

77 Main Street
Post Office Box 369
Warwick, NY 10990
www.villageofwarwick.org



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mayor@villageofwarwick.org
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VILLAGE OF WARWICK
INCORPORATED 1867

NOTICE OF BID
ELECTRICAL POWER SUPPLY

PLEASE TAKE NOTE that the Village of Warwick is seeking proposals for the supply of electrical power. Sealed proposals marked, **“Electrical Power Supply Proposals 2024/26”** on the outside of the mailing envelope must be submitted to the Village Clerk at 77 Main Street, Warwick, NY on or before April 22, 2024, at 12:00 p.m. at which time and place all Bids will be opened and publicly read aloud. Vendors should be aware that there could be an initial administrative delay of up to a month for the utility to change over accounts.

A listing of the Village of Warwick Orange and Rockland account numbers are available at the Village Clerk’s office. The vendor submitting an RFP is responsible for obtaining historical data usage. Vendors must submit, via email to clerk@villageofwarwick.org, on a form written by the Vendor, a request for historical data usage. The Vendor is responsible for submitting this form to the utility and acquiring the historical data usage.

Specifications for the bid may be found on the Village of Warwick’s website www.villageofwarwick.org or by emailing the Village Clerk’s Office at clerk@villageofwarwick.org.

The Village Clerk may be contacted by email at clerk@villageofwarwick.org or by phone 845-986-2031 ext. 102. Questions are to be directed in writing to the Village Clerk at the above address and phone number. All questions must be received by April 12, 2024.

BY ORDER OF THE BOARD OF TRUSTEES
VILLAGE OF WARWICK, NEW YORK
RAINA ABRAMSON
VILLAGE CLERK

Dated: March 12, 2024

Village of Warwick
77 Main Street/PO Box 369
Warwick NY 10990
Villageofwarwick.org

Electrical Power Supply Request for Proposal

INVITATION FOR PROPOSAL

The Village of Warwick, New York is seeking proposals for the supply of electrical power. Sealed proposals plainly marked "Electrical Power Supply Proposal 2024/2026" on the outside of the mailing envelope, must be submitted to the Village Clerk at 77 Main Street, Warwick, New York on or before April 22, 2024, at 12:00 p.m. local time. Vendors should be aware that there could be an initial administrative delay of up to a month for the utility to change over the accounts. Page 4 of this form will be used to review proposals and award a contract.

The Village of Warwick is requesting qualifications and fixed price information from interested vendors for the Village's purchase of electrical power supply to be used at all municipal buildings.

The selected vendor will be expected to supply electrical power for the period of June 1, 2024, through May 31, 2026. Addenda to this project, if any, will be posted on the Village of Warwick website, www.villageofwarwick.org under the project heading. Interested parties may supply an email or mailing address to the Village of Warwick Clerk in advance of the "RFP" opening to receive updates to this project.

The Village of Warwick reserves the right to reject any or all proposals, to waive technical or legal deficiencies, and to accept any proposal that it may deem to be in the best interest of the Village and to negotiate the terms and conditions of any proposal leading to execution of an Agreement for Services.

Questions may be directed to the Village Clerk, in writing, to: clerk@villageofwarwick.org, and must be received by Friday, April 12, 2024, by 4:00 p.m.

GENERAL INFORMATION:

The Village of Warwick is requesting fixed price information for the purchase of electrical power to be used at all Village of Warwick buildings and facilities. The term period shall be from June 1, 2024 through May 31, 2026. A listing of the Village of Warwick Orange and Rockland account numbers is available by contacting the Village Clerk at clerk@villageofwarwick.org. The vendor (submitting an RFP) is responsible for obtaining historical data usage. Vendors must submit, in person, to the Village Clerk, on a form written by the Vendor, a request for historical data usage. The Vendor is responsible for submitting this form to the utility and acquiring the historical data usage.

Vendors making proposals must respond in writing to all requirements of this Request for Proposal (RFP). Responses should reflect detailed considerations of the issues and opportunities presented by this specific project. Any additional information or tasks that are felt to be relevant by the responding firm should be included together with the submittal requirements.

Questions may be directed to the Village of Warwick Clerk at: clerk@villageofwarwick.org. Questions submitted by phone, written correspondence, or in person will not be accepted.

Vendors are required to hold their proposals open until the signing of the contract. The sealed envelopes will be opened on April 22, 2024 at 12:00 p.m. An award will be made, and an agreement will

be signed, prior to 4:00 p.m. May 31st, 2024, to lock in a rate, if the Village of Warwick agrees to all conditions and pricing data of a submitted proposal.

Vendors must be licensed to market electrical power in the State of New York and provide qualifying documentation.

SUBMITTAL REQUIREMENTS:

Vendors are required to submit two (2) copies of the proposal package. The following shall be included as part of the proposal package:

1. A letter providing the Vendor Company summary of qualifications and contact information.
2. A description of the vendor's overall capability, resources and assurance that it can meet its commitment to successfully provide these services.
3. References: Submit references for three (3) major municipal or commercial customers and their aggregate dollar value of such contracts with which they have supplied the electrical power during the past two (2) years. Include contact name, company name, address and telephone number.
4. Specifications, Requirements Documents, and Addendum issued initialed at the bottom of each page.
5. Completed and signed Proposal Form (Page 4 of this document).
6. Completed and signed W-9 (Tax Form).
7. State of New York License to market electrical power.
8. Proposed Agreement for Services.
9. Such other documentation regarding programs and features as vendor deems helpful to the Village's evaluation.

Failure to include the above referenced items at the time of proposal submittal may disqualify the vendor.

EVALUATION CRITERIA:

Proposals will be evaluated based on the following:

- Vendor qualifications and capabilities.
- Vendor responsiveness, price structure, supplier financial viability, and experience and market presence.
- Programs and features of Vendor that may make it unique or better than others.
- Price
- Proposed Agreement for Services

No Proposal will be considered unless the company submitting the Proposal has been engaged in business for a minimum of twenty-four (24) months.

RESERVATION OF RIGHTS:

The Village of Warwick reserves the right to undertake such investigation as it deems necessary to evaluate the qualifications of the vendor and to evaluate the proposal submitted. Vendors may be requested to execute releases for information. Failure to provide a release upon request may result in disqualification.

The Village of Warwick reserves the right to reject any or all proposals, to waive technical or legal deficiencies, and to accept any proposal that it may deem to be in the best interest of the Village and to negotiate the terms and conditions of any proposal.

REQUIREMENTS OF AGREEMENT FOR SERVICES:

1. The term of the contract for this proposal will be June 1, 2024 through May 31, 2026.
2. A single invoice will be submitted to the Village for all buildings and facilities monthly.
3. The successful Vendor will provide a monthly invoice with the total of kilowatt-hours of electrical power delivered for each building for that month. The vendors must be prepared to accept that weather conditions, or other factors, could increase or decrease the amount of power actually consumed to a level above or below the historical data provided by the utility.
5. The successful Vendor shall not assign the contract without receiving prior express written approval of the Village.
6. The successful Vendor shall submit a statement that will indemnify, defend, and hold harmless, the Village of Warwick, against all claims for loss, damage, cost, and injury of any kind to property and persons, including death, resulting from, or arising out of, or occurring in connection with, the performance of the contract by the successful Vendor, its officers, agents, or employees.
7. Failure to adhere to and comply with any of the conditions of the Agreement for Services and specifications of this RFP will result in cancellation of the Agreement upon written notice. In the event of cancellation of the Agreement and the necessity to negotiate a new Agreement for electrical power supply with another supplier, the Vendor will be responsible for making whole the Village of Warwick for its loss, damages and costs incurred.
8. A cost saving analysis at the end of the contract year is required as part of the Agreement for Services.

9. SEXUAL HARASSMENT POLICY

By submission of this bid, each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint bid, each party thereto certifies as to its own organization, under penalty of perjury, that the bidder has and has implemented a written policy addressing sexual harassment prevention in the workplace and provides annual sexual harassment prevention training to all its employees. Such policy shall, at minimum, meet the requirements of Section 201-G of the New York State Labor Law.

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Price Proposal Form for Electrical Power Supply

June 1, 2024 through May 31, 2026 - Fixed Price per KWH:

Fixed Price per Kilowatt Hour: _____ Per Kilowatt Hour

Signature of Authorized Representative: _____

Date of Signature: _____

Please Print Representative's Name: _____

Please indicate number of years as an established company: _____

Name of Company: _____

Address: _____

Email Address: _____

Phone Number: _____