

CITY OF NORTH LITTLE ROCK, ARKANSAS
COMMERCE DEPARTMENT
Mary Beth Bowman, Director
Amy Smith, Assistant Director for Procurement
Crystal Willis, Assistant Purchasing Agent/Admin Sect.



120 Main Street, North Little Rock, AR 72114
P.O. Box 5757 North Little Rock, AR 72119
501-975-8881 Phone
501-975-8885 Fax

INVITATION TO BID

Bid Number: 19-3573 Date Issued: January 26, 2019

Date & Time Bid Opening: Tuesday, February 12, 2019 @ 4:00 pm

RFP for Energy Evaluation Software

Specifications attached.

For technical questions and/or comments, contact Jill Ponder at 501-992-4071 or jponder@nlr.ar.gov.

General Bidding questions should be directed to the Commerce Department at 501-975-8881.

If you are obtaining this bid from our website, please be reminded that addendums may occur. It is therefore advisable that you review our listings for attachments including any changes to the bid.

The City of North Little Rock encourages participation of small, minority, and woman own business enterprises in the procurement of goods, services, professional services, and construction, either as a general contractor or sub-contractor. It is further requested that whenever possible, majority contractors who require sub-contractors, seek qualified small, minority, and woman businesses to partner with them.

EXECUTION OF BID

Upon signing this page, the organization certifies that they have read and agree to the requirements set forth in this bid including conditions set forth and pertinent information requests.

Name of Firm: _____ Phone No.: _____

Tax Identification No.: _____

Business Address: _____

Signature of Authorized Person: _____

Title: _____ Date: _____

UNSIGNED BID COVER SHEET WILL BE REJECTED.

Background:

The North Little Rock Electric Department (NLRED) is a department of the City of North Little Rock and has been a consumer owned utility for over 100 years. It is governed by the North Little Rock City Council and Mayor. The City provides a full range of municipal services including public safety, streets, culture and recreation, planning and zoning, code enforcement, electric and sanitation utilities.

Currently, NLRED is Arkansas' largest municipal electric utility, providing reliable service to more than 38,000 residential, commercial and industrial customers in the cities of North Little Rock, Sherwood and Pulaski County. NLRED offers free onsite Home Energy Evaluation that will pinpoint where a home is losing energy and ways to correct these problems. Our certified, bonded energy professional will walk through homes/small businesses and educate customers on where it may be losing energy with recommendations on what steps to take next.

North Little Rock and NLRED are leaders in sustainable, environmentally-conscious municipal power use, they are pursuing ways to help the citizens they serve save money and energy and the environment in the safest, most expedient and advanced modes available.

Project Objectives: NLRED is interested in increasing residential and commercial customer engagement and satisfaction through a self-service and detailed on-site energy audit software. The objective is to become a partners with customers in helping them understand, manage, and even predict their energy costs.

This document outlines the basic requirements for NLRED's needs related to an energy audit software. The energy audit software for this RFP will include (but may not be limited to) the building envelop, common areas, units, lighting, HVAC systems, water heating, and other appliances.

The Energy Audit Software should also include the following:

- Energy conservation measures and estimates of costs and savings
- The survey of the real operating conditions;
- The understanding of the building behavior and of the interactions with weather, occupancy and operating schedules;
- The estimation of energy saving potential;
- The identification of customer concerns and needs.
- List of standard recommendations
- Ability for NLRED to present links to relevant programs when recommendations are viewed
- Custom branding with your choice of color, font and logo
- Easy responsive user interface
- Monthly usage analytics reports utilizing interval meter data
- Compare current bill to last month's and to last year's
- Energy forecast, a weather and energy-forecasting tool
- Customized recommendations specific to NLRED programs or products
- Detailed recommendations that provide implementation costs, difficulty ratings, integrated special purpose calculators, links to videos, rebates etc. as you determine
- The ability to compare energy use to other homes in the area or of a similar size

Qualifications for the Energy Auditor Software Provider: The Provider for the Energy Audit Software must possess valid and current licenses and certifications necessary to comply with the "Scope of Work", as listed above and as regulated by all applicable state, county and/or local laws and ordinances.

The Provider must have proven experience in effectively conducting energy audits and energy audit analyses incorporating the tasks and information mentioned on the Scope of Work as well as be knowledgeable about any environmental standards or concerns impacting the audit. The Provider must have complete knowledge of the current standards, energy code, details and critical dimensioning related to energy requirements and efficiencies for residential properties as well as commercial properties.

The following additional requirements are also requested.

Item #	Application Requirements	Offers (y/no)	Comments
Software Functionality			
1	Software must be, flexible and user friendly and provide a customer's information graphically, pictorially, or in other easily understood formats.		
2	Would like to have a web based system so it can be used anywhere - software can be hosted by the City or by the company - would like the option		
3	Software must use actual customer meter data, when requested, and maintain security for presentation of that meter data. The city is using a Harris Product - Advanced Utility Billing System and MeterSense.		
4	The software needs to analyze multiple rates and tiers (uses an inverted block structure).		
5	Software must provide quick/short on-line energy audits and analysis to the residential customers permitting 10 or less inputs of data.		
6	Software must provide in-depth web based energy audit capabilities including thermal envelope, appliances, hours used, HVAC type - age, settings, water heating unit, pools, spas		
7	Software should also provide analysis for the customer showing the impact of weather, rate changes, number of billing days and other impacts the utility may identify.		
8	Software needs to be able to forecast bills and usage for a customer. Needs to include capability to use smart grid data and weather forecasting for the		

	purpose of projected bills for our utility customers.		
9	Ability to use software on any type of platform: PC, tablet, phone etc.		
Reports			
10	Ability to generate reports of relevant customer data and add additional comments for information..		
11	Ability to export data from the system into standard format – excel, CSV or PFD files.		
12	Reports should include a listing of all inputs as well as a summary of all output data.		
13	Reports should provide data to customers that help them understand the change in usage or energy cost from one year to the next or from one month to the next. Also needs to provide comparison from one month to the prior year same month.		
14	Reports should provide the ability for a customer to compare to a peer group and determine their carbon footprint based on the fuel mix information supplied by the utility.		
15	Software must display current weather and forecast next 7 days including the projected energy cost for each day displayed.		
16	Software must display current week's projected energy cost based on the weather		
17	When integrated with the bill history, must project bill total for remained of the bill period, based on the projected weather.		
18	Must include a tool to educate customer of potential savings/ increase spending by adjusting thermostat settings		
Integration			
19	Software must integrate with our current utility billing system.		
20	Software integration includes customer account number, electric consumption, applicable rate for the customer		

21	Software should be able to access and integrate local weather data source.		
22	Software should allow links to and links from other web applications.		

GENERAL TERMS AND CONDITIONS FOR THE CITY OF NORTH LITTLE ROCK, AR

1. When submitting an "Invitation to Bid," the bidder warrants that the commodities covered by the bid shall be free from defects in material and workmanship under normal use and service. In addition, bidder must deliver new commodities of the latest design and model, unless otherwise specified in the "Invitation to Bid."
2. Prices quoted are to be net process, and when an error is made in extending total prices, the City may accept the bid for the lesser amount whether reflected by extension or by the correct multiple of the unit price.
3. Discounts offered will be taken when the City qualifies for such. The beginning date for computing discounts will be the date of invoice or the date of delivery and acceptance, whichever is later.
4. When bidding other than the brand and/or model specified in the "Invitation to Bid," the brand and/or model number must be stated by that item in the "Invitation to Bid," and descriptive literature be submitted with the bid.
5. The City reserves the right to reject any and all bids.
6. The Purchasing office reserves the right to award items, all or none, or by line item(s).
7. Quality, time and probability of performance may be factors in making an award.
8. Bid quotes submitted will remain firm for 30 calendar days from bid opening date; however, the prices may remain firm for a longer period of time if mutually agreeable between bidder and the Department of Commerce.
9. Bidder must submit a completed signed copy of the front page of the "Invitation to Bid" and must submit any other information required in the "Invitation to Bid."
10. In the event a contract is entered into pursuant to the "Invitation to Bid," the bidder shall not discriminate against any qualified employee or qualified applicant for employment because of race, sex, color, creed, national origin or ancestry. The bidder must include in any and all subcontracts a provision similar to the above.
11. Sales or use tax is not to be included in the bid price, but is to be added by the vendor to the invoice billing to the City. Although use tax is not to be included in this bid, vendors are to register and pay tax direct to the Arkansas State Revenue Department.
12. Prices quoted shall be "Free on Board" (F.O.B.) to destination at designated facility in North Little Rock. Charges may not be added after the bid is opened.
13. In the event of two or more identical low bids, the contract may be awarded arbitrarily or for any reason to any of such bidders or split in any proportion between them at the discretion of the Department of Commerce..
14. Specifications furnished with this Invitation are intended to establish a desired quality or performance level, or other minimum dimensions and capacities, which will provide the best product available at the lowest possible price. Other than designated brands and/or models approved as equal to designated products shall receive an equal consideration.
15. Samples of items when required, must be furnished free, and, if not called for within 30 days from date of bid opening, will become property of the City.
16. Bids will not be considered if they are:
 1. Submitted after the bid's opening time.

2. Submitted electronically or faxed (unless authorized by Purchasing Agent).
17. Guarantees and warranties should be submitted with the bid, as they may be a consideration in making an award.
18. **CONSTRUCTION**
 - A. Contractor is to supply the City with evidence of having and maintaining proper and complete insurance, specifically Workman's Compensation Insurance in accordance with the laws of the State of Arkansas, Public Liability and Property Damage. All premiums and cost shall be paid by the Contractor. In no way will the City be responsible in case of accident.
 - B. When noted, a Certified check or bid bond in the amount of 5% of total bid shall accompany bid.
 - C. A Performance Bond equaling the total amount of any bid exceeding \$35,000.00 must be provided for any contract for the repair, alteration or erection of any public building, public structure or public improvement (pursuant to Arkansas Code Annotated Section 22-9-203).
19. **LIQUIDATED DAMAGES** - Liquidated damages shall be assessed beginning on the first day following the maximum delivery or completion time entered on this bid form and/or provided for by the plans and specifications.
20. **AMBIGUITY IN BID** - Any ambiguity in any bid as the result of omission, error, lack of clarity or non-compliance by the bidder with specifications, instructions, and all conditions of bidding shall be construed in the light most favorable to the City.
21. The bid number should be stated on the face of the sealed bid envelope. If it is not, the envelope will have to be opened to identify.
22. Whenever a bid is sought seeking a source of supply for a specified period of time for materials and services, the quantities of usage shown are estimated ONLY. No guarantee or warranty is given or implied by the participants as to the total amount that may or may not be purchased from any resulting contracts. These quantities are for the bidders information ONLY and will be used for tabulation and presentation of bid and the participant reserves the right to increase or decrease quantities as required.
23. The City of North Little Rock reserves the right to reject any and all bids, to accept in whole or in part, to waive any informalities in bids received, to accept bids on materials or equipment with variations from specifications in those cases where efficiency of operation will not be impaired, and unless otherwise specified by the bidder, to accept any item in the bid. If unit prices and extensions thereof do not coincide, the City of North Little Rock may accept the bid for the lesser amount whether reflected by the extension or by the correct multiple of the unit price.
24. Additional information or bid forms may be obtained from:
COMMERCE DEPARTMENT, 120 Main Street, P.O. Box 5757, North Little Rock, Arkansas 72119 (501)975-8881
www.nlr.ar.gov

Bidding documents must be submitted on or before the bid's opening date and time. Unless noted, bids must be sealed and mailed or delivered to:

Commerce Department
120 Main Street (P.O. Box 5757)
North Little Rock, AR 72119