

## **BID INFORMATION MEMORANDUM**

### **Fixed Price Competitive Bid Solicitation**

#### **Sohail's Store**

**835 South Eisenhower Boulevard, Middletown, PA 17057-5502**

**PADEP Facility ID #22-16012**

**PAUSTIF Claim #2020-0014(I)**

---

The Pennsylvania Underground Storage Tank Indemnification Fund (PAUSTIF) 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: 9

Number of bids received: 6

List of firms submitting bids:

- DMS Environmental Services, LLC
- Environmental Alliance, Inc.
- EnviroTrac Ltd.
- Letterle & Associates, Inc.
- MEA, Inc.
- Mountain Research, LLC

This was a Defined Scope of Work bid and so price was the most heavily weighted evaluation criteria. The range in cost between the six evaluated bids was \$96,842 to \$129,697. Based on the numerical scoring, two of the six bids were determined to meet the "Reasonable and Necessary" criteria established by the Regulations and deemed acceptable by the evaluation committee for PAUSTIF funding. The claimant had the option to select any of the consulting firms that had a technical score that allowed the bid to advance to cost scoring to complete the scope of work defined in the Request for Bid (RFB); however, PAUSTIF will only provide funding up to the fixed-price cost of the highest bid deemed acceptable by the bid review committee. In this case, the claimant elected to follow the committee's recommendation and selected one of the two bids deemed to be acceptable for funding.

**The bidder selected by the claimant was MEA, Inc.: Bid Price - \$ 97,434**

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**

- Bids should not include assumptions in the technical/text of the bid submission that would modify the Remediation Agreement. All assumptions and requested modifications to the Remediation Agreement must only be listed under the Remediation Agreement section of the Required Responses Submission Form.
- Bidders shall provide bid costs only in the Bid Cost Submission Form with descriptions for each task provided in the body of the bid document. No cost information should be provided in the technical submittal.
- Bidders shall utilize submission attachments included with the subject Request for Bid (RFB); attachments from prior RFBs should not be modified and included with a bid submission.
- Bids should provide a clear description of how the proposed work scope will be completed. The bid package should specifically discuss all tasks and subtasks that will be included under the fixed price contract, what specific activities are included in each task, and how the tasks will specifically be completed (e.g., provide details on how multi-phase extraction remedial pilot testing will be conducted). Detailed information on the schedule and sequencing of milestones needs to be provided for clarity.
- Bid responses should include enough “original” language and thought that the qualifications and approach of the firm can be evaluated. This includes discussion on potential issues or challenges that may be encountered during performance of the work. The reason for this is that the bidders are not pre-qualified and so the evaluation committee must evaluate the technical aspects of the bid and bidder.
- Bidders should include all requested information (e.g., health and safety procedures, standard operating procedures, equipment specifications (P&ID), and data collection procedures/forms) in the bid submittal.
- Copies of quotations from all major subcontractors (including, but not limited to, drilling companies, surveyors, and analytical laboratories) should be included as attachments in the bid package. In addition, details on subcontractor involvement should be provided.