



## REQUEST FOR BIDS

Administered by:  
Competitive Energy Services, LLC



**Natural Gas:**  
**University of Maine System on behalf of**  
**University of Southern Maine**

**RFB #2022-047**

ISSUE DATE:  
December 15, 2021

BIDS MUST BE RECEIVED ON:  
December 29, 2021 by 2:00 pm ET  
(See Section Two for details)

Competitive Energy Services  
Attn: Sarah Bilodeau

## SECTION ONE

### 1.0 GENERAL INFORMATION:

- 1.1 Purpose: Competitive Energy Services (“CES”), the Bid Administrator, on behalf of the University of Maine System (“University”), is seeking proposals from qualified natural gas suppliers for natural gas supply and related services for certain University locations.
- 1.2 References: Each respondent to this Request for Bids (“RFB”) shall be referred to as a "Bidder." Each Bidder to whom a contract is awarded shall be referred to as a "Supplier."
- 1.3 Objectives: To obtain a fixed price for the terms and structures requested in Attachment 1 to this RFB. Bidders are encouraged to propose additional terms and structures that they believe the University should consider.

**(a) Fixed Basis only**

- a. Daily & Monthly cashouts
- b. 0% & 10% swings
- c. Full Requirements

**(b) Fixed Basis + Nymex**

- a. Daily & Monthly cashouts
- b. 0% & 10% swings
- c. Full Requirements

***Requested cashout adder: Platts AGT city-gates midpoint +/- \$ or %.  
If Bidder cannot provide cashouts based upon this index reference, Bidder must provide the alternative index reference with the submitted bid.***

**(c) Broker Fee: There is NO Broker Fee.**

**When submitting pricing, please include credit status (if approved, length of approved term; if not approved, requirements for further credit review/approval); capacity status (included or pass through); and payment terms. See Attachment 1 for more details.**

- 1.4 Timeline of Events: Timeline dates are subject to change at the University’s sole discretion. The University reserves the right to award this RFB at any time it determines that market conditions are favorable and such award is in the best interests of the University.

<b>Event</b>	<b>Due Date</b>
Issue Date	Wednesday December 15, 2021
Inquiries Deadline	Monday December 20, 2021
Response to Inquiries	Thursday December 23, 2021
Bids Due Date	Wednesday December 29, 2021 by 2:00 PM EST
Estimated Award Date	On or before December 1, 2022

- 1.5 Evaluation Criteria: Award will be made to the low Bidder provided that all other requirements are satisfactorily met and competitively bid. The University will not consider non-responsive bids or proposals, i.e., those with material deficiencies, omissions, errors or inconsistencies.
- 1.6 Award: The University reserves the right to award this bid on a location by location basis,

price and other factors considered. The University reserves the right to conduct any tests it may deem advisable and to make all evaluations. The University reserves the right to reject any or all bids, in whole or in part and is not necessarily bound to accept the lowest bid if that bid is contrary to the best interests of the University. The University reserves the right to waive minor irregularities. Scholarships, donations, or gifts to the University, will not be considered in the evaluation of bids. A bid may be rejected if it is in any way incomplete or irregular. When there are tie bids, there shall be a preference for "in-state Bidders". When tie bids are both in state or both out of state, the award will be made to the bid that arrives first in the office designated to receive the bids.

- 1.7 Freedom of Access Act: The University must adhere to the provisions of the Maine Freedom of Access Act. (FOAA), 1 MRSA sec 401 et seq. As a condition of accepting a contract under this section, a supplier must accept that, to the extent required by Maine FOAA, responses to this solicitation, and any ensuing contractual documents, are considered public records and therefore are subject to freedom of access requests, except that all documents subject to Maine FOAA will be held confidential until an award is made.
- 1.8 Appeal: Bidders may appeal the award decision by submitting a written protest to the University Chief Procurement Officer within 5 business days of the date of the award notice with a copy of the protest to the successful bidder. The protest must contain a statement of the basis for the challenge.
- 1.9 Costs of Preparation: Bidder assumes all costs of preparation of the bid and any presentations necessary to the bidding process.
- 1.10 Debarment: Submission of a signed bid 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.

END SECTION ONE

## SECTION TWO

### 2.0 BIDDING REQUIREMENTS:

- 2.1 Bid Understanding: By submitting a bid, the Bidder agrees and assures that the specifications are adequate, and the Bidder accepts the terms and conditions herein. Any exceptions must be noted in a Bidder's response. Notwithstanding a Bidder's apparent low bid price or any provision to the contrary herein, any conditions or exceptions that Bidder places upon the University's terms and conditions shall be weighed as part of the evaluation criteria for bid award.
- 2.2 Communication with the University and the Bid Administrator: It is the responsibility of the Bidder to inquire about any requirement of this RFB that is not understood. Responses to inquiries, if they change or clarify the RFB in a substantial manner, will be forwarded by addenda to all parties that have received a copy of the RFB. The University will not be bound by oral responses to inquiries or written responses other than addenda.

Inquiries must be made to:

Sarah Bilodeau  
Phone: (207) 772-6190 x268  
Fax: (207) 772-6320  
Email: [sbilodeau@competitive-energy.com](mailto:sbilodeau@competitive-energy.com)

Chris Brook  
Phone: (207) 772-6190 x255  
Fax: (207) 772-6320  
Email: [cbrook@competitive-energy.com](mailto:cbrook@competitive-energy.com)

- 2.3 Submission: Signed bids must be received **VIA FAX OR EMAIL no later than 2:00 PM, December 29, 2021**, in accordance with this RFB. The signed bid document must be submitted to the Bid Administrator acknowledging the terms and conditions of the bid. **Bids that do not include a signed bidder form will not be considered.** Late bids will not be considered. Bids shall be submitted to the Bid Administrator via fax to 207-772-6320 or email to [sbilodeau@competitive-energy.com](mailto:sbilodeau@competitive-energy.com).

Bidders may submit additional information, at their discretion. Such information should be submitted in accordance with the terms of this RFB.

Due to market volatility, the bidding process may be conducted in multiple rounds. If market conditions are unfavorable the University may decide not to award a contract on that day but may invite Bidders to submit bids at a later time, such as if market conditions appear favorable.

**There will be NO public opening of the bids. All bids will be held confidential until an award is made.** After an award has been made bids will be available for public inspection.

Please submit pricing as follows:

1. **University of Southern Maine (Small Accounts – Lewiston/Portland)**

**Est. Annual (aggregated) Dth: 11,062**

**# of Accounts: 5**

**\*\*Volumes are based on pre-Covid-19 usage. Please use these volumes for pricing\*\***

**Utility: Unitil**

**Start Date: 12/1/2022**

**Term: 12, 24, 36 months**

**CES Fee: \$0.00**

More detailed account and usage information is provided in the attachments to this RFB (including the supplier bid form and utility usage data).

END SECTION TWO

## SECTION THREE

### 3.0 GENERAL TERMS AND CONDITIONS:

- 3.1 Contract Documents: If a separate written contract is entered into by the University and the Contractor (hereinafter "the parties,") such contract shall be referred to herein as "Contract". In the event there are discrepancies or inconsistencies among the Contract, the signed bid response and/or this RFB, the Contract will be the prevailing document followed by the signed bid response and then this RFB.

If a separate written contract is not executed, the "Contract" or "Agreement" entered into by the parties shall consist of:

- this Request for Bids;
- the signed bid submitted by the Contractor;
- the specifications including all modifications thereof; and
- a purchase order,

all of which shall be referred to collectively as the Contract Documents.

Any contract or agreement for services that will, or may, result in the expenditure by the University of \$50,000 or more must be approved in writing by the Chief Procurement Officer and it is not approved, valid or effective until such written approval is granted.

- 3.2 Contract Modification and Amendment: The parties may, after mutual written agreement, adjust the specific terms of the Contract (except for pricing) where circumstances beyond the control of either party require modification or amendment. Any modification or amendment proposed by the Supplier must be in writing to the University Purchasing Department. Any modification or amendment must only be upon mutual agreement of the parties and in writing and signed by both parties.
- 3.3 Contract Term: The Contract term for all accounts shall begin **December 1, 2022 for a period of up to 36 months.**
- 3.4 Contract Administration: Upon execution of the Contract, the University Chief Procurement Officer, Rudy Gabrielson, or his designee or assign at the University shall be the University's authorized representative in all matters pertaining to the administration of this Contract.
- 3.5 Volumes: The volumes shown on the bid form and usage data attachments are approximate only. The Contract shall cover the actual needs of the University throughout the term of the Contract regardless of whether they are more or less than the volumes shown.
- 3.6 Contract Validity: In the event one or more clauses of the Contract are declared invalid, void, unenforceable or illegal, that shall not affect the validity of the remaining portions of the Contract.
- 3.7 Clarification of Responsibilities: If the Supplier needs clarification of, or deviation from, the terms of the Contract, it is the Supplier's responsibility to obtain written clarification or approval from the University Chief Purchasing Officer, Rudy Gabrielson, or his designee or assign at the University.
- 3.8 Litigation: This Contract and the rights and obligations of the parties hereunder shall be governed by and construed in accordance with the laws of the State of Maine without reference to its conflicts of laws principles. The Supplier agrees that any litigation, action or proceeding arising out of this Contract shall be instituted in a state court located in the State of Maine.

- 3.9 Indemnification: The Supplier shall indemnify, hold harmless and defend the University, its trustees, employees and agents, from and against any and all actions, losses, expenses, claims, lawsuits, damages, judgments, and costs, including reasonable attorney's fees, suffered or sustained by the University or for which the University may be held or become liable by reason of injury (including death) to persons or property or other causes whatsoever in connection with or arising out of the negligent acts, omissions or operations of the Supplier, or any of its subcontractors, under this Contract.
- 3.10 Assignment: Neither party of the Contract shall assign the Contract without the prior written consent of the other, nor shall the Supplier assign any money due or to become due without the prior written consent of the University.
- 3.11 Equal Opportunity: In the execution of the Contract, the Supplier and all subcontractors agree, consistent with University policy, not to discriminate on the grounds of race, color, religion, sex, sexual orientation, transgender status or gender expression, national origin or citizenship status, age, disability or veteran's status and to provide reasonable accommodations to qualified individuals with disabilities upon request.
- 3.12 Sexual Harassment: The University is committed to providing a positive environment for all students and staff. Sexual harassment, whether intentional or not, undermines the quality of this educational and working climate. The University thus has a legal and ethical responsibility to ensure that all students and employees can learn and work in an environment free of sexual harassment. Consistent with the state and federal law, this right to freedom from sexual harassment was defined as University policy by the Board of Trustees.

Failure to comply with this policy could result in termination of this Contract without advance notice. Further information regarding this policy is available from the University, Office of Equal Opportunity, (207) 581-1226.

END SECTION THREE

**RFB #2022-047**  
**University of Southern Maine**  
**Natural Gas**  
**SIGNATURE PAGE FOR BIDDER**

By signing below, the undersigned hereby acknowledges full authority to sign on behalf of, and to legally bind the Bidder to the terms and conditions of this RFB. The Bidder further acknowledges that it has read and fully understands the terms and conditions to which it is agreeing. ***Bids received without a signed bidder form will not be considered.***

COMPANY NAME: \_\_\_\_\_

By: \_\_\_\_\_  
(Signature of fully authorized representative)

\_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
(Title)

\_\_\_\_\_  
(Phone)

\_\_\_\_\_  
(Cell Phone)

\_\_\_\_\_  
(E-mail Address)

\_\_\_\_\_  
(Date)





Supplier Bid Form  
Due 12/29/2021

Please fill out all applicable items highlighted in yellow

Pricing Name:	ern Maine (Lewiston/Portland)
Companies:	University of Southern Maine
Organization:	CES
Supplier Name:	
Annual Usage:	11,062
Usage Units:	Dth
CES Fee \$/Dth:	\$0
Requested Start Date:	Dec-2022

\*Modified to reflect pre-Covid usage\*\*

Supplier's Bid

	12 mo.	24 mo.	36 mo.	Cashout Adder	Capacity Included
Basis Only: Daily 0%					
Basis Only: Daily 10%					
Basis Only: Monthly 0%					
Basis Only: Monthly 10%					
Basis Only: Full Requirements					
Basis + NYMEX: Daily 0%					
Basis + NYMEX: Daily 10%					
Basis + NYMEX: Monthly 0%					
Basis + NYMEX: Monthly 10%					
Basis + NYMEX: Full Requirements					

Credit Status

Approved	Pending	Docs Required, if necessary

Price Expiration Date/Time:

Please note that normalized data is supplied. Normalized data has been calculated on a monthly basis. CES provides the usage profile contained herein as a courtesy to suppliers. This usage profile is an estimate of annual usage. It should be used for reference purposes only and should not be relied upon for pricing and/or contracting unless otherwise noted. Please contact the pricing associate with any questions.

CompanyName	Billing Address	Billing Email	Primary Contact
University of Southern Maine	PO Box 533, Bangor, ME 04402		Paul Kuplinski
University of Southern Maine	PO Box 533, Bangor, ME 04402		Paul Kuplinski
University of Southern Maine	PO Box 533, Bangor, ME 04402		Paul Kuplinski
University of Southern Maine	PO Box 533, Bangor, ME 04402		Paul Kuplinski
University of Southern Maine	PO Box 533, Bangor, ME 04402		Paul Kuplinski

Email	Phone	Fax	Tax Exempt	CurrentLDCAcctNum	Service Address1
paul.kuplinski@maine.edu	207-780-4162	N/A	No	5220031500	70 FALMOUTH ST
paul.kuplinski@maine.edu	207-780-4162	N/A	No	5220114500	310 FOREST AVE
paul.kuplinski@maine.edu	207-780-4162	N/A	No	5220076500	51 WESTMINSTER ST
paul.kuplinski@maine.edu	207-780-4162	N/A	No	5220057500	51 WESTMINSTER ST
paul.kuplinski@maine.edu	207-780-4162	N/A	No	5020168500	51 Westminster St

Service Address2	Service City	Service State	Service Zip	Utility	RateClassCode	KeyCode
N/A	PORTLAND	ME	04103-1971	UNITIL	51	N/A
N/A	PORTLAND	ME	04101-2010	UNITIL	51	N/A
N/A	LEWISTON	ME	04240-3624	UNITIL	41	N/A
N/A	LEWISTON	ME	04240-5116	UNITIL	41	N/A
N/A	Lewiston	ME	04240-5116	UNITIL	41	N/A

Unique ID	TCQ	TCQ Units	Meter Number	TeleMetered	Primary Meter	ReadCycle
N/A	1.663	Dth	R00377	Yes	No	22
N/A	0	Dth	R01817	Yes	No	22
N/A	9.80758812	Dth	U23594	Yes	No	22
N/A	8.96298467	Dth	E56145	Yes	No	22
N/A	5.766	Dth	H45077	No	No	2

dtLastRead	Usage JAN (Dth)	Usage FEB (Dth)	Usage MAR (Dth)	Usage APR (Dth)
2021-12-01 00:00:00	12	18	4	2
2021-12-01 00:00:00	693	730	732	592
2021-12-01 00:00:00	301	247	223	136
2021-12-01 00:00:00	491	382	335	183
2021-12-07 00:00:00	170	170	143	105

Usage MAY (Dth)	Usage JUN (Dth)	Usage JUL (Dth)	Usage AUG (Dth)	Usage SEP (Dth)
20	11	44	32	256
368	206	217	216	276
43	0	0	1	7
93	15	8	8	36
83	0	0	0	22

Usage OCT (Dth)	Usage NOV (Dth)	Usage DEC (Dth)	Annual Usage (Dth)
150	7	50	606
313	443	730	5,515
82	212	244	1,494
162	279	353	2,345
66	171	174	1,103