

MPA #508 User Guide features “bookmarks”.

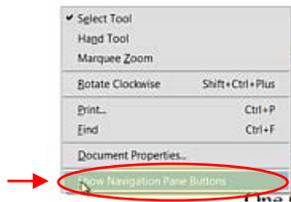
To skip this instruction go to page 2.

Instruction to use bookmarks while viewing online in Internet Explorer:

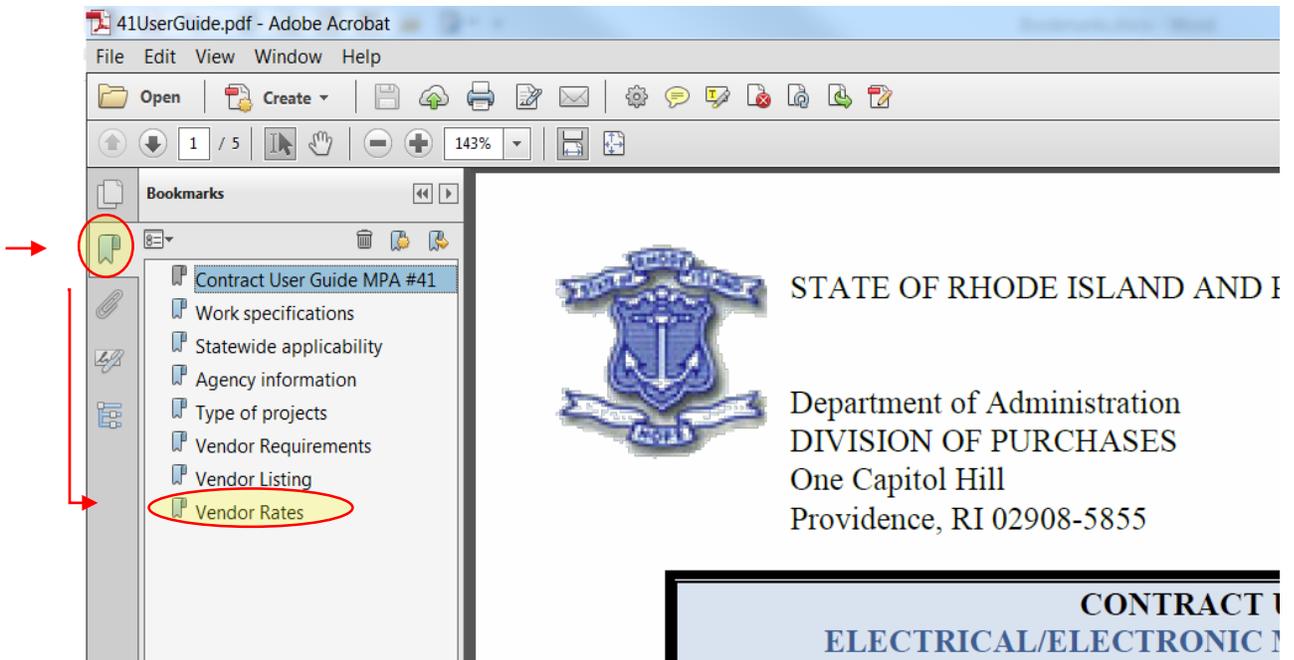
- Single right-click your mouse



- A dialogue window will appear with a drop-down menu, click on “Show Navigation Pane Buttons”



- Click on the bookmark icon to view the listing of bookmarks.
- Click on a bookmark to view the respective information.



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Bookmarks

- Contract User Guide MPA #41
 - Work specifications
 - Statewide applicability
 - Agency information
 - Type of projects
 - Vendor Requirements
 - Vendor Listing
 - Vendor Rates

STATE OF RHODE ISLAND AND I

Department of Administration
DIVISION OF PURCHASES
One Capitol Hill
Providence, RI 02908-5855

CONTRACT U
ELECTRICAL/ELECTRONIC

CONTRACT USER GUIDE FOR ENERGY EFFICIENCY SERVICES
MASTER PRICE AGREEMENT MPA#508
SOLICITATION #7549412
CONTRACT TERM: 9/1/15 - 8/31/16
NO RENEWAL OPTIONS

BACKGROUND:

The Division of Purchases issued RFP #7549412 for Energy Efficiency Services on March 13, 2015. Fifteen (15) firms submitted proposals on April 15, 2015 for turnkey energy efficiency services to public sector entities. Purchase Orders were awarded to twelve vendors. Turnkey energy efficiency services are defined as: performance of energy audits; identification and payback analysis of energy efficiency measures; recommendation of appropriate energy efficiency measures; installation services, material and labor warranties; and appropriate reporting and facilitating of National Grid (Utility) or other available incentives or rebates. There are no renewal options available for this MPA.

CONTRACT SUMMARY:

This Master Price Agreement includes qualified firms to provide turnkey energy efficiency services on an “as needed” basis for individual projects. The MPA is intended to service smaller and medium short-term projects where cost is less than \$600,000.00.

WHO CAN USE THIS CONTRACT

State agencies, statewide political subdivisions (cities, towns, and schools), water and waste water treatment plants, and quasi-public agencies, as authorized by law, may participate in this Agreement. All ordering and billing shall be between the vendor and the user agency.

INSTRUCTIONS FOR USE BY STATE AGENCIES:

1. Prior to use of MPA #508 user agencies should notify the Office of Energy Resources (OER) of the project:
Point of Contact: George Sfinarolakis, Chief Program Development
Email: George.Sfinarolakis@energy.ri.gov
Telephone: 574-9101
2. At least one Certified Minority Business Enterprise should be solicited whenever possible.
3. Request turnkey services from prequalified vendors for discrete projects. Provide sufficient information, such as scope of work, allowable working hours, and special requirements for the vendor to respond with a suitable proposal. See the sample Request for Quote as provided as “Attachment A.”
4. For Small Scale Projects up to \$50,000: The agency representative selects one or more prequalified vendors from the list to submit a proposal for a discrete project. The proposal should include a detailed scope of work, total cost (including and excluding rebates), energy savings and utility rebates. The Agencies and OER, as requested and/or appropriate, will be evaluating the proposals and making a recommendation to the Division of Purchases based on the quality of the proposal, total cost, identified rebates, energy savings and implementation schedule, if applicable.
5. For Medium Scale Projects between \$50,000 and \$600,000: The agency must conduct a technical evaluation of proposals from a minimum of three (3) of the prequalified vendors. The Agencies and OER, as requested and/or appropriate, will be evaluating the proposals and making a recommendation to the Division of Purchases based on a composite score reflecting quality of the proposal, total cost, identified rebates, energy savings and implementation schedule, if applicable.

OER recommends the following non-binding evaluation criteria:

- a. Total project energy savings – kWh/MMBTU - 30%
 - b. Quality of the technical proposal - 30%
 - c. Cost per kWh/MMBTU saved – 40%
6. For projects over \$600,000 the user agency shall not use this MPA and shall issue a distinct Request for Proposal (RFP) for the project.
7. The state agency will send a notification letter [See the sample notification letter provided as “Attachment B”] to the recommended vendor in which the following information is requested:
- a. If required by Purchases, an agreement outlining the scope and special terms & conditions covering the work, executed by both the Agency Chief Executive and the vendor’s authorized agent.
 - b. No work or services shall be performed by an MPA-508 vendor for a user agency project until issuance of a purchase order by the Division of Purchases.

Equal Employment Opportunity Compliance Certificates & Agreements and Certificates of Insurance are on file for each awarded vendor and do not require restatement. Insurance minimum limits of coverage are as follows:

Comprehensive General Liability Insurance: covering bodily injury, and property damage in a form and with coverage that are satisfactory to the State. Including personal and advertising injury liability, independent contractors, products completed operations, contractual liability and broad form property damage coverage. Coverage shall be written on an occurrence basis. A combined single limit of \$1,000,000 per occurrence and aggregate is required for bodily injury, and a combined single limit of \$500,000 per occurrence and aggregate.

Auto Liability Insurance: covering all owned, non-owned, or hired vehicles. A combined single limit per occurrence of \$1,000,000 will be obtained.

Workers Compensation and Employers Liability: in compliance with the laws of the State of Rhode Island. Coverage shall include Employers Liability Insurance with minimum limits of \$100,000 each accident, \$500,000 disease or policy limit, \$100,000 each employee.

There shall be no cancellation, material change, potential exhaustion of aggregate limits or non-renewal without thirty days (30) written notice from the contractor or its insurer(s). Failure to comply with the reporting provisions of this clause shall be grounds for immediate termination of any contract issued pursuant to MPA-508.

When the above information has been obtained, the state agency will send the following documentation to the Division of Purchases and request that a purchase order be issued:

- A Zero Dollar Requisition to Include Project Amount as a text attachment internal to the requisition.
- Scope of Work
- Required number of responsive quotes received plus identification/results of other quotes solicited
- Memorandum Signed by Agency Summarizing Responses and Recommending Vendor
- Copy of notification letter
- If required by the OER, a copy of signed project agreement
- MBE Compliance for the project engagement*

PROJECT- Scope of Work

The project may contain one or more of the following tasks:

- Lighting
- Lighting Controls
- HVAC efficiency improvements
- Motor Upgrades in conjunction with Variable Speed Drives
- Gas heating equipment, controls, and water heating equipment
- Building envelope insulation improvements
- Retro-commissioning
- Other custom electric and gas energy saving measures

The vendor services for the project, in support of the scope of work, may include where required by the user agency:

- Recommendations of appropriate energy efficiency measures
- Drawings and design calculations
- Analysis of project economics
- Maximizing benefits of incentive programs
- Complete installation services
- Extended material and labor warranties
- Coordination with National Grid on recycling ballasts
- Supplying required documentation in support of incentive application processing

STATE AGENCIES PLEASE TAKE NOTE:

No Vendor shall provide services or begin work unless and until a valid Purchase Order approved by the Agency has been issued and received by Vendor. In no event shall a Vendor deliver goods or provide services until such time as a duly authorized release document is certified by the ordering Agency. A Vendor will not be entitled to any payment for services rendered or work completed outside of this policy.

In accordance with R.I. Gen. Laws § 37-2-54(c), “No purchase or contract shall be binding on the state or any agency thereof unless approved by the department [of Administration] or made under general regulations which the Chief Purchasing Officer may prescribe.”

Under State Purchasing Regulation 8.2.1.1.2, “Any alleged oral agreement or arrangements made by a bidder or contractor with any agency or an employee of the Office of Purchases may be disregarded and shall not be binding on the state.”

State Purchasing Regulation 8.7.1 – “All agreements and changes to scope of work, price, or other terms shall be incorporated into purchase orders via “change order” documents incorporating contract amendments.”

State Purchasing Regulation 8.7.2 – “Change Orders issued by the Office of Purchases shall be the only binding documents which may create a change in a purchase order.”

State Purchasing Regulation 8.7.3 – “Personnel shall not commit the state to technical / contractual changes to purchase orders without first securing all necessary approvals.”

Attachments:

- Attachment A– Sample Request for Quote “RFQ”
- Attachment B– Sample “Notification Letter”

To obtain a Microsoft Word version of the sample RFQ and sample notification letter:

Point of Contact: Dawn Vittorioso
Email: Dawn.Vittorioso@purchasing.ri.gov

Division of Purchases Lead:

Point of Contact: Thomas V. Bovis, Interdepartmental Project Manager
Email: Thomas.Bovis@purchasing.ri.gov
Tel: 574-8119



STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS

Department of Administration
DIVISION OF PURCHASES
One Capitol Hill
Providence, RI 02908-5855

Tel: (401) 574-8100
Fax: (401) 574-8387
Website: www.purchasing.ri.gov

Bid #7549412, MPA #508 - ENERGY EFFICIENCY SERVICES

**SMALL SCALE PROJECTS UP TO \$50,000
MEDIUM SCALE PROJECTS UP TO \$600,000**

<u>Award Number</u>	<u>Vendor Name</u>	<u>Categories Awarded</u>
3435083	Northern Energy Services	All
3435380	Guardian Energy Management Solutions LLC	All
3435710	Energy Conservation, Inc.	All
3435716	Care Technology, Llc.	Lighting Energy Efficiency Projects
3435721	ENE Systems, Inc.	All
3435722	B2Q Associates, Inc.	All
3435725	Energy Source LLC	All
3435754	Ameresco, Inc.	All
3435766	American Development Institute	All
3436024	NORESCO	All
3436268	Thielsch Engineering	All
3436273	Richard D. Kimball	All



STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS

INSERT DEPARTMENT HERE
INSERT DIVISION HERE
INSERT ADDRESS HERE
PHONE FAX
TDD

Request for Quote "RFQ" - MPA #508 Energy Efficiency Services

PROJECT NAME- LOCATION, RI

Solicited under State of Rhode Island Master Price Agreement #508

DATE OF REQUEST FOR QUOTE

INSERT DATE OF REQUEST FOR QUOTE

PROJECT DESCRIPTION

INSERT PROJECT DESCRIPTION

HISTORY/BACKGROUND

INSERT HISTORY AND BACKGROUND

INTENT

INSERT THE INTENT

A SELECT mandatory/non-mandatory site walkthrough will be conducted at INSERT LOCATION.

INSERT DATE->

Questions regarding this Request for Quote are due to the INSERT AGENCY no later than

INSERT DATE->

Vendor Submissions are due via email or hardcopy to the INSERT AGENCY no later than

INSERT DATE->

Medium Scale Projects Sample RFQ

Division contact:

NAME, TITLE 401-XXX-XXXX email:email.address@XXX.ri.gov

The following Energy Efficiency Services will be required (Agency refer to Page 3 of the User Guide):

- 1. INSERT REQUIRED SCOPE OF WORK
2. VENDOR PROPOSAL MUST IDENTIFY ALL REBATES
3. VENDOR PROPOSAL MUST IDENTIFY ALL ENERGY SAVINGS

Anticipated Project Phases:

- 1. IF APPLICABLE, INSERT VENDOR SERVICES FOR THE PROJECT, IN SUPPORT OF THE SCOPE OF WORK

Implementation Schedule:

- 1. LIST IMPLEMENTATION SCHEDULE AND DURATIONS

Pricing:

Vendors are requested to provide pricing in the following format:

- 1. Provide a lump-sum fixed fee for the work described above \$
2. Provide an hourly breakdown of the above lump-sum fixed fee for all personnel roles associated with the project (including primary and secondary).

Table with 3 columns: Personnel, Hourly Rate, Number of Hours



STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS

INSERT DEPARTMENT HERE

INSERT DIVISION HERE

INSERT ADDRESS HERE

PHONE FAX

TDD

Attachments:

1. INSERT ATTACHMENT LIST IF APPLICABLE _____

Medium Scale Projects Sample RFQ

AGENCY LETTERHEAD

Date

Vendor Contact.
Vendor Company.
Street (PO).
City., State. ZipCode.

Vendor Email.

SAMPLE

Re: 1) MPA# 508 , Energy Efficiency Services : Agency Project Name
2) Amount: Buyer insert the type of Quote/Estimate – ex. "lump-sum fixed-fee" \$Dollar Amount

Dear Mr./Ms. Vendor Contact.:

This letter is to notify you that the Agency/Division "Agency" is authorized to begin contract negotiations with Vendor Company Name for the above referenced project. This tentative selection may be revoked by the "Agency" if your company fails to satisfy any of the requirements of this letter or the solicitation.

No work may commence until your company has received a Purchase Order issued by the Division of Purchases and, in addition, an authorization from the user Agency. Prior to issuance of a purchase order by the Division of Purchases, your company must provide the documentation listed below to the Agency by Calendar Date stated as "Week Day", "Month", "Date", "YYYY" – requirement is 21 calendar days from date of letter.. Submit all documentation, to: Agency Staff Name, Agency Mailing Address, Email: Agency Staff Email. Failure to timely provide the required documentation may result in the revocation of this notification by the Agency.

The following documents indicated by an "X" are required:

X	An agreement outlining the scope and special terms and conditions covering the work, executed by both the Agency Chief Executive and an authorized representative of your firm.
X	Certificates of insurance in accordance with the MPA Bid Solicitation. When commercial general liability is required, ensure that the Agency is the Certificate Holder and Both the Agency and the State of Rhode Island are Additional Insured.
X	A completed Minority Business Enterprise Plan. Submit Plan to Division of Purchases, Minority Business Office, One Capitol Hill, 2 nd Floor, Providence, Rhode Island 02908. For further information, contact Dorinda Keene at (401) 574-8253 or dorinda.keene@doa.ri.gov

Please contact me if you have any questions regarding this letter.

Sincerely,

Agency Contact Name
Agency Contact Title
Telephone Number

cc: Dorinda Keene – MBE
Cheryl Burrell – ODEO - Associate Director, Office of Diversity, Equity and Opportunity
RI Division of Purchases MPA Buyer