

# BD2007 Addendum Pre-bid Meeting

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RAQC

05/04/07

- Start with outline (include sales plan)
- My disclaimers
- Aspen project
- List of our fleets
- Then go over bullshit/boilerplate
- Fleet visits - Brannan 10am at 7291 Colorado Blvd; DPS/Littleton, DPW

# BD2007 Addendum Pre-bid Opening

- Introductions & Sign in
- Welcome
- Background
  - RFP is modeled on an approved DPS/RAQC/EPA RFP
  - RAQC and fleets defines scope and needs of project
  - Language is standard
  - Understand from here on out through proposal submittal you are being interviewed for this job
- All vendors will be afforded the same amount of time to speak
  - A vendor can give another vendor time (30 minutes)
- From this time on, there will be no contact with members of the review team, their organizations or other participating fleets outside the protocols spelled out in the Solicitation – Vendors will be deemed ineligible for violating the rules

# General Terms & Conditions (pages 6 – 12)

- II. Contents of Offer
  - D. Prices Contained in Offer
    - Net 60 with net 90 finance charges
- III. Preparation and Submission
  - Directions are clear
  - 25 pages plus appendix for manuals, verification data, etc.
- V. Rejection of offers
  - Offers will be rejected if they are non-responsive, conceal material facts or don't conform with the law
  - Irregularities can be waived if they are not material
- VI. Protest (8am 6/1 – 8am on 6/6)
  - 72 hours to protest, sent to RAQC Executive Director and must be an issue of fact (i.e., incorrect scoring, etc).
- X. Termination of Contract – Council may cancel the contract upon 5 days notice for reason other than cause.

# Special Terms and Conditions (STC) Page 13

- Schedule of Activities:
  - April 27, 2007      Distribute Request for Proposal
  - May 4, 2007      Mandatory Pre-Bid Conference
  - May 5 – 12, 2007 Fleet Inspection Week (see schedule)
  - May 14, 2007      Deadline for Submitting Questions
  - May 21, 2007      Proposal deadline
  - June 1, 2007      Award recommendation from PAT
  - June 7, 2007      RAQC Board Approval

# STC (page 13)

- Seeking EPA or CARB Level 1 verified emissions reduction technology (or a component of an EPA/CARB verified combination for demonstration projects)
  - Spec written to allow as much competition in this project as possible
  - We require flexibility to meet fleet needs
- Fleet Inspection Week
  - Preliminary schedule provided
- Term of contract one year with four one year extensions

# STC (pages 14 – 15)

- Method of Award – Best Score based on proposal and scoring criteria
- Immigration Certification
- Use of Subcontractors
  - Subcontractors with no experience will result in scoring penalty
  - Subcontractors with experience and references will result in no scoring penalty
- Local Office – Those with local office get all points, those with no office lose all points

# STC (pages 15 – 17)

- Monthly Invoices
  - Must submit invoices on the Council template on time
- Indemnification for Council
- Insurance – Standard in many RFPs
  - Performance Bond required of vendor per Statute
- Cooperative purchasing efforts – everyone interested can purchase off this
- Equal Opportunity- the Vendor shall not discriminate under this Solicitation

# Scope Plan and Pricing Form (SPPF) (pages 18-19)

- Scope of Work
  - Vendor is a critical, visible part of this program
  - Customer service critical under such a program
- Funding
  - Up to \$1,100,000 available for DOC/CCF
  - Funding levels and allocations subject to change depending on RAQC/fleet needs
  - Need minimum 400 DOC/150 CCF
- Program Goals – Reduce criteria pollutants and replicate this project

# SPPF – Task Plan (pages 19 – 20)

- Task 1 – Pre-proposal Inspection
  - Vendors will inspect fleets together according to RAQC schedule
  - No sales presentations allowed on inspection
  - Sales presentations will eliminate Vendors
- Task 2 – Retrofit Planning
  - Vendor works with Council and fleets to identify vehicles and appropriate retrofits
- Task 3 – Program Processes
  - Installation plan developed by Council, fleet and Vendor

# SPPF – Task Plan (pages 20 – 22)

- Task 3 – cont.
  - Invoicing
    - CDOT allows invoicing once per month
      - Vendor installs equipment
      - Vendor submits install data on Council template
      - RAQC compiles 20% in-kind match
      - Invoicing documents compiled and submitted to CDOT at the beginning of each month
  - Meetings
    - Weekly meetings between RAQC/Vendor and regular meetings between program partners
- Task 4 – Vendor required to be a part of outreach efforts
- Task 5 – Program Evaluation

# SPPF – Technical Specifications

(page 23)

- RAQC/Fleets seek equipment flexibility:
  - EPA/CARB verified DOCs;
  - Verified DOC/CCF combinations;
  - Potential unverified DOC/CCF demos;
  - Potential OEM DOC/CCF demos;
  - Potential CCF only demos
- Demonstration examples include:
  - DOC/CCF outside model year ranges or for off-road equipment

# SPPF – Technical Specification

(page 23)

- DOCs and DOC/CCF Combinations
  - EPA/CARB Verified
  - Shall be proper technology for the application
  - Units for on-road engines 1991+ with a couple additional points for demonstrated off-road use;
  - Warranty 3 years/150,000 miles
  - Vendor provides fleet installation training
  - Must respond to service requests in 48 hours
  - CCF should eliminate crankcase blow-by of vehicles listed in Appendix A – Vehicle Listing
  - CCF flow testing required

# SPPF – Technical Specification

(pages 23 – 24)

- CCF Only (Demonstration)
  - Must be component of an EPA or CARB verified combination
  - Shall be proper technology for the application
  - Must meet above specs
- Other potential technologies
  - A catch all category to allow an out so we can't be accused of sole sourcing anything

# SPPF – Technical Specification

(page 24 – 25)

- Product Verification:
  - Emissions benefit – EPA or CARB only
  - Experience – Shall demonstrate successful experience with the equipment in the USA
- Servicing
  - Monitor installation for all issues
  - Respond to technical problems in 48 hours

# SPPF – Scoring (page 26)

- ◆ Evaluation Criteria
  - Some objective and some subjective scoring categories

Award Criteria Factor	Score
Management Summary	10
Vendor Profile/Experience	35
Ability to Meet Specifications	20
Vendor Location	10
Cost	25
Total Score	100

## SPPF – Scoring (page 26)

- Management Summary – 10 points
  - Executive Summary of proposal
  - Include contact information for authorized contract contact
  - Summary must be signed by this contact

## SPPF – Scoring (page 27)

- Vendor Profile/Experience – 35 points
  - Description and history of company
  - Detail ownership/organizational structure of company
  - Provide an organizational chart and resume/task description of each employee on project (Vendor must have 5 FTE)
  - **Discuss your firms experience, qualifications and capabilities, especially on projects of similar size and scope. Explain how your company will manage the project**
    - Provide 5 major account references. We will contact them.

## SPPF – Scoring (page 27)

- Vendor Profile/Experience – cont.
  - Subcontractors must be qualified to receive full points under this section
    - Provide references and we will call them
  - Provide an audited financial statement/public annual report
  - Vendor shall explain in detail their drug/alcohol policy
  - Vendor must explain their net 60 and net 90 finance charges

## SPPF – Scoring (page 27)

- Equipment Specification – 20 points
  - Must be EPA/CARB Level 1
  - Describe how you meet or exceed the specs
    - Exceeding the specs results in higher scores
  - Provide brochures in your proposal appendix
  - Provide warranty information

## SPPF – Scoring (page 27)

- Vendor Location
  - If you have an office in the Denver metro area, you get all points
  - If you do not have an office in the Denver metro area, you lose all points

## SPPF – Scoring (page 27 –28)

- Cost Requirements – you can only change tables to include more options or resize columns – no other changes are permitted!
  - Low cost is primary factor
  - Cost-effectiveness is another factor
    - Vendors shall provide clear analysis on their cost-effectiveness using EPA/CARB verified data
    - Utilize an engine emitting 0.1 g/bhp-hr PM with 240 horsepower operating 1,680 hours per year
    - Unverified demonstration equipment benefit data will not be considered in evaluation

- Pricing Form I - Equipment Cost per Unit  
(1-50 units)

		Type of Equipment	Equipment Cost	Installation Cost	Testing Costs	Misc. Costs*	PM Cost-Effectiveness**	Total Cost
Vendor 1	Option 1	DOC	\$1,000	\$100	\$0	\$0	\$0.16	\$1,100
	Option 2	DOC/CCF	\$1,500	\$150	\$50	\$0	\$0.11	\$1,650
	Option 3	CCF	\$450	\$50	\$50	\$0	\$0	\$500
Vendor 2	Option 1	DOC	\$2,000	\$200	\$0	\$0	\$0.08	\$2,200
	Option 2	DOC/CCF	\$2,500	\$250	\$250	\$0	\$0.06	\$3,000
	Option 3							

\*Explain and itemize all miscellaneous costs.

\*\*Describe how PM Cost-Effectiveness was calculated.

## SPPF – Pricing Form II (page 28)

- Pricing Form II – Volume Discounts

	Percentage
51-100 Units	0%
101-200 Units	5%
201-300 Units	7%
301-400 Units	8%
400+ Units	10%

# SPPF – Pricing Form III (page 29)

- Pricing Form III – Miscellaneous Costs

	Cost/Equipment Description	Equipment Cost	Installation Cost	Testing Costs	Total Cost
Option 1					
Option 2					
Option 3					
Option 4					
Option 5					
Option 6					

## SPPF – Questions (page 29)

- Questions
  - Does your offer comply with all terms and conditions. If no, indicate exceptions.
  - Does your offer meet or exceed all specs? If no indicate exceptions.
  - May anyone else purchase off this proposal?
  - State percentage of prompt payment discount, if offered;
  - State net 90 day finance charge.