



Administered by University of Maine System  
Office of Strategic Procurement  
University of Maine System

Request for Information (RFI)  
Renewable Fuels for Conventional Commercial /  
Industrial Grade Boilers  
University of Maine

RFI # 2018-085

**Issued Date:** June 21, 2018

**Response Deadline Date/Time:** July 11, 2018, End of Business

**Response Submission Information:**

Submitted electronically to **roger.ward@maine.edu**  
Email Subject Line – **Renewable Fuels for UMaine RFI#2018-85**

**Response Contact Information:**

Director of Strategic Sourcing (SSD): **Ryan Ward**  
Email: **roger.ward@maine.edu** Phone: **(207) 581-2712**

## 1.0 Definitions, Background, Purpose and Specifications

### 1.1.1 Purpose

The University of Maine System on behalf of the University of Maine, is seeking prospective vendors/suppliers/parties with proven experience, understanding and knowledge in Renewable Fuels to provide information on Renewable Fuels for potential future solicitation to Supply Renewable Fuels to the University of Maine located in Orono, Maine. **Parties desiring to be considered for this project are asked to submit a Letter of Interest responding to the specific questions listed in Attachment A, B, and C of this document.**

Respondents of the RFI will be the only Suppliers invited to participate should the University elect in the next year (June 21, 2018 to June 20, 2019) issue a solicitation to Supply Renewable Fuels for the University of Maine located in Orono, Maine.

### 1.1.2 Background

#### Overview

Established in 1968, the University of Maine System (UMS) unites seven distinctive public universities, comprising 10 campuses and numerous centers, in the common purposes of providing quality higher education while delivering on its traditional tripartite mission of teaching, research, and public service.

Maine's largest educational enterprise, the University extends its mission as a major resource for the state, linking economic growth, the education of its people, and the application of research and scholarship.

A comprehensive public institution of higher education, UMS serves nearly 40,000 students annually and is supported by the efforts of more than 2,000 full-time and part-time faculty, more than 3,000 regular full-time and part-time staff, and a complement of part-time temporary (adjunct) faculty.

Reaching more than 500,000 people annually through educational and cultural offerings, the University of Maine System also benefits from more than two-thirds of its alumni population residing within the state; more than 123,000 individuals.

The System consists of the following seven universities: University of Maine (UM); University of Maine at Machias (UMM); University of Maine at Augusta (UMA); University of Maine at Presque Isle (UMPI); University of Maine at Farmington (UMF); University of Southern Maine (USM); and, University of Maine at Fort Kent (UMFK).

*Operating within a shared services model, the offices of Information Technology, Strategic Procurement, Human Resources, Facilities, Risk and General Services, Finance and Budget, Shared Processing Center, General Counsel and Organizational Effectiveness partner to form the University Services organization.*

*Charged with delivering key administrative functions across the System, University Services is dedicated to leveraging its significant unit and collective resources to*

*not only serve the immediate needs of its constituents, but deliver sustainable economies and efficiencies for the future benefit of the System as well.*

### **University of Maine**

Established as a land grant college in 1865, the University of Maine is a public research university located in Orono and referred to as the flagship institution of the University of Maine System. UMaine, as it is often called, has an overall enrollment of over 11,000 students who pursue majors in ninety undergraduate disciplines, more than seventy masters' courses of study and thirty doctoral programs. Ranked 105<sup>th</sup> by the National Science Foundation among American research universities, UMaine's research faculty has an international reputation for excellence and the campus' Fogler Library is the largest in the state. Located on more than 600 acres only a few miles from Bangor, one of Maine's largest cities, the University of Maine is a major resource not only for education but economic and community development throughout the state as well.

### **Technical Overview**

UMaine's Orono campus includes 4.25 million gross square feet across 202 buildings. Campus energy and utility infrastructure includes over 151 miles of energy and utility distribution system infrastructure (not including building systems), and features a central steam plant, which houses four (4) boilers and supplies steam to campus at 50 psig outlet pressure. The steam distribution system serves approximately 90 campus buildings and 89% of the annual campus thermal load, through 4.7 miles of steam distribution lines, and 119 steam pits.

The University's central steam plant consists of three (3) water tube steam boilers (numbered as #5, #6, & #7) which are rated to produce 64,000 lb./hr. of 150psig steam, and one (1) boiler (Boiler #8) which can produce 60,000 lb. steam/lb. Boilers #5 & #6 are designed to only burn #6 oil, Boiler #7 can burn either #6 oil or natural gas which is its primary fuel. Boiler #8 burns only natural gas.

The plant consumes in excess of 450,000 MMBtu of energy per year (natural gas and residual oil). The plant's peak daily demand is approximately 3,000 MMBtu (in the heating season), and its minimum daily demand is approximately 500 MMBtu (in the non-heating season).

#### **1.1.3 Scope of Work / Specifications**

The University of Maine seeks information for current and future availability of Renewable Fuels(s) for potential consumption by the University. The University seeks to understand the current and future markets, supply, capital investments needed, Supplier service models, etc. needed to potentially develop and issue a subsequent competitive solicitation.

#### **1.1.4 Communication with the University**

It is the responsibility of the Respondent to inquire about any requirement of this document that is not understood. Responses to inquiries, if they change or clarify the document in a substantial manner, will be forwarded by addenda to all parties that have received a copy of the document. Addenda will also be posted on our web site, [www.maine.edu/strategic/upcoming\\_bids.php](http://www.maine.edu/strategic/upcoming_bids.php)

It is the responsibility of all Respondents to check the web site before submitting a response to ensure that they have all pertinent documents. The University will not be bound by oral responses to inquiries or written responses other than addenda.

Inquiries must be made using the **Response Contact Information** provided on the cover sheet of this document.

Refer to table in **Section 1.3.1 Timeline of Key Events** for deadline requirements.

#### **1.1.5 Confidentiality**

The information contained in responses submitted for the University's consideration will be held in confidence until all evaluations are concluded and a Respondent selected (the successful Respondent). At that time the University will issue award notice letters to all participating Respondents and the successful Respondent's response may be made available to participating Respondents upon request. Such request will be made by submitting a written request to the individual noted in the **Response Contact Information** shown on the cover sheet of this document, with a copy of the request to the successful Respondent.

After the protest period has passed and the Agreement is fully executed, the winning response will be available for public inspection.

Pricing and other information that is an integral part of the offer cannot be considered confidential after an award has been made. The University will honor requests for confidentiality for information of a proprietary nature to the extent allowed by law. Clearly mark any portion of your submitted materials which are entitled to "trade secret" exemption from disclosure under Maine's Freedom of Access Act. Failure to so identify as trade secret will authorize the University to conclude that no portions are so exempt; and that your entity will defend, indemnify and hold harmless the University in any and all legal actions that seek to compel the University to disclose under Maine's Freedom of Access Act some or all of your submitted materials and/or contract, if any, executed between the University and your entity.

The University must adhere to the provisions of the Maine Freedom of Access Act (FOAA), 1 MRSA §401 et seq. As a condition of submitting a response under this section, a respondent must accept that, to the extent required by the Maine FOAA, responses to this solicitation, and any ensuing contractual documents, are considered public records and therefore are subject to freedom of access requests.

#### **1.1.6 Costs of Preparation**

Respondent assumes all costs of preparation of the response and any presentations necessary to the response process.

## 1.2 General Submission Provisions

### 1.2.1 Timeline of Key Events

Reference Section	Event Name	Event Due Date
Section 1.2.2	Deadline for Written Inquiries/Questions	<b>June 26, 2018 End of Business</b>
Section 1.2.2	Response to Written Inquiries/Questions	<b>June 29, 2018 End of Business</b>
Section 1.2.2	Deadline for Information Submission	<b>July 10, 2018 End of Business</b>
Section 1.3.8	Estimated Respondent Presentation Date <b>(subject to change)</b>	<b>IF REQUESTED July 24<sup>th</sup> and/or 25<sup>th</sup>, 2018</b>

### 1.2.2 Eligibility to Submit Responses

Public entities, private for-profit companies, and non-profit companies and institutions are invited to submit a response to this document. Must have all applicable Federal, State, and Local licenses and / or certification to deliver Renewable Fuels.

### 1.2.3 Debarment

Respondents must complete and submit the “Debarment, Performance and Non-Collusion Certification Form provided in Appendix B. Failure to provide this certification may result in the disqualification of the Respondent’s proposal, at the University’s discretion.

Submission of a signed response in response to this solicitation is certification that your firm (or any subcontractor) is not currently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in this transaction by any State or Federal department or agency.

Submission is also agreement that the University will be notified of any change in this status.

### 1.2.4 Response Understanding

By submitting a response, the Respondent agrees and assures that the specifications are adequate, and the Respondent accepts the terms and conditions herein. Any exceptions should be noted in your response.

### 1.2.5 Response Validity

Unless specified otherwise, all responses shall be valid for ninety (90) days from the due date of the response.

### 1.2.6 Non-Response Submission

The University will not consider non-responsive submissions, i.e., those with material deficiencies, omissions, errors or inconsistencies or that otherwise do not follow instructions. The University in its sole discretion will determine what is Non-Responsive.

### 1.2.7 Respondents' Presentations

Presentations may be requested of two or more Respondents deemed by the University to be the best suited among those submitting responses on the basis of the selection criteria. After presentations have been conducted, the University may select the Respondent(s) which, in its opinion, has made the response that is the most responsive and most responsible and may award the Agreement to that/those Respondent(s).

### 1.2.8 Response Submission

A **SIGNED** virus-free electronic copy must be submitted as follows:

- The response must be received electronically to the E-Mail shown in the **Response Submission Information** section of the cover page of this document.
- Electronic submission must be received by the required **Response Deadline Date/Time** reflected on the cover page of this document.
- Response submissions that exceed 20 MB will be submitted with multiple emails modifying email subject line shown in the **Response Submission Information** section of the cover page of this document to include: Submission 1 of X ('X' representing the number of files being submitted).

## Attachment A

### Renewable Fuels for Conventional Commercial / Industrial Grade Boilers University of Maine

Respondent's Organization Name: \_\_\_\_\_

**INSTRUCTIONS:** Respondents shall ensure that all information required herein is submitted with the response. All information provided should be verifiable by documentation requested by the University. Failure to provide all information, inaccuracy or misstatement may be sufficient cause for rejection of the response or rescission of possible future RFB or RFP for Renewable Fuels. Respondents are encouraged to provide any additional information describing operational abilities.

#### **QUESTIONS & REQUESTED INFORMATION:**

1. Provide a statement describing your company to include name, number of employees, locations, number of years in business, number of years offering/supporting Renewable Fuels. Identify the technical details that make the firm uniquely qualified to supply RENEWABLE FUELS.
2. Elaborate on the source materials used to produce your firm's product and the associated environmental attributes, including but not limited to, the carbon intensity of the product.
3. Provide a detailed listing of projects that your firm has worked on regarding Renewable Fuels.
4. Provide a description of how your firm intends to provide Renewable Fuels to meet the needs of the University. Include delivery, nearest storage facility of Renewable Fuels, availability of Renewable Fuels, etc.
5. Provide information that your firm would advise as pertinent and important for the University's consideration, to be included in a potential solicitation for Renewable Fuel: including information provided by the University relevant to its operations, as well as information the University should request in a solicitation.
6. Provide information relevant to the roles and responsibilities of your firm with existing customers, including the financing, design, ownership, operation, and maintenance of the respective facilities involved in the project.
7. Provide information regarding the pricing structure for your firm's Renewable Fuel. Information is for the University to understand your firm's Renewable Fuel pricing structure.

**Attachment B**  
**University of Maine System Response Cover Page**  
**RFI # 2018-085**  
**Renewable Fuels for Conventional Commercial / Industrial Grade Boilers**  
**University of Maine**

Organization Name:	
Chief Executive – Name/Title:	
Telephone:	
Fax:	
Email:	
Headquarters Street Address:	
Headquarters City/State/Zip:	
Lead Point of Contact – Name/Title:	
Telephone:	
Fax:	
Email:	
Street Address:	
City/State/Zip:	

1. No personnel currently employed by the University or any other University agency participated, either directly or indirectly, in any activities relating to the preparation of the Respondent's response.
2. No attempt has been made or will be made by the Respondent to induce any other person or firm to submit or not to submit a response.
3. The undersigned is authorized to enter into contractual obligations on behalf of the above-named organization.
4. By submitting a response to a Request for Information with the University your entity understands and agrees that:
  - a. The information contained in responses submitted for the University's consideration will be held in confidence until the University either fully executes a master lease pursuant to this RFI or chooses to not move forward with any of the submitted responses. The University will honor requests for confidentiality for information of a proprietary nature to the extent allowed by law. Clearly mark any portion of your submitted materials which are entitled to "trade secret" exemption from disclosure under Maine's Freedom of Access Act. Failure to so identify as trade secret will authorize the University to conclude that no portions are so exempt; and that your entity will defend, indemnify and hold harmless the University in any and all legal actions that seek to compel the University to disclose under Maine's Freedom of Access Act some or all of your submitted materials and/or contract, if any, executed between the University and your entity.

The University must adhere to the provisions of the Maine Freedom of Access Act (FOAA), 1 MRSA §401 et seq. As a condition of submitting a response under this section, a respondent must accept that, to the extent required by the Maine FOAA, responses to this solicitation, and any ensuing contractual documents, including but not limited to a master lease, are considered public records and therefore are subject to freedom of access requests.



## Continued – Attachment B – University of Maine System Response Cover Page

*To the best of my knowledge all information provided in the enclosed response, both programmatic and financial, is complete and accurate at the time of submission.*

Date: \_\_\_\_\_

\_\_\_\_\_  
Name and Title (Printed)

\_\_\_\_\_  
Authorized Signature

## Attachment C

### **University of Maine System DEBARMENT, PERFORMANCE and NON-COLLUSION CERTIFICATION**

**RFI # 2018-085**

**Renewable Fuels for Conventional Commercial / Industrial Grade Boilers  
University of Maine**

By signing this document, I certify to the best of my knowledge and belief that the aforementioned organization, its principals and any subcontractors named in this proposal:

- a. Are not presently debarred, suspended, proposed for debarment, and declared ineligible or voluntarily excluded from bidding or working on contracts issued by any governmental agency.
- b. Have not within three years of submitting the proposal for this contract been convicted of or had a civil judgment rendered against them for:
  - i. Fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a federal, state or local government transaction or contract.
  - ii. Violating Federal or State antitrust statutes or committing embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
  - iii. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or Local) with commission of any of the offenses enumerated in paragraph (b) of this certification; and
  - iv. Have not within a three (3) year period preceding this proposal had one or more federal, state or local government transactions terminated for cause or default.
- c. Have not entered into a prior understanding, agreement, or connection with any corporation, firm, or person submitting a response for the same materials, supplies, equipment, or services and this proposal is in all respects fair and without collusion or fraud. The above mentioned entities understand and agree that collusive bidding is a violation of state and federal law and can result in fines, prison sentences, and civil damage awards.

**Failure to provide this certification may result in the disqualification of the Respondent's proposal, at the University's discretion.**

Date: \_\_\_\_\_

\_\_\_\_\_  
Name and Title (Printed)

\_\_\_\_\_  
Authorized Signature