

COSTARS BID/CONTRACT

ISSUING AGENCY Commonwealth of Pennsylvania Department of General Services Bureau of Procurement COSTARS Program 555 Walnut Street, 6 th Floor Harrisburg, PA 17101-1914 COMMODITY SPECIALIST: Georgina Baltimore PHONE NO.: 717-783-5368 FAX NO.: 717-783-6241 CONTRACTING OFFICER: Mike Richart Chief Procurement Officer	CONTRACTOR NAME AND ADDRESS ECG Engineering, P.C. 200 Middle Country Rd Ste 318 Smithtown, NY 11787 CONTACT PERSON: David M. Newman, P.E. PHONE NO.: 631-360-0006 FAX NO.: 631-360-0577 BIDDER/CONTRACTOR'S FEDERAL ID NO. OR SOC. SEC. NO. [REDACTED] BIDDER/CONTRACTOR'S VENDOR NUMBER 0000393607 BIDDER/CONTRACTOR'S E-MAIL kucf@ecgengineering.com BIDDER/CONTRACTOR'S WEB ADDRESS www.ecgengineering.com	SHOW THIS CONTRACT NUMBER ON BID ENVELOPE CONTRACT NO. COSTARS-30 007 BID OPENING DATE: BID OPENING TIME: 1:30 PM EST EFFECTIVE DATE: 3/12/2013 EXPIRATION DATE: 3/12/2014
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ITEM NO.	DESCRIPTION OF ITEMS	ESTIMATED QUANTITY	UNIT	UNIT PRICE	TOTAL LINE ITEM PRICE
N/A	Energy Consulting Services Refer to attached <i>Special Terms and Conditions</i> <u>Click here to download and complete Bid Item Workbook.</u>	N/A	N/A	N/A	REFER TO BID ITEM SHEET (S)

CHECK HERE IF CONTINUED ON PAGE 2 <input type="checkbox"/>	ALL PRICES ARE F.O.B. DESTINATION:	TOTAL BID ▶	REFER TO BID ITEM SHEET (S)
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In addition to this document, the following contract terms, conditions, and specifications are a part of the contract:

- Instructions to Bidders for COSTARS Contracts (COSTARS ITB REV 06/17/2010)
- COSTARS Contract Standard Terms and Conditions (COSTARS STD REV 04/27/2011)
- COSTARS Contract Special Terms and Conditions (COSTARS SptsCs REV 12/10/2008)
- Bid Item Workbook and Checklist

Form of payment of Administrative Fee provided with this bid for the appropriate amount, payable to "Commonwealth of PA", as more fully described in Section 9 of the *Instructions to Bidders for COSTARS Contracts*:

Certified Check or Bank Cashier's Check
 Money Order

RM-500

The Commonwealth of Pennsylvania, through the Department of General Services, accepts the Bid of the Bidder/Contractor for the awarded item(s) and agrees to be legally bound hereby.	In compliance with the bid and contract terms, conditions, and specifications, the undersigned, on behalf of the Bidder/Contractor, intending to be legally bound hereby, offers and agrees, if the Bid is accepted, to provide the specified item(s) at the price(s) set forth above at the time(s) and point(s) specified.
COMMONWEALTH SIGNATURE	BIDDER/CONTRACTOR'S SIGNATURE (IN INK)

PURCHASING AGENCY HEAD OR DESIGNEE <i>Michael P. Bidart</i> DATE: 3/6/13	PRESIDENT/VICE PRESIDENT/MANAGER OF LLC/PARTNER/OWNER* (SIGN BELOW, PRINT NAME, AND CIRCLE TITLE ABOVE) <i>David M. Newman</i> DATE: 2-20-13
TREASURER <i>Michael P. Bidart</i> DATE: 3/6/13	SECRETARY/ASSISTANT SECRETARY/TREASURER/ASSISTANT TREASURER* (SIGN BELOW, PRINT NAME, AND CIRCLE TITLE ABOVE) <i>David M. Newman</i> DATE: 2-20-13

*If someone other than one of these officers signs for the Bidder/Contractor, a copy of a corporate resolution or other appropriate signature authorization must be included with the bid. Failure to include a copy of the appropriate signature authorization, if required, may result in the rejection of the bid unless the Department's Bureau of Procurement has a copy on file.

COMMONWEALTH ATTORNEY APPROVALS APPROVED AS TO FORM AND LEGALITY			
PURCHASING AGENCY ATTORNEY <i>[Signature]</i> DATE: 3/7/13	OFFICE OF GENERAL COUNSEL (IF REQUIRED) DATE	OFFICE OF ATTORNEY GENERAL (IF REQUIRED)	DATE
Pre approval numbers: 8-K-15-2; 8-K-1530; 8-K-1512; 8-K-1541; 8-K-1600; 8-K-1610; 8-K-1620		Pre approval numbers: 8-K-15-2; 8-K-1530; 8-K-1512; 8-K-1541; 8-K-1600; 8-K-1610; 8-K-1620	

THIS FORM MUST BE PROPERLY COMPLETED, SIGNED AND RECEIVED PRIOR TO BID OPENING TIME AND DATE

BID ITEM WORKBOOK
COSTARS-30 Energy Consulting Services
BIDDER/CONTRACTOR DATA

BIDDER/CONTRACTOR'S LEGAL NAME:	ECG ENGINEERING, P.C.	
D/B/A NAME, IF APPLICABLE:	LOCAL ADDRESS:	SMITHTOWN, NY OFFICE:
BIDDER ADDRESS:	5000 RITTER ROAD, SUITE 202	222 MIDDLE COUNTRY ROAD, SUITE 318
	MECHANICSBURG, PA 17055	SMITHTOWN, NY 11787
COUNTY LOCATED IN:	CUMBERLAND COUNTY	SUFFOLK COUNTY
VENDOR NUMBER:	0000393627	
Primary POC regarding IFB/Contract:	DAVID M. NEWMAN	
Secondary POC regarding IFB/Contract:	GEORGE R. LAWRENCE	
PHONE NUMBER:	570-606-3346	631-360-0006
FAX NUMBER:	631-360-0277	631-360-0277
EMAIL ADDRESS:	DNEWMAN@ECGENGINEERING.COM	
COMPANY'S GENERAL WEBSITE ADDRESS	WWW.ECGENGINEERING.COM	

SEND PURCHASE ORDER(S) TO NAME:	JOYCE PULEO	
D/B/A NAME, IF APPLICABLE:	ADDRESS:	
	222 MIDDLE COUNTRY ROAD, SUITE 318	
	SMITHTOWN, NY 11787	
COUNTY LOCATED IN:	SUFFOLK COUNTY	
HOURS OF OPERATION:	MONDAY - FRIDAY -- 8:30 A.M. TO 4:30 P.M.	
POC regarding PURCHASE ORDER(S):	JOYCE PULEO	
PHONE NUMBER:	631-360-0006	
FAX NUMBER:	631-360-0277	
EMAIL ADDRESS:	JOYCE@ECGENGINEERING.COM	

SEND PAYMENT(S) TO NAME:	JOYCE PULEO	
D/B/A NAME, IF APPLICABLE:	ECG ENGINEERING, P.C.	
ADDRESS:	222 MIDDLE COUNTRY ROAD, SUITE 318	
	SMITHTOWN, NY 11787	
POC regarding PAYMENT(S):	JOYCE PULEO	
PHONE NUMBER:	631-360-0006	
FAX NUMBER:	631-360-0277	
EMAIL ADDRESS:	JOYCE@ECGENGINEERING.COM	

BID ITEM WORKBOOK
COSTARS-30 Energy Consulting Services
QUESTIONS

BIDDERS/CONTRACTOR'S LEGAL NAME: ECG ENGINEERING, P.C.

PLEASE BE ADVISED - COMPLETE ALL QUESTIONS AND EXPLANATIONS FOR YOUR BID TO BE ACCEPTED AS A RESPONSIBLE AND RESPONSIVE BID

The bidder must answer the following questions:

QUESTION	YES	NO	EXPLANATION
1) Does the Bidder-Contractor have any minimum order requirements? If yes, please explain.		X	
2) In accordance with Section 14 of the <i>Standard Terms and Conditions</i> , the Contractor shall deliver all item(s) F.O.B. Destination. a.) Is the Bidder-Contractor quoting shipping costs as a separate line item? b.) If no, is the Bidder-Contractor including shipping costs in its pricing?	X		
3) Does the Bidder-Contractor offer any pricing incentive(s) such as for Internet ordering? If yes, please explain.		X	
4) Does the Bidder-Contractor offer any prompt payment discount(s)? If yes, please explain.		X	
5) a.) Does the Bidder-Contractor accept credit card(s) as a method of payment from any Purchaser? If yes, please specify the particular type(s) of card(s) accepted: b.) If yes, does the Bidder-Contractor charge any fee(s) to the Purchaser for payment(s) made by credit card? If yes, please explain.		X	
6) Does the Bidder-Contractor charge any late fee(s) to the Purchaser for payment not made in accordance with Section 11 of the <i>Standard Terms and Conditions</i> ? If yes, please explain.		X	
7) After notification of contract award, is the Bidder-Contractor willing to further negotiate pricing with COSTARS members?		X	
8) Is the Bidder-Contractor going to provide a dedicated COSTARS website for Purchasers (see Section 9 of the <i>Standard Terms and Conditions</i>)? If yes, how much time after notification of contract award will the Bidder-Contractor need to have the website up and running?	X		30 DAYS

BID ITEM WORKBOOK
COSTARS-30 Energy Consulting Services
SERVICE AREA

BIDDERS/CONTRACTOR'S LEGAL NAME: ECG ENGINEERING, P.C.

Please refer to Section 5 of the COSTARS Contract Special Terms and Conditions for guidance.

SERVICE AREA

Statewide

OR

- | | | | |
|--|--------------------------|---------------|--|
| <input type="checkbox"/> 1 Adams | <input type="checkbox"/> | 24 Elk | <input type="checkbox"/> 47 Montour |
| <input type="checkbox"/> 2 Allegheny | <input type="checkbox"/> | 25 Erie | <input type="checkbox"/> 48 Northampton |
| <input type="checkbox"/> 3 Armstrong | <input type="checkbox"/> | 26 Fayette | <input type="checkbox"/> 49 Northumberland |
| <input type="checkbox"/> 4 Beaver | <input type="checkbox"/> | 27 Forest | <input type="checkbox"/> 50 Perry |
| <input type="checkbox"/> 5 Bedford | <input type="checkbox"/> | 28 Franklin | <input type="checkbox"/> 51 Philadelphia |
| <input type="checkbox"/> 6 Berks | <input type="checkbox"/> | 29 Fulton | <input type="checkbox"/> 52 Pike |
| <input type="checkbox"/> 7 Blair | <input type="checkbox"/> | 30 Greene | <input type="checkbox"/> 53 Potter |
| <input type="checkbox"/> 8 Bradford | <input type="checkbox"/> | 31 Huntingdon | <input type="checkbox"/> 54 Schuylkill |
| <input type="checkbox"/> 9 Bucks | <input type="checkbox"/> | 32 Indiana | <input type="checkbox"/> 55 Snyder |
| <input type="checkbox"/> 10 Butler | <input type="checkbox"/> | 33 Jefferson | <input type="checkbox"/> 56 Somerset |
| <input type="checkbox"/> 11 Cambria | <input type="checkbox"/> | 34 Juniata | <input type="checkbox"/> 57 Sullivan |
| <input type="checkbox"/> 12 Cameron | <input type="checkbox"/> | 35 Lackawanna | <input type="checkbox"/> 58 Susquehanna |
| <input type="checkbox"/> 13 Carbon | <input type="checkbox"/> | 36 Lancaster | <input type="checkbox"/> 59 Tioga |
| <input type="checkbox"/> 14 Centre | <input type="checkbox"/> | 37 Lawrence | <input type="checkbox"/> 60 Union |
| <input type="checkbox"/> 15 Chester | <input type="checkbox"/> | 38 Lebanon | <input type="checkbox"/> 61 Venango |
| <input type="checkbox"/> 16 Clarion | <input type="checkbox"/> | 39 Lehigh | <input type="checkbox"/> 62 Warren |
| <input type="checkbox"/> 17 Clearfield | <input type="checkbox"/> | 40 Luzerne | <input type="checkbox"/> 63 Washington |
| <input type="checkbox"/> 18 Clinton | <input type="checkbox"/> | 41 Lycoming | <input type="checkbox"/> 64 Wayne |
| <input type="checkbox"/> 19 Columbia | <input type="checkbox"/> | 42 McKean | <input type="checkbox"/> 65 Westmoreland |
| <input type="checkbox"/> 20 Crawford | <input type="checkbox"/> | 43 Mercer | <input type="checkbox"/> 66 Wyoming |
| <input type="checkbox"/> 21 Cumberland | <input type="checkbox"/> | 44 Mifflin | <input type="checkbox"/> 67 York |
| <input type="checkbox"/> 22 Dauphin | <input type="checkbox"/> | 45 Monroe | |
| <input type="checkbox"/> 23 Delaware | <input type="checkbox"/> | 46 Montgomery | |

BID ITEM WORKBOOK
COSTARS-30 Energy Consulting Services
SERVICE CATEGORY LIST

BIDDERS/CONTRACTOR'S LEGAL NAME: ECG ENGINEERING, P.C.

The bidder must identify the service category(ies) the bidder is offering.

	SERVICE CATEGORY <i>(Identify all that are applicable with a checkmark.)</i>
<input type="checkbox"/>	Brokerage Services
<input checked="" type="checkbox"/>	Commercial Energy Audits
<input type="checkbox"/>	Database Development and Maintenance Services
<input checked="" type="checkbox"/>	Energy Monitoring, Analysis and Advice
<input type="checkbox"/>	Marketing Analysis Services
<input type="checkbox"/>	Rate Auditing Services
<input type="checkbox"/>	Software Analysis Services
<input checked="" type="checkbox"/>	Technical Support Services
<input checked="" type="checkbox"/>	Utility Bill Auditing

BID ITEM WORKBOOK
COSTARS-30 Energy Consulting Services
BID ITEM SHEET

BIDDERS/CONTRACTORS LEGAL NAME: ECG ENGINEERING, P.C.

PRICING
 The bidder may offer any type of discount or other pricing structure, such as multiple discounts for different lines of services, or different price lists, or different classes of Purchasers, or different prices for different quantities of services. Please reference Subsection 11.c of the Special Terms and Conditions for further guidance.
 After Contract award, a Contractor may offer, either on its own initiative or at a Purchaser's request, additional discounts, customized lists, or discounted prices for any purchase within the scope of the Contract, even if such discounts, or discounted prices were not included in the bid prices.

The Bid Item Workbook should contain a separate Bid Item Sheet for each customized list of services.

PRICE LIST IDENTIFICATION:
 PRICE LIST NAME: EXISTING DGS CONTRACT FOR ENERGY CONSULTANT - SEE ATTACHED (APPENDIX B)
 IDENTIFICATION NO. (IF APPLICABLE): N/A
 EFFECTIVE DATE: JANUARY 3, 2013
 CLASS OF PURCHASER: ALL GOVERNMENT UNITS
 (i.e. All Purchasers or separate lines for specific classes, such as Educational Purchasers and Non-educational Purchasers.)

SAMPLE PRICING TEMPLATE <i>It is suggested, but not required, that the Bidder submit pricing using the template. The Bidder shall attach and submit any different format with its Bid Item Workbook.</i>	EXAMPLE - VOLUME PRICING		
SERVICE CATEGORY	VOLUME BAND I [SPECIFY QUANTITY] NET PRICE	VOLUME BAND II [SPECIFY QUANTITY] NET PRICE	VOLUME BAND III [SPECIFY QUANTITY] NET PRICE
<i>Sample 3 - Customized List. A Contractor may update its Contract pricing information. (Reference Special Terms and Conditions, Subsection 11.d.)</i>	\$ _____	\$ _____	\$ _____
ENERGY PERFORMANCE ENGINEERING CONSULTANT	LESS THAN \$10 MILLION: 7%	GREATER THAN \$10 MILLION: 5%	
See Attached Energy Performance Engineering Services			

ECG Engineering, PC Summary of Energy Performance Engineering (EPE) Services

ECG will provide the following engineering/consulting services to assist Government Agencies (includes School Districts, Towns, Villages, Counties, Cities and States) to identify the scope and size of an Energy Performance Contract (EPC), select an Energy Services Company (ESCO), prepare plans and specifications, and ensure that construction complies with all federal, state and local regulations. Please be aware that payment for the following services will come entirely from the guaranteed energy savings realized by the EPC and that no cost outlay will be required. Payments to ECG will be funded by the ESCO only if a contract has been executed with the Agency. This arrangement gives you, through your engineers, complete control of the EPC process from beginning to end making sure that your needs and interests are protected and ensuring that no cost of any kind will be incurred.

ECG's fee is 7% of construction costs for projects under \$10 Million and 5% of construction costs for projects over \$10 Million.

1. ECG will perform a Preliminary Energy Assessment (PEA) of your facilities and prepare a written report with our findings. This survey will determine if an EPC is feasible and estimate the size and scope of work that can be performed.
2. ECG will prepare and issue the RFP to solicit an energy services company (ESCO). We will ensure that the RFP attracts multiple competitive and qualified proposers and includes your preferred energy saving measures. We will then review the qualifications and experience of proposers, provide a detailed evaluation of the proposals, and assist you in selecting the best proposal.
3. ECG will supervise the successful ESCO in the preparation of a Comprehensive Energy Audit (CEA) and the development of the final scope of work to be performed, which will produce the largest and most dependable energy savings incorporating energy conservation/renewable energy measures that are most important to your agency.
4. ECG will assist you and your attorney in the preparation of the contract to retain the ESCO.
5. ECG will prepare engineering plans, specifications, and applications for approval by all applicable agencies to ensure that all code, safety and operational requirements are addressed and that the project is completed safely and in compliance with your unique needs.
6. ECG will advise you and/or your financial consultant on the appropriate financing terms through the ESCO or other sources that ensures no out-of-pocket cost and no deficits throughout the term of the contract.
7. ECG will provide construction administration services to ensure that the project is completed in accordance with approved plans and specifications and the contract.
8. ECG will supervise Measurement and Verification (M&V) procedures and commissioning procedures to ensure that savings will be realized.
9. ECG will review and approve a final project acceptance certificate and assist you in assuring that all grants, aid, rebates and incentives have been applied for and received by the ESCO where applicable and required.
10. ECG will, for a period of 3 years after substantial completion, assist you to evaluate actual energy savings realized by the Energy Performance Project. This will include, where needed, discussions and meetings with the ESCO and the review of Measurement and Verification procedures and related calculations. If the full amount of energy savings guaranteed by the ESCO is not achieved, ECG will assist you to recoup the deficit in said savings.

For more information, please visit www.ecgmarketing.com

BID ITEM WORKBOOK
COSTARS-30 Energy Consulting Services
BID ITEM SHEET

BIDDERS/CONTRACTORS LEGAL NAME: ECG ENGINEERING, P.C.

PRICING
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