



**POLICY #27**  
**p. 1 of 1**

**Subject**            **Bid Process for Economic Feasibility Summaries**  
**Adopted**           **8/16/2013**

The Colorado Division of Oil and Public Safety (OPS) and the Petroleum Storage Tank Committee will use the following guidelines to determine reimbursement amounts, upon demonstration of completion of work, for portions of remediation and monitoring. The requirement for competitive bid solicitation, collection and use is presented to satisfy the requirements of 7 C.C.R. 1101-14 8-2 (c). The Director may approve deviations from this policy as circumstances merit.

- Three bids are required for each identified component. OPS will request bids when Phase of Work Code (PWC) 3D costs are anticipated to be greater than \$100,000. Conditions that must be achieved to issue a No Further Action determination and identified bid components will be verified by OPS in the Corrective Action Plan (CAP) Request Letter and discussed with the owner/operator and their contractor prior to issuing the CAP Request Letter.
- All bids must be requested for the identical scope of work and included with the CAP submittal.
- All bids must identify associated timeframes to complete aspects of the work.
- Consultants can prepare their own bids to complete the work if qualified. A statement of qualifications may be required.
- Markup on subcontracted costs will be determined based on the number of bids provided for identified components:
  - 15% markup will be allowed for 3 bids
  - 8% markup will be allowed for 2 bids
  - 0% markup will be allowed for 1 bid
- The lowest cost bid will be selected as the cost approved for the project.

The identified components may include, as applicable:

- PWC 3D
  - Mechanical/Continuous Systems
    - Construction Contractor. All subcontracted construction costs up to the equipment building including earthwork, system piping, electrical supply to the building, foundation pad, building placement, remediation well installation, utility clearance and subcontracted labor.
    - Equipment Supplier. All subcontracted costs associated with work completed within the building including equipment procurement, connective piping, control panels, building construction (or purchase), electrical connections to the breaker panel and subcontracted labor.
  - In-Situ Injections
    - Injection Contractor. All subcontracted costs associated with the injection of in-situ amendments including injection equipment, injection material storage and handling, injection product purchase, utility clearance and subcontracted labor.
  - Excavation
    - Construction Contractor. All subcontracted earthwork costs including excavation, loading, transportation, disposal, backfill, compaction, surface removal and surface repair. A materials management plan must be included.

*(Citation references are to the Colorado Division of Oil and Public Safety's Storage Tank Regulations, found at 7 CCR 1101-14 and Colorado Revised Statutes, found at C.R.S. 8-20.5.)*

