



COORDINATING RESEARCH COUNCIL, INC.

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ALPHARETTA, GA 30022

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WWW.CRCAO.ORG

May 19, 2014

In reply, refer to:

CRC Project No. E-112

Dear Prospective Bidder:

The Coordinating Research Council (CRC) invites you to submit a written proposal to provide services for "Survey of Illinois and Surrounding States Diesel Fuel Biodiesel Content," (CRC Project No. E-112). A description of the project is presented in Exhibit A, "Statement of Work."

Please indicate by letter, fax, or email by **June 2, 2014** if you or your organization intends to submit a written proposal for this research program. CRC will answer technical questions regarding the Request for Proposal if they are submitted in writing. CRC will then return written answers to all of the bidders, along with a copy of the original questions.

A CRC technical group composed of industry representatives will evaluate your proposal. CRC reserves the right to accept or reject any or all proposals.

The reporting requirements will be monthly progress reports and a summary technical report at the end of the contractual period. The reporting requirements are described in more detail in the attachment entitled "Reports" (Exhibit B).

The proposal must be submitted as two separate documents. The technical approach to the problem will be described in part one, and a cost breakdown that is priced by task will be described in part two. The cost proposal document should include all costs associated with conducting the proposed program. The technical proposal shall not be longer than 10 pages in length.

CRC expects to negotiate a cost-plus fixed fee or cost reimbursement contract for the research program.

Contract language for intellectual property and liability clauses is presented in Exhibit C and in Exhibit D, respectively.

Important selection factors to be taken into account are listed in Exhibit E. CRC evaluation procedures require the technical group to complete a thorough technical evaluation before considering costs. After developing a recommendation based on technical considerations, the costs are revealed and the recommendation is modified as needed.

Electronic copies of the technical and cost proposals should be submitted to:

Dr. Christopher J. Tennant
Coordinating Research Council
5755 North Point Parkway, Suite 265
Alpharetta, GA 30022

Phone: 678-795-0506
Fax: 678-795-0509
E-mail: ctennant@crcao.org

The deadline for receipt of your proposal is **June 16, 2014**.

Yours truly,

Christopher J. Tennant
Deputy Director

EXHIBIT A

Statement of Work Survey of Illinois and Surrounding States Diesel Fuel Biodiesel Content CRC Project E-112

The diesel fuel market in several states is in transition. States are regulating and incentivizing use of bio components in market fuel. Uniform labeling requirements may not be required, and bio level can change from shipment to shipment. Not all vehicles are capable of running on all levels of biodiesel. Surveys of fuel properties serve as a tool for understanding market fuel trends.

Objective: The State of Illinois has created sales tax exemptions for retail stations that sell diesel fuel blends containing greater than 11% biodiesel by volume (B11). The requirement for labeling the pumps merely requires listing a range from B6 to B20. Because diesel fuel containing up to B5 does not require a label, the actual bio content of the fuel may be anywhere from B0-B20. Minnesota will mandate the sale of B10 starting in July 2014. Very similar to other CRC fuel survey projects (see www.crcao.org for prior research and test reports)¹, this project aims, for a given point in time, to understand the bio level of diesel fuel that is being sold in Illinois and surrounding states. The objective of this study is to collect fuels from Diesel pumps at retail in Illinois and Minnesota and determine the bio content in volume percent.

Approach: Various Internet resources may be used to identify and confirm locations of Biodiesel fuel pumps throughout the Illinois and Minnesota. Locations will be selected to cover the broadest geographic range possible depending on budget.

The contractor will be asked to photograph each pump and station. The following specific direction will be given to each contractor:

- Close-up photograph of pump
- Photograph showing entire pump, including hose(s)
- Photograph of island that includes the Biodiesel pump
- Photograph showing the island configuration of the Biodiesel pump, in relation to other islands at the retail station

Note, however; in every photo which displays fuel price or station identification information, these items must be digitally obscured before inclusion in any document that is provided to CRC for review. No photos with this information visible are to be shared and/or published at any time during (or in any publication arising from) this CRC study.

Fuel Quality Tests: ASTM D7467 is the specification applicable to B6-B20. ASTM D7371 contains the test methodology for determining the bio content in biodiesel. Each

¹ www.crcao.org/publications/emissions/index.html

fuel sample should be tested to determine the bio content, as well as any other required tests.

Sampling Volume and Frequency: The number of samples collected will depend on the available budget. Stations samples will be collected during what is traditionally the 'summer' or the #2 Diesel season. The contractor will be instructed to purge at least 2 liters of fuel before each sample to prevent sample carry-over and misleading results. No analysis is planned of the purge fuel due to budget constraints. As in previous CRC fuel survey projects, the contractor would be required to provide receipts for the fuel purges. Careful analysis of QA/QC methods by the test lab will be requested to ensure quality results.

Deliverable: A detailed report, including photographs of the pumps and stations, test methods and handling protocols, analytical results, and statistical analysis. Statistical analysis should include, but not be limited to mean, median and standard deviation of given properties. The report will be prepared by the project lead. A draft report will be submitted to the CRC Committee for review prior to publication of a final report. Since sampling will be conducted during only one season, it is expected that the entire project duration could be contained in 1 budget year.

EXHIBIT B

REPORTS

MONTHLY TECHNICAL PROGRESS REPORTS

The contractor shall submit a monthly technical progress report covering work accomplished during each calendar month of the contract performance. An electronic Microsoft® Word compatible file (<1 MB) of the monthly technical progress report shall be distributed by the contractor within ten (10) calendar days after the end of each reporting period. The report shall contain a description of overall progress, plus a separate description for each task or other logical segment of work on which effort was expended during the reporting period.

FINAL REPORT

The contractor shall submit to or distribute for CRC an electronic (Microsoft Word) copy transmittable via email) of a rough draft of a final report within thirty (30) days after completion of the technical effort specified in the contract. The report shall document, in detail, the test program and all of the work performed under the contract. The report shall include tables, graphs, diagrams, curves, sketches, photographs and drawings in sufficient detail to comprehensively explain the test program and results achieved under the contract. The report shall be complete in itself and contain no reference, directly or indirectly, to the monthly report(s).

Within thirty (30) days after receipt of the approved draft copy of the final report, the contractor shall make the requested changes and deliver to CRC thirty (30) hardcopies including a reproducible master copy of the final report. The final report shall also be submitted as electronic copies in a pdf and Microsoft Word file format. The final report may be prepared using the contractor's standard format, acknowledging author and sponsors. An outside CRC cover page will be provided by CRC. The electronic copy will be made available for posting on the CRC website.

EXHIBIT C

INTELLECTUAL PROPERTY RIGHTS

Title to all inventions, improvements, and data, hereinafter, collectively referred to as (“Inventions”), whether or not patentable, resulting from the performance of work under this Agreement shall be assigned to CRC. Contractor X shall promptly disclose to CRC any Invention which is made or conceived by Contractor X, its employees, agents, or representatives, either alone or jointly with others, during the term of this agreement, which result from the performance of work under this agreement, or are a result of confidential information provided to Contractor X by CRC or its Participants. Contractor X agrees to assign to CRC the entire right, title, and interest in and to any and all such Inventions, and to execute and cause its employees or representatives to execute such documents as may be required to file applications and to obtain patents covering such Inventions in CRC’s name or in the name of CRC’s Participants or nominees. At CRC’s expense, Contractor X shall provide reasonable assistance to CRC or its designee in obtaining patents on such Inventions.

To the extent that a CRC member makes available any of its intellectual property (including but not limited to patents, patent applications, copyrighted material, trade secrets, or trademarks) to Contractor X, Contractor X shall have only a limited license to such intellectual property for the sole purpose of performing work pursuant to this Agreement and shall have no other right or license, express or implied, or by estoppel. To the extent a CRC member contributes materials, tangible items, or information for use in the project, Contractor X acknowledges that it obtains only the right to use the materials, items, or information supplied for the purposes of performing the work provided for in this Agreement, and obtains no rights to copy, distribute, disclose, make, use, sell or offer to sell such materials or items outside of the performance of this Agreement.

EXHIBIT D

LIABILITY

It is agreed and understood that _____ is acting as an independent contractor in the performance of any and all work hereunder and, as such, has control over the performance of such work. _____ agrees to indemnify and defend CRC from and against any and all liabilities, claims, and expenses incident thereto (including, for example, reasonable attorneys' fees) which CRC may hereafter incur, become responsible for or pay out as a result of death or bodily injury to any person or destruction or damage to any property, caused, in whole or in part, by _____'s performance of, or failure to perform, the work hereunder or any other act of omission in connection therewith.

EXHIBIT E

PROPOSAL EVALUATION CRITERIA

- 1) Merits of proposed technical approach.
- 2) Previous performance on related research studies.
- 3) Personnel available for proposed study – related experience.
- 4) Timeliness of study completion.
- 5) Cost.