



**OHIO TURNPIKE AND  
INFRASTRUCTURE COMMISSION**

682 Prospect Street  
Berea, Ohio 44017

**ADDENDUM NO. 1  
ENERGY SUPPLIER CONSULTING AND BROKERAGE SERVICES  
ISSUED NOVEMBER 28, 2017**

ISSUE DATE

**November 9, 2017**

INQUIRY END DATE

**5:00 P.M. (Eastern), November 22, 2017**

DEADLINE FOR SUBMITTING RFP RESPONSES:

*Extended to 5:00 P.M. (Eastern), December 8, 2017*

**ATTENTION OF RESPONDENTS IS DIRECTED TO:**

**ANSWERS TO QUESTIONS RECEIVED THROUGH THE END OF THE INQUIRY PERIOD**

**-AND-**

**EXTENSION OF THE SUBMISSION DEADLINE TO DECEMBER 8, 2017**

**ANSWERS TO QUESTIONS RECEIVED THROUGH THE END OF THE INQUIRY PERIOD**

**Q#1 We would appreciate any insight into current risk tolerance parameters-would the Commission be open to sharing the power agreements that are due to expire in MAY2018, and the Natural Gas agreements that are due to expire in JUNE2018. If the Commission cannot share these agreements, can it provide any insight as to whether or not they are fixed or float pricing agreements, and whether the Commission looks to price to budget, or perform in line with market fluctuations?**

*A#1 The current agreement for electricity is fixed price and natural gas is float pricing.*

**Q#2 Can the Commission share any intelligence relative to any previous Consultants that have provided servicing to the Commission? Is there a Consultant currently engaged by the Commission?**

*A#2 The Commission is currently under contract with a consultant under an agreement that expires with its current energy supply agreements.*

**Q#3 Do I list a 1099 Employee and their sub-contracting role in the Respondent SBE Utilization Plan?**

*A#5 Disclose any subcontractors, whether they are certified or not, on the Utilization Plan.*

**Q#6 Please provide us with a current electric bill that is representative of one of the 93 meter locations.**

*A#6 A sample electric bill is provided with this response.*

**Q#7 Please provide us with a natural gas bill that is representative of one of the 46 meter locations.**

*A#7 A sample gas bill is provided with this response.*

**Q#8 As part of our services we would want to provide replacement of your lighting system with LED lights. Our proposal would include financing of LED lights at 0% interest, five year term, off balance sheet. Should our response to your solicitation include this proposal or should it be subsequent to your selection of a consultant to advise the commission?**

*A#8 The Commission seeks responses offering to perform the services described in the solicitation, which include, under Item 3, "any additional services your firm may offer and the value proposition for performing those services."*

**Q#9** Are the food and gasoline service centers that provide these services to the public a part of the 93 electric meters? Can you provide a background, by category, for the 93 locations? This would help us in preparing our answer to your solicitation.

*A#9 Yes, the accounts service the Commission's 14 Service Plazas, 31 Toll Plazas, 8 Maintenance Buildings, its Administrative Offices and numerous other miscellaneous powered facilities.*

**Q#10** We provide procurement activities, though that is not our primary function. Our primary function is to encourage energy efficiency by advising our clients how to use energy after it is procured. It would be helpful to know what percent of your lighting is already LED.

*A#10 The Commission seeks responses offering to perform the services described in the solicitation, which include, under Item 3, "any additional services your firm may offer and the value proposition for performing those services."*

**Q#11** If we become your consultant, are we precluded from our core business, which is to assist the commission in becoming more energy efficient?

*A#11 No. Performing the services described in the solicitation will not necessary preclude the consultant from performing other services on other contracts with the Commission. Conflicts of interest are determined on a case by case basis.*

**Q#12** I am working on submitting my information to The Ohio Turnpike and Infrastructure Commission for the SBE Certification. How long does it take to be approved for SBE Certification? If I submit my SBE Certification by December 1<sup>st</sup>, 2017 will that be acceptable?

*A#12 A complete application should not take longer than a week to review for approval qualification; however, certification with the Commission, or with ODOT as SBE or DBE or with DAS as MBE or EDGE, is required prior to the proposal deadline to count towards achieving the goal.*

**Q#13** Does my subconsultant need to be certified as an SBE with The Ohio Turnpike and Infrastructure Commission to receive credit towards the contract goal?

*A#13 Yes, please see the response to Q#12.*

**Q#14** Approximately how many monthly bills does The Ohio Turnpike and Infrastructure Commission receive for water, sewer and storm water utilities?

*A#14 In addition to 93 electric and 46 gas accounts, the Commission manages its utility data in EnergyCAP for 31 sewer accounts, 47 water service accounts and 2 storm water accounts. Please see footnote 1 in the solicitation.*

**Q#15 Can the Proposal be dropped off at your office at 682 Prospect Street in Berea? Or do you only accept proposals delivered by U.S. mail service?**

*A#15 There is no required means for delivery.*

**Q#16 Would it be okay to work with another consultant and respond to the RFP as a team effort.**

*A#16 Yes, joint ventures and other teaming arrangements, including subcontracting, are acceptable. Disclose all entities with an interest in the proposal on the Utilization Plan, regardless of the certification status.*

**Q#17 Will you please provide a timeline after December 1, 2017 on how the Commission intends to make decisions on accepting a Proposal?**

*A#17 The Commission anticipates making a selection before March 2018.*

**Q#18 Does the OTC currently use a subscription or cloud-based version of EnergyCap?**

*A#18 The Commission uses EnergyCAP under its current consultant's subscription agreement.*

**Q#19 How are utility bills currently being entered in EnergyCap? Are bills copies scanned in or are billing components being entered by hand?**

*A#19 The Commission receives the utility bills, which it then scans and emails to the Consultant. The Consultant manually enters the billing information into EnergyCap and imports the scanned bill into the software.*

**Q#20 Will the successful bidder be required to enter utility bills each month to EnergyCap?**

*A#20 Yes.*

**Q#21 Can you provide additional clarification on the data management services the OTC is seeking? For example, what are the data management services OTC seeking for the water, sewer and storm water accounts?**

*A#21 The services include entering the data described in the second paragraph under Part II of the Solicitation and reviewing EnergyCAP audits to identify and bring findings to the attention of the Commission's management.*

**Q#23 What is the expected or desired contract term for these Consulting services?**

*A#23 The Commission anticipates the term to coincide with the expiration dates of the energy contracts resulting from the consultant's services, with the Commission having the option to renew the consulting agreement for an additional term. Provided, however, the initial term will continue for a period of three (3) years regardless of how many successive supply agreements are in place during that initial period and the renewal period may not cause the total term of the consultant's agreement to exceed six (6) years.*

**Q#24 Does the Commission have a consultant doing this work now?**

*A#24 Yes, see the response to Q#2.*

**Q#25 Generally, how pleased is the Commission with their work?**

*A#25 The Commission's contract with its current consultant is expiring, and a new agreement is required for the Commission to continue receiving the services described in the Solicitation.*

**Q#26 Is this RFP being conducted because of a requirement to do so every so often or is it driven by a desire for change?**

*A#26 See the response to Q#25.*

**Q#27 What type of energy pricing products does the Commission typically use? Fixed? Indexed? A combination?**

*A#27 See the response to Q#1.*

**Q#28 Any restrictions or requirements for energy term lengths?**

*A#28 No. The Commission seeks to execute supply agreements that best serve its interests.*

**Q#29 Is bill payment being done through the data service provider?**

*A#29 No.*

**Q#30 All things being equal, does the Commission wish to replace the current data service provider?**

*A#30 The Commission has no issues with the current data systems and functionalities. The Commission will entertain proposals to make a switch to another platform that provides equal or better services as long as an ability exists to port the data from EnergyCAP to the proposed alternative.*

**Q#31 How many years of data would be transferred to a new system?**

*A#31 The Commission has over four years of data stored in EnergyCAP.*

**Q#32 Must the SBE Utilization Plan be submitted as part of the response or turned prior to award?**

*A#32 Provide the Utilization Certification and Plan with your response, and the demonstration of Good Faith Efforts if the Certification and Plan fail to demonstrate commitment to achieve the 15% Goal.*

**Q#33 What is the total annual usage for electricity and natural gas?**

*A#33 Over the past three years, the Commission has averaged 42,134,602 kWh and 77,482 Mcf per year. See the Introduction in the Solicitation.*

**Q#34 What is the total annual spend for electricity and natural gas?**

*A#34 A response to this question is not relevant to providing the information requested in the solicitation.*

**Q#35 What is the Commission's budget for this scope on an annual basis?**

*A#35 A response to this question is not relevant to providing the information requested in the solicitation.*

**Q#36 Is the Commission currently looking for a sub-metering solution? Or does the Commission already have the sub-metering in place?**

*A#36 No sub-metering currently exists. The Commission's subleased space is direct billed to the tenants operating the sub-units. The Commission's Accounting Department apportions costs to facilities that share a meter at the time of payment. The Commission seeks responses offering to perform the services described in the solicitation, which include, under Item 3, "any additional services your firm may offer and the value proposition for performing those services."*

**Q#37 If the Commission currently has sub-metering, what is the percentage of accounts that have sub-metering?**

*A#37 See the response to Q#36.*

**Q#38 Does the Commission currently possess hourly interval load data for any of its electric accounts? (if so, please provide)**

*A#38 Approximately 40% of the Commission's facilities have "pulse meters" supporting its obligations under a demand response arrangement that could potentially create reports on this data but such information is not readily available.*

**Q#39 How many electric, gas, and water meters and sub-meters make up the approximately 93 electric accounts, 46 gas, and 47 water accounts?**

*A#39 Each account has its own meter.*

**Q#40 How does the Commission expect for the vendor to obtain the usage data? Utility invoices or electronic files? If it is electronic files can the Commission please share an example of these files?**

*A#40 The consultant will obtain the utility bill information for entry into the EnergyCAP software from the Commission in the form of .pdf copies of the monthly bills as they are processed. The Commission will authorize the consultant, once selected, to obtain information from the utilities to obtain supplier pricing.*

**Q#41 Who is currently providing these Energy brokerage services to the Commission?**

*A#41 A response to this question is not relevant to providing the information requested in the solicitation.*

**Q#42 Is there a reason the Commission wants pricing for data management for electric and natural gas invoices in dollar per unit of measurement instead of \$ per account?**

*A#42 Including the pricing allows the Commission to make a single payment for the supply and the consultant's services. However, the Commission provided in the Solicitation that as long as the standard fee template is completed, "Respondents may propose an alternate fee arrangement to perform the services described in this solicitation or any additional services their firm may offer."*

**Q#43 Are there environmental conditions the Commission is looking for the system to track? For weather normalization**

*A#43 The Commission currently normalizes for weather based on a report for a single location.*

**Q#44 Is there a need to reallocate funds to different departments within the Commission?**

*A#44 No, please see the response to Q#36.*

**Q#45 Is there a yearly fee the Commission pays to use EnergyCAP each year? If so what is the fee?**

*A#45 The Commission's access to EnergyCAP is obtained through the services of its current consultant.*

**Q#46 What level of electric and natural gas usage is available? i.e. hourly, monthly, annual**

A#46 Please see the response to Q#38.

**Q#47 We went through the list of SBEs approved by the Commission and none of them provide services outlined in the scope of work. Will this hinder us if we are not a SBE or cannot find one to subcontract any work to?**

A#47 If the respondent's Utilization Certification and Plan fail to demonstrate a commitment to achieve the goal, respondent's must satisfactorily demonstrate the failure occurred despite its Good Faith Efforts to fulfil the 15% participation goal. In addition to those entities currently certified by the Commission, respondents are encouraged as part of its Good Faith Efforts to review the [SBE](#) and [DBE](#) registries at ODOT and the [MBE](#) and [EDGE](#) registries at DAS to identify any available certified firms.

**Q#48 Any specific reporting requirements the Commission may need? (examples – Rate Analysis, Key Performance Indicators, Budget Variance, etc.)**

A#48 The Commission seeks the reporting capabilities made available through EnergyCAP, which include the following:

Comparison Reports	Show monthly use, cost and rates (current and previous year) Show annual use, cost and rates (multiple years) Usage and cost (between similar facilities) Show use and cost per square foot, etc.
Monthly Audit Report	Identify billing errors, unusual usages and rates, missing bills, unusual billing periods, etc.
Utilities Overview Report	Report by location showing all utility meters, account numbers, utility providers, site address, contact information, etc.

The software should have the ability to provide data normalized for weather, calendarized data, and show greenhouse gas information.

The Commission also requires the ability to export or paste data from the system to Excel tables.

**Q#49 Does the Commission have an existing EnergyStar profile?**

A#49 No.

**Q#50 Would the winning bidder be required to manage the Commission's EnergyStar profile if the Commission is or will participate in EnergyStar? – (example- update properties, site & meter names, or add/remove sites/meters?)**



A#50 *No.*

**Q#51 Would on-site Commission employee training be required, or could training be done remotely?**

A#51 *Training performed remotely is acceptable.*

**Q#52 If billing discrepancies are identified, would the Commission or the consultant be responsible for pursuing and resolving the billing error?**

A#52 *The Consultant performs the majority of dispute resolution services to identify and address errors with the supplier and/or utility.*

Billing Period: Sep 06 to Oct 06, 2017 for 31 days

Bill For: ST OF OH - TURNPIKE COMM  
9250 LIMERIDGE RD HSM  
MANTUA OH 44255

*Oct*

Account Number: 110 010 272 661

Amount Due: \$10,332.36

Due Date: November 01, 2017

To report an emergency or an outage, call 24 hours a day 1-888-544-4877. For Customer Service, call 1-800-633-4766. For Payment Options, call 1-800-686-3421. Pay your bill online at [www.firstenergycorp.com](http://www.firstenergycorp.com)

Bill issued by: Ohio Edison, PO Box 3687, Akron OH 44309-3687

Messages	Account Summary	Amount Due
To avoid a 1.50% Late Payment Charge being added to your bill, please pay the <b>Amount Due</b> by the Due Date.	Previous Balance	10,617.57
	Payments/Adjustments	-10,617.57
	<b>Balance at Billing on Oct 11, 2017</b>	<b>0.00</b>
Energy Efficiency 107,160 KWH x 0.001482 \$158.81	Ohio Edison	3,694.55
Peak Demand Reduction 107,160 KWH x 0.000371 \$39.76	Hudson Energy - Consumption	6,637.81
Renewable Energy 107,160 KWH x 0.000771 \$82.62	<b>Total Current Charges</b>	<b>10,332.36</b>
	<b>Amount Due by Nov 01, 2017</b>	<b>\$10,332.36</b>

Your next meter reading is scheduled to occur on or about Nov 06, 2017.

RECEIVED  
OCT 16 2017  
ACCOUNTING

RECEIVED  
OCT 13 2017  
COMPTROLLER

Usage Information for Meter Number 686589748	
Oct 06, 2017 KWH Reading (Actual)	74,094
Sep 06, 2017 KWH Reading (Actual)	71,415
Difference	2,679
Multiplier	40
KWH used	107,160
Metered Load in KW	5,038
Measured Lagging Reactive Demand	126.0
Billed Load in KW/KVA	201.5
Billed Reactive Demand	126.0

Charges From Ohio Edison	
Customer Number: 0800595471 0001521162	
Rate: General Service Secondary OE-GSD	
Customer Charge	7.00
Distribution Related Component	2,759.50
Cost Recovery Charges	928.05
<b>Current Consumption Bill Charges</b>	<b>3,694.55</b>

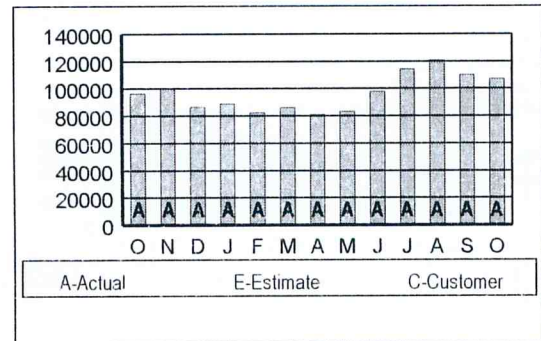
Billing Information for Hudson Energy	
<b>Hudson Energy</b>	Po Box 142109, Irving, TX 75014-2109
	Customer Service: 1-866-483-7664
	Account Number: 100436336 Rate: BILL-READY
<b>Billing Period: Sep 06, 2017 to Oct 06, 2017</b>	
Adjustment	229.64
Energy Charge 107160 Kwh @0.0598 Per Kwh	6,408.17
<b>Total Hudson Energy Current Charges</b>	<b>6,637.81</b>

Additional messages, if any, can be found on back.

Usage History			
Oct 16	96,640	Apr 17	80,840
Nov 16	100,880	May 17	83,560
Dec 16	86,840	Jun 17	97,680
Jan 17	88,840	Jul 17	114,320
Feb 17	82,600	Aug 17	120,960
Mar 17	86,160	Sep 17	110,160
		Oct 17	107,160

Detail Payment and Adjustment Information	
09/25/17 Payment	-10,617.57

Account Balances by Company				
	Previous Balance	Payments/Adjustments	Current Charges	Amount Due
Ohio Edison	3,807.77	-3,807.77	3,694.55	3,694.55
Hudson Energy	6,809.80	-6,809.80	6,637.81	6,637.81
<b>Total</b>	<b>10,617.57</b>	<b>-10,617.57</b>	<b>10,332.36</b>	<b>10,332.36</b>



Comparisons	Last Year	This Year
Average Daily Use (KWH)	3332	3457
Average Daily Temperature	66	67
Days in Billing Period	29	31
Last 12 Months Use (KWH)		1,160,000
Average Monthly Use (KWH)		96,667

*SP7 - Brady's Heap*  
*50812-85-1971*  
*10/13/17*  
*any*

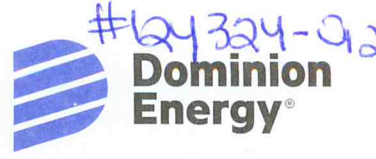
**OHIO TURNPIKE COMMISSION**

9250 LIMERIDGE RD  
MANTUA OH 44255-9031

Account Number **7 5000 0300 4032** Date Prepared **October 20, 2017** Next Meter Reading **11/15 - 11/20/2017**

Cycle 10

For questions about Dominion Energy Ohio charges call 1-800-362-7557



**Credits and Charges Since Your Last Bill**

Balance from Last Bill \$312.70 ✓  
Payment on Oct 3, 2017 - Thank You 312.70 CR  
**Balance \$0.00**

**Current Charges**

**Dominion Energy Ohio Distribution Charges**

Service Charge \$121.46  
Gas Transportation Charges 48.4 MCF @ \$1.4900 72.12  
Gross Receipts Tax (4.6044%) 8.91  
**Total Dominion Energy Ohio Charges \$202.49**

For questions about Dominion Energy Ohio charges, call us at 1-800-362-7557.

**Snyder Brothers Energy Marketing, L L C**

Gas Cost 48.4 McF @ \$3.119 \$150.96  
**Total SNYDER BROTHERS ENERGY \$150.96**

For questions about gas supply costs, contact SNYDER BROTHERS ENERGY MARKETING, L L C at 1-888-796-4361 or P.o. Box 1022, 1 Glade Park East Kittanning, PA 16201 or www.snyderbrothersinc.com.

**Total Current Charges \$353.45**  
**Total Account Balance \$353.45**

Rate Schedule: Large Volume Energy Choice Transportation Service

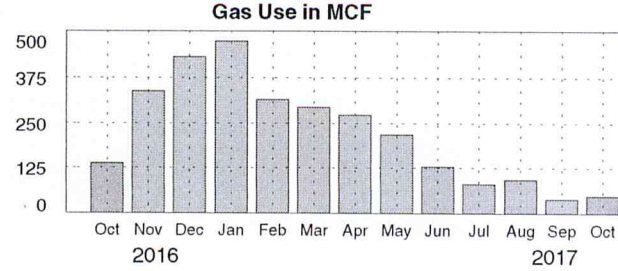
**RECEIVED**

OCT 30 2017

COMPTROLLER

**Monthly Usage Comparison**

Average Daily Temperature 2016 2017  
For This Billing Period 61°F 66°F



Avg Monthly Use: 228.5 MCF.  
Total Annual Use: 2,741.4 MCF.

**Billing Period and Meter Readings**

Date	Read Type	Reading	Difference
Oct 19, 2017	Actual	159.1	
Sep 20, 2017	Actual	110.7	48.4
<b>MCF Used in 29 Days</b>			<b>48.4</b>

*SP 7 - Brady's Leap*  
*50812-85-1971*

**PLEASE PAY** Account Balance of \$353.45 by Nov 8, 2017 to Avoid Late Payment Charge of 1.5% per month.

**Need to Locate an Authorized Payment Center?**

Go to www.DominionEnergy.com and type in "Payment Center" in the search box.

ENERGYSHARE: Help people without heat by donating to EnergyShare. To donate, add exactly \$1, \$2, \$6, \$12, \$18 or \$36 to your payment or mail a separate check payable to EnergyShare, Salvation Army, P.O. Box 5847, Cleveland, OH 44101.

Please detach and return this coupon with a check made payable to Dominion Energy Ohio.