

OFFICE OF THE TOWN ATTORNEY
TOWN OF OYSTER BAY
NASSAU COUNTY, NEW YORK

REQUEST FOR PROPOSALS
FOR
UTILITY COST REDUCTION AND SAVINGS SERVICES

NOTES:

1. ISSUANCE DATE: November 9, 2018
 2. THIS RESPONSE IS DUE BY: December 19, 2018
[Consideration will only be given to responses received on or before the close of business]
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PROJECT NAME: UTILITY COST REDUCTION AND SAVINGS SERVICES

REQUEST FOR PROPOSALS

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AUTHORIZED CONTACT PERSON: Prospective firms are advised that the authorized Town of Oyster Bay contact person for all matters concerning this Request for Proposals (“RFP”) is:

Joseph Nocella, Town Attorney
Town of Oyster Bay
Town Hall
54 Audrey Avenue
Oyster Bay, NY 11771
Telephone: (516) 624-6150 – Fax: (516) 624-6196
Email: jnocella@oysterbay-ny.gov

INTRODUCTION: In accordance with the General Municipal Law §104-b and the Town of Oyster Bay’s qualification based procurement policy, the Office of the Town Attorney of the Town of Oyster Bay (the “Town”) is seeking proposals from qualified individuals and entities interested in serving as a consultant with respect to providing comprehensive and strategic sourcing efforts to research, identify and advise on areas for potential short-term and long-term cost reduction and savings on utility usage by the Town and its offices, buildings and facilities. The ultimate goal is to reduce the Town’s costs of utility usage, resulting in a reduction in spending for utilities. Strategic sourcing services would include identifying cost savings measures, revenue enhancements, expense reductions, increased purchasing power, energy alternatives, technology, innovation and overall efficiencies.

The scope of the anticipated services and experience and knowledge required are more fully described below.

FORM OF PROPOSAL: Firms must submit three (3) copies of their firm profiles, resumes, individual credentials, and proposed fee schedules.

QUALIFICATION BASED SELECTION PROCESS: The Town, after receipt and review of responses to this RFP, reserves the right to reject all proposals based upon the information provided by the firm(s) in their proposal(s) and based upon subsequent negotiations between the Town and the firm(s). The review process of the responses submitted is based on the qualifications of the firm for the nature of the services. The Town also reserves the right to subdivide individual items and award one or more portions to one firm and other portions to one or more other firms.

CRITERIA FOR EVALUATION: It is expressly acknowledged that the quality of the services to be rendered is of paramount importance to the Town. However, it is further expressly acknowledged that the cost of the services to be rendered is a substantial concern because the Town seeks effective service at reasonable rates.

Following its review, the Town may notify the firms of their standing. The top ranked firm(s) may be invited to submit an engagement letter, which will be subject to negotiation. If a satisfactory agreement cannot be negotiated with such firm(s) at a fee determined by the Town to be fair and reasonable, then negotiations with such firm(s) will be terminated and negotiations will continue with other suitably ranked firm(s). The Town may also notify the firms to

determine whether any conflict of interest exists with the firm and any parties involved in the matter. Please note that the Town does not remit payment in advance of services rendered.

USE OF SUBCONSULTANTS AND OTHER SUBORDINATE ENTITIES: Prospective firms are advised that the Town will entertain proposals that include the use of sub-consultants and/or other subordinate entities, i.e. experts. In such event, the proposal must clearly state the extent and nature of the work proposed to be delegated to the other entity and the cost reasonably estimated to be passed on to the Town in connection with the service.

FAMILIARIZATION WITH CURRENT PROGRAMS, FACILITIES AND DOCUMENTS: It is the sole responsibility of the prospective firms to familiarize themselves with the Town's current programs, facilities, documents and any other information which is necessary and relevant to the scope of this RFP. Upon sufficient and reasonable advance notice to the contact person named above, arrangements may be made to visit and inspect any involved Town facilities and/or to view applicable documents. Any and all costs borne by the prospective proposer in familiarizing themselves with the above are to be borne solely by the prospective proposer. In the event that the prospective proposer is ultimately awarded a retainer pursuant to this RFP, the Town will not allow any claims for payment which include billable time for such familiarization and travel costs, regardless of whether they were incurred prior to or following the submission of the proposer's proposal.

PAYMENTS AND CLAIMS: Payment for services rendered is made on a monthly basis, following submission of an invoice and Town claim form, which is subject to review and audit by Town personnel. Billing shall be computed on one-tenth of an hour basis, and invoices must clearly reflect the staff assigned to this project, the number of hours or portion thereof spent on this project, the hourly rate of each staff member, and a description of the services rendered by each staff member. Other payment methods, including contingent-based, will be considered by the Town.

*** Note: The Town makes no representation of the actual value of the work. Further, as part of the award process, a maximum dollar amount may be determined and may be incorporated into the agreement that is awarded pursuant to this Request for Proposals. The Town further states that it also makes no representation that actual services required will be for the full maximum dollar amount incorporated into the agreement.**

Kindly note that consideration will only be given to the responses received in this office on or before 4:45 p.m. (EST), on December 19, 2018.

SCOPE OF SERVICES: The Town seeks qualified individuals and entities to provide strategic sourcing services to research, identify and advise on areas for potential short-term and long-term cost reduction and savings on utility usage by the Town and its offices, buildings and facilities. Such services may include, but not be limited to, the following:

- Research, identify and advise on cost savings measures, revenue enhancements, expense reductions, increased purchasing power, energy alternatives, technology, innovation and overall efficiencies.

- Research, identify and advise on energy efficiency programs and their availability to the Town
- Research, identify and advise on renewable energy systems appropriate for the Town
- Research, identify and advise on conservation measures appropriate for the Town
- Research, identify and advise on rebate/credit programs available to the Town
- Research, identify and advise on tax reductions and incentives available to the Town
- Research, identify and advise on energy efficient capital improvements and upgrades appropriate for the Town
- Research, identify and advise on energy savings performance contracting appropriate for the Town
- Perform such other functions as the Town may require related to the purpose of the RFP.

EXPERIENCE AND SPECIAL KNOWLEDGE REQUIRED:

- New York Public Service Commission and Department regulations at Title 16 New York Code of Rules and Regulations
- New York Energy Law: statutory, regulatory and case law of the State of New York concerning the policy, conservation, taxation and utilities involved in energy
- LIPA, National Grid and other local utility providers
- New York Power Authority
- Gas, electric, water systems and products
- Trends affecting the utilities industries
- Utility marketplaces

BIDDER'S DISCLOSURE AFFIDAVIT

STATE OF NEW YORK)
)
) ss.
COUNTY OF)

_____, being duly sworn, deposes and says:

- 1. That I am _____(age), and reside at (address) _____.
- 2. That I am a proposer for the contract which is the subject matter of this application and am familiar with all the facts and circumstances hereinafter set forth.
- 3. That neither deponent nor any other person mentioned in this affidavit is an officer or employee, or is related to an officer or employee of the Town of Oyster Bay – except: (if any, set forth details)

4. That no officer of the State of New York, or officer or employee of the Town of Oyster Bay, or Nassau County, or person holding any position or office, whether by election, appointment or otherwise, in any party as defined by subdivision 4 of Section 2 of the Election Law, or his spouse, or their brothers, sisters, parents, children, grandchildren, or the spouse of any of them, is the proposer, or any officer, director or partner, member or employee of the proposer, or legally or beneficially owns or controls one (1) percent or more of the stock of the proposer, or is associated with the proposer in a joint venture, or is a party to an agreement with the proposer, expressed or implied, whereby he may receive any payment or other benefit, whether or not for services rendered, dependent or contingent upon the favorable aware of such contract – except (if any set forth details – see General Municipal Law Section 809)

5. That in the event there is any change in the matters set forth herein prior to the award of the contract, deponent(s) will file with the Town of Oyster Bay a supplemental affidavit indicating the details of such change within 48 hours of such change.

(signed)

Sworn to before me this
_____ day of _____, 2018

NOTARY PUBLIC

CORPORATE DISCLOSURE AFFIDAVIT

STATE OF NEW YORK)
) ss.
COUNTY OF)

_____, being duly sworn, deposes and says:

1. That I am the (office held)_____ of the (name of corporation) _____ and am fully familiar with all the facts and circumstances hereinafter set forth.

2. That the business address of (name of corporation) _____ is (address) _____.

3. That said corporation was incorporated under and pursuant to the Law of the State of _____.

4. That the following are the names and residences of each officer, director and shareholder: (set forth names, residences and relationship to corporation): _____.

5. That the corporate stock of said corporation has not been pledged to any person nor has any agreement been made to pledge the said stock – except (if any, set forth details): _____.

6. That neither deponent nor any other person mentioned in this affidavit is an officer or employee, or is related to an officer or employee of the Town of Oyster Bay – except (if any, set forth details): _____.

7. That no officer of the State of New York, or officer or employee of the Town of Oyster Bay, or Nassau County, or person holding any position or office, whether by election, appointment or otherwise, in any party as defined by subdivision 4 of Section 2 of the Election Law, or his spouse, or their brothers, sisters, parents, children, grandchildren, or the spouse of any of them, is the proposer, or any officer, director or partner, member or employee of the proposer, or legally or beneficially owns or controls one (1) percent or more of the stock of the proposer, or is associated with the applicant in a joint venture, or is a party to an agreement with the proposer, expressed or implied, whereby he may receive any payment or other benefit, whether or not for services rendered, dependent or contingent upon the award of such contract – except (if any set forth details – see General Municipal Law Section 809) _____.

8. That in the event there is any change in the matters set forth herein prior to the award of the contract, deponent(s) will file with the Town of Oyster Bay a supplemental affidavit indicating the details of such change within 48 hours of such change.

(signed)

Sworn to before me this
_____ day of _____, 2018

NOTARY PUBLIC