

## **BID INFORMATION MEMORANDUM**

### **Fixed Price Competitive Bid Solicitation Buggy's Auto Body**

**3321 MILLER'S RUN ROAD (PA ROUTE 50)  
WASHINGTON COUNTY, CECIL, PENNSYLVANIA 15321  
PADEP Facility ID #63-12705; USTIF Claim #2004-0274(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: 7

Number of bids received: 6

List of firms submitting bids:

- Applied Geology and Environmental Science
- CORE Environmental Services
- CP Environmental Group
- Juniata Geosciences
- Letterle & Associates
- Moody and Associates

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 \$17,623 to \$78,310. Based on the numerical scoring, one of the six bids was 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 the acceptable bid.

The selected bidder was Letterle & Associates: Bid Price - \$17,623.

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**

- Bid responses should describe and apply the bidder's conceptual site model interpretation as it pertains to conduct of RFB-specified tasks designed to achieve site closure via site-specific standards.
- 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 prequalified and so the evaluation committee must evaluate the technical aspects of the bid and bidder.
- Bid responses should provide a task-by-task description of the proposed technical approach, including detailed protocols for the handling, management, and proper disposal of all investigation derived waster (e.g., monitoring well purge water).
- Bid responses should include necessary, reasonable, and appropriate project planning and management activities. Such activities include client communications/updates, meetings, record keeping, subcontracting, personnel and subcontractor management, quality assurance/quality control, scheduling, and other activities.
- The qualifications section of bid responses should include brief resumes of project staff that include education and work experience.
- All bids had properly completed standardized bid forms.