

# **BID INFORMATION MEMORANDUM**

## **Fixed Price Competitive Bid Solicitation**

**Gore's Friendly Service**  
**340 W. 4<sup>th</sup> Street (Intersection of Route 120 & Route 46)**  
**Emporium Borough, Cameron County, Pennsylvania**  
**PADEP FACILITY ID #12-21838; USTIF CLAIM #2000-0139(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: | 13   |
| Number of bids received:                   | 11   |
| Number of administratively complete bids:  | 11   |
| List of firms submitting bids:             | Alternative Env. Solutions, Inc.<br>Chambers Env. Group, Inc.<br>Converse Consultants<br>DMS Env. Services, LLC<br>Environmental Alliance, Inc.<br>Groundwater & Env. Services, Inc.<br>Letterle and Associates, LLC<br>MadMar Engineering, Inc.<br>MEA, Inc.<br>MIG, Inc.<br>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 eleven evaluated bids was \$28,095.08 to \$50,250.50. Based on the numerical scoring, two of the eleven bids were 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 acceptable bid.

**The selected bidder was Environmental Alliance, Inc.: Bid Price - \$28,095.08**

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 sampling will be conducted, what will be completed as part of the Supplemental Site Characterization Report, etc.).
- The qualifications section of bid responses should include brief resumes of project staff that include, at a minimum, education and work experience.
- One bidder's proposed fixed price cost estimate for Task B4 (Soil Boring Installation and Soil Sampling, Soil Vapor Monitoring Point Installation and Two Soil Vapor Sampling Rounds) was \$11,256. This was well above the typical price for these activities for this bid.
- One bidder's proposed fixed price cost estimate for Milestone C (Preparation, Submittal and PaDEP Approval of Supplemental Site Characterization Report) was \$489. This proposed amount was anomalous and was interpreted by the bid evaluation committee as an indication that the bidder did not have a complete understanding of the scope of work.
- 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 drilling companies and analytical laboratories) should be included as attachments in the bid package.
- 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.