

# **BID INFORMATION MEMORANDUM**

## **Fixed Price Competitive Bid Solicitation**

### **Dandy Mini Mart #3**

**44 Golden Mile Road, Wysox Township, Towanda, Bradford County**

**PADEP Facility ID #08-14555; USTIF Claim #2007-0019(S)**

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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:	9
Number of bids received:	8
Number of administratively complete bids:	8
List of firms submitting bids:	Juniata Geosciences, LLC Letterle and Associates, LLC Environmental Alliance, Inc. Alternative Environmental Solutions (AES), Inc. P. Joseph Lehman, Inc. Groundwater and Environmental Services (GES), Inc. Mountain Research, LLC Mobil Environmental Analytical (MEA), Inc.

This was a defined Scope of Work bid and so price was the most heavily weighted evaluation criteria. The range in cost between the eight evaluated bids was \$72,310 to \$122,718.50. Based on the numerical scoring, two of the eight bids were determined to meet the “Reasonable and Necessary” criteria established by the Regulations and was deemed acceptable by the evaluation committee for USTIF funding. The claimant reviewed and selected an acceptable bid.

**The selected bidder was Letterle and Associates, LLC: Bid Price - \$73,316.00.**

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**

- Bidders 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 (i.e., explain how groundwater and soil sampling will be conducted).
- Please include all requested information (insurance, qualifications, questions, cost spreadsheets, milestone schedules, etc.) in the bid submittal.
- Copies of quotations from all major subcontractors (including, but not limited to, drilling companies and analytical laboratories) should be included as attachments in the bid package. Several bidders did not include any subcontractor quotes. Additionally, some bidders provided a list of potential subcontractors but did not specify what subcontractor would be used.
- Bid responses should include enough “original” language and thought that the knowledge and approach of the firm can be evaluated. The reason for this is that the bidders on the USTIF list are not pre-qualified and so the evaluation committee must evaluate the technical aspects of the bid and bidder.