

**TOWN OF GLASTONBURY
REQUEST FOR PROPOSALS
RENEWABLE ENERGY CERTIFICATES**

RPGL # 2013-27

The Town of Glastonbury will be accepting proposals from qualified firms to provide Renewable Energy Certificate (RECs) to the Town and Glastonbury Public Schools. Interested individuals and firms should request the Request for Proposals from the Purchasing Agent, 2155 Main Street, Glastonbury, CT 06033 or on the Town's website at www.glastonbury-ct.gov.

Proposals must be submitted to the Purchasing Agent no later than 11:00 AM on **April 15, 2013. LATE PROPOSALS WILL NOT BE CONSIDERED.**

Mary F. Visone
Purchasing Agent

**TOWN OF GLASTONBURY
REQUEST FOR PROPOSALS
RENEWABLE ENERGY CERTIFICATES**

RPGL # 2013-27

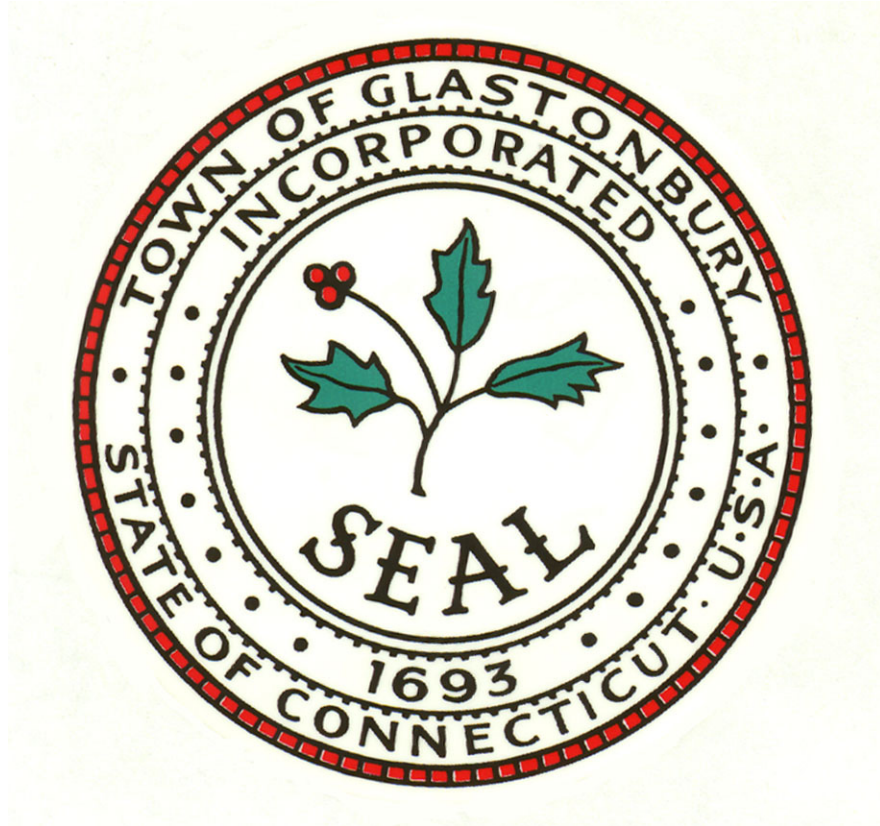


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Attachment 1: Proposal Response Form

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Section 1 – General Information

A. Introduction

The Town of Glastonbury is participating in the Connecticut Clean Energy Communities program. As such, the Town is committed to purchasing a portion of its annual municipal and educational electricity requirement from clean, renewable sources.

The purpose of this Request for Proposal (RFP) is to receive proposals from prospective Renewable Energy Certificates (REC) suppliers.

B. Evaluation Criteria

The following criteria will be considered when evaluating the proposals:

- Cost
- Discounts and billing and payment options
- Marketing and promotional assistance available to the Town
- Mix of energy resources
- Vintage of RECs
- Certification of RECs

Following review and evaluation of proposals, the Town reserves the right to request certain additional information prior to making a final selection.

C. Quantity, Term, and Schedule

The Town is seeking the purchase of RECs in the following quantities for the periods indicated:

Fiscal Year Period	Quantity (MWh)	& also	Quantity (MWh)
1 July – 30 June 2014	2,208		2,760
1 July – 30 June 2015	2,346		3,450
1 July – 30 June 2016	2,484		4,140
1 July – 30 June 2017	2,622		4,830
1 July – 30 June 2018	2,760		5,520

The selected respondent shall start delivery on July 1, 2013.

The Town reserves the right to cancel this proposal process at any time should any of the following conditions exist:

- Funds are not appropriated to allow continuance of this contract.
- The Town, through changes in its requirements or method of operation, no

longer has a need for this service.

- The Town is not satisfied with the level of services provided under the contract or the contractor fails to comply with any of the terms and conditions outlined in the contract.

D. Ordering and Payment

Payment for the RECs will be made by both the Town of Glastonbury and the Glastonbury Public Schools in the approximate proportions of 1/3 and 2/3, respectively. The Town and Glastonbury Public Schools' Fiscal Year runs from 1 July through 30 June. The Town and Glastonbury Public Schools will each issue a purchase order, upon award of this contract, for their respective shares of the RECs for the period **July 1, 2013 through June 30, 2014**. Thereafter, the Town and Glastonbury Public schools will each issue a purchase order on or about 1 July of each year for their respective shares of the RECs for the period 1 July through 30 June of the following years. Upon receipt of the purchase orders the supplier will invoice and, subsequently, be paid for the year's RECs. Other billing schemes and frequencies will be considered if the proposer offers them through their proposal.

Section 2 – Scope of Services

A. REC Requirements

The RECs to be purchased/sold through this solicitation must meet the following minimum criteria:

- RECs shall be generated from wind, solar, small scale hydroelectric (certified by Low Impact Hydropower Institute), landfill gas, wave or tidal, geothermal, or biomass.
- One (1) REC shall represent and include all RECs associated with one (1) MWh of energy generated by the renewable generating facility and delivered from the facility to the grid.
- RECS shall be certified by the Center for Resource Solutions' Green-E program or as defined in section 16-1 of the general statutes as Connecticut Class 1 renewable energy sources.
- Each REC shall include all fuel, emissions, air quality, or other environmental characteristics, credits, benefits, reductions, offsets, and allowances resulting from the purchase, generation, or use of energy.
- RECs provided under this RFP shall be warranted by the seller to ensure the Town receives clear title and ownership to the RECs purchased and to ensure the environmental benefits contained in the RECs have not been double-claimed or double-sold.
- REC documents shall be delivered to the Town and/or Board of Education within 60 days after the end of the calendar year.
- REC's purchased for a given contract year must meet REC "vintage" requirements for that year.

B. Pricing

Respondents shall provide prices in U.S. dollars (inclusive of all applicable charges and fees). Quotes shall be on a unit price basis with a quote provided for each of the periods indicated. Respondents shall indicate any additional discounts for volume and/or contract periods that are available and specify any alternative or flexible pricing structures offered. Respondents shall identify any discounts that may be offered for Town citizens' participation in the clean energy program through sign ups in the CTCleanEnergyOption Program.

C. Insurance

The Bidder shall, at its own expense and cost, obtain and keep in force during the entire duration of the Project or Work the following insurance coverage covering the Bidder and all of its agents, employees and sub-contractors and other providers of services and shall name the **Town and the Board of Education its employees and agents as an Additional Insured** on a primary and non-contributory basis to the Bidders Commercial General Liability and Automobile Liability policies. **These requirements shall be clearly stated in the remarks section on the Bidders Certificate of Insurance.** Insurance shall be written with insurance carriers approved in the State of Connecticut and with a minimum Best's Rating of A-. In addition, all carriers are subject to approval by the Town. Minimum Limits and requirements are stated below:

1) Worker's Compensation Insurance:

- Statutory Coverage
- Employer's Liability
- \$100,000 each accident/\$500,000 disease-policy limit/\$100,000 disease each employee

2) Commercial General Liability:

- Including Premises & Operations, Products and Completed Operations, Personal and Advertising Injury, Contractual Liability and Independent Contractors.
- Limits of Liability for Bodily Injury and Property Damage
Each Occurrence \$1,000,000
Aggregate \$2,000,000 (The Aggregate Limit shall apply separately to each job.)
- A Waiver of Subrogation shall be provided

3) Automobile Insurance:

- Including all owned, hired, borrowed and non-owned vehicles
- Limit of Liability for Bodily Injury and Property Damage:
Per Accident \$1,000,000

The Bidder shall direct its Insurer to provide a Certificate of Insurance to the Town before any work is performed. The Contractor shall be responsible to notify the Town 30 days in advance with written notice of cancellation or non-renewal. The Certificate shall evidence all required coverage including the Additional Insured on the General Liability and Auto Liability policies and Waiver of Subrogation on the General Liability policy. The Bidder shall provide the Town copies of any such insurance policies upon request.

INDEMNIFICATION

To the fullest extent permitted by law, the Bidder shall indemnify and hold harmless the Town and the Board of Education and its consultants, agents, and employees from and against all claims, damages, losses and expenses, direct, indirect or consequential (including but not limited to fees and charges of engineers, attorneys and other professionals and court and arbitration costs) to the extent arising out of or resulting from the performance of the Bidder's work, provided that such claim, damage, loss or expense is caused in whole or in part by any negligent act or omission by the Bidder, or breach of its obligations herein or by any person or organization directly or indirectly employed or engaged by the Bidder to perform or furnish either of the services, or anyone for whose acts the Bidder may be liable.

Section 3– Submission Requirements & Administrative

A. Proposal Instructions

By submitting a proposal, you represent that you have thoroughly examined and become familiar with the scope of services outlined in this RFP and you are capable of performing the work to achieve the Town objectives.

All firms are required to submit a **clearly marked** original and six (6) copies of a proposal in the format outlined in paragraph B of this section.

These shall be submitted to Mary F. Visone, Purchasing Agent, 2155 Main Street, Glastonbury, CT 06033 not later than 11:00 AM on April 15, 2013. Proposers may be present at the opening however, there will be no public reading. Submissions received later than the time and date specified will not be considered. The fee proposal must be submitted in a sealed envelope or package and the outside shall be clearly marked:

SEALED REQUEST FOR PROPOSAL
TOWN OF GLASTONBURY
RENEWABLE ENERGY CERTIFICATES
RPGL # 2013- 27
DATE: APRIL 15, 2013
TIME: 11:00 AM

B. Submission Requirements

All respondents are required to submit a proposal in the format outlined below. Responses shall be organized and presented in the order listed below to assist the Town in reviewing and rating the proposals. Where indicated, limit responses to the number of pages shown. Each section must be addressed. The Town reserves the right to reject responses which do not follow the format given, which shall be deemed non-responsive.

<ul style="list-style-type: none"> ▪ Table of Contents 	<p>Table of contents to include clear identification of the material provided by section and number.</p>
<ul style="list-style-type: none"> ▪ Letter of Transmittal 	<p>A letter of transmittal indicating the firm's interest in providing the service and any other information that would assist the Town in making a selection. This letter must be signed by a person legally authorized to bind the firm to a contract and must also affirm that the firm or their representative has made themselves knowledgeable of those matters and conditions in the Town which would influence this Proposal.</p>
<ul style="list-style-type: none"> ▪ Executive Summary 	<p>Briefly describe the respondent, the approach to the project, resources available to and envisioned for the requirement, and respondent's experience and ability to provide the products and services required.</p>
<ul style="list-style-type: none"> ▪ Synopsis of the Respondent 	<p>Describe the respondent's mission, organization, leadership, chain of command, and any other characteristics that may reflect on the respondent's ability to provide the products and services required.</p>
<ul style="list-style-type: none"> ▪ Qualifications 	<p>Provide a background and qualifications statement, including description and history of your firm and the servicing office. Describe similar products being provided and clients being serviced. Elaborate on any resources that are available to and likely to be used to satisfy the requirements of this RFP. Highlight significant accomplishments and awards as well as alliances or partnerships that may be relevant.</p> <p>Provide, as an appendix, documentation to expand on</p>

any of the points included in this section.

The Town reserves the right to contact the clients identified in this section regarding the services or products provided by the respondent.

(Limit this section to 3 pages. Appendix: as required)

▪ Technical Aspects of the Proposal

Provide specifics as to the technical aspects of the proposal to include:

- Vintage of RECs offered
- Mix and locations of energy resources
- Certification or certifiability (Green-e, ERT, etc.) or other validation (DPUC recognition, letters of attestation, etc.) of RECs offered
- Attestation and/or warranty as to the exclusive ownership of the RECs and all benefits associated with them by the Town
- Marketing and promotional assistance available to the Town
- Sample of actual certificate to be provided
- Other clients that have purchased the RECs offered

▪ Price Proposal

Provide the proposed unit price, by fiscal year, for the RECs. Include:

- Price proposal including unit prices for the respective quantities and periods identified along with any proposed discounts
- Billing and payment options

▪ Code of Ethics

Respondent is required to review the Town of Glastonbury Code of Ethics adopted July 8th, 2003 and effective August 1, 2003. Respondent shall acknowledge that they have reviewed the document in the area provided on the proposal response page (BP). The selected Respondent will also be required to complete and sign an Acknowledgement Form prior to award. The Code of Ethics and the Consultant Acknowledgement Form can be accessed at the Town of Glastonbury website at www.glastonbury-ct.gov. Upon entering the website click on Bids & RFPs, which will bring you to the links for the [Code of Ethics](#) and the [Consultant Acknowledgement Form](#). If the Respondent does not have access to the internet a copy of these documents can be obtained through the Purchasing Department at the address listed within this proposal.

▪ Proposal Response Form	Attachment 1
▪ Signed Non-Collusion Statement	Attachment 2

The Town reserves the right to contact any or all of the respondents, prior to making a final selection, in order to clarify any of the characteristics of the proposal.

- The Town of Glastonbury is dedicated to waste reduction and the practice of using and promoting the use of recycled and environmentally preferable products. Respondents are encouraged to submit RFP responses that are printed double-sided (except for the signed proposal page) on recycled paper, and to use paper dividers to organize the RFP for review. All proposal pages should be secured with a binder clip, staple or elastic band, and shall not be submitted in plastic binders or covers, nor shall the proposal contain any plastic inserts or pages. We appreciate your efforts towards a greener environment.
- Failure to include any of the above-referenced items in the submitted proposal may be grounds for disqualifying said proposal.

C. Contacts

For administrative RFP and other procurement related questions please contact:

Name: Mary F. Visone
 Title: Purchasing Agent
 Phone: (860) 652-7588
 Fax: (860) 652-7590

For technical questions please contact:

Name: David Sacchitella
 Title: Building Superintendent
 Phone: (860) 652-7706
 Fax: (860) 368-2233

Specific questions shall be made in writing (email acceptable). All questions, answers, and/or addenda, as applicable, will be posted on the Town's website at www.glastonbury-ct.gov (Upon entering the website click on Bids & RFPs). It is the respondent's responsibility to check the website for addenda prior to submission of any proposal.

- Note: Responses to requests for more specific information than is contained in the RFP shall be limited to information that is available to all offerors and that is necessary to complete this process. The request must be received at least five (5) business days prior to the advertised response deadline.

D. Response Due Date

Statements of Qualifications must be submitted by April 15, 2013 at 11:00 a.m. See Section 3, "Submission Requirements and Administrative," for details.

LATE PROPOSALS WILL NOT BE ACCEPTED.

E. Schedule of RFP Events

The Town intends to adhere to the schedule listed below as closely as possible, but reserves the right to modify the schedule in the best interest of the Town as required.

Publicize RFP	April 1, 2013
RFP Response Due Date	April 15, 2013 @ 11:00 AM
Review of Qualifying Proposals	April 22, 2013
Selection of Provider	TBD
Contract Effective Date	July 1, 2013

Section 4 - Selection Process

A. Selection Process

- Interested consultants shall submit proposals addressing all of the requirements and in the format of Section 3, Paragraph B., "Submission Requirements."
- Proposals will be reviewed, scored, and ranked by a panel appointed by the Town Manager.
- Any follow-up clarifications necessary will be obtained.
- Award will be made to the selected firm.

This RFP does not commit the Town of Glastonbury to award a contract or to pay any costs incurred in the preparation of a proposal to this request. All proposals submitted in response to this request for proposal become the property of the Town of Glastonbury. The Town of Glastonbury reserves the right to accept or reject any or all proposals received as a result of this request, to clarify terms and conditions with the selected respondents, the right to extend the contract for an additional period, or to cancel in part or in its entirety the request for proposal, if it is in the best interests of the Town to do so.

END OF REQUEST FOR PROPOSAL TEXT

Attachment 1



TOWN OF GLASTONBURY BID / PROPOSAL

DATE ADVERTISED	April 1, 2013	RPGL #	2013-27
	_____	DATE/ TIME DUE	April 15, 2013 @ 11:00 am
NAME OF PROJECT	TOWN OF GLASTONBURY RENEWABLE ENERGY CERTIFICATES		

Insert this completed form in respondent's proposal

CODE OF ETHICS:

I / We have reviewed a copy of the Town of Glastonbury's Code of Ethics and agree to submit a Consultant Acknowledgement Form if I / We are selected. Yes _____ No _____ *

*Bidder is advised that effective August 1, 2003, the Town of Glastonbury cannot consider any bid or proposal where the bidder has not agreed to the above statement.

The Respondent acknowledges receipt of the following Addendums:

Addendum #1 _____ Date: _____
 Addendum #2 _____ Date: _____
 Addendum #3 _____ Date: _____

_____	_____
Type or Print Name of Individual	Doing Business as (Trade Name)
_____	_____
Signature of Individual	Street Address
_____	_____
Title	City, State, Zip Code
_____	_____
Date	Telephone Number / Fax Number
_____	_____
E:mail Address	SS # or TIN#

Attachment 2

**TOWN OF GLASTONBURY
RENEWABLE ENERGY CERTIFICATES
RPGL # 2013-27**

NON-COLLUSION STATEMENT

The company submitting this proposal certifies that it is being submitted without any collusion, communication or agreement as to any matter relating to it with any other respondent or competitor. We understand that this proposal must be signed by an authorized agent of our company to constitute a valid proposal.

Date: _____

Name of Company: _____

Name and Title of Agent: _____

By (SIGNATURE): _____

Address: _____

Telephone Number: _____