

City of Portsmouth
Portsmouth, New Hampshire
Public Works Department
Natural Gas Supply
RFP # 02-14

REQUEST FOR PROPOSALS

The City of Portsmouth, New Hampshire is seeking proposals for the supply of natural gas. Sealed Proposals plainly marked "Natural Gas Supply RFP # 02-14" 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 **2:00 pm, June 24, 2013.**

The City of Portsmouth is requesting qualifications and fixed price information from interested vendors for the City's purchase of natural gas to be used at all municipal buildings. Selected vendor will be expected to supply natural gas for the period from the date of contract execution through June 30, 2014.

Proposal specifications may be obtained from the City's web site at <http://www.cityofportsmouth.com/finance/purchasing.htm>. 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 Parking and Transportation, in writing, at mcnelson@cityofportsmouth.com. Questions will be accepted until 4:00 p.m. June 17, 2013.

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GENERAL INFORMATION:

The City of Portsmouth is requesting fixed price information for the purchase of natural gas to be used at all City of Portsmouth buildings. The term period shall be from the date of contract execution through June 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 Parking and Transportation, in writing, at mcnelson@cityofportsmouth.com. Questions will be accepted, until 4:00 p.m. June 17, 2013.

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 June 28, 2013 with an Agreement for Services to be signed as soon as reasonable to lock in a rate.

Vendors must be licensed to market natural gas 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 natural gas 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 Natural Gas.
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 a Natural Gas No-Cost Collar option? If yes, explain and enter floor and cap pricing.

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:

**Contract period shall be from the date of contract execution through June 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 27 Facilities that utilize natural gas with a total of approximately 425,400 Therms in FY11 and 422,719 Therms so far in FY12.

Name	Type	Meter	Account #	Year 2011	Year 2012*
Gosling Road	Sewer	H59629	4028583-4016858	467.08	501.65
Marcy Street	Sewer	H59125	4028583-4039638	313.50	344.52
Lafayette Road	Sewer	H67033	4028583-4057798	445.15	427.74
1 Griffin Road	Sewer	O72696	4103653-4034676	357.33	313.80
Mechanic Street	Sewer	H43277	4028583-4035296	2,033.10	763.09
Lafayette Road	Sewer	D16789	4164681-4058938	371.84	385.72
220 Market Street	Sewer	K44418	4125865-4043082	364.61	448.42
231 Corporate Dr.	Sewer	H52273	4036967-4011070	329.12	444.75
34 Hanover Street	Parking	H59183	4028583-4041272	561.03	26.74
680 Peverly Hill Rd	DPW	E44527	4036967-4035178	19,298.05	19,039.78
1 Junkins Ave	DPW	K79451	4028583-4016970	163.24	75.1
1 Junkins Ave	DPW	H59082	4028583-4019220	7,766.95	7,212.88
1 Junkins Ave	DPW	H76466	4028583-4041744	54,394.87	49,827.84
127 International Dr	Fire	J23685	4064055-4020080	3,985.73	3,912.73
170 Court Street	Fire	H52224	4125868-4062244	4,318.84	5,047.56
3000 Lafayette Road	Fire	H99975	4125111-4063734	9,802.44	9,617.16
30 Spinnaker Way	REC	E70643	4055697-4017044	19,532.04	20,936.76
50 Andrew Jarvis Rd.	REC	E52463	4055697-4017542	53,460.30	44,119.59
175 Parrott Ave	Library	R00035	4101847-4033968	4,286.32	5,082.11
1 Franklin Dr.	School	E56198	4119841-4040926	16,989.11	16,737.64
1 Clough Dr.	School	137304	4051909-4015858	20,640.75	26,760.72
155 Parrott Ave	School	E44670	4035163-4010472	47,423.28	50,894.24
50 Alumni Circle	School	R00103	4075747-4024490	95,541.91	106,655.47
35 Sherburne Rd.	School	E89118	4144121-4050678	11,221.12	11,206.43
32 Van Buren Ave	School	J67526	4167891-4060404	24,799.26	28,103.65
8 Islington Rd	Library	unk	4101847-4041312	12221.00	4757

* 8/12 – present

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 from the date of contract execution through June 30, 2014.

2. Invoices

A separate invoice for the 27 locations will be sent to the Addressor, indicated below. The successful Vendor will provide monthly invoices with the total of therms of natural gas delivered for that month and the total therms of natural gas remaining under the terms of the contract.

Sewer 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. Natural Gas Undelivered During Term of Contract

The quantity of natural gas 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 gas actually consumed to a level above or below the estimated quantity.

4. Natural Gas Requirements in Excess of Therms

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

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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 natural gas 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 year one is required as part of the Agreement for Services.

Initial and return with Proposal Package: _____