PROCUREMENT SUMMARY
MODEL 2

RFX 570-2015
Onsite Diesel Fuel

PO/Contract Number	[redacted]
Successful Bidder	East River Energy
BPO/Contract Amount	[redacted]
Budget/NTX Amount	

Business Context/Scope of Work Summary:
Provide scheduled onsite diesel fueling of fleet diesel vehicles and emergency fueling as needed for all Eversource locations.

Procurement/Contracting Approach:
Two year fixed price for delivered diesel fuel from May 1, 2016 through April 30, 2018. Future fixed price options available upon negotiation or revert to per gallon adder for delivered fuel. Term of contract is five years. (Two years fixed then option to extend).

General/Special Terms and Conditions:
General Terms and Conditions Utility Services Revision 9 Dated 10/27/15.

Risks and Mitigation
[Complete Appendix I, as appropriate]

Bid List:
[List the bidders that were invited to bid. Place a check mark in all appropriate boxes]

BIDDER NAME	BID RECEIVED	SHORTLIST	AWARD
East River Energy	X	X	X
Dennis K. Burke			
Grimes Oil			
Superior Fuel Inc.			
Diesel Direct			

Procurement Milestones:
[List the major Procurement Milestones, the following are examples only]

MILESTONE	DATE
RFX is issued	**12/18/15**
RFX is closed	**01/08/16**
Preliminary Bid Evaluation is complete	**03/21/16**
Preliminary Recommendation approved by Procurement Manager	**04/06/16**
Negotiations/Best and Final is complete	**04/06/16**
Final Bid Evaluation is complete	**04/06/16**
MR/Requisition is approved	**06/13/16**
PO/Contract Award	**06/17/16**

RFP/Project Team:
[List Project Team members]

DEPARTMENT	NAME
Procurement	[redacted]
Project Manager	[redacted]
Business Unit Requester	[redacted]
Business Unit Requester	[redacted]

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Preliminary / Final Pricing:
See Appendix II

Evaluation Criteria and Results:
Refer to Appendix II for bid evaluation criteria and bid evaluation details.

Award Recommendation:
East River Energy is recommended for contract award.

Significant Negotiation Issues:
See Appendix III

Savings:
See Appendix III

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APPENDIX I
RISK AND MITIGATION

[Identify potential risks to the project or to the company and the measures that have been or will be taken to mitigate these exposures]

Risk	Potential (H/M/L)	Impact (H/M/L)	Mitigation
Level of fuel consumed decreases	L	M	Renegotiate with East River to extend contract.
Price of fuel decreases	M	M	Negotiate with East River on options to mitigate the financial impact to Eversource.

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APPENDIX II

BID EVALUATION

Preliminary / Final Pricing:
[List the initial and final amounts of the proposals received. Also provide brief comments (such as method used) to explain and differences between the initial and final amounts.]

BIDDER	INITIAL AMOUNT	FINAL AMOUNT	COMMENTS
East River Energy CT			Required one price for all locations. Ended up moving forward with a fixed price option as listed below in the table
East River MA			
East River NH			

East River Fixed Price Option Agreed to

ULSD Fixed Pricing for May 1, 2016-April 30, 2018	
Total Volume (Gallons)	[redacted]
State	
ULSD-Connecticut	
ULSD-Massachusetts	
ULSD-New Hampshire	

Pricing Adjustments/Contingencies:
Moved forward with a fixed price option for two years with a defined volume of fuel [redacted] This amount reflects an approximate [redacted] of the total volume of fuel consumed for onsite fueling.

Bid Evaluation Matrix- Initial Bid Evaluation used to compare current contract with proposed pricing for all locations as for daily pricing at the lift points in New Haven and Boston. Ultimately the decision was to move forward with the fixed pricing option for two years as referenced above.

APPENDIX III

NEGOTIATION ISSUES, METHODS and RESULTS

Significant Negotiation Issues:
[Discuss important issues that were negotiated. Indicate both start and finish points of each issue that was negotiated and the final result]
Regular communication between East River and Eversource is critical on the amount of fuel used. Needs to be coordinated throughout the contract to not have any fuel left at the end of the two year period and also maintain flexibility to negotiate an extension in the event that the amount of fuel used in accelerated.

Info Section RFX-00570-2015: Onsite Diesel Fuel Svc for Eversource

Title: RFP Information

To Whom It May Concern: You are requested to provide a proposal for the services and/or goods described in this request. SUBMISSIONS Your proposal must be received no later than the response date and time requested or your proposal will be disqualified. Any proposals not submitted on-line, unless authorized by the contact above, will cause your proposal to be disqualified. Neither electronic nor hardcopy proposals will be opened prior to the response date requested. Receipt confirmation of your proposal is displayed on-line in the form of ¿firm¿ status. All other confirmations are your responsibility and should not rely on an individual response from the contact above. You are not allowed to submit revised or improved proposals after the response date unless specifically requested to do so by the contact above. Authorized hard copy portions, if any, of your proposal must reference this request and be sent to the attention of Procurement Administrative Assistant and addressed as follow

Info Section RFX-00570-2015: Onsite Diesel Fuel Svc for Eversource

Title: Safety

SAFETY Your proposal must be in accordance with Eversource Energy Contractor Work Rules presented in this request. These work rules govern safety aspects of the way that contractors, their subcontractors and agents perform work at Eversource facilities. These work rules convey Eversource¿s minimum expectations regarding safety practices and may exceed the requirements of regulatory agencies. These work rules are in addition to any safety and health procedures, policies, guidance and/or work instructions of the contractor.

Info Section RFX-00570-2015: Onsite Diesel Fuel Svc for Eversource

Title: Eversource Supplier Code of Conduct

See attached file

Info Section RFX-00570-2015: Onsite Diesel Fuel Svc for Eversource

Title: Pricing Information

Pricing will be based on the terminal price on the day of delivery plus a per gallon constant or markup charge. The constant or markup charge will remain unchanged for the life of the agreement unless mutually agreed upon. Pricing for the constant or markup charge will need to be inputted in the "Line Items" section of this RFP

Attachments RFX-00570-2015: Onsite Diesel Fuel Svc for Eversource

	File name	Description	Size	Date Added	Added By
RFx Attachments					
Buy-side Only	Tax Routing Sheet.doc	Effective 9/1/05 use this Tax Routing Sheet to verify the correct sales and use tax status for all orders exceeding $1M. Buyers complete the form and send it to NU Tax Dept for their recommendation and place completed form in PO General File.	36kb	9/22/05 10:12 PM	[redacted]
Buy-side Only	bid eval template.XLS	Generic Bid Evaluation Template	37kb	1/25/12 9:55 AM	
Buy-side and Sell-side	Contractor Gen Env Info Checklist_t_.doc	Environmental Checklist for Work Scope where Contractor receives payment from ES for providing services to manage waste for ES on ES property or at Contractor facilities. Complete for the main Contractor office and/or the Contractor's location of service	69kb	1/22/15 12:21 PM	
Buy-side and Sell-side	Appendix F. Contractor Responsibili_.doc	Contractor's Responsibilities for Safety and Health Compliance [Appendix F. Contractor Responsibilities (2.2.15).doc]	40kb	2/16/15 9:23 AM	
Buy-side and Sell-side	Appendix H Contractor Work Rules (2_.doc	Eversource Contractor Safety and Health Work Rules [Appendix H Contractor Work Rules (2.2.15).doc]	70kb	2/16/15 10:23 AM	
Buy-side and Sell-side	Property_Impact_and_Incidental_Prop_.pdf	Property Impact and Incidental Property Damage Procedure	624kb	4/7/15 10:12 AM	
Buy-side and Sell-side	9275 REV. 2-15.docx	Property Impact and Incidental Damage Form	21kb	4/7/15 10:13 AM	
Buy-side and Sell-side	GTC_Utility_Services_(10.27.15)_Rev_.doc	General Terms and Conditions	368kb	11/19/15 3:19 PM	
Buy-side and Sell-side	Eversource Locations_total trucks__.xlsx	Locations, Truck Counts, Avg Annual Fuel	32kb	12/17/15 3:46 PM	
Buy-side and Sell-side	2016 On Site Fueling Work Scope and_.doc	Work Scope and Specification	828kb	12/17/15 3:55 PM	
Buy-side and Sell-side	Bio Diesel Specification BDSpec_07b.pdf	Bio-Diesel Specification	25kb	12/17/15 3:56 PM	
Buy-side and Sell-side	Addendum 1.docx	Addendum / Additional Information	15kb	12/29/15 1:23 PM	
RFx Info Sections Attachments					
Buy-side and Sell-side	Supplier Code of Conduct March 25 2_.pdf	Supplier Code of Conduct, Issue Date: 3/25/15	26kb	3/27/15 9:08 AM	
Buy-side and Sell-side	eSourcing Training Manual for Suppl_.pdf		1475kb	3/30/15 4:18 PM	
Supplier Invitation Attachment					
Buy-side and Sell-side	Supplier eSourcing Manual and CoC.pdf	Supplier Invitation Attachment	636kb		