

August 23, 2016

ADDENDUM #1
IFB #17-12
Energy Data Management and Analytics

The number of this Addendum, Addendum No. 1, must be entered in the space provided on the Bid Form.

REPLACE:

DUE DATE

Sealed proposals are due on and will not be publicly opened on: **September 13, 2016** at City Hall in the Purchasing Department, Room 60, 375 Merrimack Street, Lowell, MA 01852, at 2:00 PM, EST/EDST, for the work described herein. **BIDDERS ARE REQUIRED TO SUBMIT A BID INCLUDING ALL BID FORMS CONTAINED IN THIS PACKAGE. DO NOT REMOVE PAGES.** All information received shall remain confidential. Submissions must include one original and five (5) hard copies accompanied by a signed cover letter. No faxed or electronically transmitted responses shall be accepted.

CLARIFY:

1. Will the utility data be redirected from the utility to the vendor or will the data come from the City?

The data will come directly from the City.

2. In what format does the utility provide data to the city at this time; electronically, paper copy?
(NOTE: This question was also asked as: Can the City provide information on what format(s) utility invoices are received?)

The utility vendors currently mail paper copies of all bills to the City.

Electronic (pdf) copies of the bills are also available for the majority of the accounts (347 of 475).

For the 128 bills that are not directly available electronically, a pdf copy of the bill will be uploaded into the Solution by the City for purposes stated in the RFP.

3. Is it the City's intention to continue to receive utility invoices from its vendors and then provide invoices to the selected vendor for entry into the Solution or does the City expect the selected vendor to receive invoices to process (via mail redirect, web capture, etc...)? *(NOTE: This question was also asked as: Who will enter the utility data into the platform, the City or the vendor?)*

The City plans on continuing to receive bills and uploading them to the chosen Solution.

4. Is the vendor responsible for resolving billing errors with the utility?

The vendor/Solution is responsible for helping to identify potential errors in the billing. The City is responsible for resolving billing errors.

5. The RFP mentions meters several times. Is the platform or vendor expected to gather meter data, either on an interval or monthly basis?

The vendor is not expected to gather the meter data directly.

Meter data would be uploaded by the City, either through pdf copies of bills or, in the case of interval meter data, via Excel/csv formats that can be gathered from the relevant utility.

The Solution would be expected to pull information from uploaded files, accurately map it to associated accounts, and meet other requirements stated in the RFP.

6. Does the city have an existing meter infrastructure?

Please clarify the intent of this question. The City is currently billed for utility costs on an account basis, but there are meters associated with many of these accounts. The City would work with the selected vendor to create a structure in the Solution that would correlate meters/facilities/accounts. See next question for more information on meters.

7. The RFP references that the City receives an estimated 500 utility invoices each month. Often times a utility invoice will be associated with multiple meters or end service points as in the case of summary bills. Can the City provide the total number of meters or end service points these 500 invoices service? *(NOTE: This question was also asked as: The city mentions 500 utility bills per month. How many meters does this represent?)*

As of 8/23/16, the utility bills currently represent around 335 meters. This total includes: 81 gas meters, 248 electric meters, and 6 meters associated with large solar arrays that generate net metering credits. The City has 46 accounts that are unmetered lighting accounts. In addition to these bills, the City has several competitive suppliers that bill separate from the primary bills.

There are a total of 94 bills associated with these suppliers.

8. How should the vendor address pricing if the number of utility bills increases or decreases?

Currently, 475 bills are paid by the City. This number could increase or decrease, depending on infrastructure upgrades, disposal of City property, and billing options available from competitive suppliers.

For purposes of the RFP, please price options to include a block of 500 bills. If there are cost variations for increases/decreases from this 500 bill block, please list proposed cost variations (on either a per bill or per bill block level) in the NOTES section of the Primary Bid, Add-On Option 1, and Add-On Option 2 tabs in the Cost Proposal.

9. The RFP references one original and five hard copies of the response. Does this apply to both the Technical Response and Cost Proposal? Or does the City require a single, separately sealed, Cost Proposal?

Respondents must submit one original and five hard copies of the Technical Response. Only one original Cost Proposal is required in a separately sealed envelope.

10. Quick question about tracking solar energy. Does City of Lowell receive a monthly statement for this commodity, like electricity and natural gas?

The City of Lowell currently receives monthly statements from the various solar energy vendors.

The content of the monthly statements varies, depending on vendor. In some cases, the invoice includes information on kWh of solar generated for a designated period and the Power Purchase Agreement costs associated with this production level. In other cases, only the cost associated with the net metering credits transferred is included in the invoice and correlation with a metered utility account should be available through the Solution to gather and summarize production and net metering credit transfer data.

Sincerely,



PM Vaughn
Chief Procurement Officer