



SOUTHEAST MISSOURI AREA STATE CLEAN DIESEL REQUEST FOR PROPOSALS (RFP) DOCUMENT FOR EARLY VEHICLE REPLACEMENTS

Section 1 Summary

The Missouri Department of Natural Resources has received a grant from the Environmental Protection Agency (EPA). The grant will fund a Clean Diesel Program in Missouri. The Department has awarded a subgrant to the Southeast Missouri Regional Planning and Economic Development Commission (SEMoRPC) to fund Clean Diesel Grant Projects in the Southeast Missouri area through the use of a Request for Proposals (RFP). This RFP solicits early diesel vehicle or equipment replacement projects. Owners and operators of diesel vehicles or equipment, who are stationed or conduct business in the following counties, will be eligible to apply for the funding: St. Francois, Ste. Genevieve, Perry, Cape Girardeau, Bollinger, Madison, and Iron.

This RFP is open to both public and private fleets. **The deadline for applications to be received by SEMoRPC is December 16, 2011. To be eligible for reimbursement for a project through this program the project must be started and completed (all costs incurred) during the project period which begins January 13, 2012 and ends June 31, 2012.** Information about eligibility requirements is outlined in *Section 2 Eligible Entities*. All of the eligible equipment and technology is described in *Section 3 Eligible Equipment and Technology*. More information about the RFP award amounts is provided in *Section 5 RFP amounts*.

This is a reimbursement program. Once an applicant is chosen for an award under this RFP, then the applicant must initially fund the entire project. Once completion of the project has been verified, the applicant will receive reimbursement for up to 25 percent of the total cost of the new vehicle or equipment as specified in the subgrant agreement for selected projects. The minimum amount of funding that may be requested through this grant is \$15,000 and the maximum amount that may be requested is \$20,000.

Section 2 Eligible Entities

Any diesel fleet owner or operator with on-road or off-road heavy or medium duty diesel vehicles or equipment that are stationed or operate in the counties of St. Francois, Ste. Genevieve, Perry, Cape Girardeau, Bollinger, Madison, or Iron may apply for this grant. A diesel fleet owner or operator is defined as any commercial, public or institutional entity that owns and utilizes diesel vehicles or equipment to conduct business or perform public or institutional work.

Both public and private fleets are eligible for funding under this solicitation. For the purposes of this RFP, Missouri public fleets include port authorities, publicly accessible airports, school districts, and all federal, state, county, city and tribal government fleets. Other fleets that qualify as public fleets include transit buses, school buses, refuse haulers, municipal trucks, snowplows, fire trucks, emergency vehicles or passenger trains. All other fleets are considered to be private fleets.

When submitting an application it must clearly state whether the applicant is a private or public fleet owner or operator. Questions about eligibility may be addressed in writing to SEMoRPC.

Applicants must ensure that they have the necessary processes and systems in place to comply with the subaward and executive total compensation reporting requirements established under OMB guidance at [2 CFR Part 170](#) unless they qualify for an exception from the requirements, should they be selected for funding.

Unless exempt from these requirements under OMB guidance at [2 CFR Part 25](#) (e.g., individuals), applicants must:

1. Be registered in the CCR prior to submitting an application or proposal under this announcement. CCR information can be found at <https://www.bpn.gov/ccr/>
2. Maintain an active CCR registration with current information at all times during which it has an active Federal award or an application or proposal under consideration by an agency, and
3. Provide its DUNS number in each application or proposal it submits to the agency. Applicants can receive a DUNS number, at no cost, by calling the dedicated toll-free DUNS Number request line at 1-866-705-5711, or visiting the D&B website at: <http://www.dnb.com>.

If an applicant fails to comply with these requirements, it will, should it be selected for award, affect their ability to receive the award.

Section 3 Eligible Equipment and Replacements

Examples of eligible project vehicles/equipment under this RFP include but are not limited to school buses, transit buses, medium and heavy duty trucks, marine engines, locomotives, construction equipment, cargo handling equipment, agriculture equipment, mining equipment, and energy production equipment. For on-road vehicles the gross vehicle weight rating (GVWR) of the vehicle must be at least 16,000 pounds to be eligible to apply for funding through this program. Any vehicle or equipment replaced through this program must have an expected remaining life of not less than 5 years.

Section 3.1 Early Vehicle or Equipment Replacements

Early vehicle or equipment replacements are eligible for funding through this grant. This program requires that the old engine be scrapped. A hole must be drilled through the engine block and manifold. In addition, the chassis of the vehicle or equipment that is being replaced must be cut in half to ensure that it will not be resold to another consumer. Other scrapping methods may be considered but will require SEMoRPC's approval before they are allowed. Early vehicle or equipment replacement projects will be funded at 25 percent of the cost of the new vehicle or equipment. Therefore, if selected, the applicant must fund the remaining 75 percent of the cost of the new vehicle or equipment.

EPA certified engine configurations that meet EPA 2011 emission standards must be incorporated into all replacement vehicles or equipment in order to be eligible for the 25 percent reimbursement. All entities requesting funding for early vehicle or equipment replacements must also acquire the approval of SEMoRPC before it will be deemed eligible for an award.

To gain the approval for an early vehicle or equipment replacement, an applicant must provide SEMoRPC with the EPA engine family name of the engine from the vehicle that is being replaced as well as the EPA engine family name of the new vehicle engine. The EPA engine family name is an alphanumeric sequence typically found on the engine label of the engine. Engine manufacturers should be able to provide the EPA engine family name of an engine if requested.

Early vehicle or equipment replacements must meet the following criteria to be eligible: The new vehicle or piece of equipment must be similar in size and horsepower as the vehicle or piece of equipment that it is replacing and it must be used to perform the same task. For the purposes of this RFP, “similar in size” for on-road vehicles is defined to mean that the GVWR of the new vehicle is no more than 125 percent of the old vehicle’s GVWR. For the purposes of this RFP, “similar in horsepower” means that the new vehicle or piece of equipment must have a horsepower of no more than 125 percent of the old vehicle or piece of equipment’s horsepower. In addition, the vehicle or piece of equipment that is being replaced must be currently in operation and must not be due for replacement. Vehicles that are scheduled to be replaced or retired through normal attrition during the project period are not eligible to be replaced through this project’s funding. The funding must be utilized for replacements only, and can not be used to increase the size of a fleet. One vehicle must be taken out of service for each replacement vehicle purchased through this project. Any income received through the sale of a disabled engine, vehicle chassis, or salvaged parts from the vehicle that was replaced for scrap metal or other purposes must be reported as program income. Program income may be deducted from the award amount or used as the applicant’s portion of the match required for the new vehicle or piece of equipment.

Section 4 Project Period

The project start period for applications that are funded through this RFP will begin January 13, 2012. No costs incurred before this date will be reimbursable to applicants under this RFP. Bids for the project must be received by the applicant no later than March 1, 2012. The project must be completed with all equipment purchased and installed by June 31, 2012.

Section 5 RFP Amounts

The minimum amount that may be applied for is \$15,000, and the maximum that may be applied for by an eligible entity is \$20,000. Applications requesting less than \$15,000 or more than \$20,000 will not be eligible for funding. Only one application per entity will be allowed for the lottery.

If insufficient initial lottery applicants apply and all of the funding is not utilized, there will be a second lottery. Any entity may submit a clearly marked second application to be considered outside of the initial lottery selection process. This second application may request funding for up to \$50,000. If an applicant desires, they may submit one application only to be considered in the second lottery if the equipment they plan to replace is expensive and they want a chance to receive up to \$50,000. However, even if the applicant only submits one application, if it is for the second lottery, then the applicant will not have a chance to receive funds unless the initial lottery fails to utilize all of the funding available. In addition, the SEMoRPC reserves the right to fund only a portion of the asking price for the first and second lotteries if deemed necessary due to partial application eligibility or lack of funds.

Section 6 Restrictions

This funding may only be used to reduce the diesel emissions from medium or heavy duty diesel vehicles or equipment. For on-road vehicles the gross vehicle weight rating of the vehicle must be at least 16,000 pounds to be eligible to apply for funding through this program. Federal funds, such as federal grants awarded under previous or present Diesel Emission Reduction Act funding, may not be used to satisfy the 75 percent matching requirements of this RFP.

This grant may not be used to fund any portion of the following costs:

- Retrofit equipment of any kind including emission control, idle reduction, aerodynamic technology, or low rolling resistance tires unless the technology comes included with the purchase of the new vehicle
- Administrative costs
- The cost of towing or decommissioning the replaced vehicle or equipment
- The cost of maintaining emission control equipment or an idle reduction unit
- Any luxury options for new vehicles and equipment including but not limited to chrome plating, custom tire rims, and other luxurious custom options
- The incremental cost of alternative fuels or infrastructure for the fueling, dispensing, or blending of alternative fuels

Section 7 Application Process

The deadline for applications to be submitted will be **December 16, 2011 at 5:00 p.m.** Central Standard Time. Clarification may be requested of applicants by the SEMoRPC. The deadline for clarification requests is January 3, 2012 at 5:00 p.m. Central Standard Time. No applications or clarification requests received after their respective deadlines will be reviewed. All applications deemed to meet the requirements of this Request for Proposals (RFP) will then be assigned a lottery number. On January 6, 2012, the lottery will be held. Applications drawn first will be funded. Additional applications will be drawn until the funding has been depleted. All applications will be drawn and given a corresponding place in line. If projects drop out or are disqualified, then it is possible that funds could be offered to applicants next in line.

Note: No entity may submit multiple applications for the initial lottery; however, entities are allowed to submit a clearly marked second application to be considered outside of the initial lottery selection process. If insufficient initial lottery applicants apply and all of the funding is not utilized, there will be a second lottery. This second application may request funding for up to \$50,000. If an applicant desires, they may submit only one application to be considered in the second lottery if the equipment they plan to replace is expensive and they want a chance to receive up to \$50,000. However, even if the applicant only submits one application, if it is for the second lottery, then the applicant will not have a chance to receive funds unless the initial lottery fails to utilize all of the funding available. In addition, the SEMoRPC reserves the right to fund only a portion of the asking price for the first and second lotteries if deemed necessary due to partial application eligibility or lack of funds.

Section 8 Application Information

The application should be accompanied by the budget and proof of location, and mailed to the following address:

Mr. David Grimes
SEMoRPC
PO Box 366
Perryville, MO 63775.

Applications may also be e-mailed to the following e-mail address: dgrimes@semorpc.org. Include all of the required forms as attachments in the e-mail. If submitting an application by e-mail, use the following language in the subject line of the e-mail: 2011 Early Vehicle Replacement Application Submission. The deadline for applications to be submitted will be December 16, 2011 at 5:00 p.m. Central Standard Time. SEMoRPC is not responsible for any applications that were delayed or lost in the mail or applications that were delayed or failed to be delivered via e-mail. It is the applicant's responsibility to ensure that their application was received by SEMoRPC by the respective deadline.

Applicants must fill out the attached application. All information must be included in the application to be considered eligible. The application must include a project budget with information entered into all required fields. Proof of location, such as a vehicle or equipment title or registration that states the location of the vehicle, must be provided along with the application that proves that the project vehicles are stationed or operated in one of the eligible counties in the project. Other forms of proof of location may be accepted. Questions regarding proof of location may be directed to SEMoRPC.

Questions regarding this RFP may be directed to David Grimes in writing at the address above or by e-mail to the following address: dgrimes@semorpc.org. In the subject line of the e-mail use the following language: 2011 Clean Diesel RFP Question. Please allow at least 1-2 weeks for an e-mail response and at least 2-3 weeks for a written mailed response to questions regarding this RFP.

Section 9 Terms and Conditions

Once applicants are selected, they will receive a subgrant agreement from SEMoRPC. The subgrant agreement will outline all of the terms and conditions associated with the acceptance of funds. Subjects included in the terms and conditions include, but are not limited to, competitive bidding, invoice and payment documentation, vehicle and equipment scrappage, reporting, coordination responsibilities, onsite inspections, photographic requirements, and equipment use.

SEMoRPC 2011 Early Vehicle Replacement Project Application.



Please fill out this application and return it to the Mid-America Regional Council by December 16, 2011 at 5:00 p.m. Central Standard Time. Include with your application the completed budget and proof of vehicle or equipment location.

A. APPLICANT INFORMATION

COMPANY OR ENTITY THAT IS APPLYING FOR FUNDING

DUNS NUMBER

FEDERAL EMPLOYER IDENTIFICATION NUMBER

CONTACT PERSON

TITLE

ADDRESS

CITY

STATE

ZIPCODE

TELEPHONE NUMBER

E-MAIL ADDRESS

REQUESTED FUNDING (MUST BE WITHIN \$15,000 - \$20,000 FUNDING RANGE)

MATCH PROVIDED (CERTAIN MATCHING REQUIREMENTS APPLY, SEE RFP FOR DETAILS.)

\$

\$

TOTAL PROJECT COST

\$

B. PROJECT INFORMATION

PROJECT TITLE

PROJECT PERIOD

JANUARY 13, 2012 – JUNE 31, 2012 (NOTE: ALL PROJECTS MUST FALL WITHIN THIS TIMEFRAME.)

FIRST OR SECOND APPLICATION

FIRST SECOND

COMPANY ENTITY DESCRIPTION

FLEET TYPE

PUBLIC PRIVATE

ADDRESS WHERE THE PROJECT FLEET IS STATIONED

COUNTY WHERE THE PROJECT FLEET IS LOCATED

PROJECT SUMMARY

C. PROJECT DETAILS			
Please enter details in the categories that apply to your project. Fill out a new section for each early vehicle replacement proposed.			
1. EARLY VEHICLE REPLACEMENTS	PROJECT VEHICLE DESCRIPTION AND SUMMARY		
OLD VEHICLE AND ENGINE INFORMATION	ON-ROAD OR OFF-ROAD <input type="checkbox"/> ON-ROAD <input type="checkbox"/> OFF-ROAD	GROSS VEHICLE WEIGHT RATING	VEHICLE/EQUIPMENT HORSEPOWER
	VEHICLE/EQUIPMENT MAKE	VEHICLE/EQUIPMENT MODEL	ENGINE MAKE
	ENGINE MODEL	ENGINE MODEL YEAR	EPA ENGINE FAMILY NAME
	EXPECTED REMAINING LIFE OF VEHICLE (MINIMUM OF 5 YEARS)	ANNUAL FUEL CONSUMPTION (GALLONS)	CURRENT FUEL TYPE
	MOST RECENT ANNUAL MILEAGE (ON-ROAD VEHICLES ONLY)	ANNUAL IDLING HOURS (ON-ROAD ONLY)	ANNUAL USAGE RATE HOURS (OFF-ROAD ONLY)
	VEHICLE IDENTIFICATION NUMBER	FLEET OWNER UNIT NUMBER	
REPLACEMENT VEHICLE AND ENGINE INFORMATION	ON-ROAD OR OFF-ROAD <input type="checkbox"/> ON-ROAD <input type="checkbox"/> OFF-ROAD	GROSS VEHICLE WEIGHT RATING (MUST BE NO MORE THAN 125% OF THE OLD VEHICLE)	VEHICLE/EQUIPMENT HORSEPOWER (MUST BE NO MORE THAN 125% OF THE OLD VEHICLE)
	VEHICLE/EQUIPMENT MAKE	VEHICLE/EQUIPMENT MODEL	ENGINE MAKE
	ENGINE MODEL	ENGINE MODEL YEAR	EPA ENGINE FAMILY NAME
2. EARLY VEHICLE REPLACEMENTS	PROJECT VEHICLE DESCRIPTION AND SUMMARY		
OLD VEHICLE AND ENGINE INFORMATION	ON-ROAD OR OFF-ROAD <input type="checkbox"/> ON-ROAD <input type="checkbox"/> OFF-ROAD	GROSS VEHICLE WEIGHT RATING	VEHICLE/EQUIPMENT HORSEPOWER
	VEHICLE/EQUIPMENT MAKE	VEHICLE/EQUIPMENT MODEL	ENGINE MAKE
	ENGINE MODEL	ENGINE MODEL YEAR	EPA ENGINE FAMILY NAME
	EXPECTED REMAINING LIFE OF VEHICLE (MINIMUM OF 5 YEARS)	ANNUAL FUEL CONSUMPTION (GALLONS)	CURRENT FUEL TYPE
	MOST RECENT ANNUAL MILEAGE (ON-ROAD VEHICLES ONLY)	ANNUAL IDLING HOURS (ON-ROAD ONLY)	ANNUAL USAGE RATE HOURS (OFF-ROAD ONLY)
	VEHICLE IDENTIFICATION NUMBER	FLEET OWNER UNIT NUMBER	
REPLACEMENT VEHICLE AND ENGINE INFORMATION	ON-ROAD OR OFF-ROAD <input type="checkbox"/> ON-ROAD <input type="checkbox"/> OFF-ROAD	GROSS VEHICLE WEIGHT RATING (MUST BE NO MORE THAN 125% OF THE OLD VEHICLE)	VEHICLE/EQUIPMENT HORSEPOWER (MUST BE NO MORE THAN 125% OF THE OLD VEHICLE)
	VEHICLE/EQUIPMENT MAKE	VEHICLE/EQUIPMENT MODEL	ENGINE MAKE
	ENGINE MODEL	ENGINE MODEL YEAR	EPA ENGINE FAMILY NAME
Note: If more than two early vehicle replacements are planned and additional space is needed, use another application, fill out the applicable portion and attach.			

D. PROJECT SCHEDULE

Projects must have received bids by March 1, 2012 and must be completed by June 31, 2012.

IN WHAT MONTH(S) WILL THE EQUIPMENT BE PURCHASED?

IN WHAT MONTH WILL THE PROJECT BE COMPLETED?

E. BUDGET EXAMPLE

The budget must be filled out with all of the information included in the example below. Do not include administrative costs for the project as they will not be reimbursable and can not be counted as match in the project. A blank budget sheet is available at the end of this application and must be completed as part of the application.

Project Budget for Request for Proposal 2010 Early Vehicle Replacement Fund			
Company or Entity Name: ABC Trucking			
Fleet Type (Public or Private): Private			
Detailed Budget Break Down			
Type of Vehicle or Equipment to be Purchased	Total Purchase Cost *	Total Applicant Match **	Amount to be Reimbursed ***
2011 Medium Duty Delivery Truck	\$40,000	\$30,000	\$10,000
2011 Medium Duty Delivery Truck	\$40,000	\$30,000	\$10,000
2011 Fork Lift	\$10,000	\$7,500	\$2,500
Totals Entire Project Costs	\$90,000	\$67,500	\$22,500
<ul style="list-style-type: none"> * Note: Do Not Include Operation, Maintenance or Administrative Costs. ** Note: For Replacements, at least 75 percent of the total purchase cost must be paid as match by the *** Note: The amount to be reimbursed should not be more than 25 percent of the total purchase cost 			

F. APPLICANT AGREEMENT

APPLICANT AGREEMENT

I understand that I have not yet been awarded funding for this project. If this application is selected for an award then I must sign a subgrant agreement detailing the terms and conditions of the project and submit paid receipts for the new vehicle or equipment purchased as well as the photographic evidence that the old vehicle or equipment has been scrapped per the requirements of the grant before I will be entitled to any reimbursement. The photographic evidence will include before and after pictures of each vehicle being replaced through this grant. The vehicles identified in this application to be replaced are early replacements and would not have been replaced through normal attrition during the project period without financial assistance. I agree not to sell any equipment that was purchased through this program without first receiving written permission from SEMoRPC. I also recognize that I will not be eligible for any projects, in which costs were incurred before the project period began and after the project period ends.

I agree to provide the SEMoRPC with updates as requested pertaining to the status of the project. I further agree not to purchase any goods or services with this funding without procurement with fair competition in compliance with the Environmental Protection Agency Regulations. I accept all terms and conditions of the RFP. I certify to the best of my knowledge that the information in this application is true and correct. I am a legally authorized signatory or designee for the submittal of this information, and any other required information on the behalf of the participant. By signing below the applicant agrees to all terms and conditions listed in and attached to this RFP.

SIGNATURE

DATE

Project Budget for Request for Proposal 2011 Early Vehicle Replacement Fund			
Company or Entity Name:			
Fleet Type (Public or Private):			
Detailed Budget Break Down			
Type of Vehicle or Equipment to be Purchased	Total Purchase Cost *	Total Applicant Match **	Amount to be Reimbursed ***
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
Totals Entire Project Costs			
	\$	\$	\$
<ul style="list-style-type: none"> * Note: Do Not Include Operation, Maintenance or Administrative Costs. ** Note: For Replacements, at least 75 percent of the total purchase cost must be paid as match by the applicant. *** Note: The amount to be reimbursed should not be more than 25 percent of the total purchase cost 			