

**TOWNS OF GOFFSTOWN AND SAU#19
REQUEST FOR PROPOSALS**

**RFP No. ADMIN 2013-02
Energy Solicitation - Electricity**

The Town of Goffstown and SAU #19 desire to engage the services of a qualified private firm to provide competitive electricity supply to the PSNH accounts provided herein (See Attachments). The selected firm must be lawfully engaged as a registered Competitive Electric Power Supplier with the New Hampshire Public Utilities Commission.

Proposals must be received **no later than 2:00 pm on April 12, 2013** to be eligible for consideration. Each statement shall be submitted to the Administration Office, Town of Goffstown, 16 Main Street, Goffstown NH 03045 in a sealed envelope marked “RFP ADMIN 2013-02 - Electricity”

Complete proposal requirement and specification packages are available online at the Town of Goffstown’s website, www.goffstown.com , and may also be obtained by contacting the Town of Goffstown Administration Office, address noted above, by phone to 603-497-8990 x119 or e-mail to dhorne@goffstownnh.gov.

The Town of Goffstown and SAU #19 reserve the right to accept or reject any or all proposals or any part thereof, to waive any formality in the process and to accept the proposal considered to be in the best interest of the Town. The Town also retains its right to purchase on the open market if it is considered in the best interest of the Town to do so. The Town reserves the right to cancel this request at any time for any reason.

INTRODUCTION

The Town of Goffstown and SAU #19 seek proposals from interested firms registered to provide competitive electricity supply services in the State of New Hampshire for the specified accounts served by PSNH listed on Attachments A and B.

- Attachment A consists of the Town’s accounts, currently being supplied by PSNH, which will be available for transfer after the meter reading in May 2013.
- Attachment B consists of the SAU#19 usage accounts, currently being supplied by PSNH which will be available for transfer after the meter reading in May 2013.

Submissions should address one or more of the terms requested. The Town is requesting firm-fixed prices for electricity. The Town prefers to select a single Supplier to provide the entire load offered in this solicitation but reserves the right to choose different suppliers if pricing or terms so dictate. Fees payable to the supplier should be billed through PSNH.

CLIENT INFORMATION

Name: Town of Goffstown
Address: 16 Main Street
Goffstown NH 03045
Number of accounts: ___ totaling approximately _____ Kwh annually
Tax exempt: Yes

Name: SAU #19
representing Goffstown, New Boston and Dunbarton(?) Schools
Address: 12 School Street
Goffstown NH 03045
Number of accounts: ___ totaling approximately _____ Kwh annually
Tax exempt: Yes

PROPOSAL REQUIREMENTS

Character of Service

- Parties require firm, all requirements (load following) service.

Term/Start Date

- Parties request pricing for the following periods, service to begin on earliest possible date based on utility cycle and switching deadlines.
 - 12 months
 - 24 months
 - 36 months
- Suppliers may propose other periods they believe could provide value to the Town and SAU#19. Additionally, the Town may request alternative term pricing at any time during this selection process.

Pricing

- **Fixed Pricing:** Firm, fixed price quotes, please provide an “all in” price (i.e., all cost components built into one price, no additional pass through costs).
- **Alternative Pricing:** Suppliers may also offer alternative pricing options that may provide value to the Town.
- **Price Guarantee:** If the quoted rates exceed the PSNH rate, then the town reserves the right to be served under PSNH’s default rates without incurring a fee.

Other

- Proposal responses should clearly state the following in the submission
 - Delivery tolerances – clearly state applicable delivery tolerances (e.g., daily, monthly, over/under % allowed, etc.)
 - Material Adverse Change – please specify if a “MAC” type clause exists, and if so, specify the details.
 - All proposal are required to use PSNH as the billing agent.
- The Town may request or allow respondents to refresh pricing at any time during this selection process.
- During the contract period, the Town reserves the right to take advantage of “Blend and Extend” opportunities or other term extension opportunities offered by the supplier when, determined solely by the governing body, it is in the best interest of the Town to do so.

Usage

Billing histories used for the purposes of developing proposals for this RFP are estimates and the Town does not guarantee kWh usage or kW/mW loads going forward. This RFP will not consider minimum take or pay provisions.

PROPOSAL INSTRUCTIONS, EVALUATION CRITERIA, SCHEDULE

- Supplier qualifications and capabilities will be a factor in the selection process.
- Suppliers may submit any supporting information that will be beneficial in evaluation of supplier and supplier proposals.

- Evaluations will take into consideration supplier responsiveness, price structure, experience, and market presence.
- Suppliers are required to provide a copy of their proposed supply contract with their proposal.
- The Town reserves the right to reject all proposals and to terminate this solicitation.
- This solicitation does not obligate the Town to negotiate a contract with any supplier.

Inquiries: All inquiries regarding this solicitation must be directed by e-mail to: Derek Horne, Town of Goffstown, e-mail dhorne@goffstownnh.gov.

Proposals: All proposals must be submitted in a sealed envelope marked “RFP No. 2013-02 Electricity” to the Town of Goffstown Administration Office at 16 Main Street Goffstown NH 03045.

Preparation of proposals: Proposals shall be signed by the proposer’s authorized representative. Proposers are requested to submit pricing for requested services, however, alternative proposals will be considered but only if the alternate is described completely, including, but not limited to, specifications sufficient so that a comparison to the request can be made. The proposer agrees that the proposal shall be deemed open for acceptance for a period of thirty (30) calendar days from the due date. The Town acknowledges that fixed pricing proposals may be refreshed during the thirty (30) day period.

Three (3) copies of a proposal for services should be delivered to the Administration Office 16 Main Street Goffstown NH 03045 by **2:00 pm April 12, 2013**.

The proposal should include the following:

1. A detailed description of the firm and its related experience in providing similar services. Include names and telephone numbers of references that may be contacted. Proposals should include a minimum of three (3) references from customers who have contracted similar services.
2. A description of the service approach and schedule.
3. Any information (above) requested in this proposal request.
4. Cost proposal(s).

Selection and Evaluation Criteria: After receipt of proposals, the Town will evaluate the proposals and will use the following criteria in its evaluation:

1. Qualifications of the vendors. Considered in this category will be the:
 - Relevant experience of the vendor.
 - Reputation of the firm based on references.
 - Financial stability of the firm
2. Technical approach of the proposal to include responsiveness to meet or exceed the proposal requirements.
3. Proposed cost
4. Billing and payments terms

Proposal evaluation criteria will be rated on a scale from (1) to (5), with (5) being the best. The firm with the highest proposal ranking (maximum of 15) will be selected to perform the services. If for some reason an agreement with the highest ranked firm cannot be reached, the Town will try to reach an agreement with the next highest ranked firm, and so on until an acceptable agreement is executed.