PROCUREMENT
The UNIVERSITY of OKLAHOMA

The Board of Regents of the University of Oklahoma invites interested parties to submit Bids for the Goods or Service identified below. Please read carefully. All communications, clarifications, questions, or any other matter relating to the Solicitation must be made only through the University Contact. Bids must be submitted to OUBIDS@ouhsc.edu.

Solicitation Title:	**Predictive Emissions Monitoring System (PEMS) Project**
Solicitation No.:	**I-24011-24**
Issue Date:	**5/4/23**

☐**Request for Proposal** ☒**Invitation to Bid**

Solicitation Schedule of Events (all times Central)	
Pre-Bid Conference	N/A
Site Visit (Locations, Date, Time) Check if Mandatory ☒	Site visit will occur for all vendors at the same time at the below location, date and time: Date and Time: May 16th, 2023 @ 9:00 am Location: UP4 Conference Room 1330 S. Jenkins Norman, Oklahoma 73072 (Park on the south side of building)
Interview/Demonstration Check if Mandatory ☒	Participating vendors will have the opportunity to provide a separate software presentation. Available times will be on a first come first serve basis and requires an RSVP to Heidi.slayton@ou.edu to obtain that selected time. May 16th, 2023 12:30 pm – 1:45 pm 2:00 pm – 3:15 pm 3:30 pm – 4:45 pm May 17th, 2023 8:30 am – 9:45 am 10:00 am – 11:15 am 12:30 pm – 1:45 pm 2:00 pm – 3:15 pm 3:30 pm - 4:45 pm
Pre-Bid Question Deadline	May 24th, 2023 Deadline @ 2:00 pm
Answers Available	May 31st, 2023
Bid Deadline	June 7th, 2023 Deadline @ 2:00 pm
Tentative Award Date	TBD
Bid must be emailed to OUBIDS@ouhsc.edu	

University Information	
University Contact:	Heidi Slayton
Address (Street, City, Zip):	2750 Venture Drive
	Norman OK 73069
Contact Email:	Heidi.slayton@ou.edu

THIS SOLICITATION CONSISTS OF THIS SOLICITATION PACKET, THE INSTRUCTIONS, GENERAL TERMS, DEFINITIONS, AND INSURANCE REQUIREMENTS AS SET FORTH BELOW. BIDDERS SHOULD CAREFULLY READ EACH DOCUMENT.

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SCOPE OF WORK

1. Overview, Purpose, and Summary

1. Executive Summary

The University of Oklahoma Department of Facilities Management is seeking a qualified vendor to perform a complete overhaul of the existing emissions monitoring system at our Utility Plant 4.

1.1 Statement of Work

OU is providing this statement of work to purpose the:

1.1.1 Conversion of the existing emissions monitoring systems for two natural gas Taurus 70 CTG's, including their associated HRSG's, and one natural gas Rentech 60,000 kpph package boiler, from their respective continuous emission monitoring systems(CEMS) to a single predictive emissions monitoring system(PEMS). The PEMS will be required to monitor/predict stack emissions for NOx, CO, and O2 from each source.

1.1.2 Demolition and removal of all hardware and accessories of or related to the outgoing continuous emissions monitoring system.

1.2 Project Administration and Management

The Contractor will work under the direction of the Project Manager or his designated representative. All work performed by the Contractor must have prior approval.

1.2.1 Contractor Shall:

1.2.1.1 Review Appendix I, the University of Oklahoma Air Permit, specifically portions related to the Utility Plant 4 CTG/HRGS and the package boiler(EUG 6 and EUG 7 on page 6).

1.2.1.2 Generate an Alternative Monitoring Plan for submission to the University Health and Safety Office (HSC) and to the Oklahoma Department of Environmental Quality (ODEQ).

1.2.1.3 Design, deliver, configure, test, commission, and startup of a NOx, CO, and O2 PEMS system for two natural gas CTG/HRSG units and one natural gas package boiler.

1.2.1.4 Provide any temporary CEMS monitoring necessary for the creation of the PEMS models.

1.2.1.5 Supply One PC containing Data Acquisition Handling System(DAHS) software. PEMS system, PC, and software must be able to monitor both CTG/HRSG's and package boiler simultaneously. DAHS software will provide all data handling, alarming, data display, and reporting functions for CTG's and package boiler. PC package will include monitor, mouse, keyboard, and any other accessories that may be required for system operation.

1.2.1.6 Specify the availability, frequency, and display options of predicted emissions data.

1.2.1.7 Specify recordkeeping and report generation capability of DAHS and provide examples.

1.2.1.8 Provide 1 printed copy in book binder form and 2 digital copies on thumb drives of all documentation including but not limited to construction, network drawings, testing methods and results, troubleshooting, operation, maintenance.

1.2.1.9 Work with the university's controls integrators to establish communication between contractor DAHS software and the plant control system. Plant communication will be in Allen Bradley EtherNet/IP protocol or Modbus TCP protocol.

1.2.1.10 Provide operation and maintenance training to plant personnel.

1.2.1.11 Provide support for Relative Accuracy Test Audit (RATA) certification.

1.2.1.12 Provide five years of unlimited remote DAHS and PEMS model support.

1.2.1.13 Provide a minimum of 5 years of software updates at no additional charge.

1.2.1.14 Clearly define the terms, conditions, and duration of the warranty period.

1.2.1.15 Provide all parts and materials necessary to complete the project including but not limited to hardware, software, rental equipment, test equipment, etc. required for the project.

1.2.1.16 The contractor will provide a weekly status report and update schedule in writing via email to the university project manager.

1.2.1.17 Any item of work, either supply and/or erection of material, which has not been specifically mentioned in this specification but is considered necessary to complete the work for trouble free, efficient operation and guaranteed performance of the entire system offered shall be deemed as included within the scope of this specification.

1.2.2 The University Shall:

1.2.2.1 Provide the vendor access to the UP4 facility.
1.2.2.2 Operate the relevant equipment as necessary to facilitate vendor.
1.2.2.3 Provide parking for two vehicles in the UP4 facility compound.
1.2.2.4 Host a project kick-off meeting for the Contractor to discuss schedule, scope of services, available records and data, labor law requirements, safety, etc.
1.2.2.5 Provide the contractor a single point of contact.

1.3 Project Schedule

1.3.1 The University is anticipating this project to require 3-4 months of active work. Work is predicted to begin Fall 2023.
1.3.2 Please provide an overview schedule in weeks with your proposal. Account for any scheduling delays or material lead time.

2. Specifications

2.1 Regulatory Compliance and Qualifications

2.1.1 PEMS and DAHS reporting software must comply with all applicable regulatory requirements of the Oklahoma Department of Environmental Quality (ODEQ) and with the US EPA.
2.1.2 DAHS system must pair with PEMS system/modules and the university's SCADA system: WonderWare. Recommend WebDAS2k, or equivalent.
2.1.3 Any limitation of the PEMS to perform its principal function shall be clearly identified.
2.1.4 Qualified vendor will have a minimum of 5 years providing systems.
2.1.5 Qualified Vendor will have a minimum of 5 operating systems in the field.
2.1.6 As part of the procurement process any interested vendors will be required to make a site visit. During the site visit, vendor should be prepared to make a presentation of their proposed system and software.

2.2 RFP Submittal

2.2.1 Submittal will include a detailed cost breakdown of all components.
2.2.2 Refer to Appendix II – RFP Pricing Breakdown.
2.2.3 Submittal shall include a proposed development schedule to include predicted project duration in weeks. Schedule should anticipate and state any equipment lead times that may delay the project.
2.2.4 Documentation on annual service agreement options and pricing of or related to maintenance, equipment recalibration, testing, etc.
2.2.5 Submittal will include 3 references. Please make efforts to include one long term reference, > 5 years, and one short term reference, <2 years.

3. Bonds

3.1.1 Bid Security: Each bidder shall accompany the bid with a cashier's check or a bond or irrevocable letter of credit equal to five (5%) percent of the bid on behalf of the Board of Regents of the University of Oklahoma. Subject security will be returned to the unsuccessful bidders within sixty (60) days after the bid opening. Please note that bids must be emailed to OUBIDS@ouhsc.edu. Bid bonds or irrevocable letter of credit can be delivered to the below address or emailed to Heidi.slayton@ou.edu.
3.1.2 Performance Security: The successful bidder shall provide a bond or an irrevocable letter of credit in the sum equal to one hundred (100%) percent of the contract price on behalf of the Board of Regents of the University of Oklahoma to insure proper and prompt completion of the work in accordance with the provisions of the contract and bidding documents. Subject document will be provided within fifteen (15) working days from the date on the letter of notification of acceptance of bid. Performance bonds or irrevocable letter of credit can be delivered to the below address or emailed to Heidi.slayton@ou.edu.
3.1.3 You may send bonds to the contact address listed for Heidi Slayton on page (2) of this solicitation packet.

2. Project Schedule

TBD

3. Expected Budget. (Based on the University's understanding, expectations, background, and knowledge of scope, the Expected Budget is neither a minimum nor maximum amount for this Solicitation.)

$400,000.00

Please review the SOLICITATION SPECIFICATIONS **for additional criteria, requirements, and information.**

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SOLICITATION INSTRUCTIONS

BIDDERS MUST COMPLY WITH THE SOLICITATION INSTRUCTIONS. The Solicitation Instructions ("Instructions") govern the bidding and selection process for the University's acquisition of Goods and Services through a competitive process. Compliance with the Instructions is material to determining whether a Bid is responsive. Bidders should read all parts of these Instructions carefully. All terms, conditions, provisions, requirements, and language may be stated or phrased differently than in previous Solicitations, irrespective of past interpretations, practices, trade usage, or customs. In no event shall the Bidder's failure to read and understand any Solicitation, Contract, Contract Document, or other documents, part, specification, or requirement included with, referenced in, or incorporated into a Solicitation provided by the University constitute grounds for a claim during or after a Solicitation or Contract award. Please see the University's Formal Competition policy located here (Policies and Procedures (ou.edu)) for more information.

The Solicitation Instructions are available for review and download at the following link
Solicitation Instructions

BID RESPONSE

Bids are required to be structured into separate, labelled, and easily identifiable sections using the Bid packet structure below. A Bid submitted using any other structure may be determined to be non-responsive as set forth in the Instructions. Any section of the Bid packet that is not applicable to the Bid shall have a page inserted to denote the section is not applicable. As way of example, if business references are not required, the Bid should contain a page after the "Business References" section heading that reads "Not Applicable", "N/A" or some similar notation. **All forms, attachments, and other required documents referenced in the Solicitation are available for review and download at the following link** Solicitations (ou.edu)**.**

Section Two- Response to Specifications and Requirements shall be limited to 8 pages.

- **Section One – Administrative Documents**
  - A completed and executed Bid Proposal Cover Page
  - All documents requested in this Solicitation Packet or the Bid Proposal Cover Page
  - A brief summary of the company and marketing information and materials relevant to the Solicitation.
  - Signed Amendment(s), if any, located at the same online link as the Solicitation. The Bidder shall acknowledge agreement with each Amendment, if any, by inserting the Amendment in this section, signed by or on behalf of the Bidder.
- **Section Two - Response to Specifications and Requirements**
  - The Bid shall show the ability of the Bidder to meet or exceed the qualifications, specifications, and other matters set forth in the Solicitation.
  - The Bid must reflect for each requirement or specification whether they can be met by an out-of-the-box solution or whether customization is required.
  - If service level agreements are required, the proposed service level agreements shall be inserted in this section.
  - A list of all Subcontractors included as part of a submitted Bid.

- **Section Three – Pricing**
  - Unless otherwise stated in the Scope of Work or Solicitation Specifications, the Bid shall include a firm, fixed price for the term, including optional renewal terms, Travel and Subsistence Expenses, warranties, subscriptions, ongoing maintenance and support, and other costs, fees, charges, or expenses of any kind that will be charged by the Bidder.
    - The Bidder shall guarantee unit prices are correct.
    - For hourly work, the Bidder shall provide a breakdown of hourly rates for each service or occupation.
- **Section Four – Proposed Exceptions**
- **Section Five – Additional Bidder Terms**
  - Any additional terms that the Bidder requests be applicable to the Contract shall be inserted in this section and shall be provided in Word format. THE UNIVERSITY HAS NO RESPONSIBILITY TO INDEPENDENTLY REVIEW AN ENTIRE BID FOR ADDITIONAL TERMS AND ANY SUCH TERMS NOT SUBMITTED IN THIS SECTION OF THE BID SHALL NOT BE CONSIDERED. Should a Bidder be awarded a Contract, the University shall not be required to execute additional documents not included in a Bid. For example, if a Bidder typically uses an ordering document in connection with an acquisition, the ordering document template shall be included in the Bid.
- **Section Six - Offer of Value-Added Goods or Services**
  - If a Bid includes an offer of value-added Goods or Services, such offer shall be inserted in this section and include associated pricing and any other information relevant to such value-added offer. However, the University is not obligated to purchase value-added Goods or Services.

BID FORMAT

- The font shall be 12-point Times New Roman. The top, bottom, left and right margins shall be at least one inch, excluding headers and footers. All pages must be numbered.
- Responses must be submitted on the forms provided, where applicable. Where a form is not provided, responses must be submitted in MS Word format (.doc or .docx) or Adobe PDF (.pdf).
- Each Bidder shall submit a complete proposal in clear, concise language.
- Proposals should be tabbed and organized in easily identifiable parts mirroring the organization of this RFP.
- The Bidder shall not submit any items other than those requested in the Attachments/forms. The additional information will not be considered in the evaluation.

GENERAL TERMS AND CONDITIONS
INSURANCE REQUIREMENTS
RULES OF USAGE AND DEFINTIONS

The University's General Terms and Conditions ("General Terms") sets forth the terms and conditions for Contracts resulting from Solicitations issued or awarded by the University. The University's Insurance Requirements ("Insurance Requirements") sets forth all required Insurance types and limits (as applicable), conditions, and requirements for Solicitations issued or awarded by the University. The Rules of Usage and Definitions ("Definitions") set forth the way all terms, conditions, provisions, requirements, specifications, and other language set forth in the Solicitation, Solicitation Packet, Instructions, General Terms, Insurance Requirement Contract, or Contract Documents are used and defined unless specifically stated otherwise therein. The General Terms, Insurance Requirements, and Definitions apply to all Solicitations issued or awarded by the University and are incorporated by reference to all Bids and resulting Contracts. They may only be amended as set forth therein or in the Instructions.

The General Terms are available for review and download at the following link

Invitation to Bid

Request for Proposal

The Insurance Requirements are available for review and download at the following link
Insurance Requirements

The Definitions are available for review and download at the following link
Rules of Usage and Definitions

THIS SOLICITATION CONSISTS OF THIS SOLICITATION PACKET, THE INSTRUCTION, GENERAL TERMS, DEFINITIONS, INSURANCE REQUIREMENT, AND AMENDMENTS OR ATTACHMENTS THERETO. EACH IS HEREBY INCORPORATED BY REFERENCE.

Bid must be emailed to OUBIDS@ouhsc.edu.

Do NOT submit Bids directly to the University Contact or the Bid will be deemed non-responsive.

In addition to the SCOPE OF WORK, these Solicitation Specifications set forth additional qualifications, specifications, pricing, evaluation criteria, and other information relating to the Solicitation.

1.1 Evaluation Criteria.

Completeness & Thoroughness
Overall Quality & Level of Professionalism
Met all terms and conditions
Overall Response
Components are environmentally appropriate
Components comply with required standards
Warranty provisions on materials and work