



Message

Wed, May 21, 2014 9:59 AM

From: Sue Desruisseaux <sued@goffstownnh.gov>
To: 'Ray Labore' <rlabore@goffstown.k12.nh.us>
 Peter Flynn
Cc: Derek Horne <dhorne@goffstownnh.gov>

Subject: Electricity RFP

Attachments: RFP - Electricity 2014.docx / Uploaded File (26K)
 ATTACHMENT B - SAU #19.xlsx / Uploaded File (24K)
 ATTACHMENT C - Town of New Boston.xlsx / Uploaded File ...

Good Morning!

Attached please find RFP for Electricity for 2014-2015, Attachment B for SAU 19, and Attachment C for Town of New Boston. Since the two bidders last year purchased our KWH and load data from PSNH, we are not planning on updating our Attachments. However, if you have any new buildings or added electric meters since last year, then you may want to update your Attachment for your town or school district. The only substantial change to this RFP is the elimination of the PRICE GUARANTEE as neither of the two bidders last year could honor that requirement, and many companies did not bid because of that requirement.

I would like to get this into the newspaper and do a mailing to approved PUC vendors by the middle of next week. So please let me know by Tuesday May 27th if you want to be included. Also, if you are participating, then please submit any changes to your Attachment by Tuesday May 27th.

Sincerely,

Sue Desruisseaux, MPA
Town Administrator
16 Main Street
Goffstown, NH 03045
(603) 497-8990 x102
sued@goffstownnh.gov

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**TOWN OF GOFFSTOWN, SAU#19 and TOWN OF NEW BOSTON
REQUEST FOR PROPOSALS
RFP: ADMIN 2014-06
Energy Solicitation - Electricity**

The Town of Goffstown, SAU #19 and Town of New Boston 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 1:00 pm on June 23, 2014** 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 2014-06 - 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, SAU #19 and Town of New Boston 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 Parties. The Parties also retain their rights to purchase on the open market if it is considered in the best interest of the Parties to do so. The Parties reserve the right to cancel this request at any time for any reason.

INTRODUCTION

The Town of Goffstown, SAU #19 and the Town of New Boston 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, B and C.

- Attachment A consists of the Town of Goffstown's accounts, currently being supplied by PSNH, which will be available for transfer after the meter reading in July 2014.
- Attachment B consists of the SAU#19 (Goffstown & New Boston School Districts) accounts, currently being supplied by PSNH which will be available for transfer after the meter reading in July 2014.
- Attachment C consists of the Town of New Boston's accounts, currently supplied by PSNH, which will be available for transfer after the meter reading in July 2014.

Submissions should address one or more of the terms requested. The Parties are requesting firm-fixed prices for electricity. The Parties prefer 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:	26 accts. totaling approximately 908,594 Kwh annually
Tax exempt:	Yes
Name:	SAU #19
	representing Goffstown and New Boston Schools
Address:	12 School Street, Goffstown NH 03045
Number of accounts:	18 accts. totaling approximately 2,034,034 Kwh annually
Tax exempt:	Yes

Name: Town of New Boston
Address: PO Box 250, New Boston NH
Number of accounts: 16 accts. totaling approximately 213,851 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 of Goffstown, SAU#19, and Town of New Boston. Additionally, the Parties 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 proposals are required to use PSNH as the billing agent.
- The Parties may request or allow respondents to refresh pricing at any time during this selection process.
- During the contract period, the Parties reserve 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 Parties to do so.

Usage

Billing histories used for the purposes of developing proposals for this RFP are estimates and the Parties do 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 Parties reserve 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. 2014-06 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 **1:00 pm June 23, 2014**.

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 Parties 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.

ATTACHMENT C

Updated: 4/19/13 @2:24pm

Town of New Boston 2012 KWH USE & COST

Dept.	Location	Customer Name Key	Billing Account	Rate Class	Estimated Annual kwh Usage	Service account number	Meter Number	2012 Cost
Fire	4 Meetinghouse Hill Rd	NEW	56469716054	G	1708	179233000	G72191120	\$466.00
Fire	4 Meetinghouse Hill Rd	NEW	56402011092	G	18936		s641180003	\$3,300.00
Fire	77 Ridgeview Lane	NEW	56439501024	G	1800		S76377005	\$480.00
Town Hall	7 Meetinghouse Hill Rd	NEW	56080716012	G	30408	543233002	W56135076	\$4,700.00
Hwy	106 Old Coach Rd	NEW	56078426053	G	54960	160533001	G17782403	\$3,700.00
Transfer	412 Old Coach Rd (comp)	NEW	56869716050	G	7404		G90605848	\$1,210.00
Transfer	412 Old Coach Rd	NEW	56132231051	G	13,104	5890002	G94959912	\$2,457.00
Police	116 Old Coach Rd	NEW	56031226087	G	31651	808333009	G94445742	\$4,600.00
Library	67 Mont Vernon Rd	WHIP	56460515018	G	29520	62370300	G21207306	\$4,681.00
Historical	Meetinghouse Hill	NEW	56083816082	G	6192		W62801677	\$1,000.00
School Beac	River Road	NEW	56606041010	G	12	913501001	G65980951	\$168.00
Rec-Concsn	River Road	NEW	56216851048	G	1900	38908001	W76857851	\$636.00
Rec-Concsn	411 Old Coach Rd	NEW	56879641041	G	1704	812901002		\$625.00
Rec-Wht Blg	23 Central School Rd	New Boston	56554816082	G	1188	90233008		\$1,440.00
			TOTAL	G	195,695.0			\$29,463.00
Police	116 Old Coach Rd, St. Lgts	NEW	56031226087	HPS	972.0	118333009	NA	\$441.00
			TOTAL	HPS	972.0			\$441.00
Town	Street Lighting	NEW	NA	EOL	17184	8000960-01-8-2		\$5,300.00
			TOTAL	EOL	17,184.0			\$5,300.00
			GRAND TOTAL		213,851.0			\$35,204.00

