

**MIDDLESEX COUNTY COLLEGE
EDISON, NJ
LEAD AGENT FOR THE NJ COUNTY COLLEGE
JOINT PURCHASING CONSORTIUM**

Request for Quotation for
Energy Agent Consulting Services, Electric Supply

NOTE: THIS DOCUMENT IS FOR INFORMATIONAL PURPOSES ONLY. THIS IS NOT AN OFFICIAL BID DOCUMENT.

Issued Date: 12/1/2016

Date for Receipt of Quotation:

NOTICE OF REQUEST FOR QUOTATIONS

NOTICE is hereby given that Middlesex County College is seeking quotation for Energy Agent Consulting Service, which qualify as Professional Consulting Services pursuant to N.J.S.A. 18A:64A-25.5, and therefore does not require competitive bidding. Sealed quotations will be received and read aloud by Middlesex County College, in the county of Middlesex, State of New Jersey on Thursday, January 5, 2017 at 2:30 p.m. prevailing time or as soon thereafter as the matter may be reached, for ENERGY AGENT CONSULTING SERVICES. Sealed Quotations may be hand delivered or mailed to the attention of David Fricke, Director of Purchasing and Inventory, at Middlesex County College, 2600 Woodbridge Avenue, CH-219, Edison, NJ 08818 on or before that date and time. No Quotation shall be received other than at the time and place herein designated for their receipt.

Additional details may be found at: <http://www.middlesexcc.edu/purchasing/current-vendor-opportunities/>

The selected Energy Agent will be required to comply with the requirements of N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27.

Each Quotation shall be enclosed in a sealed envelope which shall bear on the outside thereof, the name of the person/firm submitting the Request for Quotation and the following phrase:

“Quotation for Energy Agent Consulting Services”

The College reserves the right to reject any and all Quotations, to waive any informality or to accept the Quotation which in its judgment shall be in the College’s best interest. Quotations must be prepared and submitted in the manner designated within the Request for Quotations.

David Fricke, RPPO, C.P.M.
Director of Purchasing and Inventory
732-906-2519

REQUEST FOR QUOTATION

I. Background

The NJ County College Electric Consortium is seeking the services of a registered Energy Agent to assist in the procurement of electricity for the NJ County College Electric Consortium. In this regard, the College is seeking to procure primary and or secondary electricity for the following colleges owned or operated facilities: Atlantic Cape Community College, Bergen Community College, Burlington County College, Essex County College, Hudson County Community College, County College of Morris, Middlesex County College, Ocean County College, Raritan Valley Community College, Sussex County Community College, Union County College, Warren County Community College and other NJ county colleges as may request to join. The consortium procures electricity from third party suppliers.

The services of an Energy Agent qualify as Professional Consulting Services as defined at 18A-64A.25-5. As such the consortium is authorized to award a contract for the services of an energy agent without competitive bidding. The Energy Agent will be responsible for obtaining a one, or two year electrical supply contract for the consortium, beginning with the first meter reading in August 2017, in accordance with Public bidding rules and regulations.

All respondents must be duly registered as Energy Agents in good standing with the New Jersey Board of Public Utilities at the time of submission of a response to this Request for Quotation and at all times during the term of this contract. Submissions from parties that are not registered with the New Jersey Board of Public Utilities pursuant to N.J.A.C. 14:4-2.1 et seq. will not be considered.

The Consortium is soliciting Quotations from parties interested in providing Energy Agent Consulting Service pursuant to a "fair and open process" as described at N.J.S.A. 19:44A-20.4 et seq. The Consortium's overall goal is to assess, quantify and procure electricity for its major facilities on the open market.

II. Quotation

Interested parties shall submit sealed Quotations at the time and place set forth in the Notice of Request for Quotation.

The following tasks should be performed by the Consultant.

A. The Planning Phase – Services needed to assess the Consortium’s energy needs, obtain usage data, meet with Consortium members and attend public meetings as required.

Task	Description
1. Assessment of Energy Needs	Meet with Consortium member officials to discuss the scope of the procurement and the electricity supply products currently available in the market.
2. Collection and Analysis of Usage Data	Collect, quantify, verify and analyze electricity usage data.
3. Assist members	Assist Consortium members in natural gas budget projections.
4. Develop Recommendations	Analyze usage data to determine appropriate means and method of procurement.
5. Develop strategic plan	Develop overall strategic plan including when best to go to market and how best to go to market.

B. The Procurement Phase – Services needed to develop and review procurement documents.

Task	Description
1. Draft specifications for request for bids	Prepare and organize energy usage data, draft specifications, form of energy supply agreement and related bid documents. Coordination with Consortium members.
2. Solicitation of Responses	Assist Consortium in issuance, publicizing of request for bids, and solicitation of responses from the market. Prepare written responses to technical inquiries from qualified energy suppliers. Online Reverse Auction – Conduct auction and develop recommendations with respect to acceptance or rejection of bids (if used).
3. Bid Analysis	Attend bid opening. Assist Consortium members in technical review and analysis of bids.
4. Provide Assistance	Provide assistance in responding to protest(s) that may be received.
5. Execution	Coordinate execution of energy supply contract, and transitioning of Consortium members accounts to third-party energy supplier.

C. The Implementation Phase – Services needed to administer and implement the Consortium’s energy services contracts.

Task	Description
1. Evaluation	Perform on-going analysis of Consortium members’ energy needs and opportunities for reducing energy costs. Advise Consortium members of material regulatory and legal changes, and developments in the marketplace.
2. Third-party Supplier Monitoring /Coordination	Monitor and evaluate third-party energy supplier’s standing and services. Coordinate and assist with issues between Consortium members, third-party supplier and local distribution company.

D. Optional Services – Interested parties shall provide a list of fees for the tasks below:

1. Ongoing monthly invoice auditing and verification.

Compensation to the Energy Agent, as selected by the Consortium, will be paid through the energy supplier monthly during the full term of the Energy Supply Contract.

The compensation is to be included below as a \$/Kwh figure commission. There will be no other compensation paid unless the consortium chooses optional services listed in 2-D.

The commission expressed as a stated price per each kilowatt-hour of electricity ultimately purchased by the Consortium pursuant to the energy generation contract secured by the Energy Agent. Enter the commission below:

Commission: _____ per kilowatt-hour purchased by the Consortium for the life of the energy generation for a (1) one year contract procured by the Energy Agent.

Commission: _____ per kilowatt-hour purchased by the Consortium for the life of the energy generation for a (2) two year contract procured by the Energy Agent.

III. Certification

The undersigned agrees to provide the energy agent services at the prices set forth above.

Signature _____

Print Name and Title _____

Name of Firm _____

Address _____

Phone _____ Fax _____

NOTE: THIS DOCUMENT IS FOR INFORMATIONAL PURPOSES ONLY. THIS IS NOT AN OFFICIAL BID DOCUMENT.

IV. Additional Information

In addition to providing the above Quotation, interested parties shall provide answers to the following questions in narrative form:

- a. State your experience in providing services to other governmental agencies and/or consortiums similar in size and scope to the services herein requested. Provide references, including names and phone numbers of contact persons with whom the Consortium may communicate. If a firm, corporation, partnership or other business entity is responding, include the experience of all persons in the firm, corporation, partnership or other business entity who will be participating in providing the services to the Consortium.
- b. State your experience with electricity procurement generally. If a firm, corporation, partnership or other business entity is responding, include the experience of all persons in the firm, corporation, partnership or other business entity who will be participating in providing the services to the Consortium.
- c. Describe how you would ensure that the Tasks are accomplished in a matter that provides minimal risk of disruption of Consortium operations. Describe the method you use for Risk Management. Describe your Quality Assurance process.
- d. Provide information on your team of professionals. Identify individuals who will be available for the Consortium's project. Provide professional resumes for each.
- e. Do you intend to accomplish any of the Tasks associated with this project by using sub-contractors? If so please identify any sub-contractors that you anticipate using on this project and describe the nature of their anticipated services.
- f. Please provide a copy of your company's Business Registration Certificate from the New Jersey Department of Treasury, Division of Revenue as required pursuant to N.J.S.A. 52:32-44.
- g. Please provide proof of your registration as an energy agent with the New Jersey Board of Public Utilities pursuant to N.J.A.C. 14:4-2.1 et seq. Failure to submit proof of registration shall be cause for rejection of your Quotation.

- h. Please provide a statement indicating your compliance with the Equal Employment Opportunity requirements contained in Exhibit A hereto attached.

V. Evaluation

The Consortium objective in soliciting Quotations is to enable it to select an Energy Agent who will provide high quality and cost effective services. The Consortium will consider Quotations only from interested parties that, in the sole judgment of the Consortium, have demonstrated the capability and willingness to provide high quality services to the Consortium in the manner described in this Request for Quotation.

Quotations will be evaluated by the Consortium on the basis of the most advantageous, price and other relevant factors considered. The evaluation will consider:

Technical Criteria

1. Does the proposal demonstrate a clear understanding of the scope of work and related objectives?
2. Is the proposal complete and responsive to the RFP?
3. Has the past performance of the proposed methodology been documented?
4. Does the proposal include innovative technology and techniques?

Management Criteria

1. How well does the proposed scheduling meet the NJCCJPC's needs?
2. Does the firm document a record of reliability of timely delivery and on time performance?
3. To what extent does the firm rely on in house resources vs. contracted resources?
4. Are the availability of in house and contract resources documented?
5. Documentation of experience in performing similar work by employees of firm and subcontractors.

Cost Criteria

1. How does the cost compare to other similarly scored proposals?
2. Is the fee adequately explained and documented?
3. Does the firm have sufficient financial resources to meet its obligations?

Other factors demonstrated to be in the best interest of the Consortium.

If you have any questions or comments, please contact David Fricke at 732-906-2519.