

CITY OF ROMULUS REQUEST FOR PROPOSALS

RFP 18/19-10 Energy Savings Performance Contract

The City of Romulus, Michigan is seeking proposals from qualified Energy Services Companies (ESCOs) to enter into a budget neutral Energy Savings Performance Contract (ESPC) for comprehensive energy management and energy-related capital improvement services for some or all of our City of Romulus facilities described in Appendix A.

For the purpose of this RFP, "ESCO" refers to any company that is qualified by the National Association of Energy Service Companies (NAESCO) to, following an in depth audit of the City's facilities by the contracted ESCO, provide a turnkey and budget neutral energy conservation program that may ultimately include some or all of the services listed in this RFP. The City is interested in contracting for a full range of energy services and energy-related capital improvements designed to reduce energy and/or water use and related costs at its facilities and the grounds of each of the City's facilities.

The City seeks to maximize energy savings and related improvements within the framework of a long term energy savings performance contract (ESPC) that must comply with the statutory provisions for available financing. Therefore, ESCOs are encouraged to structure a project which utilizes the most current technology and provides the greatest possible energy, water, and operation and maintenance (O&M) savings, that shall be inclusive of all incidental and ancillary work costs and the most beneficial project scope for the City. The City is interested in essential services and improvements that will reduce facility energy and/or water consumption, upgrade energy related capital equipment, improve building O&M, save costs through fuel switching, improve demand management, and alternative energy sources, and aid in reducing the City's facility costs.

- (1) Qualified firms wishing to submit a proposal **must use the forms provided by the City**. Proposal forms and specifications may be obtained from the MITN system at <http://www.mitn.info/>. Copies of documents obtained from any other source are not considered official copies. Proposals may be rejected and cause the bidder to be considered non-responsive and ineligible for award unless made on the forms included with the bidding documents.
- (2) A mandatory pre-proposal conference will be held at 1:30 PM, January 16, 2019, in the Council Chambers of Romulus City Hall located to 11111 Wayne Road. In addition to providing clarifications to the bid documents, this will be the only opportunity for ESCOs to view the facilities prior to submitting a proposal.
- (3) Any and all questions must be emailed to lconway@romulusgov.com and received no later than 12:00 P.M. local time, Wednesday, January 23, 2019.
- (4) Clarifications, modifications, or amendments may be made to this solicitation at the discretion of the City. Any and all addenda issued by the City will be posted on the MITN system. All interested parties are instructed to view the MITN website regularly for any issued addenda. It is the responsibility of the bidder to obtain all issued addenda and acknowledge receipt of said addenda by including a printed copy of each addendum as part of the required documents for this solicitation and to list the addendum and sign and date the "Acknowledgment of Receipt Addenda Form: supplied in the RFP documents.
- (5) A total of four (4) copies (One original and four marked "Copy") and 1 electronic copy in "PDF" form of the documents of the proposal must be submitted together in a sealed envelope or package and returned to the City Clerk's Office no later than 2:30 P.M., Wednesday, January 30, 2019. The original proposal may be clipped but should not be stapled or bound. Copies may be stapled or bound. The original and copies should be identical, excluding the obvious difference in labeling.
- (6) At approximately 2:45 p.m. local time following the deadline for submitting bids, receipt of all timely received proposals shall be acknowledged publically and a cursory review of submittals shall be made for form and content.
- (7) The successful ESCO will be required to enter into a contract with, and provide all bonds and submit proof of all insurance required by the request for proposal documents and originals of all required endorsements acceptable to the City.
- (8) The City reserves the right to postpone the opening without notification and also reserves the right to reject all proposals and to waive any minor informality or irregularity in proposals received.
- (9) The City reserves the right to reject as non-responsive any proposals that do not contain the information requested in this RFP
- (10) The City reserves the right to reject as non-responsive any proposals which are not organized and formatted as described in this RFP.
- (11) The City, during the course of the evaluation process, may request additional written information to supplement and clarify the information provided in this response.
- (12) The City, at the discretion of the proposal evaluation team, may conduct interviews with some or all of the ESCO's that submitted proposals for consideration.
- (13) Contracts may ultimately be awarded to the most responsive and responsible company, as determined in the sole discretion of the City of Romulus or otherwise in a manner deemed by the City to be in its own best interest.
- (14) For additional information contact Lynn A, Conway, City of Romulus, Purchasing Director, by calling (734) 955-4568 or by emailing purchasing@romulusgov.com.