



PORT HOUSTON  
THE INTERNATIONAL PORT OF TEXAS

# Port Houston

## RFP-1741 VENDING MACHINES FOR PPE PORTWIDE

Kasey Bryant  
Terminal Safety Manager  
Risk Management  
January 19, 2021  
9:00 a.m.



# Agenda

1. Pre-Proposal Conference House Rules
2. Port Commission
3. Procurement Services
4. Scope
5. Q/A

# Pre-Proposal Conference House Rules

1. Attendees will begin the meeting in listen-only mode.
2. There will be a Q&A session at the end of today's presentation.
3. 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.
4. The presentation will be uploaded to the BuySpeed homepage under "Pre-Bid/Proposal Conference Information."

# Port Commission



**Rick Campos**  
*Chairman*



**Dean E. Corgey**



**Clyde Fitzgerald**



**Cheryl D. Creuzot**



**Stephen H. DonCarlos**



**Roy D. Mease**



**Wendy Montoya  
Cloonan**



# Procurement

- No Contact Period-No communication between interested vendors and PHA staff during the active period
  - Technical questions should be submitted via BuySpeed
  - Proposal submittal questions should be submitted to:  
[procurement@porthouston.com](mailto:procurement@porthouston.com)
- Responses are due no later than 11 a.m. on 2/17/2021
- Proposals must be submitted electronically via email to:  
[procurementproposals@porthouston.com](mailto:procurementproposals@porthouston.com)
- Anticipated award date: 3/23/2021

# Procurement (Cont.d)

## Evaluation Criteria

The Port Commission will award the contract to the Respondent whose Response provides the best value in consideration of the evaluation factors set forth below.

EVALUATION CRITERIA	RELATIVE WEIGHT %
Price	35
Respondent	30
Benefit to PHA	15
Overall Compliance w/PHA Policies	10
Local Business Participation	03
<b>TOTAL</b>	<b>100</b>

# Procurement (Cont.d)

Proposal Response form:  
(Page 17 of solicitation)

- Page 2 of the Proposal Response Form— Required Attachments



## PORT OF HOUSTON AUTHORITY Proposal Response

NEXT GENERATION ENTERPRISE RESOURCE PLANNING (ERP) PROGRAM, PHASE 11: PLANNING  
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.

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>	Name	Address	Telephone

**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.

Attach to Response	Attachment No.	Attachment Name <sup>[1]</sup>
✓	Attachment 01	Price Form, including Price Exhibit
✓	Attachment 02	Services Experience Form
✓	Attachment 03	Professional References Form
✓	Attachment 04	Background Information Form
✓	Attachment 05	Additional Response Submittals*
✓	Attachment 06	Disclosure of Former Port Authority Employees Form
✓	Attachment 07	Work Breakdown Form
✓	Attachment 08	Small Business Plan
✓	Attachment 09	Small Business Participation Letters of Intent
✓	Attachment 10	Small Business Participation Good Faith Effort
✓	Attachment 11	Safety Record Data Form
✓	Attachment 12	Conflict of Interest Questionnaire
☐	_____	Other Enter item or "n/a"

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

# Scope Details

## **VENDING MACHINES FOR PORT WIDE PPE USE**

### **3 TERMINALS – ONE VENDING MACHINE PER TERMINAL**

- BARBOURS CUT – APPROXIMATELY 100 EMPLOYEES
- BAYPORT – APPROXIMATELY 110 EMPLOYEES
- TURNING BASIN – APPROXIMATELY 80 EMPLOYEES

AWARDED VENDOR WILL BE RESPONSIBLE FOR KEEPING THE VENDING MACHINES FULL ON AN AS NEEDED SCHEDULE TO MAKE SURE ALL EMPLOYEES WITH ACCESS TO THE MACHINES HAVE THE PPE NEEDED TO PERFORM THEIR DAILY DUTIES.

AWARDED VENDOR WILL BE RESPONSIBLE FOR SENDING THE TERMINAL SAFETY MANAGER MONTHLY REPORTS ON USAGE OF THE MACHINE.

AWARDED VENDOR WILL BE RESPONSIBLE FOR GIVING THE TERMINAL SAFETY MANAGER A DOCUMENT TO BE SIGNED AFTER THE MACHINE HAS BEEN REFILLED, SO THEY CAN TRACK WHAT IS BEING PUT INTO THE VENDING MACHINES.

THERE WILL BE A CABINET LOCATED NEXT TO THE VENDING MACHINES THAT WILL BE STOCKED WITH RAIN JACKETS, HARD HATS, HARNESS, LAYNARDS, WELDING GLOVES AND LENSE WIPES.

THERE WILL BE NO SUBSTITUTIONS FOR THE PPE REQUESTED, SO EVERYTHING ON THE RFP WILL NEED TO BE QUOTED AS PER THE RFP.

ANY QUESTIONS?





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Terminal Safety Manager, Risk  
Management

[www.porthouston.com](http://www.porthouston.com)