

REQUEST FOR PROPOSAL

111744



"Safe City" Safety Model Demonstration

September 10, 2010

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 17 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

Pedernales Electric Cooperative currently has a Safe City model that depicts a typical neighborhood scene and demonstrates electrical contact hazards. PEC purchased the safety model 22 years ago, and it has allowed programs representatives to demonstrate and teach students and adults valuable electrical safety tips and how electricity is delivered to homes.

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:

Name	Jackie Harding, Purchasing Agent
Address	PO Box 1
City, State, Zip	Johnson City, TX 78636
Phone	830-868-4782
FAX	830-868-4963
Email	jackie.harding@peci.com

PROPOSAL DUE DATE

All proposals are due to the administrative contact Jackie.harding@peci.com by 2:00 p.m. CST on October 11, 2010 via [email only](#). No hard copies, please.

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	September 10, 2010
2. Proposal Due Date Email the technical contact above.	October 11
3. Review of Proposals	October 12 -25
4. Estimated Preliminary Award Date	October 26
5. Contract Negotiations	November 30
6. Official Award and Execution of Contract or Cancellation of Preliminary Award	Day after the last day of negotiations

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 the "Open Records Policy" link at: <http://www.pec.coop/Documents/OpenRecordsPolicy.pdf>.) 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 90 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 RFP and made every attempt through the mechanisms provided to gain a clear understanding of the services required to complete the set of deliverables specified. 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 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.	Scope, Approach, and Methodology
2.	Deliverables
3.	Pricing
4.	Appendix: Qualifications
5.	Appendix: Company Overview

Please address each section completely, point by point, citing each specification verbatim. The response format must be identical to the RFP format. For example:

Administrative Support and Customer Service Requirements

1. Assign a single account manager to assist PEC with various needs or requests.
 - Your assigned account manager will be _____. He/she has _____ years of experience at our company. His/her contact information is _____.

Variation from the format specified herein may result in immediate disqualification.

DETAILED RESPONSE REQUIREMENTS

SCOPE, APPROACH, AND METHODOLOGY

The Bidder's RFP response must include the necessary labor and other associated services to develop the following scope and deliverables.

SCOPE OF WORK

PEC's objective with this RFP is to replace our current "Safe City" model with an improved reproduction that:

- Demonstrates electrical hazards, mostly outside the home, common to PEC members and their children
- Allows the presenter to demonstrate the importance of avoiding contact with electricity with visual, dramatic arcing that incorporates light and sound
- Provides an unforgettable, impressive demonstration and allows for various scenarios and lessons on electrical safety
- Incorporates moving parts that are durable and realistic-looking
- Includes convenient portable capability with protective case(s)
- Is ready for presentations by August 2011

The following requirements will be weighted and included in scoring.

General Requirements

1. Ability to deliver the completed project within the timeline provided.
2. Ability to provide service and repair throughout the life of the model.
3. Build a working model with moving parts that uses electricity, light, and electrical arcs as specified in the Deliverables.

Administrative Support and Customer Service Requirements

1. Assign a single account manager to assist PEC with various needs or requests.
2. Offer adequate support for assistance with initial set-up of model after delivery.
3. Provide a minimal callback time of 24 hours or less for all issues.
4. Provide a 1-year warranty for service, all parts, and mechanics of safety model.
5. Provide a 2-year service agreement to cover repairs not covered under warranty, with option to renew within 30 days of agreement expiration.
 - a. Spare parts as outlined in Deliverables would be kept by PEC.

Implementation Requirements

1. Bidder must be actively involved in the design, implementation, validation, testing, and acceptance of the project.
2. Assign an individual or team to provide an orientation and demonstration of the model for PEC users in Johnson City, Texas.
3. Specify willingness to accept project in its totality. Bidder must accept and provide final acceptance of the entire project before payments for each particular phase or final payment

for an entire project shall be made. "Acceptance" shall mean approval, in writing, of the completed project phase or of an entire project, after allowing what the bidder and PEC deems to be sufficient operating time to allow the bidder to determine that such installation and implementation complies with the Scope of Work and/or any Specifications relevant to the project.

APPROACH & METHODOLOGY

Describe how the engagement proceeds from beginning to end. Utilize a step-by-step approach to describe full implementation, along with a detailed timeline with specific dates, based on a duration deemed reasonable by the bidder.

Describe the methodology, templates, and tools that will be utilized in the development of these deliverables. When applicable, provide process maps.

DELIVERY LOCATION

1. Headquarters Main Building
201 S Ave F
Johnson City, TX 78636

DELIVERABLES

- Model Specs:
 - Safety model pieces not to exceed length 28", height 15", width 16"
 - Case Specs: Carrying cases not to exceed length 29", height 16", width 17"
 - Transportation specs: This safety model must be easily transportable in a mid-sized SUV, not to exceed cargo space of length 54", height 20", width 42"
 - All items, including electrical cords, must be able to be stored within the carrying cases.
- Complete model and case(s) should not exceed a combined weight of 100 pounds
 - Individual safety model piece and case not to exceed a weight of 40 pounds per unit
- Scenarios to be Represented:
 - The number of the scenario corresponds to the numbers listed on Pictures A, B, and C included in this packet. Pictures D and E correspond to other items referenced accordingly in this section. Additional close-ups are provided for extra detail.
- 1. Transmission Tower – Have a transmission tower with a safety sign on the front that conveys "no climbing," "danger," "high voltage" messaging. Transmission lines lead into the substation. Must have ability to move a model person up the transmission tower and contact a transmission line. Current model uses the stand-alone model person seen in Picture D.
- 2. Substation – Substation fencing must have a Pedernales Electric Cooperative, Inc. sign and a sign saying "Danger, Stop, Live Wires, and Keep Out." Fencing should also be realistic looking: chain link with barbwire strands at top. Model person is inside substation to retrieve a sports ball. As they reach for the ball, they contact electrical equipment inside the substation.

3. Tractor – This is a dual-purpose scenario, showing both overhead and underground electrical dangers. The tractor's excavator bucket must be able to lift and touch an overhead power line, as well as swing over for digging. While digging the excavator encounters an underground power line. Model person working the tractor is using side controls and is touching the tractor with his hands and touching the ground with his feet.
 4. Tree Trimming (optional) – have a model person standing on top of the house. They are using a pole saw to trim a tree limb and contact the power line.
 5. Pool – A model person using a skimmer, or long pole, to clean the pool lifts the pole into the service wire. The other end of the pole is in the pool.
 6. Painter – A model person climbs a ladder up against the house and climbs into the service wire.
 7. Boom Truck – The boom is already extended. When the operator swings the boom over, the boom contacts an overhead power line. The model person is using controls on the back end of the truck to operate the boom.
 8. Utility Pole – A model person climbing a utility pole, and comes into contact with a transformer wire.
 9. Pad mount transformers – A model person opens the transformer door and contacts the electrical equipment inside.
 10. Tree – A model person climbing the tree climbs into an overhead power line.
 11. Kite –A model person is flying a kite. The kite swings into an overhead power line.
 12. Convertible Vehicle and Sailboat – There are two scenarios with the vehicle and sailboat. Scenario#1: The vehicle is being used to pull the sailboat. There is a model person in the driver's seat and a model person at the back of the sailboat, as if giving directions to the driver. The sailboat mast is up, and as the driver backs up, the sailboat mast touches an overhead power line. Scenario #2: The driver of the vehicle is going forward and hits a utility pole. The impact causes the power line to break, falling on the ground. We must be able to also place the power line on the vehicle itself and demonstrate what happens if a Good Samaritan comes along and touches the vehicle. In both scenarios, the driver does not light up. In Scenario #1, the model person at the back of the boat lights up. In the current Safe City model, that model person does not light up in Scenario #2; we would require in the new model that the model person did light up.
- Must have moving parts as referenced in above scenarios
 - Model people must have ability to light up
 - Durable: 20 year life expectancy
 - Must have electrical arc at point of contact (transformer required)
 - Model person with conductor on an insulated stick, separate and stand alone from model (see Picture D)
 - Guy wire with yellow plastic around it. Must be attached to at least one utility pole.

- Mobile safety switch/button, operable while wearing class 2 lineman gloves, which is a thicker glove that impedes finger dexterity (see Picture E).
- Produce spare parts, including: transformer that powers the model, utility pole, model person on insulated stick, guy wire and fuses.
- Fuse location: accessible and easy to change out
- Ability for vehicle to glow when electrical contact is made
- Electrical grounded 3-prong cord: length minimum of 16 feet.
- Model must have a transformer that increases voltage from a standard outlet to provide an arc. Current model has a transformer that produces a 10,000 volt, 23 milliamp current.
- Must have PEC logo imprinted or engraved on model, in front of display model and on the fence of the substation. Use of stickers is not allowed.
- Carrying case(s) must have durable, high quality latches.
- Project must be completed by August 2011
- Progress reports and updates must be provided monthly from account manager
 - Pictures must be provided
 - Updated time line must be provided.

PRICING

The bidder shall provide fixed fee pricing schedules for the engagement. Specify preferred payment terms, along with discounts when applicable. Pricing should break out in to the following categories:

Model unit(s)	\$
Carrying cases	\$
Spare parts	\$
Service Plan for 2 years	\$
Cart or wheeled transport (if separate from carrying case)	\$
Total	\$

Pricing shall remain valid for a period of ninety (90) days from the date of submission.

APPENDIX: QUALIFICATIONS

The following information must be provided:

1. Proof of business insurance policy covering 1 million dollars per incident.
2. A list of three references with contact information. The list should include companies that have received services similar to those listed in this RFP.
3. Specify agreement to follow applicable PEC safety standards, policies, and confidentiality requirements stated herein.

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
- Provide certificate of registration with Secretary of State, and highlight the EIN, if applicable.
- 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
- Brief history, including year established and number of years your company has been delivering the services indicated in this RFP
- Describe in detail what experience your Company has had with similar projects for other companies or organizations, including electric utilities.
- Provide references for projects listed above.
- Has your Company ever been terminated for default on any contract? If Yes, describe in detail.

EVALUATION FACTORS FOR AWARD

CRITERIA

Award of the contract resulting from this RFP will be made at the discretion of PEC. PEC can choose to award some or all of the RFP to a specific bidder or a combination of bidders.

All items listed in the Scope, Approach and Methodology, Deliverables, and Qualifications sections will be weighted when evaluating all submitted proposals and in the selection of a bidder. Additional weighted criteria include:

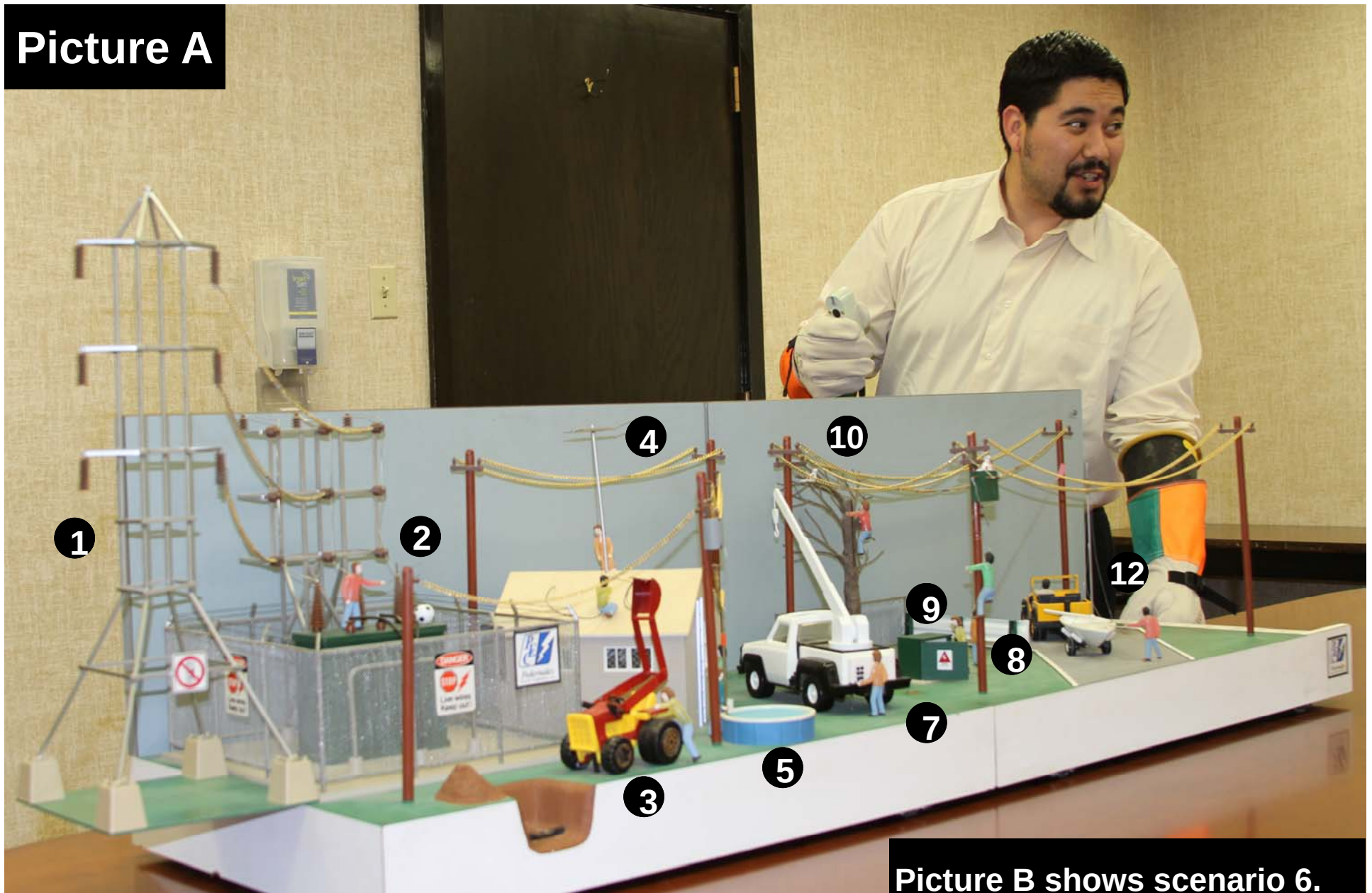
1. Completion of all required responses in the correct format.
2. An overall assessment of the bidder's ability to deliver the indicated service in accordance with the specifications set out in this RFP.
3. The bidder's stability, experience, and record of past performance in delivering such services.
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.

Picture A



**Picture B shows scenario 6.
Picture C shows scenario 11.**

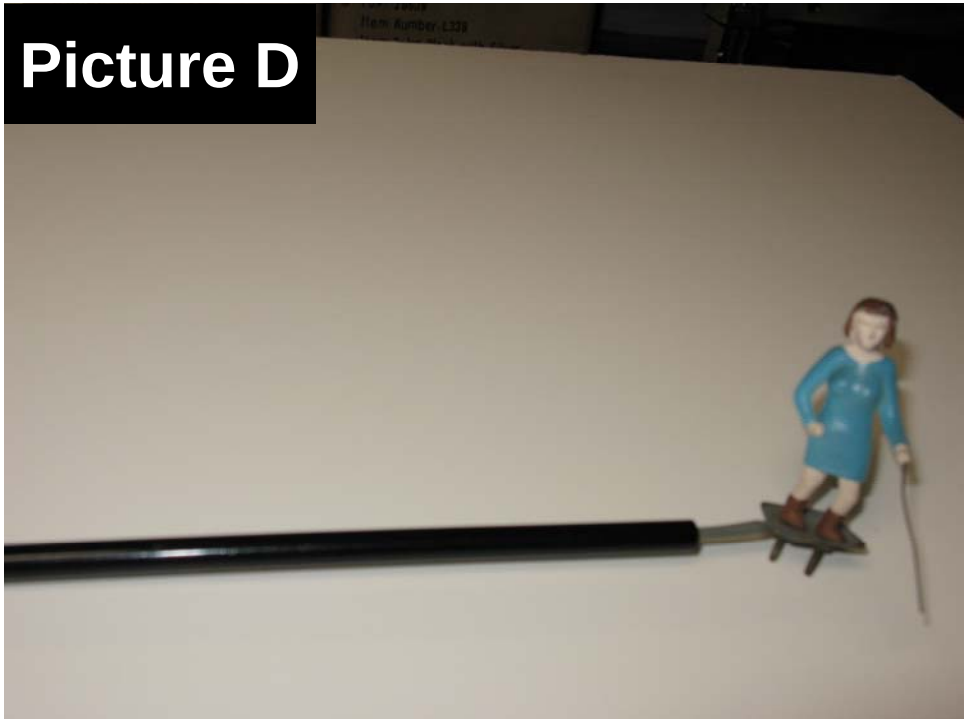
Picture B



Picture C



Picture D



Picture E





