

REQUEST FOR PROPOSAL 2020.03

Energy Service Broker

I. INTRODUCTION

The Housing Authority of the City of Edinburg (EHA) is soliciting, through this Request of proposal (RFP), qualified individuals or firms to provide services as an Energy Service Broker as a source provider for the agency

EHA has created this Request for Proposal (RFP) to be completed by all interested vendors and will review both technical and qualifications for each proposal.

All questions and copies of this RFP may be obtained at the EHA Central Office, 910 S. Sugar Road, Edinburg, TX 78539, or by e-mailing accounting@edinburgha.org

The Edinburg Housing Authority reserves the right to reject any and all proposals or re- advertise, postpone, or cancel this RFP at any time at its discretion and to waive any informality. Also, the determination or the criteria and process whereby proposals are evaluated, the decision as to who shall receive the contract award, or whether or not an award shall be made as a result of this RFP, shall be at the sole and absolute direction of the Edinburg Housing Authority.

II. QUALIFICATIONS

- The energy service broker will provide proof of registration with the Public Utility Commission of Texas.
- Proof of experience with government entities but not limited to other public housing authorities

III. TERM OF CONTRACT

The term of this contract shall be selected from the specified commencing not later than **October 01, 2020** to September 30, 2021. This contract, at the option of the Housing Authority and the successful bidder, may commence at a date earlier than **October 01, 2020**, if mutually agreed upon by the Housing Authority and the successful bidder.

All contract obligations shall prevail for at least 30 days after the end of the contract. For the protection of both parties, this contract may be canceled by either party giving 30 days prior notice in writing to the other party.

IV. TECHNICAL SPECIFICATIONS

SCOPE OF SERVICES:

1. Assist EHA to provide the most competitive electric rates in the industry based on the Hidalgo County area.
2. The energy service broker will be responsible to recommend the EHA an energy provider that offers a fixed average kilowatt hour.
3. The energy service broker will assist the Edinburg Housing Authority in procuring a contract with a responsible and responsive energy service provider.
4. Any fees or commissions will be paid directly from the utility service provider to the energy service broker.

V. EVALUATION & SELECTION PROCESS

The contract will be awarded to the qualified individual or firm whose proposal is most advantageous to the Edinburg Housing Authority and other factors under considered most closely conform to this RFP. The proposals will be judged on criteria that shall include, but are not necessarily limited to those, listed in the section below. All proposals will be evaluated by an Evaluation Committee in accordance with the following factors and requirements:

FACTORS:	POINTS
• Experience with Government entities	25
• Number of years in business	25
• Knowledge of energy market trends	25
• Client communication based on response time & availability	25
• Overall Presentation	5

The Evaluation Committee may contact all references to verify or clarify knowledge and or experience in evaluated areas as demonstrated with other clients.

VI. SUBMISSION REQUIREMENTS:

1. Interested firms shall submit an original and two (2) copies of their RFP sealed bid proposals to:

Housing Authority of the City of Edinburg
ATTN: Dr. Martin Castillo, Jr.
910 S Sugar Road
Edinburg, TX 78539

2. RFP Due date: **Wednesday, September 23, 2020, 12 P.M. CT**
3. The proposals must be sealed in an envelope clearly marked "Energy Service Broker" with the Proposer's name, address, email, telephone number, and fax number.

Proposals will not be awarded upon opening. EHA Board will do this at their next scheduled Public Meeting on **Thursday, September 24, 2020, time TBD**. EHA reserves the right to hold proposals for thirty (30) days after opening without acting on them. Any proposal received after the time set for opening will be returned to submitter unopened. EHA will not be responsible for mis-sent or misplaced proposals. EHA reserves the right to reject any or all proposals, and to waive any informality in proposals received, and to accept the proposal most advantageous to EHA. All requests for additional information should be directed via email: accounting@edinburgha.org or mailed to:

*Dr Martin Castillo Jr., Executive Director
Edinburg Housing Authority
P.O. Box 295
Edinburg, Texas 78539
Telephone: (956) 383-3839*

LEGAL NOTICE

REQUEST FOR PROPOSALS HOUSING AUTHORITY OF THE CITY OF EDINBURG ENERGY SERVICE BROKER

EDINBURG HOUSING AUTHORITY NOTICE OF REQUEST FOR PROPOSALS RFP# 01 2020.03 (ENERGY SERVICE BROKER)

AGENCY CONTACT PERSON	Dr. Martin Castillo JR. Executive Director Telephone (956) 383-3839 E-Mail: accounting@edinburgha.org
HOW TO OBTAIN THE RFP DOCUMENTS ON THE APPLICABLE INTERNET SITE	1. Access https://ha.economicengine.com 2. Click on the "Login" button in the upper left side. If you have any problems in accessing the documents, please contact 1-866-526-9266 or (956) 383-3839/accounting@edinburgha.org
DEADLINE TO SUBMIT QUESTIONS	Friday, September 18, 2020, 11:00 a.m. CT
PROPOSAL SUBMITTAL RETURN	Ciro Trevino Administrative Office Attn: Accounting Department 910 South Sugar Road, Edinburg, TX 78539
PROPOSAL SUBMITTAL DEADLINE	Wednesday, September 23, 2020, 12:00 p.m. CT
COMPETITIVE PROPOSAL	OPEN DATE & TIME: Thursday September 24, 2020 at 12:00 PM
<i>Sealed bids will be opened and publicly read at the above address at the proposal submittal deadline date and time. Contract will be awarded at next public board meeting</i>	

Advertised date: _____

The Monitor date of publication: _____

Edinburg Housing Authority Bid Proposal Form

The undersigned, having fully familiarized themselves with all aspects of the proposal, contract and the Invitation, hereby proposes the Electrical Provider Services as per the Request for Proposals dated August 31, 2020 at the following costs not to exceed:

Three Year fixed rate of \$._____ Per Killowatt Hour (please provide supporting documents)

Four Year fixed rate of \$._____ Per Killowatt Hour (please provide supporting documents)

Five Year fixed rate of \$._____ Per Killowatt Hour (please provide supporting documents)

FIRM NAME _____

Federal ID# (Must be provided): _____

Address _____

Signature of Authorized Agent / Title _____

Print or Type Name _____ **Date** _____

Phone Number _____ **Fax Number** _____

Email Address _____

Contractor shall provide State Division of Revenue issued Business Registration Certificate and a W-9 form with the bid submission.