



STATE OF RHODE ISLAND

Department of Administration
Division of Purchases
One Capitol Hill, 2nd Floor
Providence, RI 02908

TEL: (401) 574-8100
FAX: (401) 574-8387
TDD: (401) 574-8228
Website: www.ridop.ri.gov

CONTRACT USER GUIDE ENERGY EFFICIENCY SERVICES MASTER PRICE AGREEMENT #508 CONTRACT TERM: 7/1/2019 – 6/30/2022 WITH ONE (1) ONE-YEAR OPTION TO RENEW

BACKGROUND:

The Division of Purchases issued RFP #7596717 for Energy Efficiency services on October 3rd, 2018. Purchase orders are issued to multiple firms, and new proposals are being accepted until December 31st, 2020 at 11:00 am.

CONTRACT SUMMARY:

This Master Price Agreement includes qualified firms to provide turnkey energy efficiency services, as requested by agencies. Turnkey energy efficiency services are defined as: performance of energy audits, identification and payback analysis of energy efficiency measures, recommendation of appropriate energy efficiency measures, installation services, material and labor warranties, and appropriate reporting and facilitating of National Grid (utility) or other available incentives or rebates.

WHO CAN USE THIS CONTRACT

STATEWIDE APPLICABILITY - Political Subdivisions (cities, towns, schools, quasi-public agencies), as authorized by law, may participate in this Agreement. All ordering and billing shall be between the vendor and the political subdivision (only).

INSTRUCTIONS FOR USE BY STATE AGENCIES:

- Prior to the use of MPA #508, agencies may notify the Office of Energy Resources (OER) of the project:
Point of Contact: George Sfinarolakis, Chief Program Development
Email: George.Sfinarolakis@energy.ri.gov
Telephone: 401-574-9101
- No vendor shall provide services or begin work unless and until a purchase order has been issued for the respective project and received by the vendor. A vendor will not be entitled to any payment for services rendered or work completed outside of this policy.
- At least one certified Minority Business Enterprise should be solicited wherever possible.
- Request turnkey services from prequalified vendors for discrete projects. Provide enough information; such as scope of work, allowable working hours, and any special requirements needed for the vendor to respond with a suitable proposal.
 - Agencies should use written quote requests. A sample agency quote is provided



STATE OF RHODE ISLAND

Department of Administration
Division of Purchases
One Capitol Hill, 2nd Floor
Providence, RI 02908

TEL: (401) 574-8100
FAX: (401) 574-8387
TDD: (401) 574-8228
Website: www.ridop.ri.gov

in the Agency Resource Center.

- Agencies should use written notification letter to intended awarded vendor and provide a copy to relevant agency representatives cc'd on the letter. A sample notification letter including relevant agency representatives to be cc'd is provided in the Agency Resource Center.

PROJECT VALUE THRESHOLDS:

- For projects anticipated to be under \$25,000, agencies may submit one price quote to the Division of Purchases. Agencies are strongly recommended to obtain multiple quotes and to utilize MBE vendors where possible. The tentative award process and required documents remain in place for this threshold.
- For projects \$25,000 and up to \$50,000, agencies are to obtain a minimum of three quotes. • Above \$50,000 and up to \$150,000, projects are subject to written approval by the Division of Purchases prior to tentative award.
- Above \$150,000 and up to \$250,000, agency is to request approval from the Division of Purchases prior to soliciting bids. Detailed justification must accompany agency's request, including a summary of the scope of the project and an estimate of total project costs. After approval, agency must submit 3 responsive quotes with their recommendation for award.
- Projects expected to exceed \$250,000 must be solicited as a Request for Proposal.

TENTATIVE AWARD:

The state agency will send a notification letter [See the sample notification letter provided in the Agency Resource Center.] to the recommended vendor **in which the following information is requested:**

- An agreement outlining the scope and special terms & conditions covering the work, executed by both the Agency Chief Executive and the vendor's authorized agent. No work or services shall be performed by an MPA-508 vendor for a user agency project until issuance of a purchase order by the Division of Purchases.
- A completed Minority Business Enterprise Plan.
- Equal Employment Opportunity Compliance Certificates & Agreements are on file for each awarded vendor and do not require restatement.
- Certificates of Insurance

Insurance minimum limits of coverage are as follows:

- **Comprehensive General Liability Insurance:** covering bodily injury, and property damage in a form and with coverage that are satisfactory to the State. Including personal and advertising injury liability, independent contractors, products completed operations, contractual liability and broad form property damage coverage. Coverage shall be written on an occurrence basis. A combined single limit of \$1,000,000 per occurrence and aggregate is required for bodily injury, and a combined single limit of \$500,000 per occurrence and aggregate.
- **Auto Liability Insurance:** covering all owned, non-owned, or hired vehicles. A combined single limit per occurrence of \$1,000,000 will be obtained.



STATE OF RHODE ISLAND

Department of Administration
Division of Purchases
One Capitol Hill, 2nd Floor
Providence, RI 02908

TEL: (401) 574-8100
FAX: (401) 574-8387
TDD: (401) 574-8228
Website: www.ridop.ri.gov

- **Workers Compensation and Employers Liability:** in compliance with the compensation laws of the State of Rhode Island. Coverage shall include Employers Liability Insurance with minimum limits of \$100,000 each accident, \$500,000 disease or policy limit, \$100,000 each employee.

There shall be no cancellation, material change, potential exhaustion of aggregate limits or non-renewal without thirty days (30) written notice from the contractor or its insurer(s).

Failure to comply with the reporting provisions of this clause shall be grounds for immediate termination of any contract issued pursuant to MPA-508.

DOCUMENTS TO BE SUBMITTED TO PURCHASING

When the above information has been obtained, the state agency **must** send the following documentation to the Division of Purchases and request that a purchase order be issued:

- A Zero Dollar Requisition to Include Project Amount as a text attachment internal to the requisition.
- Scope of Work (RFQ Issued to Vendors)
- **Three responsive quotes** received, plus identification of other quotes solicited and result
- **Memorandum Signed by Agency Summarizing Responses and Recommending Vendor**
 - Must identify all vendors solicited, describing which vendors provided quotes, declined to quote, or did not respond.
- Copy of tentative award letter
- Copy of signed project agreement (AIA contract agreement)
- MBE Compliance for the project engagement.

STATE AGENCIES PLEASE TAKE NOTE:

No Vendor shall provide services or begin work unless and until a valid Purchase Order approved by the Agency has been issued and received by Vendor. In no event shall a Vendor deliver goods or provide services until such time as a duly authorized release document is certified by the ordering Agency. A Vendor will not be entitled to any payment for services rendered or work completed outside of this policy.

- In accordance with R.I. Gen. Laws § 37-2-54(c), “No purchase or contract shall be binding on the state or any agency thereof unless approved by the department [of Administration] or made under general regulations which the Chief Purchasing Officer may prescribe.”
- Under State Purchasing Regulation 8.2.1.1.2, “Any alleged oral agreement or arrangements made by a bidder or contractor with any agency or an employee of the Office of Purchases may be disregarded and shall not be binding on the state.”
- State Purchasing Regulation 8.7.1 – “All agreements and changes to scope of work, price, or other terms shall be incorporated into purchase orders via “change order” documents incorporating contract amendments.”
- State Purchasing Regulation 8.7.2 – “Change Orders issued by the Office of Purchases shall be the only binding documents which may create a change in a purchase order.”
- State Purchasing Regulation 8.7.3 – “Personnel shall not commit the state to technical /



STATE OF RHODE ISLAND

Department of Administration
Division of Purchases
One Capitol Hill, 2nd Floor
Providence, RI 02908

TEL: (401) 574-8100
FAX: (401) 574-8387
TDD: (401) 574-8228
Website: www.ridop.ri.gov

contractual changes to purchase orders without first securing all necessary approvals.”

VENDOR CONTACTS:

- Purchase Order #** 3630622
Vendor Name: Ameresco Inc.
Contact Name: Kleo Taliadouros
Telephone: 508-661-2263
Email: ktaliadouros@ameresco.com
- Purchase Order #** 3630627
Vendor Name: Aramark Management Services LP
Contact Name: James Chemp
Telephone: 469-912-6472
Email: chemp-james@aramark.com
- Purchase Order #** 3630628
Vendor Name: Automatic Temperature Controls Inc.
Contact Name: Samantha Mazzie
Telephone: 401-946-5780
Email: smazzie@autotempcontrols.com
- Purchase Order #** 3630629
Vendor Name: AZ Corp.
Contact Name: Jason Young
Telephone: 860-445-3452
Email: jyoung@a-zcorp.com
- Purchase Order #** 3630630
Vendor Name: Energy Resources USA
Contact Name: Simon Matthews
Telephone: 475-559-8272
Email: smatthews@energyresourcesusa.net
- Purchase Order #** 3630631
Vendor Name: Prism Consulting Inc.
Contact Name: Wendy Simmons
Telephone: 617-328-9896
Email: wendy@prismenergyservices.com
- Purchase Order #** 3630632
Vendor Name: Rethinking Power Management LLC
Contact Name: Ilene Mason
Telephone: 508-259-5030
Email: imason@rpmpowerllc.com



STATE OF RHODE ISLAND

Department of Administration
Division of Purchases
One Capitol Hill, 2nd Floor
Providence, RI 02908

TEL: (401) 574-8100
FAX: (401) 574-8387
TDD: (401) 574-8228
Website: www.ridop.ri.gov

- Purchase Order #** 3630633
Vendor Name: Thielsch Engineering Inc. RISE Engineering Division
Contact Name: Vincent Graziano
Telephone: 401-784-3700 x115
Email: vgraziano@thielsch.com
- Purchase Order #** 3654310
Vendor Name: ENE Systems, Inc.
Contact Name: Paul Murphy
Telephone: 781-828-6770
Email: pmurphy@enesystems.com
- Purchase Order #** 3654311
Vendor Name: Fairbanks Energy Services Inc.
Contact Name: Bianca Lonergan
Telephone: 781-783-7861
Email: bianca.lonergan@fairbanksenergy.com
- Purchase Order #** 3654312
Vendor Name: GreenerU Inc.
Contact Name: Jennifer Haugh
Telephone: 612-240-4641
Email: jennifer.h@greeneru.com
- Purchase Order #** 3654313
Vendor Name: Weston & Sampson CMR, Inc.
Contact Name: Sally Smith
Telephone: 978-532-1900
Email: smiths@wseinc.com
- Purchase Order #** 3654314
Vendor Name: World Energy Efficiency Services, LLC
Contact Name: Rick Galipeau
Telephone: 774-420-2764
Email: rick@worldenergyes.com
- Purchase Order #** 3667450
Vendor Name: Banks II Quan Associates, Inc. d/b/a B2Q Associates, Inc.
Contact Name: Paul Banks
Telephone: 978-447-5601
Email: pbanks@b2qassociates.com



STATE OF RHODE ISLAND

**Department of Administration
Division of Purchases
One Capitol Hill, 2nd Floor
Providence, RI 02908**

**TEL: (401) 574-8100
FAX: (401) 574-8387
TDD: (401) 574-8228
Website: www.ridop.ri.gov**

DIVISION OF PURCHASES CONTACT:

Max Righter
Senior Buyer
(401) 574-8179
max.righter@purchasing.ri.gov