  - xiii. Arms: Length +1", Rise ("W" dimension + 1" per 10' of arm length).
  - xiv. Angles shown + 2 degree.

#### 4. Finishes.

The following finishes are acceptable: galvanizing and below grade coating.

- a) Galvanizing- All structures and structural components which is hot-dip galvanized shall meet all the requirements of ASTM A123 or ASTM A153. Measures shall be taken to prevent warping and distortion according to ASTM A384 and to prevent embitterment according to ASTM A143. Poles made of ASTM A588 steel shall not be galvanized due to the high silicon content of the steel. One gallon of zinc enriched paint shall be provided with each five poles.
- b) Coating for the Embedded Portion of the Pole- When poles are to be directly embedded, a sixteen mil (minimum dry film thickness), two component hydrocarbon extended polyurethane coating that is resistant to ultraviolet light shall be applied on the exposed surface of the embedded portion of the pole. The



coating shall extend from the butt to two feet above ground line. Other coatings shall be approved by the Owner prior to their use.

- c) Bolts and nuts with yield strengths under 100,000 psi shall be hot-dip galvanized per ASTM A153 and ASTM A143, or mechanically coated with zinc in accordance with ASTM B454, Class 50. Bolting materials with yield strengths in excess of 100,000 psi shall not be hot-dip galvanized. Instead, they shall be painted with zinc enriched paint or mechanically coated with zinc per ASTM B454, Class 50.
- d) Compliance with coating thickness requirements shall be checked with a magnetic thickness gauge.

5. Inspection and Testing

- a) The Owner and the Owner's designated agents shall have free entry at all times while work is being carried on, to all parts of the manufacturer's plant to inspect any part of the production of the poles covered by this specification.
- b) Steel members which are bent or warped or otherwise improperly fabricated shall be properly repaired or replaced at the manufacturer's expense.
- c) The cost of test made by the manufacturer (except full scale load test on poles), including cost of the certified test reports, shall be considered included in the price.
- d) The manufacturer shall make tests in accordance with ASTM A370 and ASTM A673 to verify that the material used in the structures meets the impact properties.
- e) Mill test reports showing chemical and physical properties of all materials furnished under this specification shall be maintained by the manufacturer for a period of five years and shall be traceable to the structure.
- f) All plates over one and one-half inch thick shall be ultrasonically tested to assure against defects which could lead to lamellar tearing.
- g) Welders or welding operators shall be qualified in accordance with the provisions of AWS D1.1
- h) The manufacturer shall make certified welding reports for each structure. The reports covering welding shall include all welds of a structure. Each weld shall be clearly identified; and the report shall consist of the method of testing, whether the weld is acceptable, the identification of the structure, the date, and the name and signature of the inspector.

6. Shipping

- a) Each shipment shall be accompanied by a list of all parts, identifiable by structure type and number. Arms, bolts and miscellaneous hardware will be identified by the list for match up with the respective pole shaft. All parts required for any one structure shall be in one shipment, if possible.
- b) The Owner and Owner's representative shall be notified prior to shipment that such shipment is to take place, and they reserve the right to inspect the components prior to shipment. The notification shall give quantities, weight, name of common carrier used, and expected time of arrival.
- c) The anchor bolts shall be welded to the holding plate in the bottom of the cage. A removable template shall be used at the top of the cage and shall be marked to show the centerline for tangent structures and the angle bisector for angle structures. Matching marks are to be on the base plate so proper alignment can be made. Bolt clusters shall be rigid enough to withstand the normal jolts of shipping and handling with no displacement of bolts from the proper positions within the cluster.
- d) Unless otherwise agreed to by the Owner, the anchor bolt cage shall be shipped at least thirty days prior to pole shipment.
- e) Salt-treated wood blocking and urethane foams shall not be used when shipping or storing weathering steel poles.
- f) Delivery shall be made either to a single designated location or to the individual structure locations.
- g) Manufacturer shall be prepared to unload the poles and place in a designated area identified by the Owner.

7. Information to be supplied by the Manufacture

- a) Information to be supplied with the Proposal:
  - i. Calculated shipping weight of each structure excluding anchor bolts. Separate weights shall be given for arms and poles.
  - ii. Calculated shipping weight of anchor bolts
  - iii. Ultimate ground line reactions (including overload factors) in Poles and guy wires.
  - iv. Anchor bolt size, length, and locations (bolt circle diameters).
  - v. Type of material of major components (ASTM number).
  - vi. Description of pole shaft, including thickness, length, diameter Cross-sectional geometry, and method of fastening each shaft component.



- vii. Data showing the design of the arm, arm connections, arm attachment plates, and brackets.
- viii. Design exceptions.
- b) Documentation to be Supplied for the Owner’s Approval Prior to Fabrication. Documentation includes final design calculations for pole shaft, base plate, anchor bolts, arms, and other appurtenances, including their connections for all structures. The following information shall be supplied:
  - i. For the loading cases with overload factors, the total shear, Axial forces, moments, stresses or stress ratios, section moduli, cross-sectional areas, deflections w/t’s for polygonal and D/t’s for round cross sections at all splices, at arm attachment points (top and bottom), and at least every ten feet (10’-0”) along the pole.
  - ii. For the critical loading case, shear and axial forces, moments, stresses, section moduli, cross-sectional areas at the arm connections, bolt stresses in the arm connection, and deflection at the end of the arm.
  - iii. Anticipated deflections at the top of the pole and at the ends of the arms shall be indicated for each pole for the normal, everyday loading condition of sixty degrees Fahrenheit, no wind, no overload factors.
  - iv. For all specified loading cases, reactions and ground line moments shall be supplied.
  - v. Detail drawings for each structure type giving weights of structure components, dimensions, and bill of materials.
  - vi. Assembly instructions and erection drawings. Slip joint lengths and allowable tolerances. Special handling instructions.
- c) Final Documents shall be supplied to the Owner for the items in paragraph 7.b.v. after erection of all structures and prior to final payment.
- d) Test Reports (as requested)
  - i. Certified mill test reports for all structural material
  - ii. Certified welding reports for each structure
  - iii. Impact property test reports showing that the material used in the structures meets the impact properties
  - iv. Test reports on coating thickness
  - v. Report of structure testing, when required, including photographs, diagrams, load trees, etc.

8. Approval, Acceptance, and Ownership

- a) Final design must be approved by the Engineer before material is ordered and fabricated. Material ordering and fabrication prior to approval will be at supplier’s risk. It is understood that award of this contract does not constitute acceptance of design calculations submitted with the bid, if corrections are required in the final structure designs due to manufacturer’s errors, omissions, or misinterpretations of the specifications, the quoted price shall not change. Approval of the drawings and calculations by the Engineer does not relieve the supplier of responsibility for the adequacy of the design, correctness of dimensions, details on the drawings, and the proper fit of parts.
- b) After delivery, the poles will be inspected and shall be free of dirt, oil blisters, flux, black spots, dross, tear-drop edges and in general, shall be smooth, attractive, and unscarred. Poles not meeting this requirement shall be repaired or replaced by the fabricator at no additional cost to the Owner.

**5.2 VENDOR’S REPRESENTATION**

- a) Vendor warrants that qualified personnel shall provide all services that may be required under The Contract in a professional manner. “Professional manner” means that the personnel performing the services shall possess the skill and competence consistent with at least the prevailing business standards in the industry. Vendor agrees that it shall not enter any agreement with a third party that may abridge any rights of the City under The Contract. Vendor shall serve as the prime contractor under The Contract and shall be responsible for the performance and payment of all subcontractor(s) that may be approved by the City. Names of any third-party Vendors or subcontractors of Vendor may appear for purposes of convenience in Contract documents; and shall not limit Vendor’s obligations hereunder.



- b) If any goods, services, functions, or responsibilities not specifically described in The Contract are required for Vendor's proper performance, provision and delivery of the goods and services under The Contract, or are an inherent part of or necessary sub-requirement included within such goods and services, they will be deemed to be implied by and included within the scope of the contract to the same extent and in the same manner as if specifically described in the contract. Unless otherwise expressly provided herein, Vendor will furnish all of its own necessary management, supervision, labor, facilities, furniture, computer and telecommunications equipment, software, supplies and materials necessary for the Vendor to provide and deliver the goods and services.
- c) Vendor warrants that it has the financial capacity to perform and to continue perform its obligations under the contract; that Vendor has no constructive or actual knowledge of an actual or potential legal proceeding being brought against Vendor that could materially adversely affect performance of The Contract; and that entering into The Contract is not prohibited by any contract, or an order by any court of competent jurisdiction.

**Attachments to this RFQ begin on the next page.**

**ATTACHMENT A: PRICING FORM**

---

**FURNISH AND DELIVER:**

Item #	QTY.	UOM	DESCRIPTION	UNIT PRICE	EXTENDED PRICE
1	66	Each	80' TUBULAR STEEL POLE (H2 STEEL TRANSMISSION POLE) Manufacturer: Model:		
2	10	Each	85' TUBULAR STEEL POLE (H2 STEEL TRANSMISSION POLE) Manufacturer: Model:		

TOTAL EXTENDED PRICE: \$

**ATTACHMENT B: INSTRUCTIONS TO BIDDERS**

---

**City of Rocky Mount Instructions to Bidders Review**

<http://rockymountnc.gov/services-finance-vendor-registration/>

**ATTACHMENT C: ACCEPTANCE OF GENERAL TERMS & CONDITIONS**

---

Review Terms and Conditions: General at <https://rockymountnc.gov/services-finance-vendor-registration/> Terms and conditions on the vendor webpage that do not apply to this bid: [Federal UG Terms](#), [FEMA Contract Provisions](#), [Sample Contract Terms](#).

Check here to indicate that you have read and agree to the City of Rocky Mount General Terms & Conditions.

**ATTACHMENT D: SUPPLEMENTAL VENDOR INFORMATION**

---

**HISTORICALLY UNDERUTILIZED BUSINESSES**

Historically Underutilized Businesses (HUBs) consist of minority, women and disabled business firms that are at least fifty-one percent owned and operated by an individual(s) of the categories. Also included in this category are disabled business enterprises and non-profit work centers for the blind and severely disabled.

Pursuant to G.S. 143B-1361(a), 143-48 and 143-128.4, the City invites and encourages participation in this procurement process by businesses owned by minorities, women, disabled, disabled business enterprises and non-profit work centers for the blind and severely disabled. This includes utilizing subcontractors to perform the required functions in this IFB. Any questions concerning NC HUB certification, contact the [North Carolina Office of Historically Underutilized Businesses](#) at (919) 807-2330. The Vendor shall respond to question #1 and #2 below.

- a) Is Vendor a Historically Underutilized Business?  Yes  No
- b) Is Vendor Certified with North Carolina as a Historically Underutilized Business?  Yes  No

If so, state HUB classification: [REDACTED]

---

**NEW VENDOR REGISTRATION**

New vendors must complete a vendor registration form using the link below. If you are a current vendor that needs to update your vendor information you may also complete the online vendor registration form. Once registration is complete email a copy of your W9, an E-Verify Affidavit, to the contact person listed on the coversheet.

<https://rockymountnc.gov/services-finance-vendor-registration/>

---

**SUSTAINABILITY**

According to G.S. 143-58.2, it is the policy of this State to encourage and promote the purchase of products with recycled content and to purchase items that are reusable, refillable, repairable, more durable and less toxic to the extent that the purchase or use is practicable and cost effective.

Do the items offered have any recycled content?  Yes  No

If yes, what is the post-consumer recycled content? [REDACTED]% What is the total recycled content? [REDACTED]%

Quote Number:320-170523AG-Rebid

Vendor:



**Other sustainable properties:**

---

## HOW TO DO BUSINESS WITH THE CITY OF ROCKY MOUNT

Becoming a Vendor <https://youtu.be/MGOjZxI4iQc>

Competing in the Bid Process <https://youtu.be/yy8dYzPOCUs>

Purchase Order, Payment and Performance <https://youtu.be/wA5zVTizZQM>