



**REQUEST FOR PROPOSAL (RFP) # 24-006**  
**CNG STATION MAINTENANCE**

**December 1, 2023**

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**ONLINE PROPOSAL SUBMITTAL ONLY THROUGH PLANET BIDS**

<https://pbsystem.planetbids.com/portal/28908/bo/bo-detail/112162>

**NOTE:** Updates, changes or addendums to the RFP are posted at:

**TABLE OF CONTENTS**

**SECTION 1 - SCHEDULE OF EVENTS ..... 4**

**SECTION 2 – PROPOSAL INSTRUCTIONS..... 5**

2.0 DEFINITIONS ..... 5

2.1 QUESTIONS REGARDING RFP AND POINT OF CONTACT ..... 5

2.2 PROPOSAL SUBMITTANCE ..... 5

2.3 PROPOSAL VALIDITY ..... 6

2.4 PROPOSAL FORM..... 6

2.5 PROPOSAL CHANGES ..... 6

2.6 PROPOSAL LIST ..... 6

2.7 PROPOSAL FORM PROVISIONS ..... 6

2.8 SAM.gov REGISTRATION ..... 6

2.9 WAGES – WORKER’S COMPENSATION ..... 6

2.10 EQUAL OPPORTUNITY ..... 6

2.11 APPEAL PROCEDURES ..... 7

2.12 APPENDICES ..... 7

2.13 NEW MATERIAL (IF APPLICABLE)..... 7

2.14 TAXES ..... 7

2.15 PRE-CONTRACTUAL EXPENSES ..... 7

2.16 JOINT OFFERS ..... 8

2.17 PROPOSAL PROTEST PROCEDURES ..... 8

2.18 ADDENDA AND INTERPRETATIONS ..... 8

2.19 SUB-CONTRACTORS ..... 8

2.20 PROPOSER’S LICENSING REQUIREMENTS ..... 8

2.21 PROPOSAL RESPONSIVENESS ..... 9

2.22 SPECIAL NOTE - CHANGE ORDERS AFTER AWARD ..... 9

2.23 PROPOSAL FORMAT AND CONTENT ..... 9

**SECTION 3 – EVALUATION AND SELECTION CRITERIA ..... 13**

3.0 EVALUATION OF PROPOSALS ..... 13

3.1 EVALUATION PROCEDURE ..... 13

3.2 SCORING SCHEDULE ..... 13

3.3 EVALUATION CRITERIA ..... 13

3.4 AWARD ..... 14

3.5 NOTIFICATION OF AWARD AND DEBRIEFING ..... 15

3.6 CONFIDENTIALITY ..... 15

3.7 ACCEPTANCE OF ORDER ..... 15

3.8 DISQUALIFICATION OF PROPOSING COMPANIES ..... 15

3.9 DISCREPANCIES AND MISUNDERSTANDINGS ..... 15

**SECTION 4 – SCOPE OF WORK..... 17**

4.1 INTRODUCTION ..... 17

4.2 SCOPE OF WORK..... 18

4.3 Safety..... 29

**SECTION 5 – MINIMUM QUALIFICATIONS ..... 30**

5.1 FIRM QUALIFICATIONS ..... 30

## **ATTACHMENTS**

**ATTACHMENT A – LBT-01 GENERAL TERMS AND**

**ATTACHMENT B – PRICE RESPONSE FORM**

**ATTACHMENT C – INSURANCE REQUIREMENTS**

**ATTACHMENT D – REQUIRED FORMS**

**ATTACHMENT E – REFERENCES**

**ATTACHMENT G – SAMPLE AGREEMENT**

**ATTACHMENT H2 – SBE PROGRAM PARTICIPATION REQUIREMENTS**

**ATTACHMENT J – SUPPLIER AND W-9 REQUEST FORM**

**EXHIBIT 1A - MCP MAINTENANCE MANUAL**

**EXHIBIT 1B - DEFUELING PANEL PID COMPONENTS**

**EXHIBIT 1C - VEHICLE TO VEHICLE DEFUELING HOSE PID COMPONENTS**

**EXHIBIT 1D - ANGI MAINTENANCE MANUAL**

**EXHIBIT 2 - CNG STATION AS BUILT CONSTRUCTION DRAWINGS**

**EXHIBIT 3 - METHANE DETECTION EQUIPMENT**

**EXHIBIT 4 – STANDBY POWER GENERATOR MANUAL**

**SECTION 1 - SCHEDULE OF EVENTS**

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<b>Schedule of Events</b>	<b>Date</b>	<b>Time</b>
RFP Issue Date	<b>December 1, 2023</b>	--
Pre-Proposal Online Conference (not mandatory)*	<b>December 6, 2023</b>	10:30 AM (PST)
Written Questions Due	<b>December 15, 2023</b>	2:00 PM (PST)
Written Answers Due	<b>December 22, 2023</b>	5:00 PM (PST)
Proposal Due Date	<b>January 10, 2024</b>	2:00 PM (PST)

\* A pre-proposal conference to clarify any contractual or technical questions for this RFP will be held via Zoom. Proposers attending the Zoom meeting must email Jillori Grepo at [jgrepo@lbtransit.com](mailto:jgrepo@lbtransit.com) to obtain conference call-in information. Attendance is not required in order to submit a proposal.

**QUESTIONS WILL ONLY BE ACCEPTED IF SUBMITTED ON PLANET BIDS.**

Responses to questions and addendums will be posted at:  
<https://pbsystem.planetbids.com/portal/28908/bo/bo-detail/112162>

***PROPOSALS NOT RECEIVED BY THE DATE AND TIME SPECIFIED WILL BE REJECTED.***

## SECTION 2 – PROPOSAL INSTRUCTIONS

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The following instructions and conditions apply when responding to this RFP:

### 2.0 DEFINITIONS

For the purpose of this RFP:

1. “LBT” shall mean Long Beach Transit (LBT), Purchaser, Owner, FTA Recipient, or Grantee.
2. “Proposer” shall mean Seller or Contractor.
3. SBE mean Small Business Enterprise

### 2.1 QUESTIONS REGARDING RFP AND POINT OF CONTACT

Any questions, interpretations, or clarifications, either administrative or technical, about this RFP must be requested in writing via Planet Bids no later than the date indicated in Section 1, Schedule of Events. All written questions will be answered in writing and conveyed to all proposers. Oral statements concerning the meaning or intent of the contents of this RFP by any person are not considered binding. The point of contact for this RFP shall be:

Jillori Grepo

Buyer

(562)599-8552

jgrepo@lbtransit.com

<https://pbsystem.planetbids.com/portal/28908/bo/bo-detail/112162>

All communications regarding this solicitation shall be made directly with the designated Buyer. Any verbal or written communications between any potential or actual proposer, or its representatives and any LBT Board Member, staff member, committee member, or consultant regarding this procurement are strictly prohibited from the date of the RFP advertisement through the date of execution of the agreement. The only exception to this is communications at a publicly-noticed meeting of the LBT Board of Directors.

Any violation of the requirements set forth in this section shall constitute grounds for immediate and permanent disqualification of the Proposer from participation in this procurement.

### 2.2 PROPOSAL SUBMITTANCE

Proposals must be submitted in strict compliance with the Proposal Instructions as prescribed within this RFP, and must be received electronically through LBT’s online portal at: <https://pbsystem.planetbids.com/portal/28908/bo/bo-detail/112162> no later than **2:00 PM** on or before **January 10, 2024**. Allow sufficient time to upload all the proposal documents.

**PROPOSALS NOT RECEIVED BY THE DATE AND TIME SPECIFIED WILL BE DEEMED NON-RESPONSIVE AND NOT CONSIDERED FOR AWARD.**

## **2.3 PROPOSAL VALIDITY**

All Proposals submitted must be valid for a period of 120 days from the "Proposal Due Date".

## **2.4 PROPOSAL FORM**

Your Proposal must be submitted on the forms provided. Proposals submitted on any other forms may be considered non-responsive and may be rejected. Your Proposal shall include the properly completed and signed PRICE SUMMARY FORM.

## **2.5 PROPOSAL CHANGES**

Any verbal modifications of the conditions or specifications documented herein shall be considered void and ineffective for Proposal preparation and evaluation purposes. Only changes issued in the form of written addendums to this RFP from Buyer's Procurement Department shall be considered valid and binding.

## **2.6 PROPOSAL LIST**

The Buyer reserves the right to remove from mailing lists for future Proposals, for an indeterminate period of time, the name of any Proposing Company for their failure to accept a contract, failure to respond to two (2) consecutive Requests for Proposal and unsatisfactory performance. Please note that a "No Proposal" is considered a response.

## **2.7 PROPOSAL FORM PROVISIONS**

No form provisions, terms, conditions, requirements, and the like shall be considered as part of the Proposal, unless a statement is typed or written on the Proposal that such form provisions are intended to be part of the Proposal.

## **2.8 SAM.GOV REGISTRATION**

Vendors are required to register in [SAM.gov](https://sam.gov) (system for award management) in order to be awarded contracts. Vendors are required to complete a one-time registration to provide basic information relevant to procurement and financial transactions. Vendors must update or renew their registration annually to maintain an active status.

**Proposers shall submit a printout from sam.gov showing they are not debarred or excluded with their proposal.**

## **2.9 WAGES – WORKER'S COMPENSATION**

Proposing Companies are reminded that not less than minimum salaries and wages set forth by the Department of Industrial Relations; State of California must be paid on this project. Additionally, Proposing Companies must also be compliant with requirements relating to Worker's Compensation and conditions of employment.

## **2.10 EQUAL OPPORTUNITY**

The Buyer hereby notifies potential proposers that all firms will be afforded equal opportunity to submit proposals in response to this request and will not be discriminated against in consideration for award on the basis of race, religion, color, sex, creed, marital status, ancestry, physical or mental disability, medical condition, sexual orientation, national origin, age, or any other consideration made unlawful by federal, state or local laws.

## **2.11 APPEAL PROCEDURES**

- (1) All requests for approved equals, clarifications of specifications, and protests of specifications must be received by the Buyer in writing in PlanetBids Q&A section no later than the date as specified on the “Written Questions Due” date on the Schedule of Events. Verbal inquiries will not be accepted. Any request for an approved equal or protest of the specifications must be fully supported with technical data, test results, or other pertinent information as evidence that the substitute offered is equal to or better than the specification requirements. The burden of proof as to the equality, substitutability, and compatibility of proposed alternates or equals shall be upon the Proposing Company, who shall furnish all necessary information at no cost to the Buyer. The Buyer shall be sole judge as to the equality, substitutability, and compatibility of proposed alternates or equals.
- (2) Buyer replies to requests under paragraph 2.12 (1) above will be dated no later than the “Written Answers Due” date as specified in the Schedule of Events. Any verbal replies are not to be considered valid.
- (3) Any requests for approved equals, clarifications of specifications, and protests of specifications must be clearly labeled “Not A Bid” and submitted on or before the Written Questions due date mentioned in Section 1. The Buyer is not responsible for failure to address an appeal that has not been labeled as such.

## **2.12 APPENDICES**

Information considered by the Proposing Company to be pertinent to this RFP and which has not been specifically solicited in any of the aforementioned sections may be placed in a separate appendix section. Proposing Companies are cautioned, however, that this does not constitute an invitation to submit large amounts of extraneous material; appendices should be relevant and brief.

## **2.13 NEW MATERIAL (IF APPLICABLE)**

Except as to any supplies and components which this agreement specifically provides need not be new, the Proposing Company represents that the supplies and components to be provided under this agreement are new and of recent manufacture (not used or reconditioned, and not of such age or so deteriorated as to impair their usefulness or safety). If at any time during the performance of this agreement, the Proposing Company believes that the furnishing of supplies or components that are not new is necessary or desirable, Proposing Company shall notify the Buyer immediately, in writing, including the reasons therefore and proposing any consideration that may flow to the Buyer if authorization to use such supplies is granted.

## **2.14 TAXES**

- The Buyer Is Exempt From The Payment Of Federal Excise And Transportation Taxes, So Such Taxes Must Not Be Included In Proposal Prices.
- This Proposal Is Subject To A State And Local Sales Tax, Which Shall Be Shown Separately, But Is A Part Of The Contract Price.

## **2.15 PRE-CONTRACTUAL EXPENSES**

The Buyer will be under no obligation for payment of pre-contractual expenses. Pre-contractual expenses are defined as expenses incurred by Proposing Company for the following:

- A. Preparing the Proposal in response to this solicitation;
- B. Submitting that Proposal to the Buyer;
- C. Negotiating with the Buyer any matter related to this Proposal; and/or
- D. Other expenses incurred by Proposing Company prior to date of award.

## **2.16 JOINT OFFERS**

Where two or more Proposing Companies desire to submit a single Proposal in response to this RFP, they should do so on a prime-subcontractor basis rather than a joint venture. The Buyer intends to contract with a single firm and not with multiple firms doing business as a joint venture.

## **2.17 PROPOSAL PROTEST PROCEDURES**

The Buyer has on file a set of written protest procedures applicable to this solicitation that may be obtained by contacting the Buyer's representative responsible for this procurement. Any protest filed by a Proposing Company in connection with this solicitation must be submitted in accordance with Buyer's written procedures.

## **2.18 ADDENDA AND INTERPRETATIONS**

- A. No interpretation of the meaning of any plans, specifications or other pre-proposal documents will be made to any Proposing Company orally. Every request for such interpretations shall be in writing addressed to the attention of the Buyer listed above. Such requests must be received at least fifteen (15) working days prior to the date fixed for the opening of general Proposals respectively. Any and all such interpretations and any supplemental instructions will be in the form of written addenda to the specifications and, if issued, will be posted on Planet Bids. It is the Proposing Company's responsibility to ensure all requests are received and answered by the Buyer in timely fashion.
- B. Failure of any Proposing Company to receive any such addendum or interpretation shall not relieve such Proposing Company from any obligation under his Proposal as submitted. All addenda so issued shall become part of the Contract Documents. Proposing Company shall assume full responsibility for making himself completely aware both of the existence and contents of all addenda. Each Proposing Company will be presumed to have inspected any relevant site, and to have read and be thoroughly familiar with any associated or referenced plans, specifications or other documentation (including all addenda) and referenced legal provisions. The failure or omission of any Proposing Company to examine any form, instrument, document or referenced applicable legal requirements shall in no way relieve any Proposing Company from any obligation with respect to the Proposal submitted.

## **2.19 SUB-CONTRACTORS**

A listing of all Sub-contractors and Material Suppliers performing work for the prime Contract in an amount, equal to or in excess of one-half (0.5%) percent of the total Proposal Amount, shall be submitted and received with the Proposal. This list of Sub-contractors and Material Suppliers is a part of the Proposal Package, and failure to submit said listing may constitute an incomplete Proposal. The list of Sub-contractors shall be included in attachment H-2 SBE Participation Requirements.

## **2.20 PROPOSER'S LICENSING REQUIREMENTS**

The successful Proposing Company and their (applicable) subcontractor(s) may be required to possess a business license from the City of Long Beach, California, along with any specialty

licenses necessary for this project. It is the responsibility of the Proposing Company to determine what licenses are required.

Furthermore, the Proposing Company shall ensure that any and all sub-contractors fully comply with any other appropriate licensing requirements. The Proposing Company shall also certify that all information provided and representations made in the proposal are true and correct, and made under penalty of perjury. Proposing Companies shall provide this information on the certification presented in the RFP. Failure to provide the information requested on any certification forms or elsewhere as part of the Proposal may be cause for rejection of the Proposal.

## **2.21 PROPOSAL RESPONSIVENESS**

Proposing Companies shall respond to this RFP with respect to any and all sections, terms, conditions, requirements, specifications and drawings and the like. Failure to submit a complete response will likely result in proposal rejection.

## **2.22 SPECIAL NOTE - CHANGE ORDERS AFTER AWARD**

Upon award to the successful proposing company, no changes may be made to the General Requirements or Technical Specifications without written authorization from the Buyer. Any requests for changes from the Proposing Company (Seller) must be made using the Buyer's Request For Change Order (RFCO) process. The RFCO process consists of completing a request form, identifying any impact to cost or schedule, and obtaining written approval of the Buyer. Approved RFCO's will result in a revision to the original Purchase Order.

## **2.23 PROPOSAL FORMAT AND CONTENT**

### **a. Presentation**

Proposals should not include any unnecessarily elaborate or promotional material. The formats for the technical and cost proposals shall be as shown below. Proposing Companies are urged to be thorough in the presentation of their proposals. Material shall be presented in the order of the format below. All submittals are mandatory and considered part of the evaluation process. Failure to comply with this requirement may result in disqualification.

### **b. Letter of Transmittal**

The Letter of Transmittal should identify the proposing company and demonstrate the firm's understanding of the project and services required and the anticipated outcomes. Specifically, the Letter of Transmittal shall be addressed to the Buyer as indicated in Section 1 of these instructions and must, at a minimum, contain the following:

1. Identification of the Proposing Company, including name, address and telephone.
2. Proposed working relationship between the Proposing Company and subcontractors, if applicable.
3. Acknowledgment of receipt of all RFP addenda, if any.
4. Name, title, address and telephone number of contact person during period of proposal evaluation.
5. A statement to the effect that the proposal shall remain valid for a period of not less than 120 days from the date of submittal.

6. Signature of a person authorized to bind the Proposing Company to the terms of the proposal.

**c. Executive Summary**

1. In addition to any introductory remarks in the Executive Summary, the Proposing Company shall state its understanding of the overall project objectives and the skill levels required to successfully accomplish the project objectives. Key points of the proposal should be summarized including: primary tasks or events, the approach to be employed, any innovative techniques or solutions, insights, resources, requirements and etc.
2. This summary shall also state whether the proposal does or does not fully comply with the requirements as defined in this RFP, noting any exceptions, and shall be signed by an authorized representative of the company.

**d. Technical Proposal**

1. Qualifications, Related Experience and References of the Proposing Company

This section of the proposal should establish the ability of the Proposing Company to satisfactorily perform the required work by reasons of: experience in performing work of a similar nature, demonstrated competence in the services to be provided, strength and stability of the firm, staffing capability, work load, record of meeting schedules on similar projects, and supportive client references.

The Proposing Company shall:

- i. Provide a brief profile of the firm including: the types of services offered, the year founded, form of the organization (corporation, partnership, sole proprietorship) number, size and location of offices, and number of employees.
- ii. Provide a general description of the firm's financial condition and identify any conditions (e.g., bankruptcy, pending litigation, planned office closures, impending merger) that may impede The Proposing Company's ability to complete the project.
- iii. Describe the firm's experience in performing work of a similar nature to that solicited in this RFP and highlight the participation in such work by the key personnel proposed for assignment to this project. Describe experience in similar projects, particularly in the transit and public sector environments. The Proposing Company must demonstrate to the satisfaction of the Buyer that it has sufficient resources, capabilities and experience to meet the business needs as stated in this document. The Proposing Company shall state and identify its involvement with other clients for both past and present projects. The Proposing Company shall state the client's name, and references (See 5 below) for similar projects, particularly those conducted for public transit in particular and the public sector in general. Be specific with respect to past and current assignments elaborating on those projects of similar type, magnitude and complexity. The Proposing Company's involvement and responsibility should be defined for each project.

- iv. Identify any subcontractors by company name, address, contact person, and telephone number and project function.
- v. Provide as a minimum one reference for each project cited as related experience and furnish the name, title, address and telephone number of the person(s) at the client organization who is most knowledgeable about the work performed. The Proposing Company may also supply references from other work not cited in this section as related experience. Proposers must also submit Attachment D.
- vi. Briefly describe other projects currently in process and how those projects affect the company's current capacity and capacity during this proposed project. Identify any capacity or availability issues for any major subcontractors proposed.

## 2. Proposed Staffing and Project Organization

This section of the proposal should establish the method that will be used by the Proposing Company to manage the project as well as identify key personnel assigned. The Proposing Company shall:

- i. Indicate adequacy of labor resources utilizing a table projecting the labor-hour allocation to the project by individual task.
- ii. Include the name and roles of the Proposing Company's Project Manager and other key managerial and technical personnel to be assigned to the project in the specified tasks and include major areas of any subcontract work.
- iii. Include a statement certifying that the key personnel will be available to the extent proposed, for the duration of the project in the manner prescribed, acknowledging that no person designated as "key" to the project shall be removed or replaced without the prior written concurrence of the Buyer.
- iv. Include and thoroughly explain the project organization and control measures, including the proposed quality assurance plan.
- v. Include a statement signed by a duly authorized officer of the Proposing Company to the effect that all personnel offered in the proposal are either employed full-time by the firm or contractually obligated to the firm and available for the duration of the project at the person-hour level shown.

## 3. Resumes

Each proposal shall include a resume of not more than two pages, for each key staff member including: Project Manager, task and discipline leaders and key specialists. Resumes will include: title, years of experience, education, professional registrations, specific prior assignments with name of client, specific project role and responsibilities, and start and end dates for each assignment.

#### 4. Work Plan

The Proposing Company shall provide a narrative, which addresses the Technical Specifications and shows The Proposing Company's understanding of the Buyer's needs and requirements.

The Proposing Company shall:

- i. Describe the approach to completing the tasks specified in the Technical Specifications.
- ii. Outline sequentially the activities that would be undertaken in completing the tasks and specify who would perform them.
- iii. Furnish a schedule for completing the tasks in terms of elapsed weeks from the project commencement date.
- iv. Identify methods that the Proposing Company will use to ensure quality control as well as budget and schedule control for the project.

The Proposing Company may also propose procedural or technical enhancements/innovations to the General Requirements and Technical Specifications, which do not materially deviate from the objectives or required content of the project.

#### 5. Exceptions/Deviations

State any exceptions to or deviations from the requirements of this RFP, segregating "technical" exceptions from "contractual" exceptions. Where the Proposing Company wishes to propose alternative approaches to meeting the Buyer's technical or contractual requirements, thorough explanations are required.

**If no exceptions are requested or identified during the Q&A phase, Proposer(s) will be deemed to have accepted all requirements, including contractual terms and conditions, as set forth in the solicitation. Exceptions will not be considered after this phase of the solicitation.**

#### e. Cost and Price Proposal

1. As part of the cost and price proposal, the Proposing Company shall submit proposed pricing for each item described in the Scope of Work.
2. The Proposing Company shall complete Attachment B - "PRICE RESPONSE FORM," included with this RFP, and furnish any narrative required to explain the prices proposed. A "Firm-fixed-Price" proposal is the preferred method of pricing.

## SECTION 3 – EVALUATION AND SELECTION CRITERIA

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### 3.0 EVALUATION OF PROPOSALS

This RFP includes specific requirements that will be used for the evaluation of Proposals. In order to be considered a responsive Proposal, the Proposing Company will submit all items as required in the General Requirements, Scope of Work, and Technical Specifications. The Buyer will evaluate Proposals with respect to established evaluation criteria. As part of the evaluation process, the Buyer may request selected Proposing Companies appear for oral interviews after reviewing the written Proposals. Proposing Companies should be prepared to have key management personnel available for these interviews.

The Buyer will notify the Proposing Company of the date and time at which the interview will occur. The Buyer may also request additional information to clarify or assist in the evaluation.

### 3.1 EVALUATION PROCEDURE

An evaluation committee, in accordance with the criteria established, will evaluate all proposals received as specified. The evaluators, in applying the major criteria to the proposals, may consider additional sub-criteria beyond those listed. Proposing companies should be aware however, that award may be made without interviews or further discussion.

### 3.2 SCORING SCHEDULE

	<b>Evaluation Criteria</b>	<b>Allocation</b>
<b>A</b>	Qualifications of the Firm	25%
<b>B</b>	Staffing and Project Organization	25%
<b>C</b>	Technical Solutions/Work Plan	25%
<b>D</b>	Cost and Price	25%
	<b>Total Possible</b>	<b>100%</b>

### 3.3 EVALUATION CRITERIA

Award will be made to the Offeror whose proposal offers the best value to the Buyer. Proposals will be evaluated in accordance with the following criteria:

#### **A. Qualifications of the Firm – 25%**

Technical experience in performing work of a similar nature; projects similar in size and scope that have been completed by the firm in the last five years; Experience working with North American Public Transit Agencies; strength and stability of firm; strength, stability, experience and technical competence of key personnel, subcontractors, assessment by a minimum of three client references.

- Knowledge of maintaining CNG stations and related equipment
- Technical capacity of team to assess problems and make repairs.
- Years of experience maintaining CNG stations and related equipment

- Experience managing outsource service providers on specialty equipment systems
- Experience of outsource service providers on the specialty equipment

**B. Staffing and Project Organization – 25%**

Qualifications and technical experience of project staff; particularly key personnel and especially the Project Manager; key personnel’s level of involvement in performing related work cited in “Qualifications of the Firm” section; availability and commitment of key personnel; logic of project organization; adequacy of labor commitment; concurrence in the restrictions on changes in key personnel.

- Composition of in-house team: team size, and technical capability
- Availability and capabilities of local in-house team to respond to emergencies and make repairs
- Response time for emergencies and other call-out tasks, response time for non-emergencies
- Capability of outsource service providers to respond to call-outs

**C. Technical Solution/Work Plan – 25%**

Firm’s ability to consistently Comply with and/or Exceed each of the requirements outlined in the Scope of Work. Depth of firm’s understanding of requirements and quality of solution; logic, clarity and specificity of the work plan – including the breakdown of in-house team and of outsource team and ability to remotely monitor equipment via Skada system; how the proposal will meet the functional requirements; appropriateness of resource allocation among the tasks; reasonableness of proposed schedule.

**D. Price (Overall pricing) - 25%**

This section will consider the full contract value to LBT. Please include the cost of daily inspections, weekly reviews, adjustments and repairs, emergency call outs, methane detection maintenance, hourly rates, CNG Standby Power generator, and all items in reference to the Scope of Work – Section 4.

**3.4 AWARD**

- A. The Buyer reserves the right to withdraw this request at any time without prior notice. Furthermore, the Buyer makes no representations that an agreement will be awarded to any Proposing Company responding to this invitation. The Buyer expressly reserves the right to accept or reject any and all Proposals, or any item or part thereof, or to waive any informalities or irregularities in Proposals received without indicating any reasons for such actions.
- B. The Buyer may negotiate contract terms with the selected Proposing Companies prior to award, and expressly reserves the right to negotiate with several Proposing Companies simultaneously and, thereafter, to award a contract to the Proposing Company offering the most favorable terms to the Buyer.
- C. The Buyer reserves the right to award its total requirements to one Proposing Company or to apportion those requirements among several Proposing Companies as Buyer may deem to be in its best interest. In addition, negotiations may or may not be conducted. Therefore, the proposal submitted should contain Proposing Company’s most favorable terms and conditions, since the selection and award may be made without discussion.
- D. The Buyer reserves the right to make award within one hundred twenty (120) calendar

days from the date Proposals are opened. Should award in whole or in part be delayed beyond the period of one hundred twenty (120) days, such award shall be conditioned upon successful Proposing Company's acceptance.

- E. Prior to award of contract, the selected firm may be required to submit to a pre-award audit of their financial records to confirm claims of financial stability and ascertain the capacity of the firm's accounting system for administering the project.

### **3.5 NOTIFICATION OF AWARD AND DEBRIEFING**

The Proposing Companies who submit a proposal in response to this RFP shall be notified in writing regarding the firm who was awarded the contract. Such notification shall be made within fourteen (14) days of the date the contract is awarded.

### **3.6 CONFIDENTIALITY**

Prior to Contract Award, the Buyer will treat as confidential all information contained in and so clearly identified in Proposals, supplements, and communications made in the course of procurement negotiations.

To ensure appropriate post-award confidentiality, Proposing Companies should clearly identify trade secret information and should specifically cite statutory or regulatory authority for exemption from public disclosure. The Buyer disclaims liability for inadvertent disclosure of trade secrets or other information entitled to confidential treatment if the Proposer has failed to identify trade secrets or other sensitive information clearly or has failed to cite statutory or regulatory authority for keeping other information confidential.

### **3.7 ACCEPTANCE OF ORDER**

The successful Proposing Company will be required to accept a written contract and/or purchase order in accordance with, and including as a part thereof, the published notice of Request for Proposal the requirements and conditions and specifications, with no exceptions other than those specifically listed in the written contract or purchase order.

### **3.8 DISQUALIFICATION OF PROPOSING COMPANIES**

In the event that any Proposing Company acting as a prime contractor has an interest in more than one Proposal, all such Proposals will be rejected, and the Proposing Company will be disqualified. This restriction does not apply to sub-contractors or suppliers who may submit proposals to more than one Proposing Company. No proposal will be accepted from a Proposing Company who has not been licensed in accordance with the provisions of the State Business and Professions Code.

### **3.9 DISCREPANCIES AND MISUNDERSTANDINGS**

Proposing Companies must satisfy themselves by personal examination of any work site, drawings, Scopes of Work and by any other means as they may believe necessary, as to the actual physical conditions, requirements and difficulties under which the work must be performed. No Proposing Company shall at any time after submission of the Proposal, make any claim or assertion that there was any misunderstanding or lack of information regarding the nature or amount of work necessary for the satisfactory completion of the job. Any errors, omissions, or

discrepancies found in any plans, specifications, or other documents provided, shall be called to the attention of the Buyer and clarified prior to the submission of Proposals.

## SECTION 4 – SCOPE OF WORK

---

### 4.1 INTRODUCTION

Long Beach Transit (LBPT) currently operates a compressed natural gas (CNG) fueling facility at its **LBT2** Facility located at 6860 Cherry Avenue, Long Beach, California. This fueling station, which is used to fill transit buses and smaller CNG-fueled vehicles, consists of the following major components:

- Gas Dryer. PSB Model NG-SR33-8-DDP-SP (manual regeneration)
- Compressors (5). ANGI NG300E (Ariel JGQ/2)
- Storage vessels. FIBA cylinders. (12 – 2 sets of 3 x 2 rack assemblies)
- Pressure relief valves (12). Mercer (one for each storage vessel)
- Dispensers. ANGI Series II (2 single hose bus, 1 dual hose fleet)
- Priority panels
- Defueling panel
- SCADA system
- Standby Power Generator, CAT G3512 Packaged Generator Set

The maintenance garage at this same location, as well as certain maintenance bays at the Anaheim Street facility located at 1963 East Anaheim Street in Long Beach, were modified to permit the indoor maintenance of CNG-fueled vehicles. These modifications included the installation of combustible gas (methane) detectors and associated controls, ventilation, and other equipment. LBT maintenance garages use Sensor Electronics Corporation (SEC) gas detectors, transmitters, and controls.

Construction of the fueling station and garage modifications were completed in November, 2012. LBT is soliciting bids from qualified Contractors for a long-term contract for complete maintenance of the CNG station, Standby Generator, and for the methane detection systems in the repair garages.

The following sections provide a description of the maintenance services required. A complete facility manual, Equipment OEM manuals, and a set of construction drawings will be provided as part of this specification.

The Maintenance Contractor shall provide a comprehensive 10-year maintenance services for the existing CNG fueling station at LBT2. The Contractor shall be responsible for monitoring, repairing and otherwise keeping the CNG equipment operational, including related electrical systems, fuel hoses and nozzles, including the standby generator and the methane detection system. The Contractor shall provide all repair parts, overhaul services, and consumables necessary to provide an adequate operating facility, including compressor oils, all other lubricants, and dryer desiccants, as well as all scheduled and unscheduled replacements for compressors, motors, desiccants, valves and all other equipment and appurtenances necessary to operate and support the CNG facilities.

The maintenance contract for the CNG fueling station & Methane detection system and the Standby Generator shall be based on the following specific requirements:

- Task 1: Daily inspection of CNG station
- Task 2: Weekly Review, Planned Preventive Maintenance and Unplanned Repairs
  - Weekly review of daily inspections and preventive maintenance activities
  - Periodic (weekly, monthly, quarterly, elapsed run hours, etc.) maintenance based on the manufacturer's recommended requirements.

- Breakdown non-critical repairs & Emergency call-out capability so as to respond to system problems without delay.
- Planned major rebuilds as required by time or usage.
- Task 3: Methane detection system maintenance and repair
  - Periodic inspection and calibration of the detectors.
  - Periodic testing of the overall system including the transmitters and controls to ensure that the overall system is operating correctly.
- Task 4: Standby Power Generator maintenance and repair
  - Quarterly PM
  - Annual PM and Load Bank Test
  - 3 Year PM: Coolant Service, Battery Replace Service

The selected maintenance contractor shall provide on-site service and maintenance support during the period of the contract. The minimum Contractor qualifications are as follows:

1. Contractor shall have a minimum of five years direct experience in the maintenance of CNG fueling facilities, including CNG compressors, natural-gas dryers, CNG dispensers, and PLC-based equipment controllers. Contractor shall possess Ariel compressor training certifications at the time of award of contract, indicating their qualifications to service the existing LBLT CNG fueling facilities.
2. Contractor must have a laptop PC with modem and PC software for the purpose of calling into the compressor control panel remotely. Contractor shall have at least two technicians able to comply with the requirements herein. Further, the technicians shall be skilled in reading Piping and Instrumentation Diagrams (P&IDs) and Electrical Schematics and debugging electrical control systems and shall be trained in the proper use of specialized tools required by certifying manufacturers.
3. Contractor's technicians shall have a minimum of three years direct CNG experience on systems of equivalent size and complexity. A minimum of two qualified technicians must be available at all times and must be equipped with appropriate working tools and safety equipment, a pager (for fault callouts by PLC modems) and a cellular phone. Equivalent communications methods will be considered.
4. Contractor shall provide documentation indicating all required training and certifications, and/or any narrative supporting why such documentation is not necessary and/or available.
5. During each site visit, Contractor must log in and log out with LBPCT guard or maintenance staff at the facility.

## **4.2 SCOPE OF WORK**

### Service and Maintenance Plan:

The Contractor shall develop a comprehensive Service and Maintenance Plan for the LBT2 CNG station to be delivered to LBLT. At a minimum, this Service and Maintenance Plan shall include the following:

1. A comprehensive schedule of maintenance activities presented in tabular format indicating the nature of the activity and the frequency of performance. This schedule of service and maintenance activities shall include all manufacturers' recommended service and maintenance as well as the service, maintenance, and inspection activities identified below.

2. Fault-remedy analysis (trouble shooting guide that, in table format, indicates potential faults, possible causes, and the indicated remedy).
3. Forms to be used to monitor and report maintenance activities including daily log forms, daily inspection report forms, other inspection forms, maintenance repair records, and similar forms to be used by the Contractor.
4. The specified operation, service, maintenance, and repair Tasks defined below.

#### Service and Maintenance Activities:

The service and maintenance will include regular physical inspections of the station for the purpose of checking on the state of the station equipment and making necessary or appropriate adjustments to the equipment. Activities shall include emergency call-out and repair of unplanned maintenance needs. Pricing proposed shall be per therm of natural gas dispensed as determined by the monthly invoicing to LBLT from the fuel provider (currently Long Beach Gas and Oil) using the dedicated natural gas Meter Set Assembly feeding natural gas to the refueling station. Monthly invoices will be paid by LBLT to the maintenance provider only after invoicing has been received from the fuel provider.

The service and maintenance activities shall consist of the following Tasks:

#### **Task 1: Daily Inspections**

Daily inspections are required and shall consist of the following services:

1. Inspect overall station site for general conditions including cleanliness, completeness of station logs, and other conditions.
2. Monitor and log station operating conditions including compressor hours, electric meter reading, and gas meter reading. Verify the standby mode of the controller.
3. Monitor and record working pressures and temperatures.
4. Check lubricator block cycle pin for movement.
5. Check packing vents.
6. Check for rough or unusual noises or odors.
7. Check all fluid levels and re-fill as necessary. Log fluid amounts added. Fluids provided as part of Task 2.
8. Check all pressure and on/off settings and adjust as appropriate.
9. Monitor for fluid and gas leaks both inside and outside of the compressor enclosures. If leaks are discovered these shall be repaired.
10. Check the auto drain on the service air dryer.

#### **Task 2: Weekly Review, Planned Preventive Maintenance and Unplanned Repairs**

##### ***A. Weekly Review***

These weekly inspections of the CNG station (which may be conducted concurrently with one of the daily visits) shall include, at a minimum, the following in addition to the tasks required during the daily visits. System operation is required in order to perform some of these subtasks and must be scheduled accordingly.

1. Inspect overall station site for general conditions including cleanliness, completeness of station logs, and other conditions.
2. Check compressor piping and tubing for loose connections or loose clamps.
3. Visually check components of the compressor drive system.
4. Perform visual checks of the dispenser and defueling post hoses and nozzles.

5. Inspect, clean, or replace system filters as needed.
6. Drain the gas dryer pre-filter, blower housing, and sump.
7. Check the differential pressure across all filters.
8. Perform any other checks or inspections recommended by the equipment manufacturers.
9. Check the service air dryer to include inlet temperatures, pressure, and flow rate; moisture indicator; and pressure drop across pre- and after-filters.

### ***B. Planned Preventive Maintenance***

Other site inspections and required maintenance shall be conducted at the frequency required by the equipment manufacturers or codes as indicated below. It is the responsibility of the Contractor to review the OEM manuals and ensure an appropriate schedule is maintained. At a minimum, the following inspections, adjustments, and tests shall be performed monthly (M), quarterly (Q), semi-annually (S), or annually (A) as noted or at the frequency specified by the equipment manufacturer:

1. Check service air dryer pressure, flow, and temperatures (M).
2. Check service air dryer dew point conditions (M).
3. Verify gas dryer dew point (M).
4. Check gas dryer pressure, flow, and temperatures (M).
5. Drain dispenser and defueling post water separators (M).
6. Drain dispenser and defueling post coalescing filters (M).
7. If required, drain accumulator tanks, condensate drains, and coalescing filters on all equipment. Log fluid amounts drained (Q).
8. Replace compressor coalescing filter elements if required (Q).
9. Examine gas dryer and condition of desiccating elements (Q).
10. Inspect storage cylinders, valves, fittings, and pressure relief valves (Q).
11. Drain condensate from the storage cylinders (Q).
12. Check that safety signs are in place and are visible (Q).
13. Test the function of all ESD buttons. Verify call-out notification of ESD faults (S).
14. Check operation of indicator lights/annunciator display and all safety shutdowns (S).
15. Verify operation of all gas/air operated valves (S).
16. Depressurize the gas dryer and inspect. Replace desiccant if contaminated (A).
17. Inspect the four-way switching valve, purge solenoid, and shuttle valve. Replace or repair as necessary (A).
18. Calibrate gas-leak detectors in compressor skids (A).
19. Calibrate CNG dispensers to be within Weights and Measures standards of accuracy (A).
20. Remove, test, calibrate, and recertify storage vessel pressure relief valves (A).
21. Conduct electrical continuity tests on the dispenser hoses (A).

Additional inspections and/or servicing required by the equipment manufacturers based on operating hours shall also be performed on the schedule advised by the manufacturer. They include, but are not limited to, such items as:

- Change compressor oil and filters, and clean strainer.
- Clean inter-stage filter elements and replace final and inlet filter elements.
- Inspect internal safety relief valves; recertify if required.
- Inspect compressor valves.
- Inspect compressor rings and seals.
- Verify driver/compressor alignment.
- Inspect compressor crankshaft main and rod bearings.
- Inspect compressor lube drive chain.

- Drain and clean heat exchanger cores.

Any station conditions deemed unsafe or not compliant with the required codes and standards that are observed by the Contractor, shall be reported immediately to the Contractor's main LBLT contact or other LBLT supervisor as available. Additionally, the Contractor shall immediately repair all unsafe conditions. All fluids, materials, filters, consumables, and tools needed shall be provided by the Contractor as part of the Task 2 price quoted.

The primary fueling window for transit buses at the LBT2 facility is between 9:00 PM and 4:30 AM, daily. In order to control electricity costs, LBT does not allow the compressors to run between the hours of 4:00 PM and 9:00 PM.

Accordingly, all routine maintenance activities shall be scheduled to disrupt the schedule as little as possible. The Contractor may perform scheduled and unscheduled maintenance and repairs provided facility's fueling function and vehicle-yard circulation are not impacted.

### ***C. Planned Major Rebuilds.***

Planned major component rebuilds shall be included in the maintenance service plan. All planned rebuilds or major inspections shall be presented during the proposal process with a timeline showing the expected date of each within the entire duration of the contract term. Note that the 16,000-hour compressor service was performed in October 2023.

- During major rebuilds of the compression equipment, it is essential that sufficient compression capacity remain online to ensure that the LBLT fleet can be fueled. It is understood that the fueling rate might be decreased slightly. The facility employs five compressors, and if not more than one is taken out of service at a time, the fueling campaigns should not be compromised.

### ***D. Unplanned Repairs and Emergency Response***

Critical-service problems are defined as issues that prevent bus fueling, disable a safety system, or cause a natural gas leak or that otherwise impact the ability of buses to meet scheduled rollout. The Contractor will be notified of emergency (either by fault shutdown being transmitted electronically or by phone of LBLT personnel – whichever occurs first) immediately if there is a service issue which requires immediate attention or that impacts the ability of LBLT to fuel buses. Such calls must be responded to by the Contractor with a call-back within one (1) hour and dispatch of technicians to the site within four (4) hours, if necessary. Critical service problems must be rectified immediately.

Non-critical service problems (those which do not meet the criteria of critical service problems specified above or that otherwise do not impact the ability of buses to meet scheduled rollout) must be responded to by the Contractor within 12 hours of notification, and successful repairs performed as soon as spare parts and required trained technicians are reasonably available. For all non-critical breakdown repairs, Contractor shall commit to a repair schedule within two (2) business days following notification.

### **Task 3: Methane Detection System, Maintenance and Repair**

The primary maintenance garage located at the LBT2 facility, and the LBT1 facility (paint shop, alignment shop, and body shop) have been equipped with Sensor Electronics Corporation (SEC) gas detectors, transmitters, and controllers. This package includes:

1. SEC Millennium infrared gas detectors
2. SEC 100 Digital gas transmitters
3. SEC 3500 Operator Interface

A manufacturer's cut sheet for this equipment is attached in Exhibit 3.

The selected maintenance Contractor shall furnish services (including emergency response), equipment and materials for testing, calibration, adjustment, modification and parts supply for the maintenance and repairs to the methane gas detection systems at both the LBT2 and LBT1 facilities. The Contractor's technicians that will be assigned to the maintenance of the methane detection systems shall have appropriate training and shall possess certifications in the maintenance and calibration of the above SEC equipment.

### **Methane Detection System Maintenance**

Testing and maintenance of the system is required every 120 days. Work scope is to include all labor and materials for minor repairs. To prevent disruption of the on-going bus maintenance activities, the gas detection systems maintenance and testing activities shall be scheduled at least one week in advance. Time and date for which must be approved by LBLT. In addition, personnel evacuation training may be scheduled to coincide with testing of the gas detection system, at its discretion.

#### ***A. Unscheduled Maintenance***

Contractor shall respond to designated facility within four (4) hours from notification. Work shall begin within twenty-four (24) hours from notification and shall be completed within seventy-two (72) hours from notification. When the Contractor and LBLT determine that issues are outside of this scope, all work required shall be presented to LBLT staff with complete pricing quoted before work can be completed. Cost of parts to LBLT shall not exceed a 10% markup of the cost of those parts to the Contractor, and labor shall be charged per rates proposed by Contractor as part of this RFP. Documentation of parts cost may be required upon request of the LBLT. All new parts shall have a warranty equal to, or greater than, the original warranty.

#### ***B. Service Verification Forms***

To verify that all services as stated herein have been performed, the Contractor will complete a log verifying work performed, every time a service or trouble call is performed.

### **Task 4: Standby Power Generator Maintenance and Repair**

Maintenance Contractor will provide scheduled and unscheduled GENERATOR maintenance services, with the express intent of maintaining the GENERATOR equipment in efficient operating condition in accordance with the maintenance interval guidelines set forth by the OEM (Caterpillar). Service Provider will furnish all material, labor, and services, as required, to accomplish the GENERATOR Services at the property. The scope of work shall include the following:

## Quarterly PM

- Walk-Around Inspection: Inspect engine, radiator, and generator for debris, loose or broken fittings, hoses or wires and guard. Repair as necessary
- Engine Crankcase: Check oil level, fill as needed. Maintain oil level between the ADD and FULL marks on the ENGINE STOPPED side of the oil level gauge.
- Cooling System: Check coolant level. Maintain level with ½ inch to bottom of filler neck or proper level on sight gauge (if installed)
- Fuel System: Check Natural Gas fuel piping, regulators, and valves for leaks or damage.
- Check and inspect air cleaner restriction gauge and air filter element.
- Check cooling system hoses, caps, and clamps for brittleness, leaks, cracks, and weakness.
- Check battery voltages, charging rates, fluids, and specific gravities/ICVs.
- Engine cranking batteries will be tested under start up load for voltage drop.
- Block heater elements and inlet/outlet t-stats are checked for proper output and operation.
- Engine fan drive and belts are inspected and adjusted for proper tension and condition.
- Check turbo charger rotation/end play if so equipped.
- Control Panel: Visually inspect; check for loose, broken, or damaged, wiring or components.
- Generator: Check for moisture, dust, oil, grease, and debris on main stator winding, exciter, and PMG. Clean as needed.
- Check and document control panel instruments for proper operation and values.
- Grease bearings, fan shafts, linkages, and equipment fittings as required.
- Hot oil sample taken and submitted for analysis.
- Run unit under load for 15 minutes, when authorized by site authority.
- Oil Pressure: Check for proper oil pressure and record.
- Fuel Pressure: Check for proper fuel pressure and record.
- Frequency and Generator Voltage: Check and record readings.
- Generator Louvers: Verify proper operation.
- Leaks and Noises: Check for leaks and unusual noises.
- Submit report to LBLT.

## Annual PM

- Perform All actions specified in the Quarterly PM
- Check Engine mounts for loose fittings and proper torque.
- Change Crankcase Oil and utilize Natural Gas Engine oil which meets or exceeds OEM spec of CAT NGENO 381-2364 Oil
- Change oil filters with OEM CAT Filters
- Change coolant filters.
- Change air filters as equipped.
- Drain gas filter and gas pressure regulator condensate drain.
- Submit report to LBLT.

### **3 Year Coolant Service Scope**

- Drain old coolant.
- Contain waste coolant.
- Replace all coolant hoses and clamps.
- Replace radiator pressure cap.
- Replace engine thermostat and associated gasket.
- Replace engine fan belt and alternator fan belt.
- Refill system with proper amount of antifreeze and conditioners.
- Test run unit to operating temperature, under load when authorized by site personnel.
- Return unit to normal condition.
- Submit report to LBLT.

### **3 Year Starting Battery Replacement Scope**

- Engine cranking batteries are removed and replaced.
- Engine cranking batteries will be tested under start up load for voltage drop.
- Old batteries disposal provided.
- Test run with no load.
- Return unit to normal condition.
- Submit report to LBLT.

### **Annual Load Bank Test**

- Connect Resistive Load Bank to output circuit breakers of Genset.
- Perform Load Test with stepped load for 2 Hours up to 100% output of nameplate rating.
- Record vital engine and generator output parameter at 15 minutes intervals.
- Submit official test record to customer upon completion with all readings recorded and summary of test results.

### **Functional Requirements**

Notification. With the exception of the daily site visits, Contractor shall obtain approval from LBLT at least one week prior to each regularly scheduled site visit or have a standing day/time for scheduled visits (which is preferred). The Contractor shall notify LBLT at least 24 hours before expected arrival on site if there is a conflict with the previously determined appointment.

The Contractor shall provide an all-weather placard for posting at the station indicating a telephone number providing 24-hour access by telephone to contact Contractor to obtain assistance as may be required.

Emergency Call-Out Service. The emergency call-out service for all site components shall be provided on a 24/7 basis. The emergency callout repair service shall include a maximum one-(1-) hour call back guarantee and the dispatch of a properly trained and equipped technician(s) to the site within four (4) hours of notification. As part of this requirement, the Contractor shall respond to any and all alarm conditions and will be designated as a primary or secondary contact

for automated dial-out alarm notifications. Operation of the CNG station is critical to supporting LBLT services and it is essential that the callout requirements be adhered to.

Contractor will defer all non-emergency service calls to normal business hours, provided such delays will not result in an unsafe condition or the inability to fuel buses. The Contractor will then provide service at the beginning of the next business day.

Personnel. All maintenance and repair work (including routine maintenance, checks, diagnostics, and site visits) shall be performed by trained, knowledgeable employees of the CNG facility and methane detection equipment manufacturers or authorized representatives.

Maintenance Records. All maintenance and repair activities performed by the Contractor shall be documented by the Contractor on approved forms and logs and shall include as a minimum the following information:

1. Routine Service Visit Report (Daily/Weekly)
  - Date and time of service visit including arrival and departure times.
  - Name of service technician.
  - Contractor Job #
  - Compressor run hours.
  - Electric utility meter, gas utility meter, and pressure gauge readings.
  - Any control panel fault codes.
  - Items checked, station operating conditions, and corrective action taken if applicable.
  - Parts and consumables used.
  - Other items as may be determined by Contractor or LBLT.
2. Repair and Emergency Call-out Report. (Each incident)
  - Date and time of service incident.
  - Date and time of service visit including arrival and departure times.
  - Name of service technician.
  - Contractor Job Number
  - Time and method of notice.
  - Compressor run hours.
  - Cause for fault condition.
  - Action taken to restore service, items repaired or replaced, including reason, service time incurred.
  - Whether fault condition caused interruption of station service, and if so, the duration of the interruption.
  - Time service was restored.
  - Other items as may be determined by Contractor or requested by LBLT.

3. Actual Planned Maintenance Service Report. (Monthly)
  - Date and time of service visit including arrival and departure times.
  - Name of service technician.
  - Compressor run hours.
  - Items repaired or replaced, including reason, service time incurred.
  - Parts and consumables used.
  - Other items as may be determined by Contractor or requested by LBLT.
  
4. Manager's Activity Report. (Monthly)
  - Summary of Monthly Performance.
  - Summary of all work activity (planned & unplanned)
  - Forecasted Maintenance Service Report.
  - Critical issues.
  - Other items as may be determined by Contractor or requested by LBLT.
    - In addition, Contractor shall provide to LBLT representatives recommended or planned future maintenance or repair activities, plans for any follow-up visits or activities, the general condition of the facility and equipment, and any additional information that should be brought to the attention of the LBLT regarding the status and/or operation of the facility.
      - System Modifications. If modifications to the CNG station or the methane detection/alarm system are made (only with prior LBLT approval) such modifications shall be rendered onto the station drawings in the form of redlining which reflect the modifications made to the facilities or components not later than one week after completion of modifications.
    - Planned Maintenance Service. Contractor will monitor and advise LBLT of recommended service intervals as they approach. Contractor shall prepare a one-year look-ahead planned work schedule to assist LBLT in preparation for the maintenance of the facility.
    - Parts and Consumables. Consumables, including filter elements, fluids, regular maintenance supplies, dryer desiccant, and normal wearing parts replacements shall be included in the service provided by the Contractor. This will include all parts required for scheduled or unscheduled rebuilds and repairs of the CNG station.
      - If parts are taken from the LBLT inventory on site, Contractor shall log all parts and materials used from this stock and replace them without delay.
    - Waste Materials and Hazardous Waste. Contractor shall be responsible for handling, removing from site, and disposing of all hazardous materials that are a product or byproduct of station maintenance or repair, in compliance with all jurisdictions having authority at the station. These include, but are not limited to, condensates, spent desiccant, oily rags, filter elements, and waste

lubricating oils.

- Liquidated Damages. The Contractor will be responsible for the overall performance of the CNG fueling station, to ensure that the contracted fueling-performance rates are provided between 6:00PM and 6:00AM. Failure to operate and maintain each CNG fueling facility to meet such performance standards may result in assessment of Liquidated Damages (LDs).
- It is mutually understood and agreed by and between the parties to this Agreement that during the period that Contractor is providing maintenance services to CNG Fueling Facility, LBLT will be damaged if LBLT's CNG transit buses are not fueled at CNG Fueling Facility prior to their scheduled morning roll-out for reasons that are not the fault of LBLT and which do not arise out of events of force majeure. The amount of said damages, being difficult if not impossible of definite ascertainment and proof, it is hereby agreed that the amount of such damages due LBLT shall be no less than \$250.00 per day per CNG transit bus that is not able to be fueled at the CNG Fueling Facility.
- Contractor hereby agrees to pay the aforementioned amounts as agreed liquidated damages, and not by way of penalty, to LBLT and further authorizes LBLT to deduct the amount of the damages from money due Contractor under this Agreement, computed as aforesaid. If the monies due Contractor are insufficient or no monies are due Contractor, Contractor shall pay LBLT the difference or the entire amount, whichever may be the case, within 30 (thirty) calendar days after receipt of a written demand by LBLT.

### **CNG Fuel Quality**

The Contractor is responsible for ensuring that the maximum-allowable concentrations of oil, water, and particulates in the CNG fuel as dispensed are not exceeded. At the dispenser, oil concentration shall be 15 ppm or less; water shall not exceed SAE Standard J1616. Contractor shall test CNG for oil and moisture content within 60 days of project start and each 12 months thereafter to verify that its moisture and oil content does not exceed the specified limits. The laboratory tests shall be conducted by a LBLT-approved third party and Contractor shall provide laboratory test results to LBLT for review.

If, during the term of this contract, LBLT suspects that either the oil or moisture content of the CNG is above the specified levels, the Contractor shall arrange and pay for additional tests for the suspected violation. In case the test concentration exceeds the specification, the Contractor shall take all steps necessary to immediately correct the violation and shall arrange for a retest to verify compliance and shall pay all associated testing costs, corrective actions, including reimbursement to LBLT for the initial test. In case the test concentration does not exceed the specification, no corrective action will be necessary and LBLT will pay all additional test costs plus reasonable labor costs incurred by the Contractor that are documented and directly associated with the additional tests.

All gas-quality laboratory testing shall be conducted by Southwest Research Institute of San Antonio or another qualified testing laboratory that is acceptable to LBLT. The test protocols and methods will be mutually agreed to by LBLT and the Contractor.

### **Operational and Performance Requirements**

The typical on-board CNG capacity of current fleet of CNG buses is up to 21,000 Standard Cubic Feet (SCF) at 3,600 psig and 70°F. Fuel flow rate at nozzle for CNG buses has maximum intake

capacity of 4,000 SCFM. Fuel each bus with 9,000 SCF in an average of six (6) minutes with no more than 120 seconds allowed between fueling events. At each Division, all compressors except one shall be online and available to operate between 5:00PM and 5:00AM.

The values in Table 1, below, shall be defined by the parties at time of Contract. The required CNG-dispensing throughput rate for each facility will be determined by conducting a dispensing-performance test at the onset of the Contract. The test format shall be negotiated and agreed to between LBLT and the awarded Contractor, but shall include the following key provisions:

- One compressor shall be taken offline.
- Test using 4-6 buses per dispenser lane x the total number of lanes.
- Normalize to as close to 120-second dwell time as practical. Dwell is defined as the time between auto-termination of a transaction at a dispenser and starting the sequential transaction (CNG flow) at that same dispenser.
- Count the total flow of CNG to the test fleet, based on recorded readings from the dispenser registers.
- Determine and log the start and end time of the test. Test format and duration shall consist of starting all dispenser lanes simultaneously, controlling dwell to 120 seconds as indicated, and terminating the test when the final bus has auto-completed its fill.
- The aggregated mass of CNG dispensed shall be divided by the total test duration to determine the calculated throughput rate.

The Contractor shall maintain each of the CNG facilities so that their full CNG production and dispensing rates meet or exceed the values to be defined by the tests and the resulting data in Table 1.

#### **Table 1 - Minimum CNG-Facility Capacities**

This calculated rate shall establish the respective CNG-dispensing rates. The Contractor shall maintain the facilities so that the respective contract dispensing rates are available every night between 6:00PM and 6:00AM, 365 days per year. At least one fueling lane at its proportional capacity shall be available at all other times.

#### **Exhibits (attached)**

Exhibit 1A - MCP Maintenance Manual

Exhibit 1B - Defueling Panel PID Components

Exhibit 1C - Vehicle to Vehicle Defueling Hose PID Components

Exhibit 1D - ANGI Maintenance Manual

Exhibit 2 - CNG Station As-Built Construction Drawings

Exhibit 3 - Methane Detection Equipment

Exhibit 4 - Standby Power Generator Manual

### 4.3 SAFETY

Proposer must comply with the following Safety Guidelines:

- a. Proposer shall recognize the importance of performing services in a safe and responsible manner so as to prevent damage, injury, or loss to individuals, and the environment. Proposer assumes responsibility for implementing and monitoring all Environmental Health and Safety precautions and programs related to the performance of services.
- b. The Proposer is solely responsible with providing a safe work environment for its employees, agents and subcontractors. Any hazards or unsafe practices the Proposer may identify that it is unable to correct or are outside the Proposer scope of responsibility must be promptly reported to LBT. LBT reserves the right to require to discontinue operations at any time if it determines that actions are creating an unsafe environment or situation.
- c. The Proposer must refrain from creating work hazards for others and for individuals authorized to be within or in proximity to LBT work areas.
- d. Proposers shall not operate LBT machinery without express written consent. Only licensed operators may operate forklifts or other heavy machinery on LBT property, with LBT approval.
- e. LBT is a smoke-free environment. This policy applies to all proposers, their employees and subcontractors working on LBT premises.
- f. Proposers must abide by all applicable local, state, and federal rules and regulations pertaining to safe working practices and procedures to protect proposer/subcontractor employees as well as LBT staff and visitors.

## **SECTION 5 – MINIMUM QUALIFICATIONS**

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### **5.1 FIRM QUALIFICATIONS**

To be considered responsive to the RFP, firms must demonstrate that they meets the following minimum qualifications by providing a thorough response and verifiable evidence of compliance. Non-compliance with these requirements may disqualify your proposal from further consideration.

- a. Firm has not defaulted on a contract within the past five (5) years or declared bankruptcy or been placed in receivership or been denied credit within the past three (3) years.
- b. Firm has not been assessed any penalties for non-compliance with any federal, state, local, city, or county labor laws and/or regulations within the past five (5) years.
- c. Firm is currently not under investigation for any charge or claim for noncompliance with any federal, state, local, city, or county labor laws and/or regulations including, without limitation prevailing wage laws and apprenticeship laws.
- d. Firm must have a minimum of 5 years' experience in CNG station maintenance, preferably in an environment of similar size and scope of the LBT.
- e. Licensed to do business in the State of California.