

PREQUALIFICATION PACKAGE

WYOMING DEPARTMENT OF ENVIRONMENTAL QUALITY
SOLID & HAZARDOUS WASTE DIVISION
STORAGE TANK PROGRAM

CONTRACT CALENDAR YEARS 2012 - 2013

REMEDATION EQUIPMENT SUPPLIERS

I. INTRODUCTION

The State of Wyoming, Department of Environmental Quality, Solid & Hazardous Waste Division (WDEQ), Storage Tank Program (STP) is soliciting prequalification documents from remediation equipment suppliers interested in bidding STP projects during the 2012 - 2013 calendar years. Only one submittal is required in order for a contractor to be eligible to bid on all projects put out for bid during this 2-year time period.

Prequalification documents may be submitted by an equipment supplier at any time during the year. However, in order to be eligible to bid on a project, the supplier must have submitted the information and the information must have been reviewed and approved by WDEQ STP before the date of the Call for Bids for a particular project. Only those equipment suppliers that have been prequalified as of the date of the Call for Bids will receive the Call for Bid notice. To be eligible for all projects listed below, WDEQ encourages suppliers to submit their prequalification package on or before November 30, 2011.

The STP anticipates that the projects listed below will be put out for bid during calendar years 2012 and 2013. Plans and specifications are not complete for any of the projects, and the exact type of work and quantity of work are not known at this time. The types of systems that will be installed are also not known.

Southwest Casper
Rawlins #2
North Evanston
Lincoln/Sublette Counties
Rock Springs 2
Rock Springs 3
Pilot Butte (Rock Springs)
North Big Horn Basin
Pinedale 2
Green River 2
Jeffrey City

Completion of planned work is contingent upon fund availability at the time plans and

specifications are done. The above list is only a tentative plan and is subject to change without notice.

In general, the type of work involved for most STP remediation projects includes providing specified remediation equipment and enclosures and performing startup. Remediation technologies generally include air sparge, soil/vapor extraction, dual phase extraction, groundwater pump and treat, and/or free product removal. All appurtenances and equipment interlocks and controls are typically furnished by the equipment supplier. Construction work related to remediation wells, underground piping, etc. will be completed by a construction contractor under separate contract with the State. The type and quantity of work varies with each project. All personnel working on-site during startup must be current with OSHA 40-hour HAZWOPER training and 8-hour refresher courses.

Each equipment supplier submitting this prequalification package and becoming prequalified by the WDEQ will receive a Notice of Call for Bids for each specific project when WDEQ is ready to go out for bid for a project. The supplier will be given the engineer's name and phone number for the project. Suppliers desiring to bid on the project must contact the engineer to receive a set of plans and specifications for bidding.

Projects will be bid through the State of Wyoming's Procurement Office system. All State of Wyoming rules, regulations, statutes, etc. will be explicitly followed during the bidding process.

EQUIPMENT SUPPLIER'S REQUIRED REGISTRATION.

All equipment suppliers are required to register with the Secretary of State in accordance with Wyoming Statute 17-1-701 (307-777-7311) to do business in Wyoming. A copy of the registration must be submitted with this questionnaire.

PLEASE NOTE: All portions of this questionnaire must be completed, in full, in order to be considered by the WDEQ/STP. All certificates, registrations, resumes, etc. required to be attached to the questionnaire must be included in order to be considered by the STP. Incomplete questionnaires will not be evaluated. No firm will be added to the prequalified list that has not submitted a complete questionnaire, including all required attachments, and been notified by the STP that the firm has been prequalified.

II. EVALUATION CRITERIA

1. Introduction.

A. Prequalification evaluation will be solely on the basis of experience of the equipment supplier's company. Prospective suppliers will be evaluated based on information contained in the submitted questionnaire, Section III.

B. The State reserves the right not to prequalify an equipment supplier and/or key personnel on the basis of previous experience that indicates a record of poor performance or business practices judged to be unethical/unprofessional by the WDEQ. The decision of the WDEQ will be final and without recourse for appeal.

2. Experience.

A. Prequalification Questionnaire, Section III, shall be submitted by all equipment suppliers requesting evaluation. Subcontractors cannot be used to meet the experience requirement.

B. Experience of the Equipment Supplier. The equipment supplier will be evaluated on successful completion of similar remediation projects and services. The equipment supplier should list and describe with sufficient detail the most recent projects completed by the supplier that are similar in scope to the work required by the STP. Listed projects should be those completed by the firm during the last five (5) years that demonstrate at least five (5) years of experience and the ability to provide the required remediation services. These projects will be used to evaluate the adequacy of the supplier's equipment, personnel, and methods in completing STP remediation work.

C. Experience of Key Personnel. The Superintendent who will be onsite and represent the equipment supplier during the course of the work, and who will have the ultimate authority to direct the field operations performed by the firm, shall have at least three (3) years of previous documented experience with similar remediation projects. The equipment supplier may list more than one Superintendent. The Superintendent(s) listed in the Questionnaire cannot be substituted for any STP project without prior approval of WDEQ.

3. Bidder's Teleconference Calls. When a bidder's teleconference is announced in the Call for Bid Notice, participation by the equipment supplier in the teleconference is mandatory to be eligible to

submit a bid.

4. **Liquidated Damages.** The State of Wyoming assesses liquidated damages when a supplier does not reach Substantial Completion by the date set in the Notice to Proceed. The time to complete the work is stated in the bid documents, and this time varies depending on the complexity of each project. If liquidated damages are assessed against an equipment supplier, the supplier will be removed from the prequalified list. An equipment supplier that has been removed from the list will not be considered for requalification for a period of 2 years from the date final payment is made on the project for which liquidated damages were assessed.

5. **Retainage.** The State of Wyoming retains 10% of each Application for Payment made by the equipment supplier. Retainage is released after the project has been successfully completed including equipment startup, the Notice to Release Retainage has been advertised for 41 consecutive days in a general circulation newspaper, and all lien waivers have been submitted.

6. **The equipment supplier is required to warranty its work for one year after Substantial Completion is reached.**

III. EQUIPMENT SUPPLIER QUALIFICATION QUESTIONNAIRE

To be considered for contracts associated with STP projects put out for bid during calendar years 2012 and 2013, equipment suppliers shall be prequalified before the date of the Call for Bid. Suppliers requesting prequalification evaluation based on their company's experience shall complete this form. Use additional sheets as necessary. Reference each additional page by the equipment supplier's name. The questionnaire must be typed or legibly handwritten, and the original returned to:

Ms. Karen L. Halvorsen, P.E.
Storage Tank Program Manager
WDEQ/SHWD
Herschler Bldg – 4W
122 West 25th Street
Cheyenne, Wyoming 82002

Unreadable questionnaires will be returned without review. To be eligible for all projects to be bid during 2012 - 2013, the STP encourages equipment suppliers to submit the prequalification package on

or before November 30, 2011.

1. COMPANY INFORMATION

A. Business name/mailling address:

B. Previous business name(s), if applicable:

C. Business telephone, fax number, e-mail address:

Telephone:

Fax: _____

E-mail Address: _____

D. Contract contact person and address, if different from A above:

E. Business ownership type:

_____ Sole Proprietorship _____ Partnership _____ Corporation _____ Other

State(s) in which business is registered:

Firm must be authorized to do business in Wyoming by the Secretary of State. A copy of the registration from the Secretary of State must be included with this questionnaire.

Name(s) of business owner(s): _____

Date established:: _____

Under present management since: _____

Names, titles, addresses, and telephone numbers of primary business officers:

2. FINANCIAL STABILITY

A. Dollar range of the company's annual business during the previous five years?

B. Has the company ever filed for any type of bankruptcy? If Yes, please indicate the type (Chapter 11, Chapter 7, etc.), Year(s) of filing, and year(s) of bankruptcy action completion.

C. Has the company been subject to liquidated damages on any project during the last five years? If Yes, give the project name, agency/firm contact person assessing liquidated damages, the number of days that liquidated damages were assessed, the amount(s) assessed against your company for liquidated damages, and the date that liquidated damages were settled.

3. AREAS OF EXPERTISE

A. List the general type of environmental remediation equipment (e.g., air sparge

blowers, soil vapor extraction blowers, groundwater/total fluids recovery pumps, air strippers, carbon treatment for air and/or water, etc.) the company routinely supplies. List the approximate annual percentage of each type of equipment supplied.

_____ %

_____ %

_____ %

_____ %

_____ %

B. List the approximate annual percentage of the types of clients (i.e., government, railroad, municipalities, private business [e.g., service station operators, refineries, etc.]) the company has provided services to during the past ten years.

_____%

_____%

_____%

_____%

C. List the types of work the company routinely subcontracts with others to complete (e.g., startup):

4. WORK/LABOR FORCE COMMITMENTS

A. Number of the company's permanently employed work force? _____

B. Does the company routinely use temporary employees? If yes, explain.

C. List the skills of the labor force that are available and are typically used on remediation projects (e.g., electrician, plumber, etc.).

D. Name of qualified on-site superintendent(s) that will be used on remediation projects during on-site equipment installation and start-up. Briefly provide qualifications and relevant experience of this/these person/people.

5. EXPERIENCE AND REFERENCES

A. Has the company performed similar work for WDEQ in the past five (5) years as an equipment supplier? If yes, indicate project(s).

B. List and describe the five (5) most recent remediation projects completed by the company within the last five (5) years that demonstrate the ability to provide services applicable to WDEQ remediation projects.

Project #1 – Description: _____

Approximate Value: _____

Project Duration: _____

Project Name: _____

Date Completed: _____

Reference Name: _____

Reference Address: _____

Reference Telephone: _____

Project #2 – Description: _____

Approximate Value: _____

Project Duration: _____

Project Name: _____

Date Completed: _____

Reference Name: _____

Reference Address: _____

Reference Telephone: _____

Project #3 – Description: _____

Approximate Value: _____

Project Duration: _____

Project Name: _____

Date Completed: _____

Reference Name: _____

Reference Address: _____

Reference Telephone: _____

Project #4 – Description: _____

Approximate Value: _____

Project Duration: _____

Project Name: _____

Date Completed: _____

Reference Name: _____

Reference Address: _____

Reference Telephone: _____

Project #5 – Description: _____

Approximate Value: _____

Project Duration: _____

Project Name: _____

Date Completed: _____

Reference Name: _____

Reference Address: _____

Reference Telephone: _____

6. SAFETY AND TRAINING

A. Company must have a written occupational health and safety policy that is read and understood by all employees. Provide a copy of the cover page and table of contents. If the firm does not have a formal health and safety policy, explain.

B. All personnel working on-site must be OSHA 40-hour HAZWOPER trained with current 8-hour annual refresher training; including site supervisor training with 8-hour annual refresher training, as appropriate. Copies of all current certificates must be provided with questionnaire.

7. INSURANCE

Can the firm provide the following required insurance should the firm be awarded an equipment project? If no, please explain.

The equipment supplier must file a Certificate of Insurance with WDEQ STP and with the State of Wyoming Procurement Office verifying each type of coverage required when a bid is accepted. Proof of required insurance must be provided by the equipment supplier to WDEQ and State of Wyoming Procurement Office within ten (10) days of the Notice of Acceptance of Bid.

A. **Worker's Compensation and Employers' Liability Insurance.** The equipment supplier must provide proof of workers' compensation coverage for all its employees who

are to work on the project. Supplier's insurance must include Employer's Liability "Stop Gap" coverage in an amount not less than Five Hundred Thousand Dollars (\$500,000.00) per employee for each accident and disease. The supplier must also supply to the State of Wyoming Procurement Office proof of worker's compensation and employer's liability insurance on each and every subcontractor before allowing that sub-Contractor on the job site. Proof of worker's compensation insurance may be in the form of a "Letter of Good Standing" from the Wyoming Workers' Compensation Division. If the equipment supplier is not a Wyoming firm, supplier must provide proof of good standing from the Worker's Compensation Division in the state where the equipment supplier resides.

B. Commercial General Liability Insurance. The equipment supplier must provide coverage during the entire term of the project against claims arising out of bodily injury, death, damage to or destruction of the property of others, including loss of use thereof, and including underground, collapse and explosion (XCU) and products and completed operations, in an amount not less than One Million Dollars (\$1,000,000.00) per occurrence and Two Million Dollars (\$2,000,000.00) general aggregate.

C. Business Automobile Liability. The equipment supplier must maintain during the entire term of the contract automobile liability insurance in an amount not less than Five Hundred Thousand Dollars (\$500,000.00) per occurrence.

D. Unemployment Insurance. The equipment supplier must be duly registered with the Employment Security Commission, Unemployment Compensation Division. The supplier must provide a "Letter of Good Standing" from the Department of Employment indicating that the Supplier is in compliance with the Wyoming Employment Security Law. The equipment supplier must provide a similar "Letter of Good Standing" on each and every sub-Contractor before beginning work on this project. If the equipment supplier is not a Wyoming firm, supplier must provide similar proof of good standing from the state in which the supplier resides.

E. Payment of Premiums and Notice of Revocation. All policies required must be in effect for the duration of this project. All policies must be primary and not contributory. The equipment supplier must pay the premiums on all insurance policies and all insurance certificates must include a clause stating that the insurance may not be revoked, canceled, amended, or allowed to lapse until the expiration of at least thirty (30) days advance written notice to WDEQ.

F. WDEQ as Additional Insured. All insurance policies required, except worker's compensation and unemployment compensation, must name WDEQ as an additional insured, and must contain a waiver of subrogation against WDEQ, its agents, and employees.

G. "Claims Made" vs. the Occurrence Form. "Claims made" policies will not be accepted by WDEQ.

8. AFFIDAVIT

I, the undersigned, being an authorized representative of the Corporation, Partnership, or other legal entity, do hereby attest that the information presented in this questionnaire is, to the best of my knowledge, accurate and correct. I further understand that any inaccuracies or distortions revealed after a contract is awarded by the WDEQ are grounds for revocation of said Contract.

Name (Printed)

Signature

Date

Title (Printed)