

**TOWN OF GOFFSTOWN, SAU#19 and TOWN OF NEW BOSTON  
REQUEST FOR PROPOSALS  
RFP No. ADMIN 2013-02  
Energy Solicitation - Electricity**

The Town of Goffstown, SAU #19 and Town of New Boston desire to engage the services of a qualified private firm to provide competitive electricity supply to the PSNH accounts provided herein (See Attachments). The selected firm must be lawfully engaged as a registered Competitive Electric Power Supplier with the New Hampshire Public Utilities Commission.

Proposals must be received **no later than 2:00 pm on May 3, 2013** to be eligible for consideration. Each statement shall be submitted to the Administration Office, Town of Goffstown, 16 Main Street, Goffstown NH 03045 in a sealed envelope marked “RFP ADMIN 2013-02 - Electricity”

Complete proposal requirement and specification packages are available online at the Town of Goffstown’s website, [www.goffstown.com](http://www.goffstown.com) , and may also be obtained by contacting the Town of Goffstown Administration Office, address noted above, by phone to 603-497-8990 x119 or e-mail to [dhorne@goffstownnh.gov](mailto:dhorne@goffstownnh.gov).

The Town of Goffstown, SAU #19 and Town of New Boston reserve 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 Parties. The Parties also retain their rights to purchase on the open market if it is considered in the best interest of the Parties to do so. The Parties reserve the right to cancel this request at any time for any reason.

**INTRODUCTION**

The Town of Goffstown, SAU #19 and the Town of New Boston seek proposals from interested firms registered to provide competitive electricity supply services in the State of New Hampshire for the specified accounts served by PSNH listed on Attachments A, B and C.

- Attachment A consists of the Town of Goffstown’s accounts, currently being supplied by PSNH, which will be available for transfer after the meter reading in June 2013.
- Attachment B consists of the SAU#19 (Goffstown & New Boston School Districts) accounts, currently being supplied by PSNH which will be available for transfer after the meter reading in June 2013.
- Attachment C consists of the Town of New Boston’s accounts, currently supplied by PSNH, which will be available for transfer after the meter reading in June 2013.

Submissions should address one or more of the terms requested. The Parties are requesting firm-fixed prices for electricity. The Parties prefer to select a single Supplier to provide the entire load offered in this solicitation but reserves the right to choose different suppliers if pricing or terms so dictate. Fees payable to the supplier should be billed through PSNH.

**CLIENT INFORMATION**

<b>Name:</b>	<b>Town of Goffstown</b>
Address:	16 Main Street, Goffstown NH 03045
Number of accounts:	26 accts. totaling approximately 908,594 Kwh annually
Tax exempt:	Yes

**Name:** SAU #19  
**representing Goffstown and New Boston Schools**  
**Address:** 12 School Street, Goffstown NH 03045  
**Number of accounts:** 18 accts. totaling approximately 2,034,034 Kwh annually  
**Tax exempt:** Yes

**Name:** Town of New Boston  
**Address:** PO Box 250, New Boston NH  
**Number of accounts:** 16 accts. totaling approximately 213,851 Kwh annually  
**Tax exempt:** Yes

## **PROPOSAL REQUIREMENTS**

### **Character of Service**

- Parties require firm, all requirements (load following) service.

### **Term/Start Date**

- Parties request pricing for the following periods, service to begin on earliest possible date based on utility cycle and switching deadlines.
  - 12 months
  - 24 months
  - 36 months
- Suppliers may propose other periods they believe could provide value to the Town of Goffstown, SAU#19, and Town of New Boston. Additionally, the Parties may request alternative term pricing at any time during this selection process.

### **Pricing**

- Fixed Pricing: Firm, fixed price quotes, please provide an “all in” price (i.e., all cost components built into one price, no additional pass through costs).
- Alternative Pricing: Suppliers may also offer alternative pricing options that may provide value to the Town.
- Price Guarantee: If the quoted rates exceed the PSNH rate, then the town reserves the right to be served under PSNH’s default rates without incurring a fee.

### **Other**

- Proposal responses should clearly state the following in the submission
  - Delivery tolerances – clearly state applicable delivery tolerances (e.g., daily, monthly, over/under % allowed, etc.)
  - Material Adverse Change – please specify if a “MAC” type clause exists, and if so, specify the details.
  - All proposal are required to use PSNH as the billing agent.
- The Parties may request or allow respondents to refresh pricing at any time during this selection process.
- During the contract period, the Parties reserve the right to take advantage of “Blend and Extend” opportunities or other term extension opportunities offered by the supplier when, determined solely by the governing body, it is in the best interest of the Parties to do so.

### **Usage**

Billing histories used for the purposes of developing proposals for this RFP are estimates and the Parties do not guarantee kWh usage or kW/mW loads going forward. This RFP will not consider minimum take or pay provisions.

## **PROPOSAL INSTRUCTIONS, EVALUATION CRITERIA, SCHEDULE**

- 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 Parties reserve the right to reject all proposals and to terminate this solicitation.
- This solicitation does not obligate the Town to negotiate a contract with any supplier.

**Inquiries:** All inquiries regarding this solicitation must be directed by e-mail to: Derek Horne, Town of Goffstown, e-mail [dhorne@goffstownnh.gov](mailto:dhorne@goffstownnh.gov).

**Proposals:** All proposals must be submitted in a sealed envelope marked “RFP No. 2013-02 Electricity” to the Town of Goffstown Administration Office at 16 Main Street Goffstown NH 03045.

**Preparation of proposals:** Proposals shall be signed by the proposer’s authorized representative. Proposers are requested to submit pricing for requested services, however, alternative proposals will be considered but only if the alternate is described completely, including, but not limited to, specifications sufficient so that a comparison to the request can be made. The proposer agrees that the proposal shall be deemed open for acceptance for a period of thirty (30) calendar days from the due date. The Town acknowledges that fixed pricing proposals may be refreshed during the thirty (30) day period.

Three (3) copies of a proposal for services should be delivered to the Administration Office 16 Main Street Goffstown NH 03045 by **2:00 pm May 3, 2013**.

The proposal 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. A description of the service approach and schedule.
3. Any information (above) requested in this proposal request.
4. Cost proposal(s).

**Selection and Evaluation Criteria:** After receipt of proposals, the Parties will evaluate the proposals and will use the following criteria in its evaluation:

1. Qualifications of the vendors. Considered in this category will be the:
  - Relevant experience of the vendor.
  - Reputation of the firm based on references.
  - Financial stability of the firm
2. Technical approach of the proposal to include responsiveness to meet or exceed the proposal requirements.
3. Proposed cost
4. Billing and payments terms

Proposal evaluation criteria will be rated on a scale from (1) to (5), with (5) being the best. The firm with the highest proposal ranking (maximum of 15) will be selected to perform the services. If for some reason an agreement with the highest ranked firm cannot be reached, the Town will try to reach an agreement with the next highest ranked firm, and so on until an acceptable agreement is executed.

# ATTACHMENT A

## Town of Goffstown 2012 KWH USE & COST

Dept.	Location	Address	Billing Account	Rate Class	Estimated Annual kwh Usage	Service account number	Meter Number
ADM	Grasmere Town Hall	51 Center St	56513511055	G	5,335.5		W78254620
ADM	Goffstown Town Hall	16 Main St	56644426082	G	145,355.0		S36498236
ADM							S48697722
DPW	Dog Kennel	404 Elm St	56222864001	G	661.9		D94322302
DPW	Main Street F.D. Blinker	Main St/Church St	56233841022	G	694.8	164950003	G61683852
DPW	20 MPH Blinker	Common west	56233841022	G	2,772.5	887701004	S21372490
DPW	20 MPH Blinker	Elm St. East	56233841022	G	108.0	729311003	D94320904
DPW	20 MPH Blinker	699 Mast Rd.	56233841022	G	154.7	962311007	G65171574
DPW	20 MPH Blinker	678 Mast Rd	56233841022	G	653.4	455311005	G75521739
DPW	Clean recycling building	404 Elm St.	56233841022	G		214511005	D99464587
DPW	Hazard waste building	404 Elm St	56233841022	G	23,472.9	988301004	S50674798
DPW	Scale House	404 Elm St	56233841022	G	4,270.6	340801009	W74151773
DPW	West lawn cemetery	0 North Mast Rd	56233841022	G	583.4	872570004	G62903603
DPW	DPW equipment	36 Laurier St	56233841022	G	6,801.4	365111003	D87467680
DPW	Henry Bridge Rd traffic	Henry/Mast Rd	56233841022	G	1,441.8	492501009	S90292772
DPW	Pinard Street traffic light	Pinard/Mast Rd	56233841022	G	2,148.3	212490004	S67594709
DPW	Rite Aid traffic light	577Mast Rd	56233841022	G	2,926.3	712992008	S89164456
DPW	Daniel Plumber traffic light	Mast/Daniel Plumber	56233841022	G	1,968.4	90790007	D87027403
DPW	Irrigation	36 Laurier St	56233841022	G	12.8	230211008	G52682605
DPW	Main Street Bridge	Main St	56233841022	G	2,241.2	703311009	S26618800
DPW	Clean recycling building	404 Elm St	56548435007	G	12,098.1		S63686305
DPW	Main Garage/Office	404 Elm St	56900326034	G	77,907.6		D85100015
FIRE	Fire Department Station 17	289 Tirrell Hill Rd	56607226081	G	11,409.6		G16558205
FIRE	Fire Department Station 18	18 Church St	56751416025	G	51,115.8		W78259172
FIRE	Fire Department Station 19	656 Mast Rd	56992616029	G	39,051.4		S50674704
FIRE							G84039344
LIB	Goffstown Library	2 High St	56406616029	G	50,153.0		S57726406
LIB							W01868145
P&R	Parks and Recreation	155 South Mast Rd	56067190090	G	11,717.4		G96519464
P&R	Roy Memorial Park	0 Rosemont Ave	56147980080	G	25,335.6		G49287154
P&R	Church Street Park	0 Church St	56223741091	G	228.7		D91715451
P&R	Barnard Pool	0 Barnard Lane	56645311051	G	22,898.7		G28940426
P&R	Football field	96 Louis St.	56816941033	G	36.7		S36774952
PD	Goffstown Police Department	326 Mast Rd	56021226097	G	124,167.7		S49193949
PD	Perimeter Road (Police)	216 Perimeter Rd	56263341083	G	26,326.9		G90449664
SWR	Pumping Station	19 Riverview Park	56084141050	G	18,153.0		W01129345
SWR	Pumping Station	19 Channel Lane	56313541062	G	6,877.0		W01771091
SWR	Pumping Station	50 Elm St	56712680008	G	11,044.0		47480348
SWR	Pumping Station	27 E. Union St	56994311066	G	53,413.0		S21009471
TOTAL				G	743,537.1		
DPW	Goffstown Street Lighting (472)	404 Elm St	8000955-01-9-7	EOL	159,684.0		
TOTAL				EOL	159,684.0		
DPW	East Dunbarton Road (1)	4000 HPS	56758451074	OL	498.6		
DPW	Horizon Dr. (1)	4000 HPS	56751451097	OL	164.8		
DPW	Maple Ave and Heather Hill (2)	5800 HPS	56378351068	OL	1,035.2		
P&R	Barnard Playground (1)	0 Barnard Lane	56943311076	OL	3,674.6		G77013408
TOTAL				OL	5,373.2		

**GRAND TOTAL 908,594.3**

# ATTACHMENT B

## SAU #19

### Goffstown School District 2012 KWH USE & COST

Dept.	Location	Address	Billing Account	Rate Class	Estimated Annual kwh Usage
GSD	Goffstown High School	27 Wallace Road	56814051074	G	4,990
GSD	Goffstown High School	27 Wallace Road	56646651042	G	0
GSD	Goffstown High School	27 Wallace Road	56666431002	G	8,132
GSD	Goffstown High School	27 Wallace Road	8000057-01-3-7	70	587,200
GSD	Mountain View Middle School	41 Lauren Lane	56741931000	G	1,382
GSD	Mountain View Middle School	41 Lauren Lane	56821931037	G	249
GSD	Mountain View Middle School	41 Lauren Lane	56796394013	G	4
GSD	Mountain View Middle School	41 Lauren Lane	8001796-01-6-4	70	888,600
GSD	Maple Ave Elementary School	16 Maple Ave.	56956001051	G	253
GSD	Maple Ave Elementary School	16 Maple Ave.	56956001051	G	1,022
GSD	Maple Ave Elementary School	16 Maple Ave.	56956001051	G	893
GSD	Maple Ave Elementary School	16 Maple Ave.	56956001051	G	180,080
GSD	Maple Ave Elementary School	16 Maple Ave.	56936941079	G	7,009
GSD	Bartlett Elementary School	689 Mast Road	56334521077	G	89,040
GSD	Bartlett Elementary School	689 Mast Road	56245941091	G	9,710
GSD	Glen Lake Pre-K & Kindergarten	251 Elm Street	56381651009	G	72,600
TOTAL				G	1,851,164

### New Boston School District 2012 KWH USE & COST

Dept.	Location	Address	Billing Account	Rate Class	Estimated Annual kwh Usage
NBSD	New Boston Central School	15 Central School Rd	56533326047	G	950.0
NBSD	New Boston Central School	15 Central School Rd	56533326047		181,920.0
TOTAL				G	182,870.0
GRAND TOTAL					2,034,034.0

# ATTACHMENT C

## Town of New Boston 2012 KWH USE & COST

Dept.	Location	Billing Account	Rate Class	Estimated Annual kwh Usage	Service account number	Meter Number
Fire	4 Meetinghouse Hill Rd	56469716054	G	1708	179233000	G72191120
Fire	4 Meetinghouse Hill Rd	56402011092	G	18936		s641180003
Fire	77 Ridgeview Lane	56439501024	G	1800		S76377005
Town Hall	7 Meetinghouse Hill Rd	56080716012	G	30408	543233002	W56135076
Hwy	106 Old Coach Rd	56078426053	G	54960	160533001	G17782403
Transfer	412 Old Coach Rd (comp)	56869716050	G	7404		G90605848
Transfer	412 Old Coach Rd	56132231051	G	13,104	5890002	G94959912
Police	116 Old Coach Rd	56031226087	G	31651	808333009	G94445742
Library	67 Mont Vernon Rd	56460515018	G	29520	623703000	G21207306
Historical	Meetinghouse Hill	56083816082	G	6192		W62801677
School Beac	River Road	56606041010	G	12	913501001	G65980951
Rec-Concsn	River Road	56216851048	G	1900	38908001	W76857851
Rec-Concsn	411 Old Coach Rd	56879641041	G	1704	812901002	
Rec-Wht Blg	23 Central School Rd	56554816082	G	1188	90233008	
		<b>TOTAL</b>	<b>G</b>	<b>195,695.0</b>		
Police	116 Old Coach Rd, St. Lgts	56031226087	HPS	972.0	118333009	NA
		<b>TOTAL</b>	<b>HPS</b>	<b>972.0</b>		
Town	Street Lighting	NA	EOL	17184	8000960-01-8-2	
		<b>TOTAL</b>	<b>EOL</b>	<b>17,184.0</b>		
		<b>GRAND TOTAL</b>		<b>213,851.0</b>		