



Request for Quote for
Blackstart and Operator Training Seminar
Mementos 10-18 BC

Date of Release: October 9, 2018

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1. General Information

1.1. Request for Quote (RFQ) Objective

The purpose of this Request for Quote (RFQ) is to invite suppliers to submit quotes, including samples, for the procurement of ERCOT-Branded Mementos for various training seminars.

1.2. ERCOT Background

1.2.1. Overview of Electric Reliability Council of Texas, Inc.

The Electric Reliability Council of Texas (ERCOT) manages the flow of electric power to 24 million Texas customers, representing about 90 percent of the state's electric load. As the independent system operator for the region, ERCOT schedules power on an electric grid that connects more than 46,500 miles of transmission lines and 570+ generation units. ERCOT also performs financial settlement for the competitive wholesale bulk-power market and administers retail switching for 7 million premises in competitive choice areas. ERCOT is a membership-based 501(c)(4) nonprofit corporation, governed by a board of directors and subject to oversight by the Public Utility Commission of Texas and the Texas Legislature. Additional information about ERCOT can be found at <http://www.ercot.com/>.

1.3. Administrative Information

1.3.1. How Respond to This RFQ

Responses to this solicitation will be in the form of a quote as well as sample(s) according to the format described in this RFQ.

The title of this RFQ is: Blackstart and Operator Training Seminar Mementos_10-18_BC.

The Quote Deadline is: 10/23/2018

1.3.2. ERCOT Point of Contact

The sole point of contact for inquiries concerning this RFQ is:

Britney Chapman
2705 West Lake Drive
Taylor, Texas 76574
(512) 248-4248
Britney.Chapman@ercot.com

1.3.3. How to Deliver the Quote

All quotes must be emailed to the ERCOT Contact Person at:
Britney.Chapman@ercot.com

All samples should be mailed to the point of contact named below listing the title of the RFQ:

Attn: Britney Chapman (BST/OTS Mementos RFQ)
ERCOT
2705 West Lake Drive
Taylor, Texas 76574

1.3.4. Key Activities and Dates

Key activities and tentative dates for this RFQ are presented below:

Procurement Timeline	
RFQ Release	Tuesday, October 9, 2018
Quote Deadline including samples	Tuesday, October 23, 2018
Respondent Selected	TBD

2. Information and Requirements

2.1. General Information

1. ERCOT reserves the right to amend this RFQ at any time prior to the specified due date for quotes (“Quote Deadline”).
2. At any time prior to the Quote Deadline, a respondent may withdraw its submitted quote by submitting an email with a signed request for withdrawal to the ERCOT RFQ Contact.
3. ERCOT reserves the right to reject any quote, to reject all quotes, to accept any portion of a quote, or to accept all quotes if deemed in the best interest of ERCOT to do so. ERCOT also reserves the right to accept informalities and minor irregularities in quotes received.
4. ERCOT reserves the right to cancel this Request for Quote at any time, without penalty.
5. All respondents submitting quotes shall keep their quotes open for acceptance by ERCOT for a period of 120 days, unless otherwise noted.
6. All materials submitted regarding this RFQ become the property of ERCOT and will only be returned to the respondent at ERCOT’s option.
7. Any restrictions on the disclosure or use of data and materials contained within a quote must be clearly stated in the quote itself with the indication of enclosed proprietary information as stated in this paragraph. If proprietary information is submitted, it must be placed in a separate, sealed envelope with the following information clearly and conspicuously marked: “Proprietary Information Enclosed” RFQ Name, Quote Deadline.
8. No oral or written statements made by ERCOT personnel shall be considered addenda to this RFQ unless the statement is confirmed in writing and identified as a written addendum to this RFQ by the ERCOT Procurement RFQ Contact Person.
9. ERCOT reserves the right to seek quote clarification from any respondent to assist in making decisions.
10. All quotes submitted shall contain enough detail to allow for ERCOT evaluation. Vague or incomplete quotes may be rejected.
11. Respondents shall not contact any ERCOT agent, employee, officer, or director (except for the ERCOT RFQ Contact) regarding this RFQ or related services. Violators of this rule may be disqualified.
12. News releases pertaining to this procurement or any part of the subject shall not be made without prior written approval of an authorized ERCOT employee.
13. Respondents may not use the ERCOT name, logo, or any other reference to ERCOT, outside of this quote, without prior written approval by an authorized ERCOT employee.
14. ERCOT shall not be liable for any cost incurred by respondents prior to completion of a fully-signed agreement or issuance of a purchase order. Any cost incurred by respondent in the preparation of the quote will be borne by the respondent.
15. ERCOT will evaluate quotes and consider cost, reliability, quality of service, and other factors. Contracts/Purchase Order(s) will be awarded to the respondent whose final quote will be the most advantageous to ERCOT. Due to the evaluation procedure for the Request for Quote, lowest dollar price MAY or MAY NOT indicate the successful awardee. Price constitutes only one of several evaluation criteria.

16. Complete payment by ERCOT will be made ONLY after specifications are met and services are accepted by ERCOT. Alternate payment quotes will be reviewed and evaluated by the ERCOT Procurement Department and Accounts Payable Department.
17. A respondent may submit any additional information or data not requested in this RFQ (which the respondent believes should be considered in the evaluation of a response) by including in its quote a separate section entitled “Additional RFQ Bid/Quote Information.”
18. Upon review and approval of the evaluation committee’s recommendation for award, the ERCOT Contact will issue a “Notice of Proposed Award” to a respondent. All other respondents may be notified that an award has been made, but ERCOT does not commit to giving specific feedback to individual respondents.

2.2. General Requirements

1. Except for current ERCOT suppliers who have an active Master Agreement with ERCOT or who have completed the Vendor Information Form (VIF) within the last six months, all Respondents must complete a Supplier Vendor Information Form and Non-Disclosure Agreement (NDA) along with the quote and provide it to the person identified in the form itself when submitting notice of intent to bid. All required vendor forms are located at www.ercot.com/about/procurement.
2. Before entering into a contract with ERCOT, respondent must become a qualified vendor. The qualification process may require that Respondent provide information demonstrating respondent’s financial and commercial viability. In the event respondent’s staff requires unescorted access to ERCOT facilities, they will be required to undergo identity verification, a background check including a criminal history report, and drug testing.
3. Respondent agrees to accept the ERCOT terms and conditions.
4. This RFQ may contain information that is confidential and proprietary. Respondent may not use the information contained herein for any purposes other than the preparation of a response to this RFQ. Confidential or proprietary information provided by respondent (and marked as such in accordance with the rules of this RFQ) will be handled as confidential by ERCOT and all project team members assisting in the evaluation process.

3. Appendices

3.1. Appendix A – Request for Quote Pricing Sheet

Please provide a quote along with samples for each of the items listed, below. In addition, each item must be branded with the ERCOT logo, specified below.

ERCOT reserves the right to accept any portion of a quote, or to accept all quotes if deemed in the best interest of ERCOT to do so.

ERCOT also reserves the right to modify these specifications at any time prior to the award of this order.

LINE #	QTY	DESCRIPTION	UNIT PRICE	EXTENDED PRICE
1	850	Custom Journal Book <ul style="list-style-type: none"> • 7" x 10" hard cover custom Journal Book • Back cover: black chip board • Front cover: mist chip board with black imprint along edge • Natural poly cover (6.125" x 10") on top of front chip board cover • 3 pages of glossy heavy weight paper (6.125" x 10") behind the poly cover, containing colored artwork and ink. • Pen port • Imprinted pen • Black flat band elastic privacy closure • Black wire • Ruled filler (100 pages) with logo imprint (Need in hand no later than January 31, 2019)	\$	\$
2	800	Flashlight <ul style="list-style-type: none"> • Size range: Length: 6" – 10" Weight: 12 – 15 +ounces • Engraving • Included work light • Magnetic base • No bigger than requiring two D-cell batteries • Solid color (Need in hand no later than January 31, 2019)	\$	\$
3	750	BBQ Tool Set <ul style="list-style-type: none"> • Engraving • Most commonly-used bbq tools • Stainless Steel • Carrying case • Weight: 5 – 6 lbs • Dimensions: approximately 17 x 7 x 2 inches to 19x9x3 (Need in hand no later than July 15, 2019)	\$	\$
TOTAL			\$ -	

THIS IS NOT AN ORDER