

**BID # SYS25-04**

**ADDENDUM NUMBER 02**  
**REQUEST FOR PROPOSALS FOR:**  
**Energy Consulting Service**  
**3/11/2025**

**TO: ALL CONTRACT BIDDERS OF RECORD**

This Addendum forms a part of the Contract Documents and modifies the Request for Proposals dated February 24, 2025, with amendments and additions noted below. This Addendum consists of a total of two (2) pages.

**BIDDER'S QUESTIONS**

**QUESTION #1:** Can the System share the current fee rate that it is paying to its consultant for electricity and for natural gas?

**ANSWER #1:** Electricity fee = \$0.00060 per kWh. Natural Gas = \$0.1250 per dth

**QUESTION #2:** With regards to the Evaluation Criteria on page 3, can the System share its methodology for how points will be awarded to the non-low bidder in the Proposal Cost category? For example, how many points will the vendor with the 2nd lowest cost proposal receive?

**ANSWER #2:** Bidders will be scored on all criteria individually by members of a review panel from CCSNH's energy subcommittee. The average of each reviewer's score will be the bidder's final score.

**QUESTION #3:** Will a vendor's proposed cost be calculated as follows? (Electric fee rate x 12.5m kWh) + (natural gas fee rate x 60k Dth) = Total Cost

**ANSWER #3:** Yes

**QUESTION #4:** Modifications After Award (Page 6) The section states that CCSNH reserves the right to incorporate minor modifications at no additional cost but allows the bidder to protest if the changes require significant effort. Could you provide more clarity on the types of modifications CCSNH anticipates and the expected timing of such changes?

**ANSWER #4:** This is standard language that is not particularly applicable to this project. CCSNH does not anticipate the need for any modifications to the subsequent agreement.

**QUESTION #5:** The RFP outlines specific insurance requirements, including workers' compensation, general liability, and auto liability coverage. Would there be an option to submit the required insurance documents within a set timeframe after selection?

**ANSWER #5:** Yes, a sample COI is acceptable for bid submission.



**Acknowledge receipt of this Addendum with the Proposal Form.  
Failure to do so may disqualify the Bidder.**

NOTE: IN THE EVENT THAT YOUR BID HAS BEEN SENT TO THIS OFFICE PRIOR TO RECEIVING THIS ADDENDUM, RETURN THE ADDENDUM WITHIN THE SPECIFIED TIME WITH ANY CHANGES YOU MAY WISH TO MAKE AND MARK ON THE REMITTANCE ENVELOPE BID INVITATION NUMBER AND OPENING DATE. RETURNED ADDENDA WILL SUPERSEDE PREVIOUSLY SUBMITTED BID.

Bidder\_\_\_\_\_

By\_\_\_\_\_Date\_\_\_\_\_  
(This Document Must Be Signed)

Name\_\_\_\_\_  
(Please Print or Type Name)