

REQUEST FOR PROPOSALS

Shawnee Mass Transit District (SMTD) invites qualified businesses to provide and install a total of 8 (eight) double wall gas/diesel storage tanks, 4 (four) metered pumps and 4 (four) Fuel Island Terminals at 4 (four) separate locations. Installation includes all electrical hookups and will be ready for fire marshal approval. Proposal specification packages may be obtained through Shawnee Mass Transit District, from October 1, 2020 through October 8, 2020 between the hours of 7:30 a.m. and 4:00 p.m.

Shawnee Mass Transit District
Attn: Procurement Officer
100 Smart Dr
Vienna, IL 62995
Phone: 866-577-6278
Fax: 618-658-8398

Proposals will be received until 12:00 p.m., October 9, 2020 at the above address. Late proposals will not be accepted.

The right is reserved to accept any proposal or part or parts thereof or to reject any and all proposals. Acceptance of any proposal is subject to concurrence by the Illinois Department of Transportation.

Although the contract will be executed by Shawnee MTD, funding is being provided through operating assistance from the Illinois Department of Transportation, Division of Public Transportation and the Federal Transportation Administration.

Vendors will be required to comply with all applicable Equal Employment Opportunity laws and regulations. Certified Disadvantaged Business Enterprises are encouraged to participate in any procurement opportunity with Shawnee MTD. Shawnee MTD shall not discriminate on the basis of race, color, national origin, sex, or disability in the participation or performance of any resulting contract or agreement.

NOTIFICATION AND INSTUCTIONS FOR PREPARERS OF PROPOSALS

Shawnee Mass Transit District (SMTD) is a municipal governmental entity that provides transportation to a five county region in the State of Illinois.

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Proposals must be submitted to:

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Attn: Procurement Officer
100 Smart Dr
Vienna, IL 62995
Phone: 866-577-6278
Fax: 618-658-8398

Proposals will be received until 12:00 p.m., October 10, 2020 at the above address. Late proposals will not be accepted.

A list of specifications is described in the Required Specifications page in this packet. Failure to meet specifications will be deemed non-responsive.

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Vendors will be required to comply with all applicable Equal Employment Opportunity laws and regulations. Certified Disadvantaged Business Enterprises are encouraged to participate in any procurement opportunity with SMTD. SMTD shall not discriminate on the basis of race, color, national origin, sex, or disability in the participation or performance of any resulting contract or agreement.

The contract will be awarded to the lowest responsible, responsive, and qualified proposal that yields the best possible advantage to the district.

To determine if company is a certified Disadvantaged Business Enterprise please complete the DBE questionnaire form. Vendors are also required to complete the Debarment, Lobbying, and DBE Certification forms.

REQUIRED SPECIFICATIONS

- 2 (two) 2500 gallon fuel tanks* (one gas and one diesel) to be installed at our Mounds IL Depot
- 2 (two) 1000 gallon fuel tanks* (one gas and one diesel) to be installed at our Metropolis IL Depot
- 2 (two) 500 gallon fuel tanks* (one gas and one diesel) to be installed at our Vienna IL Depot
- 2 (two) 1000 gallon fuel tanks* (one gas and one diesel) to be installed at our Karnak IL Depot
- 8 (eights) fuel pumps with meters
- 4 (four) Fuel Island Terminals with the ability for enable users to use Magnetic Stripe Card Readers and/or Proximity Card Readers for a more touch-less operation. Terminals also need the ability to access data from all four locations through a single location via wired and wireless connection.
- Installation includes all hookups, including electrical and will be ready for fire marshal approval once installed.

*All tanks must be double wall fuel tanks.

The contract will be awarded to the lowest responsible, responsive and qualified proposal that yields the best possible advantage to the district.

Fuel System Evaluation and Scoring Method

Fuel System will be evaluated and scored in four major areas, those areas being (1) Tank Cost, (2) Pump Cost, (3) Fuel Island Functions & Cost and (4) References. Each of these areas will be scored and added together to get the over all proposal score. The score is based on a maximum of 100 points. The bidder whose proposal packet is complete and accepted, and who score the most points will be awarded the bid.

Tank Cost

- In the area of cost for Tank Cost, a maximum award of 25 points will be awarded to the bidder whose proposal packet is complete, accepted, and contains the lowest cost.
- Using the ratio method we will then use the lowest cost proposal to determine the number of points allotted to each of the remaining proposals.
- $\text{Lowest cost quote} / \text{cost being evaluated} \times \text{maximum points (25)} = \text{points awarded.}$

Pump Cost

- In the area of cost for Pump Cost, a maximum award of 25 points will be awarded to the bidder whose proposal packet is complete, accepted, and contains the lowest cost.
- Using the ratio method we will then use the lowest cost proposal to determine the number of points allotted to each of the remaining proposals.
- $\text{Lowest cost quote} / \text{cost being evaluated} \times \text{maximum points (25)} = \text{points awarded.}$

Fuel Island Functions & Cost

- In the area of functions & cost for Fuel Island Functions & Cost, a maximum award of 40 points will be awarded to the bidder whose proposal packet is complete, accepted, and contains the lowest cost as well as number of touch-less features available.
- Using the ratio method we will then use the lowest cost proposal to determine the number of points allotted to each of the remaining proposals.
- $\text{Lowest cost quote} / \text{cost being evaluated} \times \text{maximum points (40)} = \text{points awarded.}$

References

- In the area of references 10 points will be awarded to the bidder whose proposal packet is complete and accepted, and which provides at least (3) references.
- In the event that there is a tie for the highest number of references, each bidder to tie for the highest number will receive all 10 points.
- Using the ratio method we will use the highest number of stop loss carriers to determine the number of points allotted to each of the remaining proposals.
- $\text{Number of references} / \text{highest number of references} \times \text{maximum points (10)} = \text{points awarded.}$

Scoring Sheet

Bidders Name			
	Possible Score	Evaluator's Score	Notes
Tank Cost	25		
Pump Cost	25		
Fuel Island Terminal Cost	40		
References	10		
Total points	100		

WRITTEN PROTEST PROCEDURES

A. GENERAL - DEFINITIONS

1. The procedures established hereunder shall be available to contractors for the purpose of handling and resolving disputes relating to procurements hereunder. A protester must exhaust all administrative remedies hereunder before pursuing a protest in any court of law. Where applicable, any information received under such procedures shall be disclosed to IDOT or the Federal Transit Authority (“FTA”) and a protester must exhaust all administrative remedies before pursuing a protest with IDOT or the FTA.
2. The term “contractor” means any person, firm, or corporation, which has contracted or seeks to contract with the District of Shawnee Mass Transit District.
3. The term “CEO” shall mean the Chief Executive Officer, appointed by the District Board, to hear and decide allegations made by any contractor relating to procurements hereunder.
4. A “pre-bid or solicitation phase protest” is a written protest received prior to the bid opening or proposal due date.
5. A “pre-award protest” is a protest against making an award and is received after receipt of proposals or bids, but before award of a contract.
6. A “post-award protest” is a protest received after award of a contract.

B. FILING OF PROTESTS

1. Pre-Bid Protest

Any Contractor may file a written protest of the procurement procedures involved herein, with the District’s CEO at least five (5) working days before the bid opening or proposal due date.

2. Pre-Award Protest

Any Contractor may file a written protest against the District’s making of an award after the District’s making of an award, after the District’s receipt of bids or proposals, but at least five (5) working days before the conditional award of a contract by the District.

3. Post-Award Protest

Any contractor may file a written protest of the procurement procedures involved herein with the District’s CEO, at least five (5) working days after the date of the District’s decision regarding a selection of a contractor with respect to any Bid/RFP/RFQ.

4. Each protest must clearly state:
 - a. The name, address, and telephone number of the protester;
 - b. The solicitation/contract number or description thereof.
 - c. A statement of all of the grounds upon which the protest is made.
5. Protests are to be filed by certified mail, return receipt requested or by personal delivery by 4:30pm on or before the due date at:

Shawnee Mass Transit District
100 Smart Dr.
Vienna, IL 62995

If protests are filed by personal delivery, the protester must obtain a time-stamped copy of the protest from Shawnee Mass Transit District Administration as proof of the date and time of the filing of the protest. It is the Protester's sole responsibility to provide said copy at the time of filing.

C. HEARING PROCEDURE

1. A hearing shall be conducted in accordance with Shawnee Mass Transit District policy. The CEO shall issue a written decision within ten (10) days of the last date of such hearing and state in the decision the reasons for the action taken. The CEO shall respond in detail to each substantive issue raised in the protest.
2. The CEO shall be the responsible official who has the authority to make the final determination of the protest.
3. The CEO shall address, in his determination, each material issue raised in the protest.
4. The CEO's determination shall be final and binding upon all parties upon issuance.
5. Within (5) working days from its receipt of the decision of the CEO, a protester may request reconsideration of the decision, using the same procedure described in Section B.5 above. The request for reconsideration shall be addressed to the CEO, in care of the Shawnee Mass Transit District, 100 Smart Dr., Vienna, IL 62995. The request for reconsideration shall set forth all of the grounds upon which the request is made.
6. The CEO shall issue a written decision on the request for recommendation within ten (10) days of receipt thereof and state in the decision the reasons for the granting or denial of the request.

D. REVIEW OF PROTEST BY IDOT or FTA

1. Where applicable, review of protests by IDOT or FTA will be limited to the District's failure to have or follow its protest procedures, or its failure to review a complaint or protest. An appeal to IDOT/FTA must be received by the cognizant IDOT-DIPT or FTA Regional Office within

five (5) working days of the date the protestor knew or should have known of the violation and/or five (5) days after the protestor knows or has reason to know that the District has failed to render a final decision. Such appeal must be filed in accordance with all IDOT or FTA rules and regulations, and Section 7(1) of FTA Circular 4220.1F, as periodically updated. The FTA may allow a request for reconsideration if data becomes available that was not previously known, or if there has been an error of law or regulation.

Violations of Federal law or regulation will be handled by the complaint process stated within that law or regulation. Violations of state or local or regulations will be under the jurisdiction of state or local authorities.

2. Post-determination protests may include allegations that the District failed to have or follow written protest procedures.