

Date of Issue: April 6, 2020

Department of General Services  
Energy and Resource Management Office  
401 North Street, Room 403 North Office, Harrisburg, PA 17120

**Bulletin Number 6**

on

**Project No. GESA 2019-3** – Request for Quotes for a Guaranteed Energy Savings Project at:  
PA Fish & Boat Commission, Headquarters and Various State Hatcheries, Pennsylvania

Quote Submission Deadline: Tuesday, April 14, 2020

Time of Opening: 2:00 PM

**REQUEST FOR INFORMATION**

1. Since this project covers 14 sites and 24 Energy Conservation Measures (ECMs) would DGS and the Funding Agency consider increasing the page limitation for the ECM/Cost submission? **Yes. The Energy Conservation Measures / Cost Submission is suggested not to exceed 25 sheets (50 pages, front and back).**

**CHANGES TO RFQ**

1. Please replace Part 2 "Information Required from Offerors" with Attachment 1 of this bulletin.
2. Please replace Appendix F "Evaluation Committee Technical Scoring Matrix" with Attachment 2 of this bulletin.
3. Please replace Appendix G "Evaluation Committee ECM / Cost Scoring Matrix" with Attachment 3 of this bulletin.



Rebecca Tomlinson, RFQ Coordinator  
Energy & Resource Management Office

Please acknowledge receipt of Bulletin by email response to Becky Tomlinson at:  
[retomlinso@pa.gov](mailto:retomlinso@pa.gov)

**ATTACHMENT 1  
TO  
BULLETIN 6  
FOR  
GESA 2019-3 FISH & BOAT**

## PART 2

### Information Required from Offerors

#### 2.1 General.

- A The Quote Submission (consisting of Technical, ECM/Cost and SDB and VBE Participation Submittals) must be submitted in the format, including heading descriptions, as outlined below. To be considered responsive, the Quote Submission must respond to all requirements in this part of the RFQ. Each Quote submission shall consist of the following **3 separate parts**:
1. Technical Submittal; and
  2. ECM/Cost Submittal; and
  3. SDB and VBE Participation:
    - a. A SDB Participation Submittal and additional required documentation, all completed in accordance with Part 3 of this RFQ and the Instructions for Completing the SDB Participation Submittal and Utilization Schedule; and
    - b. A VBE Participation Submittal and additional required documentation, all completed in accordance with Part 3 of this RFQ and the Instructions for Completing the VBE Participation Submittal and Utilization Schedule.
- B Maintaining the confidentiality of the submittal information is critical, which is why each submission must be separately submitted. DGS will reject as non-responsive any submission that is not submitted in 3 separate parts. There will be no opportunity for an Offeror to resubmit or amend the Quote submission after the Quote Submission Date.
- C The Commonwealth reserves the right to request additional information from secondary sources (such as a Dunn & Bradstreet report) which, in the Commonwealth's opinion, is necessary to assure that the Offeror's competence, number of qualified employees, business organization, and financial resources are adequate to perform according to the GESA Contract.
- D The Commonwealth may conduct investigations deemed necessary to determine the ability of the Offeror to perform the work, and the Offeror shall furnish to the Commonwealth all such information and data for this purpose as may be requested by the Commonwealth. The Commonwealth reserves the right to reject any Quote if the evidence submitted by, or investigation of, such Offeror fails to satisfy the Commonwealth's requirement that such Offeror possesses the capability to fully perform the requirements of the GESA Contract and complete the work specified therein.

#### 2.2 Quote Submission.

- A This RFQ is intended to provide interested Offerors with the basic information necessary to evaluate the Project scope and requirements. Each Offeror shall develop an independent assessment of the Project that shall form a suitable basis for their

respective Quote. An official authorized to bind the Offeror to the provisions of the GESA Contract must sign the Quote Submission. Each Offeror should include information for all items requested in the RFQ as completely and accurately as possible. By submitting a Quote, the Offeror agrees to the terms and conditions stated in this RFQ. For this RFQ, the Quote Submission, as submitted, must remain valid for **180 calendar days** after the Quote Submission Deadline.

### 2.3 Quote Requirements.

- A To qualify for evaluation, each Quote Submission must include or satisfy the items listed on the Requirements Checklist (provided as an Appendix to the RFQ). Any Quote Submission that does not comply with these listed requirements may be rejected as non-responsive.
- B Offeror must be ITQ qualified on or before the issue date of the RFQ.

### 2.4 Quote Format.

- A The Quote Submission shall consist of **3 separate parts and shall be submitted in separately sealed envelopes or packages clearly labeled as:**

- Volume I      Technical Submittal (4 hard copies and 1 USB drive)
- Volume II     ECM/Cost Submittal (5 hard copies and 1 USB drive)
- Volume III    SDB and VBE Participation Submittals (2 hard copies of each)

- B The label on each separately sealed package should include the Offeror's name, address, and Project information, including the specific contract for which the Quote is being submitted, as described in Part 1 of this RFQ.
- C The Offeror should submit a cover letter in the Technical Submission envelope providing, at a minimum, the following information:
  - Company name
  - Company mailing address
  - Contact person
  - Contact person's phone number, fax number and e-mail address
  - Company PA vendor number

### 2.5 Technical Submittal Requirements.

- A The Offeror shall submit four (4) hardcopies of its Technical Submission and **one (1)** electronic version of the Technical Submission on a flash drive in a separately sealed envelope/package.

**The Technical Submission must include a:**

- 1) Signed Quote Signature Page signed, and**
- 2) Signed and notarized Non-Collusion Affidavit.**

**B Offerors shall not include cost information (ECMs and construction cost or energy savings) for this Project in the Technical Submission.** This separation ensures that the Evaluation Committee's scoring of the Technical information is not tainted by knowing any of the Offeror's costs for this project. Cost information for other projects that the Offeror worked on, including project budget and actual costs, may be included in the Technical Submission. Small Diverse Businesses and Veterans Business Enterprise may be identified as such in the Technical Submittal, so long as **no cost information** is revealed.

**C If cost information for this Project (including, but not limited to monthly cash flow, design costs, subcontract dollar values, or total proposed savings or other values) is revealed in the Technical Submission, the Quote will be rejected as non-responsive. Any Quotes rejected for this reason will not be permitted to be corrected and resubmitted.**

**D Technical Submission Sheet/Page and Font Size Limits:**

1. A "sheet" means 1 piece of paper, consisting of 2 pages (front and back). A "page" means the 1 side of a sheet. Text font should not be smaller than Times New Roman 11 point. Offerors are advised to take notice of suggested number of sheets/pages.

**E Technical Sections to be Submitted**

The Technical Submission shall include the following Sections, which should be clearly labeled and segregated or tabbed with pages numbered for ease of reference (dividers and tab sheets do not count toward the suggested number of sheets/pages). Each Section must adhere to set sheet/page limits and should be presented in the order listed below, as well as provide the information in the order set forth below.

#### **2-5.1 Project Management Team Overview**

**(Suggested number of sheets/pages: 2 sheets plus a single 11 x17 sheet, front only, for Organization Chart)**

- A Provide Project Team Organization Chart that graphically depicts the hierarchy and reporting structure of the Team members, with specific personnel, and their roles, identified.
1. Personnel identified should include, as practical, executives, project managers, etc. down through field supervisors.
- B Provide a brief description regarding the assignment of responsibilities for major tasks and the interrelationships and management structure of the overall Project Management Team. Describe the reporting hierarchy and the history, if any, of working relationships with other firms on the Project Management Team, including the process utilized in selecting subcontractors.
- C The Evaluation Committee will consider the degree to which the proposed Management Team will effectively manage this Project. Information considered in this evaluation includes: the proposed management organization, roles and responsibilities, qualifications and experience of key personnel, and quality control of all subcontractors. Quotes should therefore discuss:
1. A clear assignment of responsibility for various Project tasks to specific individuals and assignment of qualified individuals to fulfill designated responsibilities;
  2. The percentage of time that key personnel are assigned to this Project; and
  3. The ability to manage construction, repairs, regular service and emergencies effectively.
- D If awarded a contract, the GESA Contractor shall not substitute personnel identified on the Project Management Team and shall not alter the structure of the Project Management Team organization chart without prior written authorization by the DGS.

## 2-5.2 Work Plan for This Project

**(Suggested number of sheets/pages: 4 sheets).**

- A The Offeror shall describe its technical plan for completing the Project. The Work Plan should outline and describe the steps necessary to successfully undertake the Project from the GESA Contract execution through completion of construction, including commissioning. This portion of the Quote discusses ECMs in general terms but shall not include any discussion on costs or savings. The Evaluation Committee will consider the degree to which the Quote addresses or discusses the following:
1. Demonstrate Offeror's understanding of the design process and if Project has Energy Consultant, how they will coordinate with Energy Consultant;
  2. Identify potential design issues;
  3. Describe how the Team will manage and execute the Project;
  4. Address early construction packages, long lead items and phases of construction;

5. Identify critical material and equipment. Discuss/explain why these are critical and timing/lead times for acquisition;
6. Address construction challenges and proposed solutions;
7. Outline a construction plan that includes site operations, site layout, logistics, lay-down, field offices, parking areas, etc., including how the Offeror intends to accomplish the work within a fully occupied environment;
8. Explain construction coordination and meetings and how they will be handled with Funding Agency, site(s) & DGS;
9. Address Project Safety Plan, Management and Monitoring;
10. Provide outline and effectiveness of QA/QC Plan;
11. Describe closeout process for training of Funding Agency personnel, manuals, Occupancy Permits, commissioning, and final close-out.

### 2-5.3 RFQ Project Schedule

**(Suggested number of sheets/pages: 2 sheets, plus a maximum of 2 single-sided 11x17 sheets).**

This RFQ Project Schedule shall not be construed as the Final CPM Schedule. Do not submit a full and complete detailed CPM Schedule in the Technical Submission. DGS does not accept the logic or durations of the activities in this RFQ Project Schedule. The purpose of this RFQ Project Schedule is only to allow DGS to evaluate and score the Offeror's scheduling ability. After the GESA Contract is executed, the successful GESA Contractor shall submit a full and complete project schedule per the requirements of the General Conditions and Project Administrative Procedures.

- A The Evaluation Committee will consider the degree to which the Quote addresses or discusses the following:
1. A narrative for the schedule that discusses the challenges of the schedule and proposed solutions. Address critical aspects of the schedule, associated risks and the Team process to ensure achievement of critical milestone dates.
  2. Submit an executive level graphic schedule commencing at Notice of Selection, showing estimated overall project duration and milestone dates. At a minimum, milestone dates should include: commencement and completion of the IGA and submission of the resulting Report, full execution of the GESA Contract (a minimum of 60 calendar days), submission and approval of all required permits from every entity having jurisdiction, procurement of all major equipment, commencement of on-site work (at least 10 but no more than 20 calendar days from execution of contract),

final inspection of all construction, commissioning of the project and training of Funding Agency personnel.

3. The ability to coordinate project construction with local utilities, subcontractors, equipment suppliers and Funding Agency facility personnel.

#### 2-5.4 Qualification Forms

**(See specific suggested sheets/pages below. Note also that “Entity’s Resource Availability” shall be as of the date of the Technical Submission)**

- A The Evaluation Committee will consider the degree to which the Quote provides experienced and qualified personnel capable of designing and implementing the scope of work on the project, including training Funding Agency staff once the work is complete.

**GESA Contractor (Suggested number of sheets/pages: 10 sheets, or if GESA Contractor is a Joint Venture, no more than 5 sheets per joint partner. Also, one single-sided 11x17 sheet for organization chart plus 1 sheet per person.)**

1. Provide clear and concise information that will demonstrate the following qualifications:
  - a. Management Team Individual Qualifications (6-person limit)
    - (1). Describe project responsibilities, time with firm, experience with GESA projects, educational or technical training, LEED accredited projects, and any other information relevant to the evaluation of the individual.
  - b. Offeror’s Financial Ability to Provide Guarantee
    - (1). Offeror shall provide: most recent available independently audited financial statements for private corporations and/or Form 10-K on file with the Securities and Exchange Commission (SEC); Annual Shareholder’s report for public companies, as applicable, to demonstrate their financial ability to provide guarantees of energy savings of at least \$5,000,000 (no third party insurance will be permitted); and a history of at least five (5) other project guarantees and the dollar amount of those projects. Offeror should not include any ECM or cost information on the Project in this portion of the Technical Submission; if ECMs or costs are included, the Quote will be rejected, and there will be no opportunity to correct the Quote.
  - c. Offeror’s Resource Availability (Capacity)
    - (1). As defined by the following equation, reported in US Dollars: (average of the last 3 years gross sales) minus (the average of next 3 years committed backlog). Committed backlog is defined as all committed contract balances for the next 3 years as of the date of the Technical Submission.

(2). If the Offeror is a legally combined entity, the formula shall represent the pro-rata share of each member per the legal agreement. Example: If A and B are a Joint Venture, A is 60% and B is 40%, then the reported availability should be  $0.6 * A's\ availability + 0.4 * B's\ availability$ .

d. Offeror's Statement of Readiness and Commitment of Resources

(1). Provide a written statement confirming the persons identified in this RFQ are available and will be committed to the Project for the time period(s) referenced in the above RFQ Project Schedule, and that the Resource Availability reported above will be committed to the Project, as referenced in the RFQ Project Schedule and Work Plan.

e. Offeror's Notification of Default and Debarment.

(1). Provide a listing including owner, project, date, and explanation of any contract default or debarment within the last 5 years.

**2. Design – Consultant(s), including SDB and VBE consultants, if any (Suggested number of sheets/pages: 4 sheets, plus 1 sheet per person)**

a. Entity's Experience on GESA projects.

(1). Include date(s), location, owner, owner contact, project amount, and description. Complete and/or incomplete projects may be submitted. Discuss status of project and if completed as originally scheduled.

b. Individual Qualifications (4-person limit)

(1). Describe project responsibilities, time with firm, and experience with GESA projects, educational or technical training, and any other information relevant to the evaluation of the individual.

c. Entity's Statement of Readiness and Commitment of Resources per the RFQ Project Schedule

(1). Provide a written statement confirming the person(s) identified in this RFQ are available and will be committed to the Project for the time period(s) as described in the RFQ Project Schedule.

d. Entity's Notification of Default or Debarment.

(1). Provide a listing including owner, project, date, and explanation of any contract default or debarment within the last 5 years.

**3. Construction – Key Subcontractors, including SDB and VBE subcontractors, if any (Suggested number of sheets/pages: 8 sheets, plus 1 sheet per person)**

a. Offeror shall provide clear and concise information that will demonstrate the following qualifications for any Key Subcontractors that will be used on the Project:

- (1). Each Key Subcontractor's Experience on GESA Projects greater than \$5 million.
  - (a). Include date(s), location, owner, owner contact, project amount, and description. completed as originally scheduled.
- (2). Each Key Subcontractor's Superintendent's Qualifications (4-person limit)
  - (a). Describe project responsibilities, time with firm, and experience with GESA projects, educational or technical training, and any other information relevant to the evaluation of the individual.
- (3). Each Key Subcontractor's Statement of Readiness and Commitment of Resources per the Project Master Schedule.
  - (a). Provide a written statement confirming the person(s) identified in this RFQ are available and will be committed to the Project for the time period(s) referenced in the attached RFQ Project Schedule.
- (4). Each Key Subcontractor's Workman's Compensation Experience Modification Rating for the calendar years 2017, 2018, and 2019.
- (5). Each Key Subcontractor's Notification of Default or Debarment.
  - (a). Provide a listing including owner, project, date, and explanation of any contract default or debarment within the last 5 years.

## 2.6 Energy Conservation Measures/Cost Submittal Requirements

- A The Offeror shall submit five (5) hardcopies and **one (1)** electronic version of the ECM / Cost Submission on a flash drive all copies together in a single sealed envelope/package, separate from the Technical and Small Diverse Business and Veterans Business Enterprise Submissions. **The ECM/Cost Submission must include Quote Security as discussed in the Quote Security information below.**
- B Quote Security.
  1. The Offeror shall submit Quote security in the form of either: (1) a bid bond issued by a surety licensed to do business in Pennsylvania in the sealed ECM/Cost Submission; (2) a Cashier's check drawn on a Pennsylvania bank; or (3) a certified check. For information on approved sureties, contact the PA Department of Insurance, Division of Companies, at (717) 787-5890 or go to [www.insurance.pa.gov](http://www.insurance.pa.gov). If a bid bond is submitted, it shall be identical to the one included as an Appendix to this RFQ. In the event the Offeror attempts to withdraw the Quote, or the GESA Contractor fails to execute a contract within the timeline provided in the RFQ, the Quote security shall be forfeited as liquidated damages to the Commonwealth.
    - a. **The Quote security must be at least Ten Percent (10%) of the ECM/Cost Submission Amount.**

- b. By submitting a Quote, the Offeror agrees that its Quote will remain valid for at least one-hundred eighty (180) days after the Quote Submission Deadline.
- c. If a bid bond is submitted, it must be accompanied by a Power of Attorney from surety company licensed to do business in Pennsylvania, indicating that the agent signing the bond has the authority to bind the company. The Power of Attorney should bear the same date as the bid bond.
- d. Alterations to the pre-printed portions of the bid bond, e.g., erasures, write-overs, or white outs, are not acceptable and will be rejected as not responsive. Any alterations to the filled in spaces on the bid bond, e.g., erasures, write-overs, or white outs, are not acceptable, unless initialed by an authorized representative of the surety, preferably the agent signing the bond. Such unauthorized alterations, if they are to the date, amount of bond, or name of Offeror, may result in the Quote being rejected as not responsive.
  - (1). If Offeror is awarded the GESA Contract, they will be required at that time to sign and return a Contract Bond on the form provided by DGS in the penal sum equal to the amount of the awarded GESA Contract, for the faithful performance of the GESA Contract, and to cover the prompt payment in full for all materials furnished and labor supplied or performed, and equipment actually rented (but not sold). The Contract Bond must be executed by a surety company or companies licensed to do business in Pennsylvania.

#### C Page and Font Size Limits.

- 1. A “sheet” means 1 piece of paper, consisting of 2 pages (front and back). A “page” means the 1 side of a sheet. Text font should not be smaller than Times New Roman 11 point. Offerors are advised to take notice of suggested number of sheets/pages.
- 2. The ECM/Cost Submission is suggested not to exceed **25 sheets (50 pages, front and back)**.

#### D Energy Conservation Measures and Costs.

- 1. Information considered in this submission includes depth of the proposed solution(s) for the Project facility, including: ECM descriptions; selected equipment; proposed energy cost savings; proposed energy baseline and adjustment factors; proposed method and schedules for annual energy audit and verification of energy and operational cost savings; and the GESA Contractor’s proposed maintenance program. SDB and VBE commitment percentages should not be stated in the ECM and Cost Submittal. Although the Evaluation Committee will score specifically using a Scoring Matrix, attached as an appendix to this RFQ, each scorer will consider in general the degree to which the Quote addresses or discusses the following:
  - a. The IGA that will be conducted for this Project after the selection of the GESA Contractor. The Quote must include information on the systems that will be covered, the personnel to be involved, the general method to be used, and the time frame for completion of each item. The Quote must detail the Offeror’s methodology for the calculation of the energy baseline. The utility usage data is

provided as an appendix to this RFQ. The Quote should also establish the timeline to commence and complete the IGA, which should be reflected in the RFQ Project Schedule.

- b. Proposed ECMs in the RFQ. If there is a reason a proposed ECM listed in the Core ECMs Appendix to this RFQ by the Commonwealth is not included in the scope of the Quote, the Offeror must provide a detailed explanation as to why the ECM was excluded from the scope.

**Failure to include the estimated cost and cost savings or to discuss why the ECM should not be included will result in a five (5) point deduction the ECM/Cost submission score for each ECM not included or discussed.**

- c. A preliminary assessment of the energy efficiency opportunities available at the Project facility based upon the information provided in this RFQ and a tour of the facility. List the ECMs to be implemented under the Quote with the estimated implementation cost and the energy cost savings, including detailed energy savings calculations, without using Operations & Maintenance costs nor energy related cost savings. All ECM costs shall be listed; if the project has short-falls, the short-falls must be indicated and listed.
- d. The degree to which the Quote demonstrates the technical feasibility, suitability, reasonableness, comprehensiveness, and acceptability of the proposed ECMs, including the proposed equipment and quality of said equipment for the proposed savings.
- e. The training to be provided to Funding Agency staff, including the scope and personnel who will be providing the training and whether the training will be videotaped for future use.
- f. The degree to which the methodology for the proposed ECMs was explained.
- g. Offeror includes and describes additional innovative ECMs not already listed as core ECMs in their quote.
- h. Provide annual financial projections for the length of the GESA Contract, to a maximum of 18 years. The Offeror should assume an interest rate of 3%. Also, assume payments will be made annually at the end of the period. A template can be found in ECM and Cash Flow Templates Appendix. The format should include the following:
  - (1). Annual energy costs **without** improvements;
  - (2). Annual energy costs **with** improvements;
  - (3). Annual energy cost savings (A-B);
  - (4). Payments for financing equipment;
  - (5). Payments for monitoring and maintenance services;

- (6). Net annual benefit; (Must be cash positive every of proposed term, with no negative cash flow on any year of the project)
- (7). Cumulative cash flow;
- (8). Net Present Value of cash flow; and
- (9). Year 0 construction savings shown as payment toward Year 1 payment. Year 0 construction savings, shown as payment toward Year 1, shall be a carry-forward credit of savings and shall not be utilized to satisfy a short-fall in Year 1 or a short-fall in any following/future years of guaranteed savings.
  - i. The degree to which the proposed energy analysis demonstrates sound engineering principles and the reasonableness of the proposed savings.
  - j. The ongoing Project monitoring and maintenance services Offeror will provide. Specifically discuss the following: personnel, including identity of supervisor responsible; schedules; conditions; equipment covered; and extra costs (if any) of providing scheduled preventive maintenance, warranty work, emergency service, training of Funding Agency staff; and monitoring of energy use. The Quote should also include a discussion of how this work will be performed in an occupied facility. There will not be a service contract.
  - k. The degree to which the proposed Measurement and Verification (M&V) plan adheres to all M&V protocol standards and demonstrates scalability for measurement and verification of the proposed energy baseline, adjustment factors, and energy cost savings. The degree to which the Offeror explained the proposed M&V method and why it is the appropriate method to show true savings.

## 2.7 SDB and VBE Participation Submittals Requirements.

### A Offeror submission must contain:

1. An SDB Participation Submittal and additional required documentation, all completed in accordance with Part 3 of this RFQ and the Instructions for Completing the SDB Participation Submittal and Utilization Schedule; and
2. A VBE Participation Submittal and additional required documentation, all completed in accordance with Part 3 of this RFQ and the Instructions for Completing the VBE Participation Submittal and Utilization Schedule.

**End of Part 2**

**ATTACHMENT 2  
TO  
BULLETIN 6  
FOR  
GESA 2019-3 FISH & BOAT**

# **APPENDIX F**

## **Evaluation Committee Technical Scoring Matrix**

## APPENDIX F

### Evaluation Committee Scoring Matrix for Technical Submission

The below matrix is provided as an example. Please refer to the specific sections of the RFQ for descriptions & details on preparing your Quote submission.

RFQ Section	Points
<b>2-5.1 Project Management Team Overview</b>	<b>15</b>
A	2
B	2
C1	2
C2	2
C3	7
<b>2-5.2A Work Plan</b>	<b>50</b>
1	8
2	5
3	5
4	8
5	2
6	4
7	4
8	4
9	4
10	2
11	4
<b>2-5.3A RFQ Project Schedule</b>	<b>25</b>

1	11
2	10
3	4
<b>2-5.4 Qualification Forms</b>	<b>110</b>
<b>2-5.4.A-1 GESA Contract Qualification Form</b>	<b>50</b>
a	22
b	14
c	5
d	5
e	4
<b>2-5.4.A-2 Design – Consultant Qualification Form</b>	<b>30</b>
a	14
b	8
c	4
d	4
<b>2-5.4.A-3a Construction – Key Subcontractor Qualification Forms</b>	<b>30</b>
1	9
2	9
3	4
4	4
5	4
	<b>200</b>

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# **APPENDIX G**

## **Evaluation Committee ECM/Cost Scoring Matrix**

## APPENDIX G

### Evaluation Committee Scoring Matrix for ECM/Cost Submission

The below matrix is provided as an example. Please refer to the specific sections of the RFQ for descriptions & details on preparing your Quote submission.

RFQ Section	Points
<b>2-6.D.1 Investment Grade Audit (IGA)</b>	<b>40</b>
a	40
<b>Energy Conservation Measures (ECMs)</b>	<b>480</b>
b	190
c	120
d	120
e	20
f	15
g	15
<b>Costs</b>	<b>180</b>
h	90
i	90
<b>Monitoring and Maintenance</b>	<b>100</b>
j	50
k	50
	<b>800</b>