

## Saratoga Springs Housing Authority

### Request for Proposal – Green Energy Purchase 10-8-2018

- 1) The Saratoga Springs Housing Authority (SSHA) is seeking qualifications and cost(s) from interested Energy Supply Companies (ESCOs) to purchase “green electrical energy”.
- 2) For purposes of this document, “green electrical energy’ shall mean electricity generated from a renewable energy source such as solar, wind, biomass or hydropower.
- 3) Goal - It is the desire of the SSHA to participate with the NYS Governor’s energy plan to reduce the source of greenhouse gases. The purchase of “green electrical energy” by the SSHA is step to promote renewable energy thus reducing harmful smog, toxic buildups in our air and water, and the impacts caused by coal mining and gas extraction
- 4) Housing Inventory: The SSHA maintains 339 Low Income Public Housing Units situated at the following sites:

PHA Name:	Saratoga Springs				Who Pays Utility		
Operating Fund Project No.	Operating Fund Project Name	Site Number	Site Name	Number of Units	A = Authority Paid R = Resident Paid AC = Authority/Check		
					Electric	Gas	Water
NY02000001	Jefferson / Vanderbilt Terrace	NY 20-3	Vanderbilt Terrace	58	R	A	A
		NY 20-1	Jefferson Terrace	30	R	R	A
		NY 20-2	Jefferson Terrace II	75	R	R	A
NY02000002	Stonequist Apts	NY 20-3	Stonequist	176	A	A	A
				339			

- 5) Electrical Reporting Period: The SSHA is funded by the U.S. Department of Housing and Urban Development. As part of their yearly financial submission the SSHA must report electrical usage and costs on a July 1<sup>st</sup> through June 30<sup>th</sup> reporting period.

6) Electrical Usage: Historical electrical usage paid by the SSHA:

AMP #1 Jefferson / Vanderbilt Terrace				AMP #2 Stonequist Apartments			
HUD	HUD Reporting Period		Consumption	HUD	HUD Reporting Period		Consumption
Funding	From	To	Electric	Funding	From	To	Electric
Year			(kwh)	Year			(kwh)
2015	Jul-13	Jun-14	89,714	2015	Jul-13	Jun-14	826,718
2016	Jul-14	Jun-15	81,472	2016	Jul-14	Jun-15	828,688
2017	Jul-15	Jun-16	83,134	2017	Jul-15	Jun-16	825,160
2018	Jul-16	Jun-17	85,420	2018	Jul-16	Jun-17	798,504
2019	Jul-17	Jun-18	72,209	2019	Jul-17	Jun-18	651,896

Note: The SSHA installed LED lighting in the apartments and common areas in December 2017. The July17-June18 consumptions noted above reflect approx. half of the expected energy savings.

7) Electrical Bill Breakdown: Monthly electric “Delivery Services” costs reflecting the cost to deliver the electricity will be paid directly to National Grid. Monthly “Supply Services” costs reflecting the cost of the actual electricity will be paid directly to the ESCo. There are NO electrical demand costs.

8) Yearly Reporting: - The ESCo is to provide a yearly report to the SSHA that lists by month for each Asset Management Group (AMP) the following:

- a) A comparison of the supply service cost by National Grid and the contract kwh cost(s).
- b) The electrical consumption by month for each AMP.
- c) Report period end: June 30th of each year, reflecting either a full or partial year.

9) FORM OF PROPOSAL: - The ESCo shall include a letter of interest and a narrative that addresses each of the evaluation factors as noted below:

- a) Qualifications and Project Experience. (limit length one page)
- b) Provide a narrative addressing the source of the “green electrical energy”. Include within this narrative the percentage of each a renewable energy source such as solar, wind, biomass or hydropower.
- c) Provide a sample yearly report that you would typically provide your customers.
- d) “Supply Service” cost per kwh.

10)RESPONSE DUE DATE: All Reponses to this RFP must be received by the SSHA by December 7th, 2018, 3:00 PM.

11) Procurement Process –

- a) It is the intent of the SSHA to award this contract based upon the “Sealed Bid” method of procurement with cost being the primary factor.
- b) The duration of this contract will be through June 2020.

- c) Required HUD Forms – The following forms are included as part of this contract.
  - i) Attachment A – form HUD-5369-B, Instructions to Offerors Non-Construction.
  - ii) Attachment B – form HUD-5369-C, Certifications and Representation of Offerors Non-Construction Contract.
  - iii) Attachment C – form HUD-5370-C, General Conditions for Non-Construction Contracts.

12) SELECTION PROCESS:

a) The SSHA will evaluate all responses and will select the ESCo based upon the following:

Evaluation Factor	Maximum Points
<p><b>A. Qualifications and Experience Rating</b></p> <p>Qualifications - Points will be awarded based on documented experience of the proposed ESCo</p> <p style="margin-left: 40px;">0 to 1 Poor            2 to 3 Marginal            3 to 6 Acceptable            7 to 8 Very Good            9 to 10 Outstanding</p>	10
<p><b>B. Supply Service Cost per KWH</b></p> <p style="margin-left: 40px;">Lowest Cost – 90            Send Lowest Cost – 89, etc.</p>	90
<b>Maximum Points</b>	100

13) Contact Information:

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END