



**Solicitation Information
December 1, 2014
Solicitation**

RFP # 7549172

TITLE: Procurement of Electricity, University of Rhode Island

Submission Deadline: Friday December 19, 2014 at 1:00 pm (Eastern Time)

<p>PRE-BID CONFERENCE: Yes Date: Monday December 8, 2014 at 2:00 PM (ET) - Mandatory: No Location: University of Rhode Island, 523 Plain Road, Kingston Rhode Island Call in option: 877-820-7831, passcode "931515#"</p>

Questions concerning this solicitation may also be e-mailed, in Word format to the Division of Purchases at questions@purchasing.ri.gov no later than **12/9/2014 at 4 pm (ET)**. Please reference the RFP # on all correspondence. Questions received, if any, will be answered and posted on the Internet as an addendum to this solicitation. It is the responsibility of all interested parties to download this information.

<p>SURETY REQUIRED: No</p>

<p>BOND REQUIRED: No</p>

**Thomas Bovis
Interdepartmental Project Manager**

Vendors must register on-line at the State Purchasing Website at www.purchasing.ri.gov

NOTE TO VENDORS:

Offers received without the entire completed four-page RIVIP Generated Bidder Certification Form attached may result in disqualification.

THIS PAGE IS NOT A BIDDER CERTIFICATION FORM

ELECTRICITY SUPPLY, KINGSTON CAMPUS,
FEINSTEIN PROVIDENCE CAMPUS,
NARRAGANSETT BAY CAMPUS, AND W. ALTON
JONES CAMPUS ELECTRICITY PROCUREMENT

1.0 GENERAL INFORMATION

1.1 SUMMARY

The University of Rhode Island (“URI” or “University”), including the Kingston Campus, Feinstein Providence Campus, Narragansett Bay Campus, and W. Alton Jones Campus, invite qualified electricity suppliers (“Suppliers”) to submit bids for electric supply and related services in accordance with the requirements, terms and conditions of this Request for Proposal (“RFP”). The State of Rhode Island will award vendors, that submit qualified responses to this bid, the opportunity to remain active for refreshed pricing for a period of (1) year, with the option to continue/renew for two (1) year periods. This award will allow qualified vendors the opportunity to offer electricity supply services through a competitive bidding process. If it is determined after the first year, that it is in the University’s best interest to resubmit this RFP publicly, then a new solicitation will be offered to allow for further competition.

URI requests that Suppliers provide proposals that address the term and structures requested.

URI has hired the consultant, Competitive Energy Services (“CES”), to assist in the procurement of these electricity supplies. Included in this RFP are the campuses and facilities located at Kingston, Providence, Narragansett Bay, and W. Alton Jones. The intent of the process is to identify the best option for each campus as part of a procurement collaborative. Specifically, the RIB requests that electricity suppliers provide pricing for each campus individually and as an aggregate. Generally, each campus intends to enter into a fixed price contract for some period of time depending on prevailing market conditions. As you will note, the URI and its campuses’ portfolios are changing and growing. These changes need to be considered in the procurement process. The information below provides suppliers with a description of each facility, contract overview and term, specific details, load changes and timelines for each campus.

1.2 UNIVERSITY DETAILS

URI is composed of a main campus in Kingston, RI, as well as three additional campuses which include:

- Feinstein Providence Campus
- Narragansett Bay Campus
- W. Alton Jones Campus

URI’s four campuses are geographically dispersed throughout the State of Rhode Island. Each campus possesses a unique and complementary mission. URI is governed by the Rhode Island Board of Education, under the Rhode Island Board of Education, and is composed of 17 members. The President of the University oversees the four campuses.

Additional information about the URI is available through the University’s web site at <http://ww2.uri.edu/>

2.0 INSTRUCTIONS TO BIDDERS

2.1 RFP SCHEDULE

Event	Date and time
Bid Release Date	Dec. 1, 2014
Pre Bid Conference Call	Dec. 8, 2014
URI Response to Bidder Questions	Dec. 10, 2014
Proposal Due Date in a sealed envelope	Dec 19, 2014 – 1PM EST
Award Date	TBD

The State of Rhode Island Division of Purchases may change these dates at its sole discretion, in the form of an addendum.

All notifications, releases and amendments to this RFP, including [Attachment 1](#) and 2 will be posted at the RIVIP website.

2.2 DELIVERY OF BID PROPOSALS

An original printed proposal plus one copy on CD Rom or a Flash Drive must be received prior to the submission deadline or hand-delivered in a sealed package marked with the “Bid number: URI - Electricity Supply” to the following address. The bid number can be found on the cover sheet of this document.

**RI Department of Administration
Division of Purchases, 2nd Floor
One Capitol Hill
Providence, RI 02908 – 5855
Attn: Tom Bovis**

IMPORTANT: Proposals received after the due date and time indicated on the cover of this bid will not be considered. Proposals misdirected to other State Locations or those not presented to the Division of Purchases by the scheduled due date and time will be determined to be late and will not be considered. Proposals in response to this RFP that are faxed, or e-mailed, to the Division of Purchases will not be considered. The official time clock is in the reception area of the Division of Purchases.

2.3 COMMUNICATION

Bidders are advised that once the RFP has been issued, there should be no contact with any governmental employees, except for the official contact, regarding issues pertaining to this RFP. Instructions for participating in this bidding process, and information regarding this project, will

be provided only through this RFP and written addenda. Please note the date and time of the Bidder Call-In teleconference provided on the front page of this solicitation.

2.4 ACCEPT/REJECT PROPOSAL

Potential vendors are advised to review all sections of this RFP carefully and to follow instructions completely, as failure to make a complete submission as described elsewhere herein may result in rejection of the proposal.

The State of RI/University reserves the right to reject any or all proposals, wholly or in part; to waive technicalities, irregularities, and omissions; to make the award in a manner deemed to be in the best interest of the State and University; and to correct any award erroneously made as a result of a clerical error on the part of the State/University.

2.5 WITHDRAWAL OF PROPOSAL

Proposals may be withdrawn at any time prior to the proposal receipt deadline date and time. Once the proposal receipt deadline has passed all proposals become the property of the State of Rhode Island.

2.6 NO UNIVERSITY OBLIGATION

The purchase of services under an award made pursuant to this RFP will be contingent on funds.

2.7 EXPENSES

All costs associated with developing and submitting a proposal in response to this RFP, or to provide oral or written clarification of its content shall be borne by the offeror. The State assumes no responsibilities for this cost.

3.0 UNIVERSITY TERMS AND CONDITIONS

The successful respondent will be required to sign a Retail Electricity Supply Agreement that is comparable to that provided as Attachment 3 to this RFP, the terms and conditions of which are incorporated herein. While respondents may object to or reject certain clauses, they do so at the risk of having their bid disqualified or the evaluation of their bid reduced.

3.1 RHODE ISLAND PUBLIC RECORDS LAW

Vendors are advised that all materials submitted to the State for consideration in response to this RFP will be considered Public Records as defined in Title 38, Chapter 2 of the General Laws of Rhode Island, without exception, and will be released for inspection immediately upon request for after an award is made.

3.2 ADDENDUM

Interested parties are instructed to peruse the Division of Purchases website on a regular basis, as additional information or changes relating to this RFP may be released in the form of one or more addenda to this RIB. It is the responsibility of all potential bidder's to monitor the website and be familiar with any changes issued as part of an addendum.

3.3 PROPOSAL MODIFICATION

Any exceptions/additions/alterations to the terms and conditions contained herein must be included in the bidder's proposal response. Failure to provide the required data to allow for evaluation of the bidder's response to the RFP, or failure to follow and complete the proposal format and accompanying documents may be grounds for rejecting the proposal offer. The State/University reserve the right to reject any proposals that alter the terms specified in the bid.

3.4 CONFIDENTIALITY

From the date of issuance of the RFP until the opening date, the Bidder must not make available or discuss its proposal, or any part thereof, with any employee or agent of the State or University. The Bidder is hereby warned that any part of its proposal or any other material marked as confidential, proprietary, or trade secret, can only be protected to the extent permitted by Rhode Island State laws.

4.0 CONTRACT

The term/length of a contract shall be determined by product and market conditions. One vendor will be awarded a contract to supply electricity to the University for a specified period. At the end of each contract period the vendors that were qualified in the initial "Request for Proposal", will be allowed the opportunity to bid on future contract solicitations at the University. These vendors shall remain qualified for these refreshed pricing solicitations for (1) year with the option for (2) one year renewals.

4.1 SUPPLIER AGREEMENT

A University preferred Retail Electricity Supply Agreement is provided as Attachment 3 to this RFP. This document includes terms and conditions that are preferred by the University. Bidders are requested to provide redline edits to this Retail Electricity Supply Agreement or a discussion of those terms and conditions that are unacceptable to the Bidder. Based on the initial round of pricing, the University will choose a short list of suppliers and will engage in negotiations with those short listed suppliers with regard to the specific terms and conditions that will be acceptable to the University.

5.0 ACQUISITION METHOD

The primary criteria that will be used by the University to evaluate bids is the price submitted. In addition, the State/University will consider each Bidder's adherence to, or proposed edits to the Retail Electricity Supply Agreement provided as Attachment 3.

The State/University expects the bidding process to be conducted in multiple rounds. The first round of bids in response to this solicitation will be submitted via sealed proposals and are to be indicative only. Based on these proposals (including comments to the Retail Electric Supply Agreement), the University expects to develop a short-list of bidders from whom it will seek further rounds of bids and with whom it will enter into discussions and negotiations with respect to terms and conditions in the Retail Electric Supply Agreement. It is anticipated that the University will request pricing for various pricing products, account groups and contract terms.

For this initial phase where sealed bids are required, bidders shall utilize the Supplier Bid Forms provided with this RFP as Attachment 2, Supplier Bid Form. Separate worksheets are provided for each procurement group, and for all of the procurement groups combined. The Bidder may

submit additional information at its discretion. Such information should be submitted in the same manner and on the same schedule as the required information.

Further rounds of bidding will be conducted directly by the University's consultant, CES,) via email, and responses to those requests will also be accepted via email and will be per instructions in the email request. A brief description of this process is outlined in section 5.1 below. Additional instruction will be contained in the email request for updated pricing once the short list of bidders is established. A deadline including a date and time will be provided in the email instruction and all pricing submitted through this procurement platform on the day of the pricing event are considered binding. Bids will be considered on the day they are received.

Pricing can be submitted in three ways:

- Individual Pricing – Procurement Group 1 and or 2
- Aggregate pricing – Procurement Group 3

CLIENT:

University of Rhode Island:

Procurement Group 1: Large Accounts
Est. Annual (Aggregated) kWh: 62,450,366
No. of Accts: 7
Utility: N-Grid

Procurement Group 2: Small Accounts
Est. Annual (Aggregated) kWh: 6,109,232
No. of Accts: 75
Utility: N-Grid

Procurement Group 3: All Accounts
Est. Annual (Aggregated) kWh: 68,559,598
No. of Accts: 82
Utility: N-Grid

More detailed account and usage information is provided in Attachment

Interested bidders who would like to obtain hourly interval data directly from National Grid may obtain a signed copy of the Authorization form included with this bid by contacting Dave Lamb, URI Utilities Engineer at dlamb@uri.edu or by phone at 401-874-7896 (direct) or 401-874-2723 (mail line).

FOR ALL PROCUREMENT GROUPS:

Anticipated Start Date (MRD): 1/1/2015

TERMS: 6, 11, 12, 23, 24, 36-months

TAX STATUS: Exempt

PRODUCT:

- **Fixed Price** (For all pricing: losses all included up to the customer meter and any other State or Federally-imposed charge)

Bandwidth: Client(s) would like a bandwidth of no less than 25% up and down.

When submitting pricing, clearly identify the bandwidth you priced.

All Inclusive (including FCM, RMR and LFR)

FCM PT (including all charges but FCM)

Capacity PT (the pass-thrus are FCM, RMR and LFR; all other charges are included)

No Broker Fee - There is no Broker Fee to be paid to Competitive Energy Services in conjunction with this RFP. Bidders should not include a Broker Fee in the prices bid.

Bidders may bid on one or more procurement groups and on various products or terms as they deem fit. Unless otherwise specified by the Bidder, each Supplier Bid Form submitted will be treated as a stand-alone bid and not in conjunction with other bids submitted.

5.1 EMAIL RESPONSE FOR FURTHER ROUNDS OF BIDDING:

Following the initial response to this RFP, which is to be submitted via sealed package, requests for current and updated pricing will be requested at the direction of the University's Energy Consultant, CES, via email. Only bidders that submitted under and were in accordance with the original RIB will be awarded the opportunity to bid on further rounds. This RFP will be effective for one (1) year with two (2) one (1) year renewal options, to continue multiple rounds of bidding during that time. Multiple contract awards may be issued within that time frame.

All refreshes will be sent out with instructions for the refresh. This will include an updated Attachment 2 (Supplier Bid Form) , which will specify if any changes such as contract start date, term or product offering has deviated from the original supplier bid form.

The email subject line must read: "Bid Number (Supplier Name) RESPONSE" and include the updated Attachment 2.

5.2 ELECTRICITY REQUIREMENTS FOR EACH CAMPUS FACILITY

Overview: The central campus distribution system for the Kingston Campus is fed via a single master meter (0387395002) at 34.5KV which is then distributed to four substations and

transformed to the campus distribution voltage of 4,160 volts. All other buildings on the Kingston campus are individually metered from National Grid.

The Feinstein Campus (multiple meters serving one building), Bay Campus (each building has individually metered services by National Grid) and the Alton Jones Campus has multiple master meters serving the campus.

Contract term: The current contract term is month to month and is the standard offer through National Grid.

Campuses

[Kingston Campus](#)

Located in the historic village of Kingston, the University of Rhode Island is close to the ocean and major beaches. Our 1,200-acre campus is a handsome mix of ivy-covered buildings and contemporary architecture. The campus presently consists of 197 buildings totaling approx. 4 million Square feet of academic, research, dormitories and administration space.

[Feinstein Providence Campus](#)

The University's Alan Shawn Feinstein College of Continuing Education and several other departments are housed at the newly renovated, historic 254,000 square foot Shepard Building in the heart of downtown Providence.

[Narragansett Bay Campus](#)

Overlooking the West Passage of Narragansett Bay, this 153-acre campus is home to URI's highly acclaimed Graduate School of Oceanography, one of the top five oceanographic institutions in the country. The campus consists of approximately 20 URI buildings that contain a mix of offices, research labs, classrooms, and meeting spaces. There is a total of roughly 300,000 square feet of built space, about half of which is contained in six major buildings: Horn Laboratory, South Laboratory, Watkins Laboratory, Center for Atmospheric Chemistry Studies, Coastal Institute, and Ocean Science and Exploration Center which houses offices of the Dean and administrative staff, as well as the Claiborne Pell Marine Science Library, National Sea Grant Library, and the Inner Space Center.

[W. Alton Jones Campus](#)

Located in the western section of Rhode Island just 30 minutes from Providence, the Alton Jones Campus features 2,300 acres of pristine forests, streams, ponds, and a 75-acre lake, and is the site of a year-round National Center for Environmental Education. Alton Jones offers an ideal setting for conferences and retreats; school field trips; team-building for executives and support staff; and summer day, overnight, and teen camps. The campus consists of approximately 77,000 square feet of educational, administration and support building space.

Load changes:

- A new Chemistry Building is currently being constructed, behind the Kingston Campus master meter and will begin commissioning toward the middle of the summer of 2015. The Chemistry building will be approximately 136,000 square feet and is expected to be fully operational by the spring 2016 with classes beginning in spring 2016. The expected

change in load using a comparison of the College of Pharmacy usage, the newest science building completed in 2012 and similar in size and function to the Chemistry building that there will be an increase of approx. 4,500,000 Kwh's per year.

- There is an expansion of the Butterfield Dining Center with an expected opening in the fall of 2015. This expansion will add 200 additional seats, the kitchen is capable of the added volume and increased energy usage will be primarily attributed to additional HVAC requirements and lighting.
- There will also be a new LGBTQ Center constructed with an opening expected in the summer of 2015. This is a 4,300 square foot building used for meetings and administration.
- On November fourth 2014, Rhode Island voters will weigh in on what the General Assembly has already endorsed: a \$125-million bond for URI's new engineering facility. Passage of this historic bond initiative will allow the University to upgrade outdated classrooms and laboratories to match the outstanding caliber of teaching, research, innovation, and discovery at the College of Engineering. This will include construction of new as well as renovation of existing facilities, creating a new engineering quadrangle.

6.0 AWARDS

It is the intent of the State/University to award a contract to a bidder on the basis of the "best value" to the State/University. The State/University will consider items such as supply term and price when determining the "best value". Upon acceptance of the "best value", the pricing will be "locked in" by the University and the selected bidder, given market conditions.

The State/University reserves the right to reject any or all bids, and to terminate this RFP at its sole discretion. The issuance of this RFP in no way obligates the State/University to negotiate a contract with any bidder. The State/University reserves the right to negotiate provisions of the contract, which can provide benefits to the State/University. The State/University shall be under no obligation to accept the lowest cost or to return any proposal or materials submitted in response to this RFP.

The University will issue notice of award by electronic mail to the selected bidder upon determination of an accepted "best value" price. Notice of award is official and binding, and the selected bidder will receive a faxed or emailed signed agreement on the day of the executed contract and terms and conditions. The official documents (a purchase order) will be issued and distributed a few days after the pricing event.

7.0 ATTACHMENTS:

Attachment 1	Account Usage and Related Information
Attachment 2	Supplier Bid Forms
Attachment 3	Sample Retail Electricity Supply Agreement

8.0 BIDDER REQUIREMENTS:

To be considered a qualified bidder for this solicitation, all electricity suppliers must be registered with the Rhode Island Public Utilities Commission and in addition, proposals must comply with the State of Rhode Island Public Utilities Commission's "Regulations for Electricity Suppliers" pursuant to the provisions of R.I.G.L § 39-1 and all applicable subsections. A copy of the RIPUC regulations for electricity suppliers can be found on the Rhode Island Public Utilities Commission website: <http://www.ripuc.org>

9.0 SUBMISSION REQUIREMENTS:

- A completed and signed RIVIP cover form: All bidders are required to register with the State of Rhode Island at the purchasing website and to complete and submit the cover sheet. The bidder needs to go to the RIVIP registration page at: <http://www.purchasing.ri.gov/RIVIP/VendorRegistration.aspx> Once a bidder has registered, sign in with their vendor number and password, then access the RIB (using the bid number indicated on the cover sheet to this solicitation). This cover sheet is also called the RIVIP Bidder Certification Cover Form. A bidder **MUST** register online in order to generate this form. Failure to complete and submit the RIVIP cover form may be cause for rejection of your bid. Please note that this form cannot be red-lined and is to be completed with your responses as is.
- Attachment 2
 - A completed supplier bid form, provided in this solicitation.
 - **Please note that the pricing that will be submitted is to be based on the settlement price for Monday, December 15th at market close.**
- Attachment 3
 - Written confirmation of acceptance of the Preferred Retail Electricity Supply Agreement or a red-lined copy with proposed changes.
- Demonstration that the bidder has experience serving customers with load similar in size and complexity to that of URI. Such demonstration can be made by providing the names of one or more customers the bidder is serving or has served in the past two years with a total annual electricity usage in excess of 40,000 MWhs.
- FormW-9, downloadable from the Division of Purchases website at www.purchasing.ri.gov
- The bidder's status as a Minority Business Enterprise (MBE), certified by the Rhode Island Department of Administration, and/or a subcontracting plan which addresses the State's goal of ten percent (10%) participation by MBE's in all State procurements. Questions concerning this requirement should be addressed to Charles Newton, MBE Officer, at (401) 222-6253.