

BID INFORMATION MEMORANDUM
Fixed Price Competitive Bid Solicitation
United Refining Kwik Fill M-2 Site
5501 Peach Street, Erie, PA 16509
PADEP Facility ID #25-22460; USTIF Claim #1996-021(M)

USTIF understands and appreciates the effort necessary to prepare a well-conceived response to a bid solicitation. As a courtesy, the following summary information is being provided to the bidders.

Number of firms attending pre-bid meeting: 8

Number of bids received: 7

Number of administratively complete bids: 7

List of firms submitting bids: Compliance Environmental Services, Inc.
CORE Environmental Services, Inc.
Environmental Remediation & Recovery
EnviroTrac Environmental Services
Groundwater & Environmental Services
Letterle & Associates, LLC
Matrix Environmental

This was a defined Scope of Work bid and so price was the most heavily weighted evaluation criteria, followed by technical soundness. The range in cost between the seven evaluated bids was \$33,436 to \$78,869. Based on the numerical scoring, only one of the seven bids was determined to meet the "Reasonable and Necessary" criteria established by the Regulations and were deemed acceptable by the evaluation committee for USTIF funding. The claimant reviewed and selected the following bidder.

The selected bidder was CORE Environmental: Bid Price - \$33,436.

The attached sheet lists some general comments regarding the evaluation of the bids that were received for this solicitation. These comments are intended to provide information regarding the bids that were received for this solicitation and to assist you in preparing bids for future solicitations.

GENERAL COMMENTS REGARDING EVALUATED BIDS

- When task descriptions presented in a bid response simply reference or mimic the Request for Bid (RFB) task descriptions verbatim, it is not clear whether the bidder's technical personnel actually evaluated the RFB and historical site documents, understood the technical requirements, and developed task content that the bidder regarded as necessary and appropriate to accomplish the project objectives. Each bidder is requested to evaluate each individual task and describe, in detail, how they would accomplish the task themselves.
- Some bidders chose not to include project personnel resumes or project organization charts / descriptions. This results in difficulties in assessing the qualifications and experience of the company to perform the scoped work. Bidders are encouraged to provide details on project personnel that are anticipated to perform the work. If changes / substitutions are necessary after contract award, this does not automatically result in a contract default
- Bidders are encouraged to discuss the Site background / history of the site to demonstrate they have a good understanding of existing on and potential off site conditions. This also aids the reviewer when evaluating each task knowing that the bidder may anticipate any problems that could arise from previous releases and or conditions.
- As this contract presented a fixed scope of work, all tasks were judged equally important during the technical evaluation. Bidder task descriptions were evaluated from each bid to determine their understanding of the task scope of work, their plans for work implementation, their plans for any contingencies, compliance with RFB requirements, and any task assumptions made. The highest technical scoring bidders addressed all of these factors in their bids(s).
- As this contract presented a fixed scope of work in the RFB, cost was the most important factor in evaluating the bids.

Again, thank you for participating in this competitive bid solicitation.

Frank Markert