

Pre-Bid Conference:

CSB-2612 PURCHASE OF UNLEADED GASOLINE AND ULTRA- LOW SULFUR DIESEL FOR ALL PORT-OPERATED TERMINALS

February 22, 2023

11 a.m.

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AGENDA

1. Pre-Bid Conference House Rules
2. Introductions
3. Business Equity
4. Procurement Services
5. Selection Criteria
6. Project Scope
7. Questions



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 Q&A feature and they will be addressed at the end of the presentation.
- This presentation recording will be posted on the BuySpeed homepage under "Pre-Bid/Proposal Conference Information."



PHA Personnel:

Paulo Soares – Sr. Director, Maintenance

Brenda Ruiz – Business Equity Manager

Yvette Camel-Smith – Director, Procurement

Tanika Chukwumerije – Manager, Contracts, Procurement



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PORT COMMISSION



Ric Campo
Chairman of the Port Commission



Dean E. Corgey
Commissioner



Clyde Fitzgerald
Commissioner



Stephen H. DonCarlos
Commissioner



Roy D. Mease
Commissioner



Wendy Montoya Cloonan
Commissioner



Cheryl D. Cruzot
Commissioner



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BUSINESS EQUITY



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BUSINESS EQUITY S/MWBE INITIATIVE

- Business Equity Division provides resources to small, minority- and woman-owned businesses (S/MWBE) seeking to participate in Port Houston procurements and contracts.
- Port Houston promotes business opportunities for all sectors of the community and recognizes the importance of vendor and supplier diversity in its contracts.
- Port Houston has established an organizational 35% Small Business participation goal and a 30% Minority- and Woman Business Enterprise (MWBE) aspirational goal.



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BUSINESS ENTERPRISE DEFINITIONS

Small Business Enterprise (SBE)

- Gross revenues or number of employees, averaged over the past three years does not exceed the size standards defined by SBA.
- 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)

- At least 51% Owned by one or more Minority Individuals, or at least 51% of the equity is Owned by one or more Minority Individuals.
- Both the management and daily business operations are carried out and controlled by one or more of the Minority Individuals who own it.

Woman-Owned Business Enterprise (WBE)-

- At least 51% Owned by one or more Women, or at least 51% of the equity is Owned by one or more Women
- Both the management and daily business operations are carried out and controlled by one or more of the Women who own it.



CERTIFYING PARTNERS

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

- City of Houston *
- Houston Minority Supplier Development Council
- METRO *
- National Minority Supplier Development Council & Affiliates
- Small Business Administration 8(a) *
- South Central Texas Regional Certification Agency – SCTRCA *
- Texas Comptroller of Public Accounts – HUB Certification
- Texas Department of Transportation – TxDOT *
- Women’s Business Enterprise Alliance
- Women’s Business Enterprise National Council & Affiliates – WBENC

* No fee to apply



PORT HOUSTON S/MWBE ENROLLMENT DIRECTORY

How do I identify Port Houston enrolled small, minority- and woman-owned businesses (S/MWBE)?

Search for businesses in 2 easy steps:

1. Visit <https://porthouston.smwbe.com> Under the section on the left labeled **Small, Minority and Woman Owned Business Directory and Online Application** select the blue button labeled, **"Find a S/MWBE Firm"**.

2. You will need to complete at least one of the fields in the popup window titled, Port Houston S/MWBE Enrollment Directory and Search.

www.porthouston.smwbe.com

<https://porthouston.smwbe.com/Default.asp?>

PORT HOUSTON
THE INTERNATIONAL PORT OF TEXAS™

OUR MAIN SITE [CONTACTS AND SUPPORT](#)

PORT HOUSTON BUSINESS EQUITY COMPLIANCE SYSTEM

Log In

SMALL, MINORITY AND WOMAN OWNED BUSINESS DIRECTORY AND ONLINE APPLICATION

Search for small, minority, and woman-owned businesses enrolled in Port Houston's Business Equity Programs, and/or apply to become an enrolled small, minority or woman-owned business.

Find a SMWBE Firm

OUTREACH & PROGRAM NOTICES

Business Networking Events

Detailed Description

RSVP For An Event

SYSTEM TRAINING



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BUSINESS EQUITY CONTRACT REQUIREMENTS

This project does not have any Business Equity requirements, but we highly encourage the use of small, minority- and woman owned business when possible.



TIPS TO INCREASE PARTICIPATION

- Establish relationships with S/MWBE's in advance
- Assuring that S/MWBEs are solicited whenever they are potential sources;
- Subdivide the work, when economically feasible, into smaller tasks or quantities to permit maximum participation by S/MWBE's;
- Use the Port of Houston Directory.
- Advertise opportunities
- Offer assistance and use 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.
- What subcontractors have you done business in the past and do they qualify?



PROCUREMENT



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 (3/8/2023)
- Responses are due no later than 11 a.m. on 3/15/2023
- Proposals must be submitted electronically via email to: procurementproposals@porthouston.com
- Use forms in the package
- Anticipated award date: 5/2/2023 (April Port Commission meeting)



EVALUATION CRITERIA

Port Houston will award the contract to the lowest, responsive, responsible bidder. Responsibility includes the following:

CRITERIA

Have the ability to comply with the required delivery or performance schedule, taking into consideration other business commitments

Have a satisfactory record of performance

Have a satisfactory safety and environmental record

Have satisfactory references


Have necessary facilities, equipment, material, personnel, organization, experience, authorizations, technical skills and financial resources to fulfill the terms of the contract



DOCUMENT CHECKLIST

Proposal Response form:
(Page 32 of Solicitation Package)

Page 2 of the Proposal Response Form – Required Attachments



PORT OF HOUSTON AUTHORITY
Proposal Response
 PURCHASE OF THREE DOCKSIDE ELECTRIC CONTAINER CRANES FOR WHARVES NOS. 2 AND 6 AT BAYPORT CONTAINER TERMINAL

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

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

Part C: Response Attachments

Complete and attach the following required documents to the Proposal Response in the order listed below. All required attachments are due to be submitted as one package by the Response Due Date. 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 PHA, when such forms are provided, or excluding any of the documentation requested, may be rejected by PHA.

<u>Attach to Response</u>	<u>Attachment No.</u>	<u>Attachment Name^[1]</u>
<input checked="" type="checkbox"/>	Attachment 01	Price Form, including Price Exhibit
<input checked="" type="checkbox"/>	Attachment 02	Services Experience Form
<input checked="" type="checkbox"/>	Attachment 03	Professional References Form
<input checked="" type="checkbox"/>	Attachment 04	Background Information Form
<input checked="" type="checkbox"/>	Attachment 05	Additional Response Submittals – High Tech Equipment*
<input checked="" type="checkbox"/>	Attachment 06	Disclosure of Former Port Authority Employees Form
<input checked="" type="checkbox"/>	Attachment 07	Work Breakdown Form
<input checked="" type="checkbox"/>	Attachment 08	Small, Minority-and Women-Owned Business Enterprise Plan
<input checked="" type="checkbox"/>	Attachment 09	Small, Minority-and Women-Owned Business Enterprise Participation Letter of Intent
<input type="checkbox"/>	Attachment 10	NOT USED
<input checked="" type="checkbox"/>	Attachment 11	Safety Record Data Form
<input checked="" type="checkbox"/>	Attachment 12	Conflict of Interest Questionnaire
<input checked="" type="checkbox"/>		Port of Houston Authority Bid/Proposal Security Form
<input type="checkbox"/>		Other _____

[1]: Except where noted otherwise by "**", each attachment submitted must be on the Port of Houston Authority form included in the proposal documents.

SCOPE OF WORK OVERVIEW



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SCOPE OF WORK

- 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 Work

- 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 April 1, 2023 and end on March 31, 2025 unless a time extension is mutually agreed by Port Authority and vendor.
- For 2023-2025 the Port Authority anticipates purchasing approximately 6,500,000 gallons of Ultra-Low Sulfur Diesel Fuel and 1,000,000 gallons of regular unleaded gasoline.

Procurement Services

Email: procurement@porthouston.com

Phone: (713) 670- 2464

QUESTIONS?

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