

**Coös County, New Hampshire  
Request for Proposals**

**Energy Solicitation – Electricity**

The County of Coös hereby invites qualified Electricity Suppliers to submit a written proposal to supply electricity to operate all Coös County Complex facilities, located on County Farm Road in West Stewartstown and Cates Hill Road in Berlin, NH.

The technical specifications and the information necessary to complete the proposal (s) are listed in Attachments A of this Request for Proposal and are located on the County's website: [www.Coöscountynh.us](http://www.Coöscountynh.us) In general, the County will have 6 accounts, or meter points, 5 in the Town of West Stewartstown, and 1 in the City of Berlin. In 2018 and 2019, the County has averaged consumption of approximately 1.3 million kWh per year. ~~month, or approximately 16 million kWh/y.~~

**Instructions:**

**Three (4) copies** of the proposal should be submitted in a **sealed envelope marked "RFP – Electricity Supplier"** to the Board of Coös County Commissioners, 136 County Farm Road, PO Box 10, West Stewartstown, NH 03592. Proposals should be submitted **no later than 3:00 PM on Tuesday, Nov. 5, 2019.**

Other forms of submission (fax or E-mail) will be rejected. Proposals received after the deadline will be rejected.

Proposals 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. Please provide a copy of the competitive electric supplier application or renewal registration form to the New Hampshire Public Utilities Commission.
3. Please provide the approval by the NHPUC of the supplier registration.
4. Please provide a copy of the customer complaint form number under PUC Rule 2006.01(o) for 2019 and three years previous.
5. A description of the service approach and schedule.
6. Any information (above) requested in this proposal request.
7. Total Fixed Price cost proposal(s).
8. Are there any additional charges above and beyond the fixed price cost and describe if there are?
9. Are there any variable costs as part of the total fixed price cost?
10. What is the duration of the proposed contract(s)? This RFP is for three (3) years at a fixed price.
11. What are the providers terms and conditions of service? Please provide a copy of these.
12. Are there different prices available for different contract lengths? Please advise and respond.
13. Please provide the requirements necessary to cancel the contract(s).
14. Is there a termination fee if the contract is cancelled early?

15. What happens at the end of the contract? Will the competitive energy supplier notify us in advance?
16. Is there an automatic renewal clause?
17. Will the County receive one (1) bill or multiple bills per month?
18. Does the supplier offer a choice of energy suppliers, including green, renewable, and local wood suppliers and hydroelectric plants?
19. Copy of proposed service contract form and exhibits.
20. Copy of proposed contract.

**Proposal Opening:**

Proposals will be opened publicly by County Commissioners on November 6, 2019. A recommendation will be made to the Commissioners by the Commission Staff at the next regular scheduled meeting of the Board of Coös County Commissioners, tentatively scheduled at the Coös County Nursing Home in West Stewartstown, NH on Wednesday, November 13, 2019 for a final vote by the Commissioners.

**Proposal Specifications:**

1. Contract period will begin with the next Billing Cycle that commences after December 1, 2019, 2020, and 2021 and shall end with the first meter read after December 1, 2019, 2020, and 2021. Current contract ends December 2019.
2. Must meet all of the complex's electrical needs for the contract period.
3. Fixed price per kilowatt hour to include all energy service costs in total commonly called the "Energy Charge" on an Eversource bill except delivery costs as applicable. Proposal shall be all inclusive pricing without any pass through costs, or adjustments.
4. Vendor must be a current licensed supplier or aggregator, in good standing, in the State of New Hampshire. Provide a proof of supplier registration and approval to operate.
5. Coös County has 6 meter services. Monthly kw consumption is attached for approximately 18 months by meter. Coös County Institution is in West Stewartstown and Coös County Nursing Home is in the City of Berlin. Copies of electric bills will be available on the Coös County website.
6. Vendors responding to this request will bear all expenses incurred in the preparation of their responses. Furthermore any cost to investigate usage profiles or provide oral or written clarification of their proposals shall be borne by the suppliers.
7. There shall be no monthly usage tolerances, and no annual usage tolerances.
8. Coös County will not be responsible for change over fees.
9. The vendor shall provide an EPO Energy Profiler online registration and service agreement for all accounts eligible for EPO computer data service. County estimates that 2 accounts of its 6 will

likely be eligible. The vendor shall maintain the registration in the name of the County during the duration of the energy service contract(s) and pay all costs associated with the subscription.

10. Payment is subject to the County's standard accounts payable process.

11. Usage is not guaranteed.

12. Quote shall be for 1 year, 2 years, and 3 years fixed.

Please be advised that consideration will be given to proposals with a contract period of multi-year duration. Should you be interested in entering into such a contract please specify in your proposal.

Any changes to the above specifications shall meet the approval of the Board of Coös County Commissioners

### **Evaluation Criteria**

- 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 County of Coös reserves 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 County.
- The County also retains the right to purchase on the open market, if it is considered in the best interest of the County to do so.
- The County reserves the right to cancel this request at any time for any reason.
- **There shall be no limits on consumption increases or decreases from the current past three years of consumption by the County in this contract or any penalty for reduced consumption and use or the addition of new meter points.**

### **Proposal Prices:**

Proposal prices shall be effective and hold for 10 days from day of opening without refresh.

### **Disclosure Form:**

Please fill out and include the enclosed disclosure summary as part of the proposal and bid price quotations.

COOS COUNTY, NH  
DISCLOSURE SUMMARY

Product Name Proposed	(e.g., one-year fixed price; month-to-month variable; green premium service, etc.)		
Length of the Agreement	(Month-to-month or for fixed price agreements, the number of months for which the price is fixed)		
Fixed Per KWh Price (NA for Variable)	(x)¢/kWh		
Variable Price Components (NA for Fixed) if any are proposed	Describe variable price components, if applicable		
Charges, if any or any other method	(e.g., your bill will be calculated using the rate per kilowatt hour multiplied by kilowatt hours used.)		
Fixed Price Small Customer meter use	2000 kWh of electricity	4000 kWh of electricity	6000 kWh of electricity
Will pay, if any	\$(X)	\$(X)	\$(X)
Environmental Characteristics	(Renewable yes or no and, if yes, percentage that is renewable)		
Early Termination Fee	(Yes or No and, if yes, the cancellation fee)		
Late Payment Fee	(Yes or No and, if yes, the amount)		
Renewal Terms	(e.g., one-three year fixed price contract at expiration will be renewed on a month-to-month basis at then current (fixed or variable) price unless County terminates, rebids, or transfers service within 90 days following renewal notice)		
Terms of Service	Enclosed or not		

**Alternative Bidding Procedure:**

The bidding competitive supplier for this RFP is free to offer alternative programs that in aggregate are more cost effective without more risk than the proposed cost structure in this RFP. Such examples could be, if appropriate Eversource hardware exists on the site, on-peak and off-peak power consumption billing, capacity utilization billing, time of year utilization use, i.e., 6 months winter, 6 months summer, or de-escalation clauses reducing the price when fuel is reduced without an increase to the bid cap

price. These are all potential examples that a competitive supplier may consider and offer if in the best interest of the County.

**Notice**

Information provided in these specifications is to be used only for the purposes of preparing a proposal detailing cost and services to be provided to Coös County. It is expected that each provider will read these specifications with care. Failure to meet certain conditions may invalidate proposals.

The information contained herein is believed to be accurate, but should not be considered as warranted in any way. Questions or requests for additional information should be directed to:

Carrie Klebe, Director of Finance  
Coös County  
PO Box 10, West Stewartstown, NH 03597  
(603)-246-3321 or [carrie.klebe@Cooscountynh.us](mailto:carrie.klebe@Cooscountynh.us)