

BID INFORMATION MEMORANDUM

Fixed-Price Competitive Bid Solicitation

Nettles Auto Service
1415 Lowther Road
Lower Allen Township, Cumberland County, Pennsylvania
PADEP Facility ID # 21-61054; USTIF Claim # 2006-0170(S)

The Underground Storage Tank Indemnification Fund (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:	7
Number of bids reviewed:	7
List of firms submitting bids:	Center Point Tank Services, Inc. Converse Consultants Environmental Alliance, Inc. Groundwater & Env. Services, Inc. Letterle & Associates, LLC 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 seven evaluated bids was \$49,633.55 to \$88,166.39. Based on the numerical scoring, one of the seven 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 the acceptable bid, and interviewed and selected the successful bidder.

The selected bidder was Groundwater & Environmental Services, Inc.: Bid Price - \$49,633.55

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 (e.g., 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.
- 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) were requested for inclusion 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.