

REQUEST FOR PROPOSALS

ITEM DESCRIPTION: Energy Conservation and Management Services

DATE AND TIME TO BE OPENED: Wednesday, August 12, 2020 at 1PM EDT

PRE-BID CONFERENCE (IF APPLICABLE): None

SUBJECT MATTER EXPERT (NAME): Joseph DiPina

SUBJECT MATTER EXPERT (EMAIL): Joseph.DiPina@ppsd.org

QUESTION DEADLINE: Thursday, July 30, 2020 at 4:30PM EDT

Instructions

1. Bidders must submit sealed proposals in an envelope clearly labeled with the Item Description shown above on the outside of the envelope. The proposal envelope and any information relative to the proposal must be addressed to:

**Purchasing Department, Suite 206
797 Westminster Street
Providence, RI 02903**

2. Bidders must include **at least** one original, one copy, and a digital PDF copy on a CD or flash drive.
3. Proposal responses must be in ink or typewritten.
4. Bidders are advised that all materials submitted to Providence Public Schools for consideration in response to this Request for Proposals shall be considered to be public records as defined in [R.I. General Law Section 38-2 et seq.](#), without exception, and may be released for public inspection. All proposals submitted become the property of Providence Public Schools.
5. Bid proposals that are not present in the Providence Public Schools Purchasing Department at the time of opening for whatever cause will be deemed to be late and will not be considered. Postmarks shall not be considered proof of timely submission.
6. Questions regarding this request for proposals must be submitted to the Subject Matter Expert via email by the question deadline listed above. Questions will be answered via addendum to be posted publicly on the Providence Schools website. Bidders are responsible for checking the website for all addenda distributed in response to questions and requests for additional information.

Notice to Vendors

1. Providence Public Schools reserves the right to award the contract on the basis of the lowest responsible evaluated bid proposal.
2. In determining the lowest responsive evaluated bid proposal, cash discounts based on preferable payment terms will not be considered.
3. No proposal will be accepted if it is made in collusion with any other responder.
4. Providence Public Schools reserves the right to award to a single vendor, to split the award between multiple vendors and to reject any and all proposals. Unless otherwise specified, Providence Public Schools reserves the right to make the award by item or items or by total as may be in its best interest.
5. As Providence Public Schools is exempt from the payment of Federal Excise Taxes and Rhode Island Sales Tax, prices quoted are not to include these taxes.
6. In case of error in the extension of prices quoted, the unit price will govern. In the event there is a discrepancy between the price written in words and written in figures, the prices written in words shall govern.
7. Proposals must meet the attached specifications. Any exceptions or modifications must be noted and fully explained. Bids may be submitted on an “equal in quality” basis. Providence Public Schools reserves the right to decide equality and determine whether bids are responsive. Bidders must indicate brand or make offered and submit detailed specifications if other than brand requested.
8. A responder who is an out of-state corporation shall qualify or register to transact business in this State, in accordance with R.I. General Law [Section 7-1.2-1401](#) et seq. as amended)
9. The contractor will not be permitted to: assign or underlet the contract; or assign either legally or equitably any monies or any claim thereto without the previous written consent of the Director of Purchasing.
10. Delivery dates must be shown in the bid. If no delivery dates are specified, it will be assumed that an immediate delivery from stock will be made.
11. Only one shipping charge will be applied in the event of partial deliveries for blanket or term contracts.

12. No goods should be delivered and no work should be started without a Purchase Order from Providence Public Schools.
13. Awards will be made within ninety (90) days of the proposal opening. All proposal prices will be considered firm, unless qualified otherwise. Requests for price increases will not be honored.
14. Failure to deliver within the time quoted or failure to meet specifications may result in default in accordance with the general specifications. It is agreed that deliveries and/or completion are subject to strikes, lockouts, and Acts of God.
15. For contracts involving construction, alteration and/or repair work, the provisions of State Labor Law concerning payment of prevailing wage rates apply (See R.I. General Law [Section 37-13-1](#) et seq. as amended).
16. All proposals will be disclosed at the opening date and time listed above. After a reasonable lapse of time, tabulation of proposals may be viewed on the Providence Public School's website (<https://www.providenceschools.org/Page/215>).
17. Prior to commencing performance under the contract, the successful bidder shall attest to compliance with provisions of R.I. General Law [Section 28-29-1](#), et seq. If exempt from compliance, the successful bidder shall submit a sworn Affidavit by a corporate officer to that effect, which shall accompany the signed contract.
18. Prior to commencing performance under the contract, the successful bidder shall, submit a certificate of insurance, in a form and in an amount satisfactory to Providence Public Schools.

BID FORM 1: BIDDER INFORMATION

AGREES TO BID ON: Energy Conservation and Management Services

DATE AND TIME TO BE OPENED: Wednesday, August 12, 2020 at 1PM EDT

Name of Bidder (Firm or Individual): _____

Business Address: _____

Contact Name: _____

Contact Email Address: _____

Contact Phone Number: _____

Delivery Date: _____

Signature of Representation

Title

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1.0 REQUEST FOR QUALIFICATIONS OBJECTIVE

- Providence Public Schools invites consultants to provide qualifications for delivering comprehensive energy conservation and management services in a K through 12 environment that utilize energy specialists, engineers and other energy experts to supply on-site and remote services including organizational behavior change, staff training and technology to optimize existing systems, change the energy culture and substantially reduce energy consumption without requiring installation of new HVAC equipment, lighting or EMS controls.

Background

- PPS has 42 school programs housed in 38 locations covering approximately 4.0 million square feet under roof. Currently, the district's annual electric use for facilities served by National Grid is approximately 16.5 million kWh. PPS has one building served by Cleveland Public Power with relatively minimal use. The district's natural gas use is projected at 415,000 MCF annually. Currently, all of the District's site utilize integrated building controls. 15 of the district buildings do not have cooling. The district seeks to capture operational savings from the utility spend by implementing a behavior-based energy conservation program.

2.0 INSTRUCTIONS TO RESPONDENTS

Desired Qualifications

Bidders must meet the following desired qualifications:

- Proposer shall have 10 years or more experience as a firm delivering organizational behavioral energy conservation programs and services that are not dependent upon improvements or installation of energy efficient lighting, HVAC equipment or computerized controls systems.
- Proposer should have completed at least 500 programs.
- Proposer must provide a cloud-based analytics solution.
- Proposer program shall employ an energy accounting software company that calculates energy savings.
- Proposed key personnel shall have verifiable behavioral energy conservation experience with similar clients and include at least one (1) Professional Engineer and two (2) Association of Energy Engineers (AEE) Certified Energy Managers (CEMs).

Experience:

- Proposer shall provide overview of its experience with comprehensive energy management programs
- Provide the total number of energy savings contracts for K-12 clients and other government agencies.
- Proposer shall have completed similar contracts with a minimum of 15% overall savings to date.
- At least three (3) of the projects must be for K-12 or other government entity clients. Include the following information, at a minimum (in addition to completing the Reference form attached)
 - Organization Name• Address
 - Program Manager
 - Organization Contact
 - Title
 - Phone
 - Email

- Program Start Date

3.0 SCHEDULE OF EVENTS

RFP Release	Monday, July 20, 2020
Last Day to Submit Written Questions	Thursday, July 30, 2020 at 4:30PM EDT
Proposals Due	Wednesday, August 12, 2020 at 1PM EDT
Optional Interviews/Presentations by Selected Proposer(s)	Monday, August 17 – Friday, August 28 (subject to change)
Agreement Award	Tuesday, August 31, 2020
Program Initiation	September 15, 2020

4.0 SUBMISSION REQUIREMENTS

- Each Offeror must submit at least one original, one copy, and a digital PDF copy on a CD or flash drive as indicated on page 1 of this RFP
- Respondents using commercial carrier services shall ensure that the RFP Response is addressed and marked on the outermost envelope or wrapper with the RFP Name and Submission Deadline Date and Time, as listed on page 1 of this RFP.
- Fax Responses, submission via email, modifications, or withdrawals will not be considered.

5.0 SUBMISSION FORMAT

- Responses shall be concise. At a minimum, proposal is to include a Table of Contents and the following Sections in the order listed below. **The complete RFP Response, inclusive of all attachments and exhibits, is limited to fifty (50) 8.5"x11" pages.** Double-sided pages and oversized pages will count as two (2) pages.

Cover Letter: One (1) page Cover Letter introducing the Respondent and Response, signed by an Officer of the Respondent firm. The cover letter shall include a statement confirming Respondent meets the Minimum Criteria set forth in this RFP.

SECTION 1 – PROGRAM CRITERIA

- Provide an overview of the organizational behavior-based process that your company uses.
- Describe the firm and staff experience, credentials, certifications, etc.
- Provide a description of the number and type of organizations for which you have implemented your organizational behavior-based program.
- Provide an overview of the proposed services
- Describe the financial aspects and guarantee of your program

SECTION 2 – SERVICES CRITERIA

- Describe your approach to integrating operational and behavioral practices of energy conservation to achieve best results in a K12 environment.
- Proposer shall detail its Program Approach to comprehensive energy management strategy to include

any or all of the strategies outlined earlier in this proposal.

- Provide a timeline and key deliverables
- Indicate whether your process or methodology has ever been reviewed or vetted by a third party with expertise in behavioral science.
- Describe your experience in saving energy by helping your clients optimize existing buildings, equipment and controls systems without reliance on new equipment or controls installation as a vehicle to save energy and money.
- Describe your experience with ENERGY STAR® and in helping organizations achieve ENERGY STAR® recognition.
- Describe the internal and external communications and public relations support our organization will receive with your program.

SECTION 3 – MEASUREMENT AND VERIFICATION

- Describe your approach to measuring and verifying (M&V) savings.
- Identify whether the energy accounting software used for M&V will be managed by Providence Public Schools or your firm.
- Describe how adjustments are made to account for non-program related savings or other changes in the Organization's environment.

SECTION 4 – PROGRAM COST AND SAVINGS GUARANTEE

- Describe the program costs
- Describe your savings guarantee
- Proposer shall provide a preliminary estimate of PPS gross and net savings annually for the contract term.
- Proposer shall detail all fees due from PPS under the contract included in Response.
- Failure to account for fees included in the sample contract may disqualify the response.
- Proposer shall detail the proposed Savings Projection Methodology, including whether any fees are based on projected savings or actual, verified savings
- Explain your approach for helping Providence Public Schools achieve savings prior to incurring costs
- Describe how you will provide staffing to implement the program.
- Describe the methodology your company uses to arrive at savings projections.
- Include a 5-year savings projection summary, identifying annual costs and projected annual savings. (Savings should be based on actual historical expenditures)
- Identify if fees are fixed or a percentage of actual savings during the contract term.
- Identify the duration of the payment term.

SECTION 5 – REFERENCES

- Provide at least 5 references for whom you have provided similar services; include contact information.
- Identify the references who have successfully implemented your program for 5 years or more.
- Include at least 3 case studies that demonstrate measurable results you achieved solely from organizational behavior-based energy conservation.
- Provide letters of reference from at least three clients for whom you have implemented an organizational behavior –based energy conservation program.

SECTION 6 – SUPPLEMENTAL INFORMATION

- Provide samples of positive media coverage your clients have received as a result of implementing your program.
- Describe awards your organization has received relevant to your work in the energy conservation field.
- Proposer shall provide a typical RFP Implementation Plan, including the following minimum elements:

- Timeline
- Communications Plan
- Proposer Primary Contact
- Training
- Reporting
- PPS Responsibilities
- End of Term Options
- Proprietary Technologies (if any)
- Energy Conservation Measurement & Verification Tool(s)
- Savings Projection Methodology, Risks & Other Benefits Savings Projection Methodology

6.0 CRITERIA FOR SELECTION

- Each vendor proposal will be reviewed and scored against the criteria in the table below. Providence Public Schools reserves the right to reject any and all Responses, to waive minor informalities and/or irregularities in any Response received, and to be the sole judge of the acceptability of Responses. Respondents not meeting the Minimum Qualifications listed in “Section 2.0 INSTRUCTIONS TO RESPONDENTS” will be disqualified.
- The maximum number of points scored is 100. The threshold to advance to cost proposal review is 85 points. Proposals scoring below 85 points will be deemed technically unacceptable and will not be considered in the cost proposal review.
- The award will then be made to the lowest cost, technically acceptable proposal(s).

Criteria	Maximum Points
Projected Net Savings	25
Documented history of at least 20% savings through organizational behavior energy conservation	30
Program and Implementation Plan	25
Company and Key Staff Qualifications	20
Total	100

- Providence Public Schools may choose to seek clarifications from vendors with regard to their proposals. All responses will be provided in writing, and incomplete and/or unclear responses may result in a proposal being deemed technically unacceptable. Providence Public Schools reserves the right to make a selection without requesting clarification. Additionally, Providence Public Schools may not necessarily seek clarifications from all vendors submitting proposals.