

# REQUEST FOR PROPOSAL

**#116452**



## URD Cable Locator Service

March 24, 2011

PROPRIETARY AND CONFIDENTIAL

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### CONFIDENTIALITY

This RFP and your response to the RFP are considered “Confidential Information.” RFP recipients are not authorized to duplicate, distribute, or otherwise disseminate or make available this document or the information contained in it to a third party without the prior written consent of PEC. RFP recipients may make this document available to those employees who have a need to know its contents in order to participate in the response to this RFP. RFP recipients shall not include or reference this RFP in any publicity without prior written consent from PEC.

### GENERAL INFORMATION

Pedernales Electric Cooperative, Inc. (PEC) is a distributor of electricity to more than 226,000 meters with a non-contiguous service area of 8,100 square miles. Our Headquarters is located in Johnson City, Texas. PEC has 18 district and business offices and a call center located throughout the service area. It is the largest electric cooperative in the United States.

PEC’s operational focus is to provide reliable electricity and outstanding services to members at reasonable rates. As a cooperative, PEC is owned by the “members” it serves. Members—not stockholders—invest in the Cooperative through their electric billings and share in the Co-op’s margins. Because of this unique business model, PEC members demand the best service, reliability, and management.

### PURPOSE

PEC’s objective is to select a single vendor for URD Cable locating service throughout our entire service area as detailed in Exhibit A, attached.

#### IMPORTANT

**All inquiries and comments must be directed to the administrative contacts specified herein. Failure to comply will result in bid disqualification, regardless of whether the offender is a direct recipient of this RFP.**

## ADMINISTRATIVE

### CONTACT

Any questions concerning proposal submission, technical specifications or Statement of Work (SOW) requirements must be directed to:

<b>Name</b>	Kathy Cruse, Purchasing Agent
<b>Address</b>	PO Box 1
<b>City, State, Zip</b>	Johnson City, TX 78636
<b>Phone</b>	830-868-6278
<b>FAX</b>	830-868-4963
<b>Email</b>	kathy.cruse@peci.com

### DUE DATES

**All proposals are due to the technical contact by 2:00 p.m. on Friday, April 20, 2011 via email.**

Any proposal received at the designated location after the required time and date specified for receipt shall be considered late and non-responsive. Any late proposals will not be evaluated for award.

### SCHEDULE OF EVENTS

Event	Date
1. RFP Distribution to Bidders	March 24, 2011
2. Proposal Due Date	April 20 at 2:00pm
3. Review of Proposals and Final Selection	April 21--27
4. Contract Negotiations	April 27--May 4th
5. Award and Execution of Contract	May 5

### ADDITIONAL TERMS AND CONDITIONS

This RFP is specifically intended to facilitate the evaluation and selection of a business-to-business partnership. All bidders shall disclose any potential conflict of interest that a bidder may have due to ownership, other clients, contracts, or interests associated with this RFP.

Upon submission, proposals and other materials submitted by bidders may become records subject to PEC's Open Records Policy. (The policy can be viewed online. Click on this "[Open Records Policy](#)" link or

go to:

[http://pec.coop/Home/Your\\_Cooperative/Inside\\_PEC/Coop\\_Docs/Policies/Open\\_Records\\_Policy.aspx](http://pec.coop/Home/Your_Cooperative/Inside_PEC/Coop_Docs/Policies/Open_Records_Policy.aspx).)

PEC may deny the public access to such records or applicable portions thereof, which are trade secrets or proprietary information in accordance with its policy or other relevant law. Any list of members of PEC and related account information is also subject to PEC's Open Records Policy and may not be sold or offered to be sold. Cost and price data are not to be considered as confidential or trade secrets once an award is made; however, any research, recommendations, and reports resulting from the activities outlined in this RFP will be considered confidential and trade secrets.

# GUIDELINES FOR PROPOSAL PREPARATION

## PROPOSAL SUBMISSION

Bids shall remain valid for at least 45 days after the bid due date.

Prior to submission of the proposal the bidder shall have made and shall be deemed to have made a careful examination of the site of the project and of the plans, specifications, construction drawings, and forms of Contractor's Proposal and Contractor's Bond on file with PEC, and shall be become informed as to the locations and nature of the proposed construction, the transportation facilities required before and during the construction of the project, general local conditions and all other matters that may affect the cost and timing of project completion. Bidders shall comply with all applicable statutes, laws, and regulations, which may govern this performance under this proposal.

## CLARIFICATIONS

All clarification questions must be directed to the contact specified previously in the Administrative section. **Only written questions submitted via email will receive a response**, with the answers being distributed to all vendors simultaneously via email. All questions are due within 48 hours before the due date. **Failure to comply will result in bid disqualification.**

## EXCEPTIONS

In cases where the bidder wishes to take exception to any part of this specification, the bidder shall so state on the front of the proposal. Any exceptions contained in the proposal or drawings shall be listed in a "Statement of Exceptions" included with the proposal.

## ADDENDA

Only written addenda issued through the Cooperative's Purchasing Department are valid. Any and all other changes are unauthorized and will be considered invalid.

### ***Pedernales Electric Cooperative, Inc. reserves the right to:***

- Reject any or all offers and discontinue this RFP process without obligation or liability to any bidder,
- Accept other than the lowest priced offer,
- Award a contract on the basis of initial offers received, without discussions or requests for best and final offers, and
- Award more than one contract.

The bidder will confine its submission to those matters sufficient to define its proposal and to provide an adequate basis for PEC evaluation of the bidder's proposal.

The bidder's proposal in response to this RFP will be incorporated into the final agreement between PEC and the selected bidder. The submitted proposals are suggested to include each of the following sections and are outlined in the Detailed Response Requirements section:

- |                                    |                                      |
|------------------------------------|--------------------------------------|
| 1. Statement of Work               | 4. Appendix: <i>Company Overview</i> |
| 2. Detailed and Itemized Pricing   |                                      |
| 3. Appendix: <i>Qualifications</i> |                                      |

# DETAILED RESPONSE REQUIREMENTS

## STATEMENT OF WORK AND PROJECT LOCATIONS

This RFP covers the necessary labor and other associated services, including furnishing of miscellaneous materials necessary for installation of owner-furnished equipment and materials associated with the construction required for underground facility locating as detailed in these specifications and Exhibit A attached.

### STATEMENT OF WORK

*In its response to this RFP, the bidder must specify willingness and capability to do the following:*

- Service the entire PEC service area (See Exhibit A with PEC Service Area Map).
- Perform all work in a manner that maintains a positive public image.
- Safeguard all of PEC's sub-surface facilities from excavation damage. Receive and respond as required to all excavation notices directed to PEC through the Texas One-Call Center or any other source, in accordance with the current Texas Underground Facility Protection Act.
- Provide temporary markings and protection as may be required. Such protection shall include painting, flagging or staking in accordance with the current State of Texas law governing Facility Damage Prevention and PEC specifications.
- Respond to "Emergency Excavation" notices within 2 hours of receipt by contractor.
- Provide complete personnel, office services, vehicles, and all tools and materials required for the safe and proper performance of this service.
- Provide two-way communication equipment in vehicles for field communications.
- Provide all circuits and equipment required to receive requests from the Texas One-Call Center. Be responsible for all contractual and cost obligations between Texas One-Call Center and PEC.
- Have regular and repeated site visits for jobs which have unusual scope. Examples would include highway relocation projects or complex urban projects where the excavator requests the locator to standby or to perform regular and repeated visits.
- Remain an independent contractor. All persons furnished by contractor, for purposes of work for PEC, are not to be considered PEC employees or agents, and Contractor will be responsible for compliance with all laws, rules, and regulations involving, but not limited to, employment of labor, hours of labor, working conditions, payment of wages, and payment of taxes such as, unemployment, social security, and other payroll taxes.
- Perform all portions of the work outlined under this contract, with no subletting, without prior written approval and consent of PEC.
- Provide normal service hours and working days from 7:30 am-5:00 pm, Monday through Friday except for holidays observed by PEC and the Texas One-Call Center.
- Provide administrative responsibilities including, but not be limited to, receipt, recording, dispatching and closing out of Notices of Excavation.
- Provide records, for up to 2 years, of each Notice of Excavation indicating the time and date a mark-out was made, the type of facility marked, date and name of the call-back person notified. At the end of every year, the records for the year prior to the preceding year will be returned to PEC for storage.

- Perform all work in accordance with all local, county, state, and national laws and regulations as required. The contractor will notify the Texas Department of Transportation at 512-756-2316 in Burnet, Texas, before start of construction. The Texas One Call system must be notified not earlier than 14 days and not later than 48 hours prior to any excavation done.

## **PROJECT LOCATIONS**

- Metro
  - Travis County
  - Williamson County
- Rural
  - Bell County
  - Bexar County
  - Blanco County
  - Burnet County
  - Comal County
  - Caldwell County
  - Edwards County
  - Gillespie County
  - Hays County
  - Kendall County
  - Kerr County
  - Kimble County
  - Lampasas County
  - Llano County
  - Mason County
  - Menard County
  - Real County
  - Sutton County

## **DETAILED AND ITEMIZED PRICING**

The bidder shall provide itemized price quotations and schedules for the following items necessary for the completion of this project:

1. Pricing, by district, for each locate (or locates), performed. A single locate will constitute clearing or identification or markings of PEC facilities within a distance of 500 feet of continuous linear dig area.
2. Requests to remark after the start of excavation will be considered as a separate charge.
3. Repeated site visits for jobs which have unusual scope as described in Statement of Work.

In case of ambiguity or lack of clarity in stating prices in the proposal, PEC reserves the right to adopt the prices written in words or to reject the proposal.

## **APPENDIX: QUALIFICATIONS**

Each bidder must verify whether the following qualifications can be met and show evidence of such.

1. A Supervisor who is directly responsible for the supervision of the personnel involved.
2. Suitable equipment and personnel to perform functions listed in the Statement of Work.

3. Satisfactory financial condition to complete the project.

The following information must be supplied to support the above qualifications.

1. Resume of the Supervisor showing general qualifications and experience.
2. Number of full time employees who shall be directly assigned to the work.
3. List of equipment available to perform functions listed in the Statement of Work.
4. Proof of insurance policy covering 1 million dollars per incident

#### **APPENDIX: COMPANY OVERVIEW**

- Official registered name (Corporate, D.B.A., Partnership, etc.), Dun & Bradstreet Number, Primary and secondary SIC numbers, address, main telephone number, toll-free numbers, and facsimile numbers.
- Brief history, including year established and number of years your company has been delivering the services indicated in this RFP.
- Provide certificate of registration with Texas Secretary of State, and highlight the EIN
- Key contact name, title, address (if different from above address), direct telephone and fax numbers.
- Person authorized to contractually bind the organization for any proposal against this RFP.
- Describe in detail what experience your Company has had with PEC.
- Has your Company ever been terminated for default on any contract? If Yes, describe in detail.



## EVALUATION FACTORS FOR AWARD

Award of the contract resulting from this RFP will be made on a complete project basis to the most responsive bidder whose offer will be the most advantageous to PEC in terms of operational, technical, cost, experience, and management requirements.

The following elements will be the primary considerations in evaluating all submitted proposals and in the selection of a bidder:

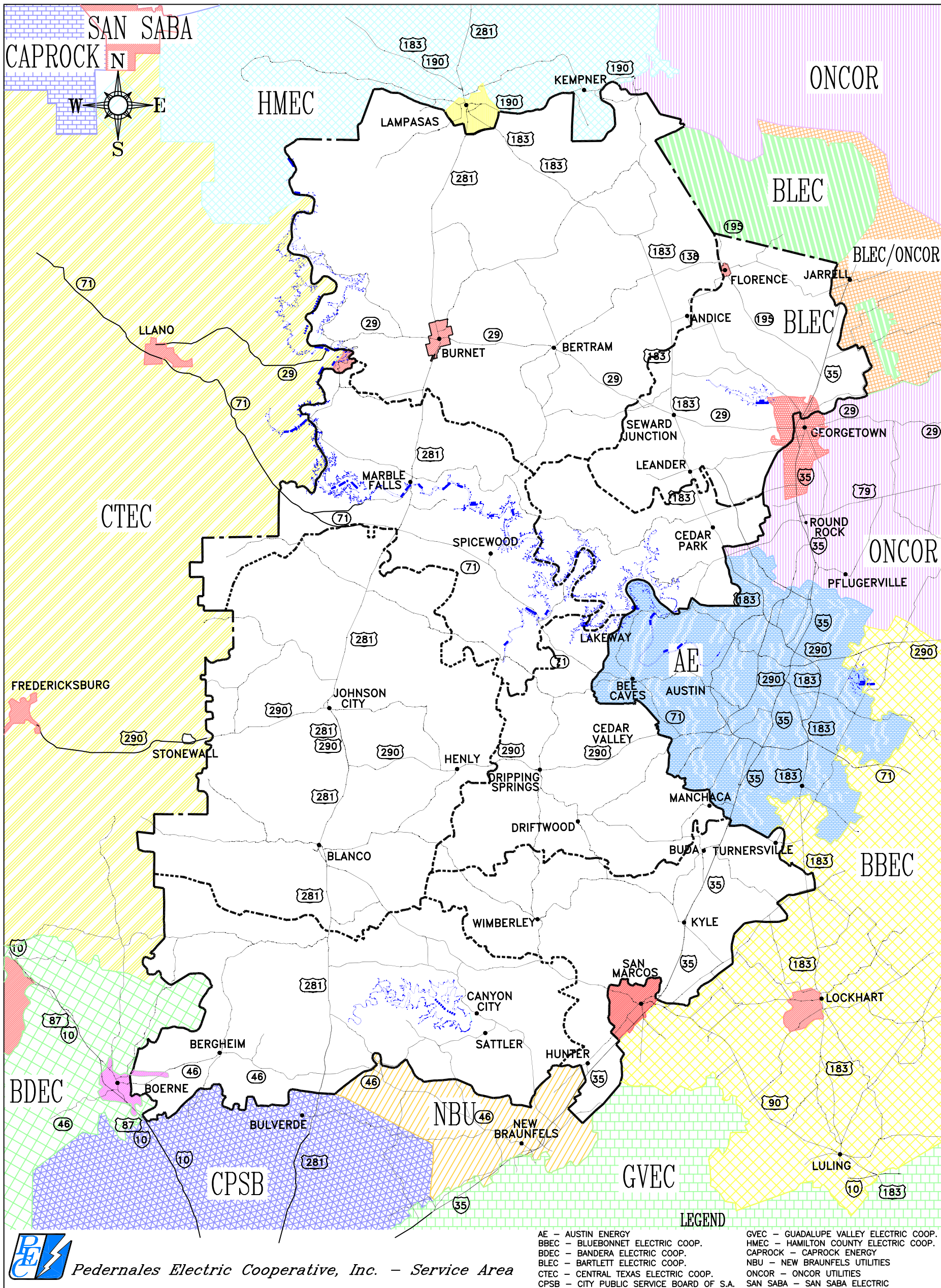
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|--|
| 1. Completion of all required responses in the correct format.   |
| 2. An overall assessment of the bidder's ability to deliver the indicated service in accordance with the specifications set out in this RFP. |
| 3. The bidder's stability, experience, and record of past performance in delivering such services.   |
| 4. Availability of sufficient high quality bidder personnel with the required skills and experience for the specific approach proposed.      |
| 5. Overall cost of bidder's proposal.  |

Pedernales Electric Cooperative, Inc. may, at its discretion and without explanation to the prospective bidders, at any time choose to discontinue this RFP without obligation to such prospective bidders.

The Cooperative reserves the right to reject any Bid or any part of any Bid if investigation or review of any Bidder fails to satisfy the Purchaser that the Bidder has a satisfactory performance record or if the equipment does not completely meet the Owner's requirements.

PEC may make such investigation as is deemed necessary to determine the ability of the Bidder to provide the equipment, materials, and/or services as required by this Specification and to determine the adequacy of the proposed equipment, materials, and/or services.

## EXHIBIT A



REVISED: FEBRUARY 12, 2009  
PEDERNALES ELECTRIC COOPERATIVE, INC.  
JOHNSON CITY, TEXAS  
CAD FILENAME: SERVICEAREA-2009-COOPBOUNDARIES.DWG  
BY: MARGIE VASQUEZ

## Surrounding Utilities

### Austin Energy (AE) (City of Austin Utilities)

Address: P.O. Box 2267  
Austin Texas 78723-2267  
Phone: (512) 494-9400  
Toll Free # 1-888-340-6465  
Fax: (512) 505-4035  
Complaints: (512) 322-6151  
Outages: (512) 322-9100  
Counties Served: City of Austin Area

### Bluebonnet Electric Cooperative (BBEC)

Address: 426 E. Austin, Box 240  
Giddings Texas 78942-0240  
Phone: (979) 542-3151  
Toll Free # 1-800-842-7708 - (FOR ALL LOCATIONS)  
Fax: (979) 542-1187  
Bastrop: (512) 321-3917  
Lockhart: (512) 398-4101  
Brenham: (979) 836-7202  
Counties Served: Bastrop, Caldwell, Lee, Burleson, Washington, Travis, Williamson, Hays, Fayette, Guadalupe, Colorado and Austin

### Bandera Electric Cooperative, Inc. (BDEC)

Address: 3172 Hwy 16 North (P.O. Box 667)  
Bandera Texas 78003-0667  
Phone: (830) 796-3741  
Toll Free # 1-866-226-3372  
Fax: (830) 460-3030  
Counties Served: Bandera, Kendall, Kerr, Medina, Real and Uvalde

### Bartlett Electric Cooperative, Inc. (BLEC)

Address: 104 E. Pietzsch (P.O. Box 200)  
Bartlett Texas 76511-0200  
Phone: (254) 527-3551 (No 800#)  
Fax: (254) 527-3221  
Counties Served: Bell, Williamson, Milam and Burleson

### Caprock Energy

Address: 326 E. US Hwy. 190  
Brady, Texas 78625  
Phone: (325) 597-2161  
Toll Free # 1-800-266-1774  
Fax: (325) 597-3197  
Counties Served: McCulloch

## Surrounding Utilities

### Central Texas Electric Cooperative (CTEC)

Address: 386 Friendship Lane (P.O. Box 553)  
Fredericksburg Texas 78624  
Phone: (830) 997-2126  
Toll Free #: 1-800-900-2832  
Fax: (803) 997-9034  
Kingsland Office: (325) 388-4542  
Fax: (325) 388-9287  
Llano Office: (325) 247-4191  
Fax: (325) 247-3194  
Counties Served: Gillespie, Llano, Kerr, Blanco, Real, Kimble, Menard, McCulloch, Mason and San Saba

### City of Burnet Utilities

Address: 1001 Buchanan Drive  
Burnet, Texas 78611  
Phone: (512) 756-6093 - City Office  
Fax: (512) 756-8560  
Counties Served: Burnet City Limits Only

### City of Georgetown Utilities

Address: 300 Industrial Ave.  
Georgetown, Texas 78626  
Phone: (512) 930-3640  
Fax: (512) 930-3534  
Toll Free #: 1-888-474-4904  
Counties Served: City Limits Only

### City of Lampasas Utilities

Address: 312 E. 3rd Street  
Lampasas, Texas 76550  
Phone: (512) 556-3641  
Fax: (512) 556-2074  
Counties Served: Lampasas City Limits Only

### City of Public Service Board of San Antonio (CPS)

Address: 145 Navarro (P.O. Box 1771)  
San Antonio, Texas 78296-1771  
Toll Free #: 1-800-870-1006  
Fax: (210) 353-2222  
Counties Served: Comal, Bexar, Guadalupe, Medina, Wilson, Atascococha and City of San Antonio

### City of San Marcos Utilities (SMEU)

Address: 630 E. Hopkins  
San Marcos, Texas 78666  
Phone:  
Toll Free #  
Fax:  
Counties Served: City Limits Only

## Surrounding Utilities

### Guadalupe Valley Electric Cooperative (GVEC)

Address: 825 E. Sarah Dewitt (P.O. Box 118)  
Gonzales Texas 78629-0118  
Phone: (830) 857-1200  
Toll Free #: 1-800-223-4832  
Fax: (830) 857-1205  
Bexar, Caldwell, Comal, Dewitt, Fayette, Goliad, Gonzales, Guadalupe, Jackson, Karnes,  
Counties Served: Lavaca, Victoria, Wilson

### Hamilton Electric Cooperative (HMEC)

Address: 420 N. Rice Ave (Box 753)  
Hamilton Texas 78631  
Phone: (254) 386-3123  
Toll Free #: 1-800-595-3401  
Fax: (254) 386-8757  
Counties Served: Hamilton, Coyell, Lampasas, Mills and San Saba

### New Braunfels Utilities (NBU)

Address: 263 East Main Plaza  
New Braunfels Texas 78130  
Toll Free #: 1-866-629-8400  
Dispatch: (830) 608-8800  
Fax: (830) 629-2119  
Counties Served: New Braunfels and parts of Smithson Valley from Hwy 1863 and Hwy 46

### Oncor (Texas Utilities Electric - TXU)

Billing Address: P.O. Box 100001  
Dallas Texas 75310  
Customer Service: 1-800-242-9113  
Power Out: 1-800-233-2133  
Fax: (254) 224-4012  
Electric/Gas: 1-800-658-2180  
Contractors/Bldrs/Fax: 1-800-277-5900  
Counties Served:

### San Saba Electric (SAN SABA)

Address: 303 S. Clear Street  
San Saba, Texas 76877  
Phone: (325) 372-3131  
Toll Free #  
Fax:  
Counties Served:

### THIS COOPERATIVE HAS A LISTING FOR ALL COOPERATIVES IN THE STATE OF TEXAS

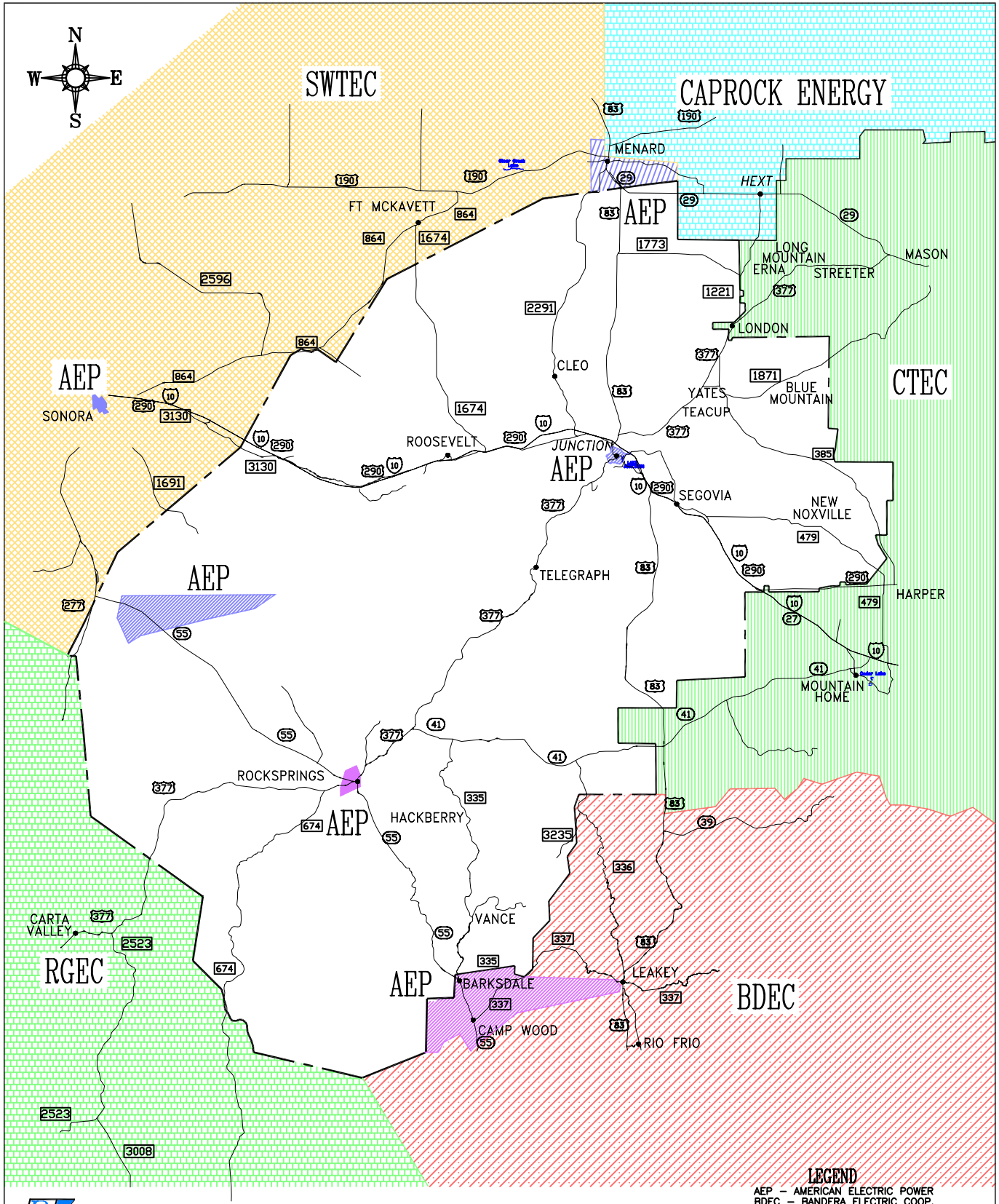
### Texas Electric Cooperative (TEC)

Address: 2550 South IH 35  
Austin Texas 78704  
Phone: (512) 454-0311

### Public Utility Commission (PUC)

Address: 1701 N. Congress Ave. (P.O. Box 13326)  
Austin, Texas 78711-3326  
Phone: (512) 936-7000  
Toll Free #: 1-888-782-8477





Pedernales Electric Cooperative, Inc. - Kimble Service Area

#### LEGEND

AEP - AMERICAN ELECTRIC POWER  
 BDEC - BANDERA ELECTRIC COOP.  
 CTEC - CENTRAL TEXAS ELECTRIC COOP.  
 CAPROCK - CAPROCK ENERGY  
 RGE - RIO GRANDE ELECTRIC COOP.  
 SWTEC - SOUTHWEST TEXAS ELECTRIC COOP.

REVISED: JUNE 2, 2008  
 PEDERNALES ELECTRIC COOPERATIVE, INC.  
 JOHNSON CITY, TEXAS  
 CAD FILENAME: KIMBLE-SERVICEAREA-2003-COOPBOUNDARY.DWG  
 BY: MARGIE VASQUEZ

Surrounding Utilities	
American Electric Power (AEP)	
Address:	
Phone:	
Toll Free #	1-877-373-4858
Fax:	
Counties Served:	
Bandera Electric Cooperative, Inc. (BDEC)	
Address:	Hwy 16 North Box 667 Bandera Texas 78003
Phone:	(830) 796-3741
Toll Free #	1-866-226-3372
Fax:	(830) 460-3030
Counties Served:	Bandera, Kendall, Kerr, Medina, Real and Uvalde
Caprock Energy	
Address:	326 E. US Hwy 190 Brady, Texas 76825
Phone:	(325) 597-2161
Toll Free #	1-800-266-1774
Fax:	(325) 597-3197
Counties Served:	McCulloch
Central Texas Electric Cooperative (CTEC)	
Address:	386 Friendship Lane (P.O. Box 553) Fredericksburg Texas 78624
Phone:	(830) 997-2126
Toll Free #	1-800-900-2832
Kingsland Office:	(915) 388-4542
Fax:	(915) 388-9287
Llano Office:	(915) 247-4191
Fax:	(325) 247-3194
Counties Served:	Gillespie, Llano, Kerr, Blanco, Real, Kimble, Menard, McCulloch, Mason and San Saba
Rio Grande Electric Cooperative (RGECE)	
Address:	P.O. Box 1509 Brackettville Texas 78832
Phone:	(830) 563-2444
Toll Free #	
Fax:	(830) 563-2006
Counties Served:	Culberson, Hudspeth, El Paso, Terrell, Pecos, Brewster, Reeves, Presidio, Jeff Davis, Kinney, Edwards, Crockett, Val Verde, Uvalde, Webb, Dimmitt
Southwest Texas Electric Cooperative (SWTEC)	
Address:	P.O. Box 677 Eldorado Texas 76936-0677
Phone:	(325) 853-2544
Toll Free #	
Fax:	(325) 853-3141
Counties Served:	
THIS COOPERATIVE HAS A LISTING FOR ALL COOPERATIVES IN THE STATE OF TEXAS	
Texas Electric Cooperative (TEC)	
Address:	2550 South IH 35 Austin Texas 78704
Phone:	(512) 454-0311
Public Utility Commission (PUC)	
Address:	1701 N. Congress Ave (P.O. Box 13326) Austin, Texas 78711-3326
Phone:	(512) 936-7000
Toll Free #	1-888-782-8477