

## Addendum #1 of 1: RFP – Utility Audit – Cost Recovery/ Cost Containment

The following questions were recently asked by inquiring respondents to the RFP - Utility Audit for the City of Elizabeth.

1. RFP says that City requires we obtain and maintain a valid business license; is that a State of NJ Business Registration Certificate?
  - Yes
2. On page 5 it says there is a Professional Services Agreement contained in the solicitation, but we did not find anything titled Professional Service Agreement in the download of 24 pages. Can you provide or tell us where to access?
  - The Professional Services Agreement portion has been removed from the above referenced RFP and will be provided if and only if in the event the City Council of the City of Elizabeth adopt a resolution to authorize the proper City of Elizabeth Officials to execute an agreement with the awarded vendor.
3. Has the City previously used an energy broker to help obtain supply contracts for electricity and natural gas?
  - For the past 5+ years the City has purchased Electricity through a third party, obtained through a reverse auction; held by the NJSEM.
  - For the past 10+ years the City has purchased Natural gas through a third party, obtained through a bid; held by the Union County Co-op. The County discontinued this bid last year the City is currently under contract with a third party provider through the NJSEM.
4. What is the approximate date their current energy supply contract(s) expire?

Current third party contracts are:

- Electricity:

South Jersey Energy	Exp 6/1/2018	NJSEM
Tri Eagle Energy	Exp 6/1/2018	NJSEM

- Natural Gas:

Compass Energy	Exp December 2017	NJSEM
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- We are currently involved in a reverse auction with NJSEM for Natural Gas which will Extend this expiration past December of 2018. They may choose a one-year award or it may go to two years. We are already past the point of opting out of this award.

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5. What is the approximate annual spend for electricity and natural gas, and how many accounts do you have of each?

- Annual spend for Electricity is approximately \$3,262,000.00. This cost includes the service which is provided by PSE & G and the Third party billing.
- Annual spend for Natural Gas is approximately \$268,000.00. This cost includes the service which is provided by Etown Gas and the Third party billing.
- The City has approximately 250+ electricity accounts and approximately 40+ natural gas accounts.

6. Are telecommunications utilities being considered in the above referenced RFP?

- No, only gas and electric utilities are being considered as stated in the RFP.