

**CITY OF AUSTIN
PURCHASING OFFICE
PROPOSAL PREPARATION INSTRUCTIONS AND EVALUATION FACTORS
SOLICITATION NUMBER: RFP SMW0118**

1. PROPOSAL FORMAT

The proposal shall be organized in the following format and informational sequence:

A. **Title Page:** The Title Page must include the following:

- i. "Bulk Motor Fuels and Fuel Related Products and Services"
- ii. RFP# SMW0118
- iii. Name and Address of Proposer
- iv. Time and Date of Solicitation Close

B. **Table of Contents:** Each proposal shall be submitted with a Table of Contents that clearly identifies and denotes the location of each section and sub-section of the proposal and provides relevant page number references. Additionally, the Table of Contents should clearly identify and denote the location of all enclosures and attachments to the proposal.

C. **Transmittal Letter:** The letter of transmittal must be limited to two (2) pages, and must contain:

- i. Proposer's name and any assumed names
- ii. Physical and mailing address
- iii. A brief statement of the Proposer's understanding of the work to be done and a summary of its Proposal
- iv. The names, titles, addresses, email addresses and telephone numbers of the primary contact and other individuals authorized to make representations on behalf of the Proposer
- v. A statement that the person signing the transmittal letter is authorized to legally bind the Proposer
- vi. A statement that the Proposal will remain in effect for 180 days after the Proposal Opening Date
- vii. Signature of person(s) authorized to legally bind the Proposer

D. **Executive Summary:** Executive Summary of three (3) pages or less that gives in brief, concise terms, a summation of the overall proposal.

E. **Technical Proposal:** Proposer shall provide a detailed response stating how their proposal meets or exceeds the requirements outlined in the Statement of Work (Section 0500). It is recommended that Proposer copy requirements from the Statement of Work and provide responses immediately following the requirement. All requirements for products and services being provided by the Proposer must be addressed. Those not requiring a detailed response must at minimum include a statement of compliance or acknowledgement from the Proposer. Specifically Proposer shall provide:

- i. Any assumptions made by the Proposer in responding to the requirements.
- ii. Any exceptions to requirements the Proposer is taking.
- iii. Any special features or services the Proposer is proposing in response to the requirements that are included within the pricing provided.

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- F. **Specifications Documentation:** Proposer shall provide detailed specification documents for all fuel(s) and/or fuel-related product(s) proposed. Where applicable, Proposer shall provide a Certificate of Analysis (COA) ensuring compliance to fuel quality standards. COA shall contain the following, at minimum:
- i. Manufacturing/Blending locations;
 - ii. Lot or batch identification;
 - iii. Product name;
 - iv. Date of analysis;
 - v. Test methods performed;
 - vi. Test results; and,
 - vii. Signature of person performing analysis or certifying product.

Failure to supply supporting documents requested shall subject the Proposal to disqualification from consideration for award.

- G. **Safety Record and Environmental Compliance:** Proposer shall submit with their Proposal their safety record, environmental compliance record and a complete history of all citations and/or violations, notices and dispositions thereof for the last five (5) years. Should the Proposer not have any such documentation to submit, the Proposer shall provide affirmation that there are no citations or violations to report. Proposer shall notify the City immediately of notice of any citation or violation, which Proposer may receive after the Proposal opening date and during the time of performance of any contract awarded to Proposer.

- H. **Proposer Qualifications/Prior Experience:** Proposer must provide information to indicate that it has the experience to provide the products and/or services requested in the RFP. Specifically, the Proposer is to provide:

- i. An overview and brief history of the firm, and a description of what uniquely qualifies the firm for this project.
- ii. Detailed information for the firm that directly relates to the products or services being proposed. Examples include, but are not limited to, information related to hours of operation, inventories, personnel resources, and capital assets to be used in delivery of products or services.
- iii. A description of products and/or services the organization has provided in the past five (5) years that demonstrates the firm's capability to provide the proposed products and services. Include the nature of the services provided, scope of activities, and the organization for which the service was provided. Where possible, focus should be placed on relevant experience with government customers of like size and scope as the City.

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- I. **References:** Proposer must provide a minimum of three (3) client references for significant projects in past three (3) years that demonstrate the Proposer's ability to provide the products or services proposed. References must include the following information:
 - i. Customer name
 - ii. Contact name, title, business address, email address and phone number
 - iii. Contract start/end dates
 - iv. Scope and detailed description of products and/or services provided

- J. **Key Personnel:** Include names and qualifications of all professional personnel who will be assigned to this project. State the primary work assigned to each person and the percentage of time each person will devote to this work. Provide a general explanation and chart which specifies project leadership and reporting responsibilities; and how the team will interface with City project management and team personnel. If use of Subcontractors is proposed, identify their placement in the primary management structure, and provide internal management description for each Subcontractor. Identify key persons by name and title. Provide all resumes.

- K. **Assumptions and Exceptions:** The Proposer shall clearly state any assumptions it made in its Proposal. The Proposer shall also clearly identify any exceptions it takes to specific provisions of this RFP, noting the specific RFP section number. If there are no exceptions, the Proposer shall explicitly state that the Proposer takes no exception to any part of this RFP. Proposal must be in compliance with stated terms and conditions unless the City accepts Proposer's identified exceptions. The Proposer shall identify exceptions using the following format:

RFP Section	Section Title	Exception	Proposed Language

- L. **Business Organization:** State full name and address of your firm and identify parent company if you are a subsidiary. Specify the branch office or other subordinate element which will perform, or assist in performing, work herein. Indicate whether the firm operate as a partnership, corporation, or individual. Include the State in which incorporated or licensed to operate.

The City seeks opportunities for businesses in the City of Austin Corporate Limits to participate on City contracts. A firm (Proposer or Subcontractor) is considered to have a Local Business Presence if the firm is headquartered in the City of Austin Corporate Limits, or has a branch office located in the City of Austin Corporate Limits in operation for the last five (5) years. The City defines headquarters as the administrative center where most of the important functions and full responsibility for managing and coordinating the business activities of the firm are located. The City defines branch office as a smaller, remotely located office that is separate from a firm's headquarters that offers the services requested and required under this solicitation. Points will be awarded through a combination of the Proposer's Local Business Presence and/or the Local Business Presence of their Subcontractors. Evaluation of the Team's Percentage of Local Business Presence will be based on the dollar amount of work as reflected in the Proposer's MBE/WBE Compliance Plan or MBE/WBE Utilization Plan. Specify if and by which definition the Proposer or Subcontractor(s) have a local business presence.

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M. **Cost Proposal:** Proposer must complete and submit as part of its proposal the appropriate Mandatory Pricing Forms located in Attachment A of this RFP. Proposers are only required to complete the Mandatory Pricing Form associated with the products and/or services they have bid in response to this RFP. Detailed instructions for completing the Mandatory Pricing Forms are included in Attachment A: Mandatory Pricing Form. The Mandatory Pricing Forms have been provided to Proposers in Microsoft Excel Format as a separate package with the RFP posting to facilitate completion of the forms electronically. Proposer must submit a copy of their Cost Proposal in Microsoft Excel format.

2. Non-Collusion, Non-Conflict of Interest, and Anti-Lobbying (Section 0810)

- A. On November 10, 2011, the Austin City Council adopted Ordinance No. 20111110-052 amending Chapter 2-7, Article 6 of the City Code relating to Anti-Lobbying and Procurement. The policy defined in this Code applies to Solicitations for goods and/or services requiring City Council approval under City Charter Article VII, Section 15 (Purchase Procedures). During the No-Contact Period, Proposers or potential Proposers are prohibited from making a representation to anyone other than the Authorized Contact Person in the Solicitation as the contact for questions and comments regarding the Solicitation.
- B. If during the No-Contact Period a Proposer makes a representation to anyone other than the Authorized Contact Person for the Solicitation, the Proposer's Proposal is disqualified from further consideration except as permitted in the Ordinance.
- C. If a Proposer has been disqualified under this article more than two times in a sixty (60) month period, the Purchasing Officer shall debar the Proposer from doing business with the City for a period not to exceed three (3) years, provided the Respondent is given written notice and a hearing in advance of the debarment.
- D. The City requires Proposers submitting Proposals on this Solicitation to provide a signed Section 0810, Non-Collusion, Non-Conflict of Interest, and Anti-Lobbying Affidavit certifying that the Proposer has not in any way directly or indirectly made representations to anyone other than the Authorized Contact Person during the No-Contact Period as defined in the Ordinance. The text of the City Ordinance is posted on the Internet at: <http://www.ci.austin.tx.us/edims/document.cfm?id=161145>

3. Proprietary Information

All material submitted to the City becomes public property and is subject to the Texas Open Records Act upon receipt. If a Proposer does not desire proprietary information in the proposal to be disclosed, each page must be identified and marked proprietary at time of submittal. The City will, to the extent allowed by law, endeavor to protect such information from disclosure. The final decision as to what information must be disclosed, however, lies with the Texas Attorney General. Failure to identify proprietary information will result in all unmarked sections being deemed non-proprietary and available upon public request.

4. Proposal Preparation Costs

All costs directly or indirectly related to preparation of a response to the RFP or any oral presentation required to supplement and/or clarify a proposal which may be required by the City shall be the sole responsibility of the Proposer.

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5. EVALUATION, NEGOTIATION AND AWARD

- A. **Competitive Selection:** This procurement will comply with applicable City Policy. The successful Proposer will be selected by the City on a rational basis. Evaluation factors outlined in Paragraph D below shall be applied to all eligible, responsive Proposers in comparing proposals and selecting the Best Proposer. Award of a Contract may be made without discussion with Proposers after proposals are received. Proposals should, therefore, be submitted on the most favorable terms.
- B. **Multiple Contract Award:** The City reserves the right to award for some, none or all of the products and services in scope for this RFP, and reserves the right to award to one or multiple Proposers based on an assessment of needs and best value. The City may also choose to award to a Primary and a Secondary Proposer to provide the City with redundancy of supply should the Primary Proposer not be able to provide products or services in accordance with specifications of this RFP.
- C. **Evaluation Process:** The following is the process the City will use in evaluation of Proposer proposals:
- i. **Phase I – Evaluation of Minimum Submission Requirements:** For Phase I evaluations, the proposals received will be reviewed by the assigned Buyer. The purpose of this phase is to determine whether each proposal has met the response submission requirements, conforms to the rules of the procurement and is sufficiently responsive to permit further evaluation. In the minimum proposal submission requirements evaluation phase, each proposal shall be evaluated as either “responsive” or “non-responsive.” Only those proposals deemed responsive in Phase I shall be considered for Phase II and III evaluation. Any response that is deemed non-responsive shall be rejected without further review or evaluation. The City reserves the right to reject any and all proposals.
 - ii. **Phase II – Evaluation of Technical Proposals:** For Phase II evaluation, the City shall convene an evaluation team, including members of Interested Parties, to evaluate the merits of Proposers’ Technical Proposals, including Qualifications, Prior Experience and References. For each proposal, each evaluator shall use standardized evaluation tools and forms to assign scores for components of the evaluation criteria for Phase II identified in Paragraph D below. The assigned weight will then be applied to these scores to calculate an overall score for each proposal for Phase II.

As a component of the Phase II evaluation, the City may choose, in its sole discretion, to require additional Detailed Assessment Activities of Proposers. Proposers may be asked to prepare oral presentation(s) and/or provide samples, not to exceed one (1) gallon for any product proposed by the Proposer for testing and evaluation to assure compliance with the stated specification. Samples will be evaluated or tested by a third-party laboratory in accordance with specifications outlined in Section 0500 (Statement of Work). Failure to provide oral presentations or supply samples when requested shall subject the Proposal to disqualification from consideration for award.
 - iii. **Phase III – Evaluation of Cost Proposals:** For Phase III evaluation, the City shall evaluate the corresponding Cost Proposal using standardized tools and forms, based on the cost proposal submitted by the Proposer. Based on the outcome of the computations performed, each proposal will be assigned a score. The assigned weight will then be applied to these scores to calculate an overall score for each proposal for Phase III. Scores from Phase III will then be added to scores from Phase II to calculate an overall proposal score.

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- D. **Evaluation Criteria:** The City and the Interested Parties intend to acquire a primary and a secondary source of supply for mobility fuels identified in this solicitation.

The evaluation criteria for the Proposer’s response identify the factors that will be used for the award.

NOTE: Evaluation criteria primarily address fuels, additives, and transport. The Interested Parties, and/or jurisdictions seeking to use this contract after award under the provisions of Government Code Chapter 791, the Interlocal Cooperation Act, may apply other evaluation criteria leading to award of contract by their jurisdiction.

The following table provides the evaluation criteria to be used in performing the evaluation for this solicitation. The table identifies the criteria factors, the proposal section(s) to be considered for that criteria factor (as outlined above), a brief description of the evaluation of that criteria factor, and the weight of the criteria factor.

Criteria Factors	Proposal Section	Description	Points
Cost Proposal (1M)	1M	Points will be awarded on the basis of lowest price for fuels, additives, and transport based on computation of total cost to City utilizing historical data, with thirty-five (35) possible total points.	35
Technical Proposal	1E, 1F, 1G Consideration of 1A – 1D	Points will be awarded for required components of response for the sections identified, with thirty-five (35) possible total points.	35
Qualifications, Prior Experience and References	1H, 1I, 1J	Points will be awarded for required components of response for the sections identified, with twenty (20) possible total points.	20
Local Business Presence	1L	Points will be awarded based on the percentage, as calculated below, of the amount of local business presence / local economic impact of the prime and any Subcontractors as reported on Section 0605. a. Local business presence of 90 to 100% (10 points) b. Local business presence of 75 to 89% (8 points) c. Local business presence of 50 to 74% (6 points) d. Local business presence of 25 to 49% (4 points) e. Local business presence of 1 to 24% (2 points) f. No local presence (0 points)	10
Detailed Assessment Activities	Optional	Detailed assessment activities may be conducted at the discretion of the City, with a maximum of twenty five (25) possible total points.	25