



Date: January 25, 2021

To: EMSA Board of Trustees

CC: Jim Winham, President & CEO
Lora Conger, CFO
Angela McLain, CRO and Compliance Officer

From: Frank Gresh, CIO

Re: Electrical Repair and Emergency Generator RFP #IT2020-0002

RFP# IT2020-0002 was released on December 18, 2020. The purpose of the RFP was to solicit proposals from qualified vendors for two projects at our new Oklahoma City location. The first project was to repair the electrical systems damaged by vandalism while the building was unoccupied, and the second project was to install emergency standby generator(s) for the new facility. There were two responses received. The proposers are Delco Electric and Metroplex Electric, both of Oklahoma City.

After reviewing both proposals, I find that Metroplex Electric is the Lowest Secure Bidder with a compliant proposal that meets or exceeds all our specifications for both projects. I recommend we proceed with both projects with Metroplex Electric as the vendor. The reasons for this recommendation are as follows:

- EMSA has had an ongoing relationship with Metroplex Electric for many years. They have always been excellent to work with and provide high quality workmanship.
- Metroplex performed the installation work on all of our existing generators in Oklahoma City (experience with comparable projects/work).
- Several staff from Metroplex spent over 20 hours at the new facility to plan and design their response to this RFP

While Metroplex's response to the generator portion of the RFP was higher than Delco's, we feel that we can work with Metroplex to implement the generator portion of this project in a way that might reduce some of the overall cost. This is allowed under the terms of the RFP and our purchasing policies.

Attached to this memorandum you will find a review document that covers all our criteria and does a side-by-side cost comparison.

Should you have any additional questions, please feel free to ask

**Request for Proposal: Electrical Repair and Generator: Proposal Review and Pricing Evaluation
January 25, 2021**

Evaluation of responses

Item #	Requirement	Delco Electric	Metroplex Electric
1) Process Overview and Procedures			
1.3	Schedule – were proposals received on time?	Yes	Yes
1.5	Proposals provided in response to the RFP should be valid for a minimum of 180 days	Yes	Yes
1.7	Proposals must be organized and indexed in the format identified herein in Sections 2 and 3. Proposals shall contain all requirements and consist of the following submission documentation:	No – Delco provided a cover page but did not respond to other sections of the RFP in an indexed and formatted manner.	Yes
1.7	A PDF (or equivalent) electronic copy of the response is required. It must be sent via email by the date and time identified above. The subject line should clearly state that it is a vendor’s proposal and reference this RFP. It should be sent to the contact listed below.	Yes	Yes
2) Proposer Information (responses to each point must be included in proposer’s response)			
2.0	The proposer must provide a history for their company. Information to be included in this section is tax identification number, age of company, number of employees, experience with comparable accounts, and a brief description of the existing relationship with EMSA if there is one, including past purchases in excess of \$50,000.	Yes	Yes “One of the longest served customers would be the Emergency Medical Services Authority. Metroplex Electric has provided EMSA with 24/7 electrical service (and emergency service) for over 27 years.

Request for Proposal: Electrical Repair and Generator: Proposal Review and Pricing Evaluation
January 25, 2021

Item #	Requirement	Delco Electric	Metroplex Electric
2.1	All proposals should outline the proposer's and/or manufacturer's customer support methodologies as well as examples of how the customer support is provided. Further information about warranties and support should be outlined in section 3.	Provided cost for annual maintenance contract for the generator. Provided information on manufacturer warranty on generator. Provided information on products and labor warranty provided by Delco.	Provided information about 24/7/365 availability of staff and techs including live phone operators available. Provided information on Cummins maintenance service for the generators as well. More specific information is outlined in section 3.
2.2	References provided and acceptable	Yes	Yes
2.3	Provided contact information for reference	Yes	Yes
2.4	Each proposer <u>must provide financial background of their organization</u> for evaluation of the stability of the company.	Gave approximate revenue for 2020, nothing else.	Provided detailed financials from CY2020
2.5	The proposer must clearly stipulate that payment is due no earlier than thirty (30) days after invoice and appropriate acceptance by EMSA. The proposer should clearly indicate when invoices will be sent during each phase of the project(s).	Not stipulated, no explanation of payments terms or timing.	Payment terms: No later than 30 days after invoice and appropriate acceptance by EMSA. Invoices for progress payments will be delivered vi email by the 25 th of each month. Invoicing for generators, transfer switches, and switch gear will be sent upon delivery.
2.6	Provide all pertinent information related to the proposer(s) insurance carriers and levels of coverage, including liability, worker's compensation, etc.	None provided	Provided certificate of insurance with EMSA as named certificate holder.
2.7	Non-Collusion	No attestation	Attested
2.8	Non-Exclusion from Medicare/Medicaid	No attestation	Attested
2.9	All shipping, handling, and freight costs should be included the proposal as much	Not specifically included or excluded in electrical repair portion. Shipping,	All shipping handling and freight costs are included in the proposal.

**Request for Proposal: Electrical Repair and Generator: Proposal Review and Pricing Evaluation
January 25, 2021**

Item #	Requirement	Delco Electric	Metroplex Electric
	as possible. Please see section 3.2 for specific information that is considered in scope of that part of the proposal	handling and offload of generators included in generator proposal.	
3) Solution Overview and Requirements			
3.0	<p>The purpose of this RFP is to solicit two separate and distinct proposals including pricing from qualified organizations, one for the electrical repairs and one for the standby generator.</p> <p>Two separate proposals provided?</p>	Yes	Yes
3.1	Attended pre-bid conference and building walk-through	Yes, stayed for several hours on day of walk-through, came back for several hours on second day of additional walk-through	Yes, stayed during the entire period of the walk-through day and stayed the entire allotted time on both days of the additional walk-throughs provided.
	We expect a response to this part of the RFP to be as detailed as possible which will allow the EMSA team to properly evaluate the proposals. Please provide descriptions of how the work will be done including the type of professional workmanship your company provides and what standards your team members are held accountable to.	<p>Details provided in the form of an attachment indicating what was included with the quote.</p> <p>Part of the inclusion list provides some detail including reducing the building service from 2400 amp to 1600 amp. They also include a statement that “Previous usage of the main building has not exceeded 300kw for the previous 10 years.”</p>	Details provided in the form of a list of items to be performed. The list provided was specific in terms of what panels would be wired from the main distribution panel. Converting existing panels to a lower service (400 amp to 200 amp as an example). Relocation of four transformers from their current non-compliant location to a new location that will be compliant with NEC 110.26. Scope includes furnishing a line drawing done by an electrical engineer to the City of OKC for purposes of permits. The list also

Request for Proposal: Electrical Repair and Generator: Proposal Review and Pricing Evaluation
January 25, 2021

Item #	Requirement	Delco Electric	Metroplex Electric
			<p>includes demo of existing vandalized equipment.</p> <p>This includes moving the building service from 2400 amp to 1600 amp.</p>
	A detailed timeline for this project should be provided as part of the response.	Timeline provided, but not very detailed.	Timeline provided covering all aspects of the project.
	Please outline the types of permits and inspections that will be required.	Not specific as to types or permits and inspections, they did indicate that permit and electrical inspections fees were included for new switch gear installation.	Nothing provided other than engineering drawings would be provided to the City of OKC for permitting purposes.
	Please be very specific as to what is included in the scope of this project and what will be considered out of scope.	<p>Inclusion and exclusion criteria list included with proposal. Not incredibly detailed but the information provided should be enough to determine in and out of scope items.</p> <p>Exclusion mentions workspace clearance issue in the warehouse electrical room that is not included, but no information provided as to what it is or what will be required to resolve it.</p>	<p>Information provided in list of repairs to be completed was detailed enough to determine what is in scope.</p> <p>Items excluded from scope: Excludes any repairs needed to the existing system beyond the electrical service equipment.</p>
	The proposer should also outline their recommendations for acceptance testing by EMSA.	Provide "power-on" test of existing panels connected to new panels.	No information provided as to recommendations for acceptance testing.
3.2	After researching, EMSA believes that using a figure of 10 watts per square foot of space yields a fairly accurate mark for	Recommended installing an 800kw on the main building and 275kw generators on each of the other buildings, which aligns	Recommended installing 1000kw (1Mw) generator for the main building (with two options for location), a 600kw generator

Request for Proposal: Electrical Repair and Generator: Proposal Review and Pricing Evaluation
January 25, 2021

Item #	Requirement	Delco Electric	Metroplex Electric
	sizing of the generator. The combined interior size of the two buildings that EMSA will occupy is 78,000 square feet. Based upon that measurement, and adding in an extra margin of safety, we believe that the best size for the generator should be 1,000kw or One Megawatt. If a particular proposer feels strongly that EMSA's estimation is incorrect, they should provide support for their assertion to propose a different sized generator.	to the rule-of-thumb method provided in the RFP and allows for future growth. By installing the 1600 amp service in the main building, this reduces the need for the 1Mw generator down to 800kw and the smaller buildings will have their own generator.	for the suite 200 building, 150kw for the building south of the main rear building (houses the air compressor).
	Attended pre-bid conference and building walk-through	Yes, stayed for several hours on day of walk-through, came back for several hours on second day of additional walk-through	Yes, stayed during the entire period of the walk-through day and stayed the entire allotted time on both days of the additional walk-throughs provided.
	Generator placement recommendation/explanation	Delco recommends placing the generator to the west of the existing pad-mount transformer. This would absorb approximately two parking spaces and keep the sound away from the offices in the building.	Gave two options for placement. Option one was next to the main building near the existing utility transformer pads. Option two was north of the main building in the grassy area. No explanation provided as to rationale for location options.
	Proposers should provide information about expected noise levels in and around the generator including impacts to offices or personnel that may be working near it.	800kw generator to have sound attenuated enclosure 75.7dbA @ 23ft. No information provided on noise levels of the smaller generators.	No information provided on noise levels or attenuation.

**Request for Proposal: Electrical Repair and Generator: Proposal Review and Pricing Evaluation
January 25, 2021**

Item #	Requirement	Delco Electric	Metroplex Electric
	Proposal included information on generator fuel, run time, and manufacturer	All generators are diesel powered with 24-hour runtime fuel tanks.	All generators are diesel powered with 24-hour runtime fuel tanks.
	We expect a response to this part of the RFP to be as detailed as possible which will allow the EMSA team to properly evaluate the proposals. Please provide descriptions of how the work will be done including the type of professional workmanship your company provides and what standards your team members are held accountable to.	No details provided, simply an attachment indicating what was included with the quote.	Details provided in the form of a list of items to be performed. The list provided was specific as to what was included in terms of generator installation, wiring, transfer switches, annunciator systems, etc.
	A detailed timeline for this project should be provided as part of the response.	Timeline provided, but not very detailed.	Timeline provided covering all aspects of the project.
	Please outline the types or permits and inspections that will be required.	Nothing provided	Copies of licenses provided, but nothing on types of permits and inspections was provided.
	Please be very specific as to what is included in the scope of this project and what will be considered out of scope.	Inclusion and exclusion criteria list included with proposal. Not incredibly detailed but the information provided should be enough to determine in and out of scope items.	Information as to what was included with each generator proposed was provided. All necessary permits and licenses required was specified as in scope for each generator install. Specific as to the quantity of fuel for each generator and that the first fueling was included in the scope.
	Items requested to be in scope for project included? <ul style="list-style-type: none"> • Generator itself 	Clearly included generators, pads, and bollards as part of the inclusion list.	Includes: <ul style="list-style-type: none"> • Pad

**Request for Proposal: Electrical Repair and Generator: Proposal Review and Pricing Evaluation
January 25, 2021**

Item #	Requirement	Delco Electric	Metroplex Electric
	<ul style="list-style-type: none"> • Generator pad • Fencing/securing • Exhaust management • Automatic Transfer Switch • Monitoring/notification systems • Permits/licenses 	<p>Other items on inclusion list specific to this item:</p> <ul style="list-style-type: none"> • Automatic transfer switch to be integrated with new Main Distribution panel • 275kw generators at rear services to have weather rated enclosures. <p>Items on exclusion list include</p> <ul style="list-style-type: none"> • Cost of bonds • Field painting • Costs required by local utilities • Mechanical control wiring • Builders risk insurance • Tele/data cabling and equipment 	<ul style="list-style-type: none"> • Trench (cut concrete, trench, refill and compact dirt, repour concrete) • Appropriately rated transfer switch for each generator • First fill of fuel tank • Wiring from transformer and generator to transfer switch • Annunciator panel and monitoring • Load test, training <p>No exclusion list or out of scope items mentioned.</p>
	<p>The proposer should also outline their recommendations for acceptance testing by EMSA. As part of that acceptance testing process, EMSA expects, at a minimum, that a full load test be performed for a duration of at least two (2) hours.</p>	<p>On-site factory start-up services includes a 2-hour load resistive load bank.</p>	<p>Generator(s) to be commissioned by factory certified generator technician. Provide two-hour resistive load bank test with a written report.</p>
	<p>Options for ongoing maintenance and support of the generator should be included in the proposal</p>	<p>Provided cost for annual maintenance agreement on all the generators.</p>	<p>Provided information for Cummins support, maintenance and 24x7 emergency service.</p>
4) General			
4.1	Attested to General Terms and Conditions	No attestation	No attestation

Request for Proposal: Electrical Repair and Generator: Proposal Review and Pricing Evaluation
January 25, 2021

Item #	Requirement	Delco Electric	Metroplex Electric
4.3	Copies of appropriate organization licensure for work that is in the scope of these projects should be included with the proposals.	No attestation	Provided

Request for Proposal: Electrical Repair and Generator: Proposal Review and Pricing Evaluation
January 25, 2021

Pricing Evaluation

Project	Delco	Metroplex	
Electrical Repairs	\$ 315,000.00	\$ 164,550.00	
	Delco	Metroplex Option 1	Metroplex Option 2
Generator	\$ 480,000.00	\$ 656,342.00	\$ 726,208.00
Projects Combined	\$ 795,000.00	\$ 820,892.00	\$ 890,758.00