

City of Portsmouth
Portsmouth, New Hampshire
Public Works Department
Electrical Power Supply
RFP # 38-13

INVITATION FOR PROPOSAL

The City of Portsmouth, New Hampshire is seeking proposals for the supply of electrical power. **Sealed** Proposals **plainly marked** “**Electrical Power Supply RFP # 38-13**” **on the outside of the mailing envelope**, addressed to the City of Portsmouth Purchasing Department, 1 Junkins Avenue, Portsmouth, New Hampshire 03801 will be accepted until **Wednesday, April 10, 2013 at 2:00 p.m.**

The City of Portsmouth is requesting qualifications and fixed price information from interested vendors for the City’s purchase of electrical power to be used at all municipal buildings. Selected vendor will be expected to supply electric power for the period of May 1, 2013 through April 30, 2014.

Proposal specifications may be obtained from the City’s web site at www.cityofportsmouth.com. Addenda to this proposal, if any, including written answers to questions, will be posted on the City of Portsmouth website under the project heading.

The City of Portsmouth reserves the right to reject any or all proposals, to waive technical or legal deficiencies, and to accept any proposal that it may deem to be in the best interest of the City and to negotiate the terms and conditions of any proposal leading to execution of an Agreement for Services.

Questions may be directed to the Director of Public Works, in writing, at sparkinson@cityofportsmouth.com. Questions will be accepted, until 4:00pm Wednesday, April 10, 2013.

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GENERAL INFORMATION:

The City of Portsmouth is requesting fixed price information for the purchase of electrical power to be used at all City of Portsmouth buildings. The term period shall be from May 1, 2013 through April 30, 2014. A listing of all buildings with locations and actual yearly usages is included in the attached Specifications.

Vendors making proposals must respond in writing to all requirements of this Request for Proposal (RFP). Responses should reflect detailed considerations of the issues and opportunities presented by this specific project. Any additional information or tasks that are felt to be relevant by the responding firm should be included together with the submittal requirements.

Addenda to this proposal, if any, including written answers to questions, will be posted on the City of Portsmouth website at <http://www.cityofportsmouth.com/finance/purchasing.htm> under the project heading. Addenda and updates will NOT be sent directly to firms. Vendors submitting a proposal should check the web site daily for addenda and updates after the release date. Firms should print out, sign and return addenda with the proposal. Failure to do so may result in disqualification.

Questions may be directed to the Director of Public Works at 427-1530.

Vendors are required to hold their proposals open for five (5) business days following the proposal due date. An award will be made by the City of Portsmouth by May 1 with an Agreement for Services to be signed as soon as reasonable to lock in a rate.

Vendors must be licensed to market electrical power in the State of New Hampshire, and provide documentation.

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SUBMITTAL REQUIREMENTS:

Vendors are required to submit two (2) copies of the proposal package. The following shall be included as part of the proposal package:

1. Transmittal letter providing vendor company summary of qualifications and contact information.
2. A description of the vendor's overall capability, resources and assurance that it can meet its commitment to successfully provide these services.
3. References: Submit references for three (3) major municipal or commercial customers and their aggregate dollar value of such contracts with which they have supplied the electrical power during the past two (2) years. Include contract name, company name, address and telephone number.
4. Specifications and Requirements Documents initialed at the bottom of each page.
5. Completed and signed Proposal Form.
6. Completed and signed W-9 (Tax Form).
7. State of NH License to market electrical power.
8. Proposed Agreement for Services.
9. Such other documentation regarding programs and features as vendor deems helpful to the City's evaluation. For example, does your program offer opportunities in the Forward Capacity Market?

Failure to include the above referenced items at the time of proposal submittal will automatically disqualify vendor.

EVALUATION CRITERIA:

Proposals will be evaluated based on the following:

- Vendor qualifications and capabilities.
- Vendor responsiveness, price structure, supplier financial viability, and experience and market presence.
- Programs and features of Vendor that may make it unique or better than others.
- Price
- Proposed Agreement for Services

No Proposal will be considered unless the company submitting the Proposal has been engaged in business for a minimum of twenty-four (24) months.

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PRICE PROPOSAL FORM:

May 1, 2013 through April 30, 2014- Fixed Price for each- Unit of Measure: _____

Price in Words: _____

Name of Company _____

Signature of Authorized Representative: _____

Please Print Representative's Name: _____

Please indicate number of years as an established company: _____

Address: _____

Email Address: _____

Phone Number: _____

RESERVATION OF RIGHTS:

The City reserves the right to undertake such investigation as it deems necessary to evaluate the qualifications of the vendor and to evaluate the proposal submitted. Vendors may be requested to execute releases for information. Failure to provide a release upon request will result in disqualification.

The City of Portsmouth reserves the right to reject any or all proposals, to waive technical or legal deficiencies, and to accept any proposal that it may deem to be in the best interest of the City and to negotiate the terms and conditions of any proposal.

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SPECIFICATIONS:

The City of Portsmouth has approximately 128 metered facilities that consume electrical power with a total of approximately 11.2M kWh in 2012 and 10.8M kWh in 2011.

Account Holder	Type	Accounts/Meters	Year 2012	Year 2011	Year 2010
DPW	Sewer	23	Incomplete	2,640,719	3,227,956
DPW	Water	14	2,318,051	2,065,869	2,081,112
DPW	Traffic and Street Lights	66	971,782	1,009,236	Incomplete
DPW	Buildings	10	1,211,529	1,056,095	1,417,697
Library	Buildings	1	565,400	418,400	499,086
School Dept	Buildings	14	2,374,200	2,401,642	2,257,066
Fire Dept	Buildings	4	237,532	229,526	Incomplete
Parking	Garage	2	269,484	275,253	396,393
Recreation	Buildings	10	724,125	Incomplete	Incomplete

Initial and return with proposal package: _____

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REQUIREMENTS OF AGREEMENT FOR SERVICES:

1. Term of Contract

The term of the contract for this proposal will be May 1, 2013 to April 30, 2014.

2. Invoices

A separate invoice for the 128 meters/locations will be sent to the Addressors, indicated below. The successful Vendor will provide monthly invoices with the total of kilowatt-hours of electrical power delivered for that month.

Sewer Division, Water Division, Parking Division, Department of Public Works

Public Works
680 Peverly Hill Road
Portsmouth, NH 03801

School Department and Recreation Department

1 Junkins Ave
Portsmouth, NH 03801

Fire Department

170 Court Street
Portsmouth, NH 03801

Library

175 Parrott Ave
Portsmouth, NH 03801

3. Electrical Power Undelivered During Term of Contract

The quantity of electrical power which is the subject of this proposal is based on the estimated and projected needs of the City of Portsmouth. The estimate is in good faith but vendors must be prepared to accept that weather conditions, or other factors, could increase or decrease the amount of power actually consumed to a level above or below the estimated quantity.

4. Electrical Power Requirements in Excess of Contracted Amount

In the event that the total amount of electrical power set forth in the Agreement for Services is delivered prior to the end of the contract term of April 30, 2014, immediate notice by phone shall be given by the vendor to the City of Portsmouth. Normal electrical power deliveries shall continue unless written notice to the contrary is given to the successful Vendor. The price of the electrical power delivered over and above any amount set estimated or set shall be negotiated as part of the Agreement of Services.

Initial and return with Proposal Package: _____

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5. Assignment

The successful Vendor shall not assign the contract without receiving prior express written agreement.

6. Indemnification

The successful Vendor shall indemnify, defend, and hold harmless against all claims for loss, damage, cost, and injury of any kind to property and persons, including death, resulting from, or arising out of, or occurring in connection with, the performance of the contract by the successful Vendor, its officers, agents, or employees.

7. Breach of Contract

Failure to adhere to and comply with any of the conditions of the Agreement for Services and specifications of this RFP will result in cancellation of the Agreement upon written notice. In the event of cancellation of the Agreement and the necessity to negotiate a new Agreement for electrical power with another supplier, the Vendor will be responsible for making whole the City of Portsmouth for its loss, damages and costs incurred.

8. Year End Reporting

A cost saving analysis at the end of the contract year is required as part of the Agreement for Services.

Attachment – List of accounts

Initial and return with Proposal Package: _____

City of Portsmouth Energy Accounts (Electricity)

Fire Department

	Building	Account #	PSNH Street Address	Actual Physical Location	Meter #
E1	Station 1	56041475062	170 Court Street	Basement of Building	S59146603
E2	Station 3	56693041071	127 International Drive	Front of Bulding, Left Side	S40459898
E3	Redundant Backup System	56199941022	Peverly Hill Road	On a Meter Board Near the Cell Tower	G20518959
E4	Station 2	56404935017	3000 Lafayette Road	Back of Building, Right Side	S39223561

Public Works

	Building	Account #	PSNH Street Address	Actual Physical Location	Meter #
E5	Public Works 1	56807790001	Rock Street	Old Storage Shed, Meter found on Board in Rock Street Park Across from Shed	G15825579
E6	Public Works 2	56807790001	1 Junkins Avenue	In back of parking lot near South Street	S59848342
E7	Public Works 3	56807790001	Market Square	Attached to the North Church	G56882188
E8	Public Works 4	56807790001	Marcy Street	At the Dam off of South Street & Marcy Street	G23681889
E9	Public Works 5	56807790001	Ladd Street	In a hidden courtyard behind the Hanover Street Parking Lot	W65505626
E10	Public Works 6	56402641070/93199-36009	680 Peverly Hill Road	Front of Building	S89164658
E11	Public Works 7	56550551063	680 Peverly Hill Road	Recycling Shed in Back of the Property	S36498190
E12	Public Works 8	80-00-69506-1-4/02830-6600	Junkins Avenue	Attached to a pole near the police department parking lot	G59806681

Library

	Building	Account #	PSNH Street Address	Actual Physical Location	Meter #
E13	Library 1	13555-87004	Parrott Avenue	Front of Library, right of entrance	G35815752

Recreation

	Building	Account #	PSNH Street Address	Actual Physical Location	Meter #
E14	Recreation 1	56341451094	Parrott Avenue	On Scoreboard south of Parrott Avenue and Library	D94317738
E15	Recreation 2	56365051077	Peirce Island	Pole at Shoreline of Peirce Island, directly south of indoor pool	G63771128
E16	Recreation 3	56699301099	Peirce Island	Pole at Shoreline of Peirce Island, directly south of indoor pool	W01619180
E17	Recreation 4	56987451085	3 Peirce Island	Peirce Boat Launch Shed	G90888076
E18	Recreation 5	56997611025	Rockland Street	South of Elywn & Rockland	D82450778
E19	Recreation 6	56274431063	Rockland Street	Underneath Bleachers on Leary Field	G84111238
E20	Recreation 7	56137431045	161 Rockland Street	Pole near south side of the Tennis Courts & Elwyn	G91375174
E21	Recreation 8	56356041061	135 Daniel Street	Inside the electrical room in basement	S40993355
E22	Recreation 9	56630190072/15613-34004	30 Spinnaker Way	At the front of the building on the right side	S36498310
E23	Recreation 10	56126341080	Dodge Avenue	NW side of Dodge Avenue & Greenland road, used in winter for lights & ice skating	G98069326

Parking Garage

	Building	Account #	PSNH Street Address	Actual Physical Location	Meter #
E24	High-Hanover Garage	56807790001/41441-23002	Hanover Street	In front entry of garage off of Hanover, in a gated area next to the gas meter	S40993312
E25	High-Hanover Garage 2	56946551041	Hanover Street	Inside the garage, near the back exit and stairwell	G94445722

Sewer Department

	Building	Account #	PSNH Street Address	Actual Physical Location	Meter #
E26	Sewer 1	56749051025	210 Clough Road	Lift Station at Bracket/Clough Rd, Near Little Harbour School	D58356482
E27	Sewer 2	56002631083	221 Northwest Street	Mini Lift Station at End of Northwest Street	36499791
E28	Sewer 3	56002631083	4 Marsh Lane	Mini Lift Station at End of Marsh Lane	W76000051
E29	Sewer 4	56002631083	131 Mill Pond Way	Mini Lift Station at End of Mill Pond Way, Near Front of Private Home	W75711419
E30	Sewer 5	8000695-10-2-6	2 Deer Street	Station at Corner of Market and Deer Street, Meter is Locked Behind Gates in Back	G45209547
E31	Sewer 7	56002631083	134 Preble Way	Lift Station in back of Atlantic Heights, Meter is on back of building	D92517690
E32	Sewer 8	56002631083	590 Market Street	Leslie Lift Station, near Market Street & Albacore Park	G41205788
E33	Sewer 9	56101541050	91 Gosport Road	Station in back of private home in Tucker's Cove, near Rye & New Castle line	G45207736
E34	Sewer 10	56002631083	280 West Road	Lift Station across from National Wrecker on West Road	W01726938
E35	Sewer 11	5602631083	280 Constitution Avenue	Lift Station across from Great Bay Spa & Sauna	G23610503
E36	Sewer 12	56002631083	329 Heritage Road	Lift Station south of business complex	G79124933
E37	Sewer 13	56002631083	516 FW Hartford Drive	Woodlands Lift Station 2 - off TJ Gamester 7 FW Hartford	G91375172
E38	Sewer 14	56002631083	FW Hartford Drive	Woodlands Lift Station 1 - In Back of Housing Development on FW Hartford Drive	G93146024
E39	Sewer 15	56803294057	3618 Lafayette Road	Ryeline Lift Station behind Great Bay Limousine	W01646758
E40	Sewer 16	56002631083	630 Lafayette Road	Lift Station near Shopping Center Entrance	W01469262
E41	Sewer 17 - Griffin Park	56002631083	205 Griffin Road	Griffin Park Lift Station, Follow Road to the End in the Middle of the Shopping Center	S16240737
E42	Sewer 18	56002631083	Griffin Road	Inside Griffin Park Lift Station, Follow Road to the End in the Middle of the Shopping Center	S32203483
E43	Sewer 19	56002631083	Marcy Street	Lift Station past Fish Market	G50737158
E44	Sewer 20	56752841023	215 Corporate Drive	Lift Station across from Loftware	S37455624
E45	Sewer 21	56242451060	120 Gosling Road	Lift Station Behind Ryder Truck	D82658449
E46	Sewer 22	80-00-69503-7-4/3675-57000	113 Mechanic Street	Lift Station on Mechanic Street	G28124996
E47	Sewer 23	80-00-69508-7-9/94280-7700	200 Peirce Island	Peirce Island Treatment Plant, In Very Back of Complex, Along River	G35897201
E48	Sewer 24	80-04-04201-0-3/18619-8200	135 Corporate Drive	Pease Treatment Plant, On a small building near the front entrance	G28477095

Water Department

	Building	Account #	PSNH Street Address	Actual Physical Location	Meter #
E49	Water 1	56970201083	Mill Hill Road	Bellamy Reservoir, Near Dams & Waterfalls on Mill Hill Road	S30259827
E50	Water 2	56700241060	Spinney Road	Spinney Road Tank	S87003169
E51	Water 3	56503241028	Constitution Avenue	Constitution Tank	G23681894
E52	Water 4	56054201041	Harvard Street	Collins Well - Near abandoned building	D84920753
E53	Water 5	56347980013	Greenland Road	Greenland Well - on Griffin Road	G36470940
E54	Water 6	56739041028	Grafton Drive	Pease Treatment Plant	G21129724
E55	Water 7	56696551035	Grafton Drive	Grafton Well	D90167922
E56	Water 8	56311141089	International Drive	Hobbs Hill Tank (Pinecrest off of Oak)	G62622677
E57	Water 9	56540141025	Sherburne Road	Smith Well	S21009467
E58	Water 10	56100241066	Sherburne Road	PRV at Sherburne Road & Witmer	G16637544
E59	Water 11	73270-62007/56541841011	Spaulding Tpke Newington	South US16/Spaulding Turnpike, Exit Across from WalMart on Southside	W01758551
E60	Water 12	56368351060	Northwood Road	Northwood PRV	S45800634
E61	Water 13	56442711016	Post Road Greenland	Greenland Well	S58398574
E62	Water 14	78984-32004/8000661-01-2-760	Freshet Road	Madbury Treatment Plant, On Back Gate of the Plant on a Telephone Pole	G58972071

Traffic & Street Lights

	Traffic Light	Account #	PSNH Street Address	Actual Physical Location	Meter #
E63	Traffic Lights 1	56533201091	Middle Street	Corner of Middle & Miller, pole facing PHA	S59848333
E64	Traffic Lights 2	56761301092	Court Street	On side of park at corner of Court Street and Atkinson	G96225781
E65	Traffic Lights 3	65535-27009/56570401059	Peirce Island	North of Boat Launch, Piscataqua Shore	91375075
E66	Traffic Lights 4	56954741013	Woodbury Avenue	NE corner of Woodbury/Commerce Way, by Wendy's	G20171331
E67	Traffic Lights 5	56533201091	Woodbury Avenue	SW corner of Woodbury and Rockingham, School Zone Speed Watch light	G80097641
E68	Traffic Lights 6	56533201091	Woodbury Avenue	East side of bridge over the US1 Bypass, across from Holiday Inn - School Light	S57762419
E69	Traffic Lights 7	56533201091	Woodbury Avenue	SE Corner of Gosling and Woodbury, near Mobil Station	D29621034
E70	Traffic Lights 8	56353641038	Islington Street	Between Summer & Cabot at Park	D58356676
E71	Traffic Lights 9	56533201091	Islington Street	SE Corner of Islington/Cabot, next to residence	G67639977
E72	Traffic Lights 10	56533201091/56044215085	Islington	Across from Graveyard & Next to Plains Field, where Islington begins	S59846092
E73	Traffic Lights 11	56533201091	656 Islington Street	Bartlett/Islington in front of CVS	D24081975
E74	Traffic Lights 12	56371741075	Ranger Way	Near the DOT project site and the beginning of Maynard Park	D87026575
E75	Traffic Lights 13	56287741060	Dovekie Way	NW corner of Portsmouth Avenue and Market Street Extension	S59848324
E76	Traffic Lights 14	56752841031	Fleet Street	Left side of street on a pole, between Congress and Porter Street	S50786131
E77	Traffic Lights 15	56021151055	Porter Street	Behind Condos on Porter Street, in alleyway between Fleet St. & Church St.	G23730426
E78	Traffic Lights 16	56182551044	Livermore Street	On Board in Middle of Park on Livermore & Pleasant	S26622008
E79	Traffic Lights 17	56533201091	Deer Street	SE corner of Deer St and Maplewood	G98069343
E80	Traffic Lights 18	56365011048	State Street	SW corner of Fleet Street and State Street	G57865751
E81	Traffic Lights 19	56435355037	State Street	Pay & Display meter, at corner of Washington Steet & State Street	S64576829
E82	Traffic Lights 20	56533201091	481 State Street	NE corner of State Street and Middle Street	D94316035
E83	Traffic Lights 21	56761301092	South Street	NE corner of South & Miller	G97949683
E84	Traffic Lights 22	56533201091	South Street	NE Corner of South Street & Junkins Avenue	G92462378
E85	Traffic Lights 23	56533201091	South Street	NE corner of Elwyn & South Street	G75406072
E86	Traffic Lights 24	56533201091	South Street	SE corner of Union & South / Edgewood Manor	G29986194
E87	Traffic Lights 25	56533201091	Miller Avenue	SW corner of Lincoln & Miller	S59843407
E88	Traffic Lights 26	56533201091	Vaughan Street	Attached to pedestal near Subway on a wall in the parking lot	S32246933
E89	Traffic Lights 27	56761301092	Maplewood Avenue	On Bridge over US1 Bypass	G33828394
E90	Traffic Lights 28	56761301092	Maplewood Avenue	SE Corner of Maplewood and Cutts, near Hanscom's Truck store	G59529790
E91	Traffic Lights 29	56761301092	Daniel Street	North side of Daniel Street, directly across from Connie Bean	W67544945
E92	Traffic Lights 30	56761301092	Daniel Street	SE corner of Congress St and Daniel Street	S22993316
E93	Traffic Lights 31	56761301092	48 Pleasant Street	SE corner of State Street and Pleasant Street	W75954327
E94	Traffic Lights 32	56761301092	Ceres Street	On a pole at the NE Corner of Ceres and Bow, Next to Izzy's	G93235206
E95	Traffic Lights 33	56761301092	500 Market Street	SW corner of Market Street, where Noble's Island condos reside	W56564868
E96	Traffic Lights 34	56761301092	Market Street	Meter is south of island on Market Street leading into downtown, near the Sheraton hotel	S36775252
E97	Traffic Lights 35	56761301092	Kearsarge Way	NW corner of Kearsarge Way and Market Street	S35277624
E98	Traffic Lights 36	56528885098	Granite Street	Wentworth-Alumni Field, Bathroom Station	G50737070
E99	Traffic Lights 37	56533201091/56531625077	Granite Street	NE Corner of Woodbury/Granite in Market Basket parking lot	S59848326
E100	Traffic Lights 38	56533201091	Heritage Avenue	SW corner of Heritage/Lafayette, near Beach Plum Restaurant	S27411794
E101	Traffic Lights 39	56243441029	Greenland Road	NE corner of Greenland & Dodge, Park & Ride off Dodge Avenue	G53370632
E102	Traffic Lights 40	56533201091	Greenland Road	NE corner of Peverly Hill & Middle on the border of Plains Field	S27413204
E103	Traffic Lights 41	56721841054	Peverly Hill Road	NE corner of Peverly Hill and Mirona, near Key Collision	S27414471
E104	Traffic Lights 42	56761301092	Lafayette Road	SE Corner of Andrew Jarvis & Lafayette	G24054196
E105	Traffic Lights 43	56533201091	Lafayette Road	NE corner Lafayette, north of Gulf Station, faces residential, mud & brush pit	W65247181

Traffic & Street Lights

	Traffic Light	Account #	PSNH Street Address	Actual Physical Location	Meter #
E106	Traffic Lights 44	56761301092	Summit Avenue	Pole on right side, Blinking Light, Pole 261/1	G77013147
E107	Traffic Lights 45	56761301092	Andrew Jarvis Drive	Out in back, Shed on right side of school	G15077720
E108	Traffic Lights 46	56659801054	Andrew Jarvis Drive	Old Snack Shack	G17803659
E109	Traffic Lights 47	56761301092	Essex Avenue	Corner of Essex Avenue & Islington, on pole next to residence	G77199114
E110	Traffic Lights 48	56944651074	Essex Avenue	Near historical water tower off of Essex & Islington	D91721676
E111	Traffic Lights 49	56273751032	Newcastle Avenue	SE side of Marcy & Humphries, near Lift Station	D94315988
E112	Traffic Lights 50	56807790001/83219-51006	Pease Boulevard	NW side of Pease & International	G90774397
E113	Traffic Lights 51	56807790001	Pease Boulevard	NW side of Pease & International (for light on stop sign near Paddys)	G89225860
E114	Traffic Lights 52	56807790001/84014-71009	New Hampshire Avenue	NW corner of New Hampshire Ave and Manchester (Exeter) St	G99318254
E115	Traffic Lights 53	56807790001	New Hampshire Avenue	SW corner of International and New Hampshire (Corporate)	G56963620
E116	Traffic Lights 54	56099301012	Marcy Street	At the north side of Prescott Park	G75522832
E117	Traffic Lights 55	56941401069	57 Marcy Street	Attached to building in middle of Prescott Park	W01264166
E118	Traffic Lights 56	56960331015	105 Marcy Street	Attached to a pole in the middle of Prescott Park	S37466705

Miscellaneous

	Traffic Light	Account #	PSNH Street Address	Actual Physical Location	Meter #
E119	Miscellaneous 1	56329755003	0 Albacore Way	In Atlantic Heights neighborhood, near Albacore Condos	D58676591
E120	Miscellaneous 2	56512151051	Court St	Traffic lights right of fire station, outside	D87024611
E121	Miscellaneous 3	56807790001	Peirce Island	Northern Side of Bridge Crossing from Portsmouth to Pierce Island	W77559601
E122	Miscellaneous 4	56807790001	Mechanic St.	In cemetery near Peirce Island Road and Mechanic Street	G80098175
E123	Miscellaneous 5	56761301092	Lafayette Road	NW corner of Lafayette & Mirona, close to McDonalds parking lot	D82509396
E124	Miscellaneous 6	56533201091	Woodbury Avenue	NE Corner of Woodbury and Granite, next to RiteAid parking lot	G25827262
E125	Miscellaneous 7	56533201091	Woodbury Avenue	SE corner of Arthur Brady and Woodbury, by Applebees	G69650628
E126	Miscellaneous 8	56533201091	Woodbury Avenue	NE corner of Durgin and Woodbury, on incline off BJs parking lot	S21212342
E127	Miscellaneous 9	56533201091	Islington/Con	NW corner of Islington/Congress and Middle/Maplewood Intersection	D58130521
E128	Miscellaneous 10	56533201091	Lafayette Road	NE corner of Lafayette(Middle) and South by park	G63900474