



PORT HOUSTON™

PRE-BID CONFERENCE:

CSB-2008 Purchase of Unleaded Gasoline and Ultra-Low Sulfur Diesel Fuel for Barbours Cut Terminal, Bayport Terminal and Turning Basin Terminal

October 12, 2021

11:00 a.m. (CST)





AGENDA

- Pre-Bid Conference House Rules
- Port Commission
- Business Equity
- Procurement Services
- Scope of Services
- Q/A



PRE-BID CONFERENCE HOUSE RULES

- Attendees will begin the meeting in listen-only mode.
- There will be a Q&A session at the end of today's presentation.
- If you have any questions during the presentation, you may submit your Questions through the WebEx chat feature and they will be addressed at the end of the presentation.
- This presentation will be posted on the BuySpeed homepage under "Pre-Bid/Proposal Conference Information."



PORT COMMISSION



Ric Campo
Chairman



Dean E. Corgey
Commissioner



Clyde Fitzgerald
Commissioner



Stephen H. DonCarlos
Commissioner



Roy D. Mease
Commissioner



Wendy Montoya Cloonan
Commissioner



Cheryl D. Creuzot
Commissioner



PORT HOUSTON™

Business Equity

| Pedro Gonzalez, P.E.,
Manager, Mentoring
Program



BUSINESS EQUITY, S/MWBE INITIATIVE

The **New Business Equity Division** provides resources to small, minority- and woman-owned businesses (S/MWBE) seeking to participate in Port Houston procurements and contracts

Our goal is to maintain a 35% overall Small Business (SBE) participation and aspire to reach a 30% Minority- and Woman-Owned Business (MWBE) participation





BUSINESS EQUITY

Small Business Enterprise (SBE)

Small Business Enterprise “SBE” means a firm whose gross revenues or number of employees, averaged over the past three years, inclusive of any affiliates as defined by 13 CFR § 121.103, does not exceed the size standards defined in Section 3 of the Federal Small Business Act and applicable Small Business Administration regulations related to the size standards found in 12 CFR §121. The net worth of the owner must be less than \$1.32 million, excluding the owner’s primary residence and assets of the business.

Minority Business Enterprise (MBE)

Minority-Owned Business Enterprise “MBE” means a Business that is at least 51% Owned by one or more Minority Persons, or for which at least 51% of the equity is Owned by one or more Minority Persons, and both the management and daily business operations are carried out and controlled by one or more of the Minority Persons who own it.



BUSINESS EQUITY

Woman Business Enterprise (WBE)

Woman-Owned Business Enterprise “WBE” means a Business that is at least 51% Owned by one or more female American citizens, or for which at least 51% of the equity is Owned by one or more female American citizens, and both the management and daily business operations are carried out and controlled by one or more of the female American citizens who own it.

MWBE and SBE Policies

The Port Commission, at its April 27, 2021 meeting, approved the NEW Minority- and Woman-Owned Business Enterprise Development Policy and the Amended and Restated Small Business Development Policy.



PARTNER AGENCIES

Small and MWBEs must meet certain criteria and be certified with one of the following partner agencies:

- *City of Houston (SBE, MBE, WBE)
- Houston Minority Supplier Development Council (MBE)
- *METRO (SBE)
- *SBA 8(a) (SDB)
- *State of Texas HUB Certification (HUB)
- South Texas Central Regional Certification Agency (SBE, MBE, WBE)
- *Texas Department of Transportation (SBE)
- Women's Business Enterprise Alliance (WBE)

*No fee to apply



S/MWBE REQUIREMENTS

Contractor is encouraged to and agrees it will endeavor to:

- Placing qualified small and minority businesses and women's business enterprises on solicitation lists;
- Assuring that small and minority businesses, and women's business enterprises are solicited whenever they are potential sources;
- Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses, and women's business enterprises;
- Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority businesses, and women's business enterprises;
- Using the services and assistance, as appropriate, of such organizations as the Small Business Administration and the Minority Business Development Agency of the Department of Commerce; and



S/MWBE REQUIREMENTS

This project has a 0% small business participation requirement.



PORT HOUSTON™

Procurement Services

| Tanika Chukwumerije,
Manager, Contracts



PROCUREMENT

- No Contact Period – No communication between interested vendors and Port Houston staff during the active period.
 - Technical questions should be submitted via Buyspeed
 - Last day to submit questions: 7 days before due date (10/20/2021)
- Responses are due no later than 11 a.m. on 10/27/2021
- Proposals must be submitted electronically via email to: procurementproposals@porthouston.com
- Use forms in the package
- Anticipated award date: 12/7/2021



PROCUREMENT

Evaluation Criteria

The Port Commission will award the contract to the Responsible bidder submitting the lowest and best bid.

In determining whether a bidder qualifies as “responsible” (i.e., eligible for award), a number of factors, including but not limited to the following, may be considered. A responsible bidder should:

1. meet the applicable Small and Minority, Women Business Enterprise (MWBE) participation requirements. Overall goal is 35% Small Business and 30% aspirational MWBE
2. have the ability to comply with the required delivery or performance schedule, taking into consideration other business commitments;
3. have a satisfactory record of performance and integrity;
4. have a satisfactory safety and environmental record; and
5. have satisfactory references; and
6. have the necessary facilities, equipment, material, personnel, organization, experience, authorizations, technical skills, and financial resources to fulfill the terms of the contract for the Project.



Proposal Response form:
(Page 32 of CSB Document)

Page 2 of the Proposal
Response Form –
Required Attachments



PORT OF HOUSTON AUTHORITY
Competitive Sealed Bid / Proposal Response

For detailed instructions regarding the completion of this Competitive Sealed Bid / Proposal Response form and other related forms, or the submission, evaluation, or ranking of proposals or bids, see Instructions to Respondents.

If Respondent Company Business Entity is privately held, please list all equity owners and their contact information: (If not enough room, list on separate sheet)	Name	Address	Telephone

Part C: Response Attachments

Complete and attach the following required documents to the Competitive Sealed Bid / Proposal Response in the order listed below. Except as noted below, all required attachments are due to be submitted as one package by the Response Due Date. Those noted below as not required by the Response Due Date are due to be submitted by 11:00 A.M. the day following the Response Due Date in a sealed envelope to the same address as the Response. Regardless of delivery method or circumstance, any Response received after the specified time and date will be returned to the Respondent unopened. Any Response submitted using forms other than those provided by the Port Authority, when such forms are provided, or excluding any of the documentation requested, may be rejected by the Port Authority.

Attach to Response	Provide by 11:00 A.M. Following Day	Attachment No.	Attachment Name ^[1]
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Attachment 01	Price Form, Including Price Exhibit
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Attachment 02	Bid / Proposal Security (PHA Bid / Proposal Bond form, Cashier's Check*, or Certified Check**)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Attachment 03	Project Experience Form (Last 5 projects awarded & additional relevant experience)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Attachment 04	Professional References Form
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Attachment 05	Safety Record Data Form
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Attachment 06	Background Information Form
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Attachment 07	Work Breakdown Form
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Attachment 08	Small Business Plan
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Attachment 09	Small Business Participation Letters of Intent
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Attachment 10	Small Business Participation Good Faith Effort
<input type="checkbox"/>	<input type="checkbox"/>	Attachment 11	Not Used
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Attachment 12	Disclosure of Former Port Authority Employees
<input checked="" type="checkbox"/>	<input type="checkbox"/>		Conflict of Interest Questionnaire

[1]: Except where noted otherwise by ***, each attachment submitted must be on the Port of Houston Authority form included in the Bid / Proposal Documents.

[2]: Cashier's Checks and Certified Checks must be drawn on banks insured by the F.D.I.C. Uncertified company or personal checks, money orders, cash or other forms of security are not acceptable. All Bid / Proposal Bonds must be furnished on the Port Authority's Bid / Proposal Bond form, provided in the Bid / Proposal Documents. Bid / Proposal Bonds must be executed by a corporate surety duly authorized and admitted to do business in the State of Texas and licensed by this State to issue surety bonds. The surety must be listed in the current issue of the Federal Register, Department of the Treasury list and must show adequate bonding capacity for the size of the proposed Port Authority project. The Port Authority will not accept bonds from surplus lines or Texas Lloyds Plan insurance companies. The Port Authority shall be the sole judge of the validity and adequacy of any and all bonds submitted.



PORT HOUSTON™

Scope of Services

Paulo Soares
Sr. Director of Maintenance



Scope of Services

- This is a mission-critical contract to Port Houston. Receiving fuel as ordered and on a timely matter is vital to our operations.
- Only unleaded gasoline and Ultra-Low Sulfur Diesel Fuel, Red-Dyed, Off-Road, with 15 ppm maximum, or replacement diesel fuels as may be required by the TCEQ will be purchased under this contract.
- Proposers are required to propose a price differential above or below the daily rack average price for Houston, Texas as published by the Oil Price Information Service (OPIS). The price of fuel delivered with each shipment during the Contract term will be determined by applying the proposed price differential to the OPIS average price in effect on the date of delivery.
- Contractor shall attach to its invoice a copy of OPIS's published rack average price for Houston, TX for the day delivery was made.
- Contractor shall deliver fuel within twenty-four (24) hours after the Port Authority places its delivery order. Deliveries shall be made between 8:00 A.M. and 4:00 P.M., Monday through Saturday.



Scope of Services

- Contractor shall clean up any spillage or overfill that occurs during fuel delivery at its sole cost and expense. Contractor shall comply with any and all applicable federal, state, or local statutes, laws, rules, regulations, and codes including without limitation those relating to the transfer of fuel to a boat.
- This 2-year term contract will begin on or about January 1, 2022 and end on December 31, 2023 unless a time extension is mutually agreed by Port Authority and vendor.
- For 2022-2023 the Port Authority anticipates purchasing approximately 4,300,000 gallons of Ultra-Low Sulfur Diesel Fuel and 1,000,000 gallons of regular unleaded gasoline.



PORT HOUSTON™

QUESTIONS?



PORT HOUSTON™

THANK YOU

