

Invitation to Bid # 19PSX0097

FIRM SUPPLY OF ELECTRICITY

Contract Specialist: **Paul S. Greco**

Date Issued: **April 15, 2019**

Due Date: **June 3, 2019 at 10:00 AM Eastern Time.**

**Department of Administrative Services
Procurement Division**



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Invitation to Bid (ITB)

FIRM SUPPLY OF ELECTRICITY

Guide to Electronic Bid Submissions

1. Introduction To BizNet

It is now a requirement of Department of Administrative Services (DAS)/Procurement Division that all companies create a Business Network (BizNet) Account and add their company profiles to the State of Connecticut BizNet system. Companies are responsible for maintaining and updating company information in their BizNet Accounts as updates occur. Companies that have been certified through the Supplier Diversity or the Pre-Qualification Program, have already created a BizNet account.

The BizNet login is: <https://www.biznet.ct.gov/AccountMaint/Login.aspx>

New Companies: Create an account by clicking the BizNet login link above and then the button on the right labeled "Create New Account". Login and select Doing Business with the State and Company Information. Please be sure to complete information in all tabs (Company Information, Accounts, Address, etc...).

Existing Companies Needing to Update Their Information: Login to BizNet and select Doing Business with the State and Company Information.

Anyone having difficulty connecting to their account or downloading or uploading forms should call DAS/Procurement Division at 860-713-5095.

2. Business Friendly Legislation

As a result of Public Act 11-229, DAS/Procurement Division's goal is to make doing business with the State of Connecticut more business friendly. To eliminate redundancy, forms that were repetitively filled out with each invitation to bid are being automated in BizNet.

DAS/Procurement Division began the transition to on-line bidding by automating the submission of Affidavits and Non-Discrimination forms on October 1, 2011. Companies must submit forms electronically to their BizNet account if they haven't already done so. These forms must be updated on an annual basis, no later than 30 days after the effective date of any material change. Rather than completing them with each bid submittal, companies that have already filed these forms have the ability to view, verify and update their information prior to submitting a bid response.

Instructions for Uploading Affidavits and Non-Discrimination Forms:

Click on the following link for instructions on how to upload Affidavits and Non-Discrimination forms:
<http://das.ct.gov/images/1090/Upload%20Instructions.pdf>

(a) AFFIDAVITS

THE FOLLOWING FORMS MUST BE SIGNED, DATED, NOTARIZED, UPLOADED OR UPDATED ON BIZNET. TO OBTAIN A COPY OF THESE FORMS, YOU MUST LOGIN INTO BIZNET AND FOLLOW THE INSTRUCTIONS LISTED ABOVE.

- (1) OPM Ethics Form 1 – Gift & Campaign Contribution Certification
- (2) OPM Ethics Form 5 – Consulting Agreement Affidavit
- (3) OPM Ethics Form 6 – Affirmation of Receipt of State Ethics Laws Summary
- (4) OPM Form 7 – Iran Certification

For information regarding these forms, please access the Office of Policy & Management’s website by clicking on the following link: <http://www.ct.gov/opm/cwp/view.asp?a=2982&q=386038>

(b) NON-DISCRIMINATION

CHOOSE ONE (1) FORM THAT APPLIES TO YOUR BUSINESS. COMPLETE AND UPLOAD OR UPDATE ON BIZNET ANNUALLY. TO OBTAIN A COPY OF THESE FORMS, YOU MUST LOGIN INTO BIZNET AND FOLLOW THE INSTRUCTIONS LISTED ABOVE.

- (1) Form A – Representation by Individual (Regardless of Value)
- (2) Form B – Representation by Entity (Valued at \$50,000 or less)
- (3) Form C – Affidavit by Entity (RECOMMENDED) (Valued at \$50,000 or more)
- (4) Form D – New Resolution by Entity
- (5) Form E – Prior Resolution by Entity

For information regarding these forms and on which form your company should complete, please access the Office of Policy & Management’s website by clicking following link: http://www.ct.gov/opm/cwp/view.asp?a=2982&q=390928&opmNav_GID=1806

3. New Revised Process – Online Bid Responses

Any bid posted by DAS/Procurement Division must be submitted electronically. The common forms listed below have also been automated in the BizNet system. In addition, specific forms are now web based and fillable, as noted below. To complete forms; download them from your BizNet account, complete your submittal response, and upload these documents (as well as any other required submittal documents) through BizNet prior to the date and time upon which the Bid is due pursuant to this ITB. Late submissions will not be accepted. Bid pricing will be available for public viewing for 24 hours after bid closing.

- Contractor Information/Electronic Signature Page – Web Based Form
- Employment Information Form (DAS-45) – Web Based Form
- Statement of Qualifications (DAS-14) – Fillable Form
- Connecticut Economic Impact Form (DAS-46) – Web Based Form
- Contract Exhibit B – Price Schedule (SP-16)
- Bid Addendum (SP-18) – if applicable

Additional forms such as those listed below must be reviewed carefully and accepted by the bidder prior to bid submittal:

- Standard Terms and Conditions (SP-19)
- Invitation to Bid Document (SP-22)

- Invitation to Bid Contract (SP-50)
- Contract Exhibit A – Description of Goods & Services and Additional Terms & Conditions
- Contract Exhibit C – SEEC Form 11

4. Insurance Accord Certificates

Contractors are responsible for maintaining their BizNet account with new and/or updated insurance information.

The following documentation will need to be uploaded to each company's BizNet account and evidencing that the State of Connecticut is an additional insured:

- (a) Certificate of Insurance (Accord Form)
- (b) The insurance policy declaration page
- (c) The additional insured endorsement to the policy

Training documentation relating to the completion of the above-reference forms is available through the DAS Website under "DAS Business Friendly Initiatives" at the following website: <http://das.ct.gov/cr1.aspx?page=371>

Bidders are cautioned that there may be additional documents, attachments or requirements depending on the complexity of the bid. Please read ALL bid documents carefully and provide all required information. Failure to do so may result in rejection of your bid.

Overview and Scope

The State of Connecticut Department of Administrative Services (DAS) and the Connecticut Department of Energy and Environmental Protection (DEEP) is issuing this Invitation to Bid seeking Bid responses from electricity suppliers that have responded to the previous DAS Request for Qualifications (RFQ 19PSX0019) and have been deemed qualified by DAS and DEEP to provide a firm supply of electricity to State of Connecticut Client Agencies for a one year period with an option to extend the agreement for additional term(s). Pursuant to section 16a-14e of the Connecticut General Statutes ("General Statutes"), as amended by Public Act 16-173, An Act Concerning Revisions to Certain Energy Purchasing Pool and Life-Cycle Cost Analyses Statute (the Act), DEEP is operating a purchasing pool for the purchase of electricity for state government operations. DEEP is also required to provide any household that includes an individual who receives means-tested assistance administered by the state or federal government the opportunity to participate in the purchasing pool. Due to implementation complexities and consumer protection concerns, such households will not be included in this ITB at this time.

Description of Goods, Services and Additional Terms and Conditions

See the attached Contract documents made part of this ITB:

- Resulting Contract document (Non Negotiable)
- Exhibit A Description of Goods, Services and General Terms and Conditions
- Exhibit B required pricing
- Exhibit C SEEC Form 11
- Exhibit D Eversource Energy account detail information
- Exhibit E United Illuminating account detail information

Instructions to Bidders

1. Bid Schedule

RELEASE OF ITB:	Date:	April 15, 2019
MANDATORY PRE-BID CONFERENCE CALL:	Date:	May 6, 2019 at 10:00 AM Eastern time
	Call in #	1-877-428-5336. Code – 64-1234-0
RECEIPT OF QUESTIONS:	Date:	May 20, 2019 at 2:00 PM Eastern Time
ANSWERS TO QUESTIONS POSTED AS ADDENDUM:	Date:	May 24, 2019
BID DUE DATE:	Date:	June 3, 2019, 10:00 AM Eastern Time

2. Questions:

Questions for the purpose of clarifying this bid must be received no later than the date and time specified in Section I, "Bid Schedule" and must be directed to the Contract Specialist, Paul Greco via email: paul.greco@ct.gov.

3. Communications

During the period from your organization's receipt of this Invitation to Bid, and until a contract is awarded, your organization shall not contact any employee of the State of Connecticut concerning this procurement except in writing directed to the Contract Specialist, Paul Greco via email: paul.greco@ct.gov.

4. Public Bid Opening

Public bid openings are now conducted online. Bid pricing submitted will be available for public view through your BizNet Account and is available for 24 hours after the bid due date and time.

How to View Bid Results:

- Go to the DAS/Procurement website: das.ct.gov/Portal
- Click on the heading "Current Solicitations"
- Click radio button "Under Evaluation"
- Search for the bid
- Click on "Public Opening" under the bid due date and time

Bid Requirements

1. Bidder Participation

Only Bidders that have been qualified as a result of the DAS Request for Proposal RFQ 19PSX will be allowed to participate in this Invitation to Bid.

2. Quantities and/or Usages

Any quantities set forth in this ITB are estimated quantities and/or usages only and in no way represent a commitment and/or intent to purchase any particular amount.

3. Contents and Management of the purchasing pool

(a) Accounts included in the Purchasing Pool

The Purchasing Pool includes multiple Client Agencies whose accounts are listed in Exhibits D and E. DAS will execute a single contract on behalf of all Client Agencies participating in the purchasing pool. The CT Department of Energy and Environmental Protection (DEEP) is operationally responsible for managing the pool of accounts. The Contractor shall coordinate with DEEP regarding account-specific information.

The estimated load requirements contained in Exhibits D and E are based upon the information available to the DEEP at the time this ITB was issued. The load information provided is intended as an estimate of the magnitude and nature of the loads during a specified time period. Such estimates are being furnished for informational purposes. The State does not warrant the accuracy of the usage information provided and the Contractor will not be entitled to

any additional compensation and no equitable adjustment of price if actual load requirements vary. The Contractor shall be obligated to furnish each Client Agency's account's electric requirements in full to the delivery point during the term of this contract. The Contractor must notify DEEP in writing within 30 days when an account is set to be removed from the contracted supply, and such notification is to include the reason for the proposed removal.

(b) Changes in Account Loads

DEEP shall retain the right to add Client Agency accounts at the contracted price provided that the aggregate usage of all additional Client Agency accounts does not exceed 5% of the total load awarded to the Contractor. The Contractor shall respond within 30 days of any DEEP request to add accounts, and such response is to include the effective date of actual enrollment, or notification of an inability to enroll along with the reason for an account's rejection from enrollment.

Client Agency Accounts may be removed from Service in the event there is a Client Agency closure, consolidation or in the event electricity supply requirements are not required at the Client Agency's delivery point, or if both parties agree to remove an account.

The State of Connecticut shall not be penalized in any way for completing on-site energy conservation or energy efficiency projects, for participating in demand response programs, or for installing on-site renewable energy generation sources that can reduce load requirements less than 30% of the aggregated load.

4. Stability of Exhibit B Bid Prices

Exhibit B Bid prices shall consist of a fixed single price per kilowatt hour ("kWh") that includes Connecticut Gross Receipts Tax ("GRT"), where applicable, for all Electricity Supply to the accounts named in Exhibits D and E and added subsequently (per 3b above).

Bidders shall provide pricing for the following four (4) categories below.

- Exhibit B category A - Price per kWh that meets the RPS requirements in section 16-245a of the General Statutes, section (14) and (15). (The minimum RPS for July 2019-June 2020 is 20.25% (i.e. half year @ 19.5%, half year @ 21%).
- Exhibit B category B – Price per kWh with 25 percent of Class I renewable energy source as defined by section 16-1 of the General Statutes that is located in the New England Power Pool Generation Information System geographic eligibility area in accordance with Rule 2.3 of said system.
- Exhibit B category C - Price per kWh with 50 percent of Class I renewable energy source as defined by section 16-1 of the General Statutes is located in the New England Power Pool Generation Information System geographic eligibility area in accordance with Rule 2.3 of said system.
- Exhibit B category D - Price per kWh with 100 percent of Class I renewable energy source as defined by section 16-1 of the General Statutes is located in the New England Power Pool Generation Information System geographic eligibility area in accordance with Rule 2.3 of said system.

5. Amendment or Cancellation of the ITB

DAS reserves the right to cancel, amend, modify or otherwise change this ITB at any time if it deems it to be in the best interest of the State to do so.

6. Bid Modifications

No additions or changes to any bid will be allowed after the bid due date, unless such modification is specifically requested by DAS. DAS, at its option, may seek bidder retraction and/or clarification of any discrepancy or contradiction found during its review of bids.

7. Erroneous Awards

DAS reserves the right to correct inaccurate awards.

8. Bid Expenses

Bidders are responsible for all costs and expenses incurred in the preparation of bids and for any subsequent work on the bid that is required by DAS.

9. Ownership of Bids

All bids shall become the sole property of the State and will not be returned.

10. Ownership of Subsequent Products

Any product, whether acceptable or unacceptable, developed under a contract awarded as a result of this ITB shall be the sole property of the State unless otherwise stated in the contract.

11. Oral Agreement or Arrangements

Any alleged oral agreements or arrangements made by bidders with any State agency or employee will be disregarded in any State bid evaluation or associated award.

Contract Award Criteria

Pursuant to CGS 4a-59 and DAS Procurement Regulations 4a-52-8 and 4a-52-18, the award shall be made to the lowest, responsible qualified bidder. The following factors, in descending order of relative importance, will be considered in the evaluation to determine the lowest, responsible qualified bidder:

1. Approved as a qualified Contractor as a result of DAS RFQ 19PSX0019.
2. Exhibit B Pricing
3. Exhibit B Pricing that is determined to be cost effective in its comparison to State of Connecticut Utility / EDC electricity supply markets both current and future.
4. Bidder's conformity with the requirements set forth in section 16a-14e of the Connecticut General Statutes ("General Statutes"), as amended by Public Act 16-173, An Act Concerning Revisions to Certain Energy Purchasing Pool and Life-Cycle Cost Analyses Statute.

DAS may award by individual item, group of items, or the entirety of all items. DAS may also reject any and all bids in whole or in part, and waive minor irregularities and omissions if, in the judgment of DAS, the best interest of the state will be served.