

REQUEST FOR PROPOSAL
COUNTY OF LACKAWANNA
UTILITY AND TELECOMMUNICATIONS AUDIT SERVICES

Introduction

The County of Lackawanna is seeking proposals from qualified firms/individuals to identify utility and telecommunications savings through an audit of those services. Proposals shall be submitted in accordance with Federal and Commonwealth of Pennsylvania requirements. It is the desire of County officials to retain the services of a qualified firm to conduct a full utility audit of the County and its properties.

The successful proposal shall aid the County of Lackawanna in identifying operational savings through a review of existing utility services.

Length of Contract

A maximum two (2) year contract with an optional one (1) year extension in accordance with the terms, conditions, and specifications in this Request for Proposal (RFP) will be awarded to the successful bidder.

Scope of Services

The successful respondent shall be required to provide a full range of utility audit services for the following: telecommunications; electric; gas; water; sewer; and refuse. The utility audit shall include all County facilities, including, but not limited to, the Government Center, Health Care Center, Prison, Emergency Services Center, Courthouse, Gateway Center, Children's Library, Criminal Justice Center, and Public Works and other facilities for which the County is directly responsible.

The Scope of Services shall include, but not be limited to, the following:

- A. Conduct an extensive technical analysis of all utility rates, schedules, metering, and bills.
- B. Identify any utility overcharges, obtain refunds of any overpayments, and correct errors that resulted in the overcharges.
- C. Engage with the County's utility companies where applicable and within the scope of contractual requirements.
- D. Obtain the proper utility rates.

- E. Review the County's utility contracts and service agreements.
- F. Submit recommendations for all possible savings to ensure the County is paying the lowest possible amount for utility services based on industry and usage.
- G. Establish and review pre-opening rates.

Qualifications

In addition to the ability to perform the above, all respondents shall meet the following minimum requirements:

- A. Is authorized to do business in the Commonwealth of Pennsylvania.
- B. Has the capability to provide the full scope of services described herein.
- C. Has never, at any time, been suspended, debarred, declared ineligible, or voluntarily excluded by the Department of Housing and Urban Development, the Department of Justice, the General Services Administration, the Internal Revenue Service, or any other federal agency or the Federal Government, and/or the Pennsylvania Department of Labor and Industry or any other state agency or the Commonwealth of Pennsylvania.

Failure to meet any of the foregoing qualifications is considered a material defect and shall result in the disqualification of the Respondent.

Proposal Requirements

General - Proposals shall be submitted on the company letterhead and signed by the owner or executive officer of the firm. Interested firms should have at least five (5) years' experience.

Executive Summary - Provide a brief non-technical overview of the Respondent's business including the range of services offered. Respondents should demonstrate how and why their services meet the County's needs and qualification requirements.

Company Profile - Provide a history of the business and key staff to be involved in all aspects of the utility audit process. This shall include both the company's history providing utility audit services generally as well as its experience providing such services for counties and other public entities.

Proposed Fee - Respondents must specify their proposed fee for the performance of all utility audit services. The proposed fee shall be a commission, expressed as a percentage of total savings achieved by the utility audit, or a flat fee, or a combination of both methods of compensation. The commission and/or fee shall be the only amount paid by the County of Lackawanna in connection with the utility audit. The award may or may not be made to the firm with the lowest cost. The right to reject any and all proposals is hereby reserved by Lackawanna County.

Note: The amount of the proposed commission shall not exceed 25% of total savings achieved by the utility audit.

Proposal Review

All proposals will be reviewed by committee in accordance with the County's evaluation criteria, which is based on the following table:

Categories	(Weighting, Maximum Points)
Qualifications and experience providing utility audit services.	30
Experience providing utility audit services to counties.	30
Capability to provide the full scope of requested services.	20
Reasonableness of proposed fee(s).	20
TOTAL	100

References

Please provide the name and contact information of three references for which the firm provided utility audit services.

Other Information

Any additional information considered pertinent should be included as addenda to the submission.

Insurance

The vendor shall carry, in a solvent company authorized to do business in the Commonwealth of Pennsylvania: (a) Commercial Auto Insurance in amount of \$1,000,000.00 single limit bodily injury/ property damage;(b) Workmen’s Compensation Insurance, as required by the Commonwealth of Pennsylvania, for vendor’s employees in the performance of the Contract; (c) General Liability Insurance covering vendor and its employees in the amount of \$1,000,000.00 single limit bodily injury/property damage including Products Liability.

Concurrent with the execution of the Contract, the Vendor shall provide proof of insurance coverage by providing a certificate of Vendor's insurance coverage, a copy of the declaration page of the insurance policy, and a copy of all endorsements applicable to the insurance required herein. The certificates of insurance, or endorsements attached thereto, shall provide that (a) the insurance coverage shall not be cancelled, changed in coverage, or reduced in limits without at least thirty (30) days prior written notice to the Lackawanna County Risk Management Deputy Director, (b) the County is named as additional insured, (c) the limits of liability required therein are on an occurrence basis, (d) the policy shall be endorsed with a severability of interest or cross-liability endorsement against whom a claim is or may be made in a manner as though a separate policy had been written for each insured or additional insured: however, nothing contained herein shall act to increase the limits of liability of the insurance company, and (e) Vendor's insurance shall apply separately to each insured against whom claims are made or suit is brought, except with respect to the limit of the insurance liability.

Proposals

Proposals submitted to the County of Lackawanna shall also include the following:

A statement of assurance will be provided that the prospective firm/individual is not currently in violation of any regulatory rules and regulations that may have any impact on its operations.

A statement that the prospective firm/individual is not involved in any current litigation with the County of Lackawanna or its component units.

Proposals will be confidential until the Utility Audit firm/individual is selected, and a contract is executed. A recommendation for the award shall be submitted to the Chief of Staff and Board of Commissioners for approval.

Questions and Addenda

Any questions regarding this RFP shall be directed to David M. Bulzoni, Chief Financial Officer, by phone 570-963-6822 or by email at bulzonid@lackawannacounty.org. The questions will be answered within 48 hours of submittal.

If at any time this RFP requires revision, an amendment will be posted to the County's Website. It is the responsibility of the vendor to monitor the website for any amendments.

Submission of Proposals

All proposals must be either hand delivered or mailed to the Office of the Chief of Staff, Lackawanna County, Government Center, 6th Floor, 123 Wyoming Avenue, Scranton, PA 18503. Proposals **will not be accepted** by email. The County of Lackawanna will require Four (4) copies of this proposal which should be placed in a sealed envelope and marked "County of Lackawanna, Utility Audit Services." All proposals are due by May 31, 2023, at 3:00 P.M. Any proposal received after the above-mentioned time and date **will not be accepted**. Prospective

firms/individuals will not contact elected or appointed officials within the County of Lackawanna or its component units to advance the consideration of a proposal. Such contact will be considered a ground for disqualification.

The right to reject any and all proposals is hereby reserved by Lackawanna County.