

Request for Proposal

Electric Utility Material Supplier

Company Background

West River Electric Association (WREA) is an electric utility rural electric cooperative with offices in Wall, Rapid City and an outpost in Enning, South Dakota. Currently, we have 17,340 meters on our service and 2,654 miles of line in western South Dakota located within Pennington, Meade Haakon, Ziebach, Jackson and Shannon Counties. West River Electric's distribution system covers nearly 100 percent in an area of 4,500 square miles in western South Dakota.

Project Description and Scope of Services

We are looking for a full service material supplier to be our sole provider for distribution electrical material supplies. A normal purchasing alliance provides more efficiency in operations thereby providing cost savings. A purchasing alliance is a long-term agreement to provide material and support services at a reduced price in return for a 3 year purchasing commitment. The award will be made to a responsive and responsible company based on the best value and other services that provides WREA with operational efficiencies.

Requested Services:

-) Provide electric distribution material for the construction and maintenance of 69 kV transmission line, 14.4 and 7.2 distribution line overhead and underground. Excluding wooden poles used in line construction.
-) Additional material held as storm stock that would be available within 24 hours in a storm emergency that would consist of 2 miles of single phase and three phase overhead material.
-) "Just in time inventory" material availability to help us maximize WREA's inventory turns and reduce inventory carrying costs.
-) Integration with our NISC IVUE accounting software where the vendor can pull our purchase orders on a daily basis or the ability for WREA to submit purchase orders electronically. Provide imports of all invoice transactions, within 24 hours of delivery of the products that integrate with the receiving and accounts payable functionality of our accounting system to make our ordering and receiving procedures more efficient.
-) Shrink wrapped palletized orders for specific work order jobs.
-) Provide an import file for all palletized work orders within 24 hours after the material has been delivered that integrates with our NISC IVUE accounting software.
-) Bar code scanning solution that integrates with our NISC accounting software.

-) Training for any products and/or services offered.
-) Material trailers stocked with inventory that can be delivered to a construction site or storm damaged area.
-) Be a leader in providing information on new products on the market.
-) Service is extremely important to have a representative available to answer questions and discuss different material options and help resolve problems.
-) Be proactive in suggesting and promoting new technology and innovative products, software and services.
-) Delivery of in-stock items in 24 hours.
-) Provide a quarterly stock report that lists the top 20 inventory items purchased. Each item should display our purchase price compared to the cost of that item, with a column that shows the markup or margin on each item.
-) Exclude transformers, regulators and tools.

Anticipated Selection Schedule

The Request for Proposal timeline is as follows:

Request for RFP: May 1, 2019

Deadline for bidders to submit questions: June 1, 2019

Deadline for bidders to submit proposals: June 1, 2019

Selection of Top Bidders / Notification to Unsuccessful Bidders: June 18, 2019

Time and Place of Submission of Proposals

The RFP will be posted on our website along with purchase orders for one mile of single phase and 3 phase line overhead and underground at www.westriver.coop and can be downloaded from there directly as of May 1, 2019

Respondents to this RFP must submit one copy of their proposal to be received no later than June 1, 2019. Proposals need to be mailed or delivered to Mike Letcher at the below address:

West River Electric
 3250 E. Hwy. 44
 PO Box 3486
 Rapid City, SD 57709-3486

Elements of a Proposal

A submission must, at a minimum, include the following elements:

-) Description of the company that includes a general overview and history of the company.

-) A comprehensive narrative outlining the companies' services and answers to specific questions outlined previously.
-) A quote of material to build one mile of single phase and 3 phase overhead and underground line.
-) Please include 2 electric cooperative references that we would be able to contact.

Principle Point of Contact

All questions and inquiries will be directed to Mike Letcher our Operations Manager at 605-393-1500.