

TOWN OF WOODBRIDGE
WOODBRIDGE BOARD OF EDUCATION
AMITY REGIONAL SCHOOL DISTRICT NO. 5
REQUEST FOR QUALIFICATIONS
ELECTRICITY GENERATION

It is the intent of the Town of Woodbridge, Woodbridge Board of Education and the Amity Regional School District No. 5 to choose a vendor to provide electricity generation as needed to the participating agencies starting December 2009.

Vendors will be selected on the basis of their qualifications and ability to satisfy certain qualifying criteria. It is the intent of the entities to issue Request for Proposals to only those qualifying vendors. All proposals must be submitted no later than 2:00 p.m. on Friday, March 13, 2009. Once qualifying vendors are selected, RFP's will then be issued.

The Town of Woodbridge, Woodbridge Board of Education and the Amity Regional School District No. 5 reserves the right to reject any and/or all submissions if it is deemed to be in their best interest. Minority and women-owned businesses are encouraged to submit a proposal.

Anthony F. Genovese
Director of Finance
Town of Woodbridge

Request For Qualifications - Electrical Generation

Town of Woodbridge
Woodbridge Board of Education
Amity Regional School District No. 5

In 2007, the Town of Woodbridge, Woodbridge Board of Education, and the Amity Regional School District No. 5 (the entities) began using a supplier for the generation portions of their electric bill. Because all current contracts are due to expire in December 2009, the entities would like to obtain prices per kilowatt hour for the electricity generation for all buildings and locations including streetlights for the Town of Woodbridge. The entities are soliciting request for qualifications (RFQ) from firms to provide the generation portion of the United Illuminating Electric Bill. A bill history or other required data may be obtained by calling the finance or business offices of each participating agency during normal business hours. All questions must be received in writing by 2:00 p.m. on March 9, 2009. Questions may be made by phone, e-mail and/or fax.

The objective of this Request for Qualifications (RFQ) is to select one firm to provide the needed electrical generation portion of the electric bill. The contractor selection will be guided by the ability of the successful firm to offer competitive services and prices. The RFQ is not a contractual offer or commitment to purchase services. All letters of interest and required information must be received in a sealed envelope marked "Electrical Bid" no later than 2:00 p.m. on March 13, 2009. Please submit one original letter of interest and required information AND three (3) copies. Responses received after this time will not be considered. E-mails or faxes for the RFQ submission will NOT be acceptable. Hand delivered sealed envelopes will be acceptable.

Please note: this is intended to be a two step process. Once vendors are selected through the RFQ process, a Request for Proposal (RFP) will then be issued to only those qualifying vendors for electricity generation rates.

CONTRACT PERIODS

The entities would like to examine proposals for one, two and three year contract periods.

GREEN ENERGY

In addition to regular electric generation rates, the Town of Woodbridge and Woodbridge Board of Education will also be seeking rates on electricity containing 25% "green" energy. This should be from a commonly recognized green, or environmentally friendly, energy source (including wind, water, etc...) or some combination. The Amity Regional School District No. 5 will consider the purchase of green energy but is likely to select the regular electric generation rates.

PROPOSAL CRITERIA

Proposals judged to be responsive to all major requirements of the specifications on an initial reading will be evaluated in detail. Quality of response to each RFP point will be rated, and a comparative qualitative ranking of all proposals will be developed based on a composite rating of each one. The proposal review committee will provide comparative rankings with recommendations to the First Selectman and Superintendents of Schools or their designees of the respective entities for a final decision. Firms responding to this request should be of adequate size and sufficiently staffed to perform the assignment described above. The selected firm must meet all local, State and Federal affirmative action and equal employment opportunity practices and regulations.

Proposals and presentations should be prepared simply and economically, and give a straightforward and concise description of the Respondent's capabilities to satisfy the requirements of the RFP. Emphasis should be placed on completeness and clarity of content. All respondents should clearly state within their proposals any questions asked by this RFQ and identify any assumptions made in formulating their responses to the proposals. The entities reserve the right to respond to and ask questions or discuss assumptions made by any Respondent after all proposals have been reviewed.

RFQ WITHDRAWAL

RFQ's may be withdrawn in writing by the bidder. All correspondence shall be sent to the Director of Finance of the Town of Woodbridge by e-mail or certified letter.

RIGHT OF REJECTION

The Town of Woodbridge, Woodbridge Board of Education and/or the Amity Board of Education or their designee may reject or accept any and all RFQ's in whole or in part or may waive any informality in information received if, in its/his/her opinion, it is in the best interest of the entity to do so, for whatever reason.

METHOD OF AWARD

Where more than one option is bid, the entities individually reserve the right to split the bid award individually or grouped if it in the entity's best interest.

MINIMUM SUBMISSION REQUIREMENTS (RFQ)

Cover Letter:

All proposals shall include a one or two page cover letter, The cover letter should provide the following information: The name, title, phone number, fax number, E-mail address and street address of the contact person in the respondent's organization. Also, please send highlights of the respondent's qualifications and ability to perform the project. This would include the proposed subcontractor's and brief description of their intended roles.

Company Overview:

Provide the following information about your firm and proposed subcontractors:

- The firm's name, title, phone number, fax number, E-mail address and business address of the contact person in the respondent's organization
- The year the firm was established and former names of the firm, if applicable
- The type of ownership and parent company, if applicable
- Location of the office or offices that-would provide the project services
- Ability to provide services in Connecticut

Project Team:

Provide a resume for each key person in your organization. Please list all relevant professional qualifications, project experience, education, professional registrations and certifications.

Related Experience:

Proposals shall include project descriptions of three relevant projects. These descriptions shall demonstrate capability in the project services, experience with similar clients, and/or local project experience. Include the name of the client organization and the name of a person to

contact for a reference. The projects should demonstrate the strength of your firm and how this would benefit the Town of Woodbridge, Woodbridge Board of Education, and the Amity Regional School District No. 5.

Statement of Qualifications

Proposals shall answer all of the questions in the attached Statement of Qualification.

STATEMENT OF QUALIFICATIONS

Each Qualification shall include a statement of Qualifications in the form provided in this RFQ upon stationery of the proposing firm. The statement shall bear the signature and title of an authorized representative of the proposer and shall be notarized.

(To be typed upon proposer's stationery and submitted with the Qualification)

All questions must be answered and the data given must be clear and comprehensive. This statement must be notarized. The proposer may submit any additional information he/she desires.

1. Name of Proposer
2. Permanent main office address
3. When organized
4. Legal form of ownership. If a corporation, where incorporated.
5. How many years have you been engaged in serves you provide under your present name?
6. Experience in work similar in scope of services and in importance to this Qualification.
7. List not less than three (3) client references for whom services similar to this Request for Qualifications are currently or previously been provided, include for each client:
 - Name of Organization
 - Gross cost of agreement
 - Date services started
 - Services being provided
 - Responsible official, address and telephone number of person available as a reference.
8. Have you ever failed to complete any work awarded to you? If so, where and why?
9. Have you ever defaulted on a contract? If so, where and why?
10. Describe any pending litigation or other factors, which could affect your organization's ability to perform this agreement.
11. Names, titles, reporting relationships, and background and experience of the principal members of your organization, including the officers. Indicate which individuals are authorized to bind the organization in negotiations.
12. Name, title, address and telephone number of the individual to whom all inquiries about this Qualification should be addressed.
13. The undersigned hereby authorizes and requests any persons, firm or corporation to furnish any information requested by the Town of Woodbridge, Woodbridge Board of Education, and/or the Amity Regional School District No.5 in verification of the recitals comprising this Statement of Qualifications.
14. Tax Identification number(s)