



SPECIFICATIONS

REQUEST FOR PROPOSALS

RETAIL ENERGY PROVIDER

RFP NO. 2022-018

INVITATION TO BID

Sealed bids addressed to David R. Vasquez, Director of Finance, City of Donna, 307 So.12th St., Donna, TX 78537 are to be received no later than, **OCTOBER 20, 2022, 4:00 P.M.**, for **RETAIL ENERGY PROVIDER** at which time they will be taken to the City of Donna **City Hall Council Chambers 307 S. 12th St, Donna, TX 78537** and read aloud.

These general specifications, as completed by the bidder, shall become part of this bid proposal.

Bid shall be submitted in a sealed envelope marked:

REQUEST FOR SEALED PROPOSALS RFP NO. 2022-018
ATTN: DAVID R. VASQUEZ
CITY OF DONNA
307 SO. 12TH ST.
DONNA, TEXAS 78537

Specifications can be obtained by calling the Finance Department (956)464-6913, by picking them up at the City Hall, 307 S. 12th St., Donna, Texas between the hours of 8:30 a.m. – 4:30 p.m., Monday thru Friday, or by downloading them from the City's web-site, www.cityofdonna.org.

Please download the specifications on our website. Any communication regarding this RFP is David R. Vasquez, Director of Finance, who can be reached at (956)464-6913. Any communication regarding this RFP should be emailed to dvasquez@cityofdonna.org including in the subject line "**RETAIL ENERGY PROVIDER – RFP NO. 2022-018**". In all emails, please include in the subject line the RFP name and number and in body of the email, the company's name, address, phone and fax number, as well as the contact person.

The City of Donna reserves the right to refuse and reject any or all proposals and to waive any or all formalities or technicalities or to accept the proposal to be the best and most advantageous to the City, and hold the proposals for a period of 60 days without taking action. Proposals submitted past the aforementioned date and time will not be accepted. Caution to those submitting proposals; those not in the proper form may be rejected.

SECTION 1

INTRODUCTION

1.1 City of Donna Description

The City of Donna ("City") is a Texas home rule city with a population of approximately 16,000. It is located in ERCOT's South zone.

1.2 Purpose of RFP

The City is issuing this RFP to solicit pricing proposals from retail electric providers (REP's) to meet its power and energy requirements. The requested power supply proposals are to meet the total power and energy requirements, including any load growth occurring during the term of the supply contract.

1.3 RFP Timeline

The following information is the RFP timeline.

- 10/05/2022 Proposal Released
- 10/20/2022 Proposal deadline at 4:00 PM

SECTION 2

INSTRUCTIONS AND RESPONSE REQUIREMENTS

2.1 Acceptance and Consideration of Proposals

- A. The City reserves the right to accept or reject any or all proposals, to waive informalities and minor technicalities, or to cancel this RFP in part or in its entirety, according to what the City deems is in its best interest. The City will only accept responses from parties who do not receive compensation from Retail Electric Providers (REPs) that is embedded in the energy price charged to the City unless it is explicitly stated as a separate line item in the bill to the City.
- B. Initial proposal responses should be provided in writing by the deadline specified in the RFP.
- C. Responses and bid price responses received after the stated deadline for submittal will not be accepted under any circumstances.
- D. Unsigned responses to the questionnaires will NOT be considered.
- E. Proposals qualified with conditional clauses, or alterations or irregularities of any kind are subject to disqualification by the City, at its option.
- F. All accepted proposals will become the property of the City upon submission.
- G. All costs incurred in reviewing, analyzing, or responding to this RFP will become entirely by the Respondent. The City will not directly reimburse any Respondent or potential Respondent any costs associated with responding to this RFP.
- H. All proposals must be complete and convey all of the information requested to be considered responsive. If the proposal fails to conform to the essential requirements of the RFP, the City alone will determine whether the variance is significant enough to consider the proposal a candidate for further consideration.
- I. The City will evaluate all responses considering the financial standing of the respondent, the extent to which the respondent's goods and services meet the needs of the City, the quality of the goods and services provided and the nature of the charges under the proposed contract and the long-term cost to the City.

2.2 Submittal Deadline and Location

- A. All Respondent's Questionnaire Forms, Requested Documentation, and Sample Contracts must be received by the City **no later than 4:00 P.M. CST, on October 20, 2022**
- B. Respondent's price bids must be received by the deadline stated in the request for bid prices.
- C. Sealed proposals will be accepted only.

2.3 City Contacts

Any questions or concerns regarding this Request for Proposal shall be directed to same, referenced in 2.2 C. above. The City specifically requires that Respondents restrict all contact and questions regarding this RFP and only contact David R. Vasquez (dvasquez@cityofdonna). Violation of this requirement could lead to disqualification from the RFP process.

2.4 Open Records

City will work to keep all replies and bid prices confidential, however, City considers all information, documentation and other materials requested to be submitted in response to this solicitation to be of a non-confidential and/or non-proprietary nature and therefore; shall be subject to public disclosure under the Texas Public Information Act (Texas Government code, Chapter 552). Notwithstanding the foregoing, disclosure of information related to this solicitation shall be made only after a contract is awarded.

2.5 Award of Contract

City shall reserve the right to award a contract for all or any of the requirements in this Request for Proposals or to not award any contract, according to what is in the best interest of the City.

2.6 Response Irregularities

Proposals that are qualified with conditional clauses, alterations, and items not requested in the RFP documents, or irregularities of any kind are subject to disqualification by the City at its option.

SECTION 3

SCOPE AND BACKGROUND

3.1 Scope

The City is soliciting proposals to meet its electric power requirements for all its facilities that are subject to competition. The City is seeking a five year power supply agreement starting on November 1, 2022. The successful respondent must be able to provide a reliable supply of electric power and associated services to enable the City to meet its continuous and instantaneous demands and be able to meet load growth.

3.2 ESID Numbers

[See Exhibit A]

4: Fee Information

CITY OF DONNA ENERGY PRICING SHEET

All quotes shall be based on the same close of business day. No other submissions will be accepted.

Quote will be based on a 60-month contract

COMPANY NAME	
Address:	
Phone:	
Quote is based on close of business day	October 20, 2022
Name of Retail Energy Provider	
PUC Retail Energy Provider Certification #	
CONTRACT TERM	
Start date of Contract	November 1, 2022
End of Contract	October 31, 2027
FEES	
Initial Membership Fee (non-recurring)	\$
Membership Fee (recurring)	\$ annually, monthly, other
Aggregation Fee/Broker Fee	\$ per kWh
<i>Is this fee included in the energy cost?</i>	Included Excluded
<i>Will this fee appear on a separate line on the bill?</i>	YES NO
Retail Energy Provider Fees	\$ per kWh
<i>Are these fees included in the energy cost?</i>	Included Excluded
<i>Will this fee appear on a separate line on the bill?</i>	YES NO
ENERGY COSTS	
Energy Rate per kWh	\$ per kWh
<i>Is this energy cost a fixed rate?</i>	YES NO
<i>Are there additional costs for consuming more or less energy than the contracted amount?</i>	YES NO
Ancillary Services Cost	\$ per kWh
<i>Are the ancillary services cost fixed?</i>	YES NO
<i>Is this cost included in the Energy Rate?</i>	Included Excluded
<i>If fixed, can this fixed cost be increased under specific contractual conditions?</i>	YES NO
<i>If fixed and fixed cost were to decrease, will any amount be refunded to the client?</i>	YES NO
Nodal Congestion Cost	\$ per kWh

Are the Nodal Congestion Costs fixed?	YES	NO
Is this cost included in the Energy Rate?	Included	Excluded
Will this fee appear on a separate line on the bill?	YES	NO
If fixed, can this fixed cost be increased under specific contractual conditions?	YES	NO
If fixed and this fixed cost were to decrease, will any amount be refunded to the client?	YES	NO
Contractually, is the Hub to Load Zone price differential included in the Congestion Cost price?	YES	NO
Charge per Meter		
<i>How often are costs per meter charged?</i>		
Are estimated transmission line losses included?	YES	NO
<i>If so, what percentage of losses are included?</i>	%	
Can an unlimited number of meters be added and deleted at ZERO cost?	YES	NO
Will the additional meters be added to the contract at the same contracted rate?	YES	NO

Additional Notes or Exceptions to be Noted:

Additionally, please identify who will be assigned to work with the City of Donna; specify their role and their qualifications.

Name: _____

Title: _____

Qualifications:

SECTION 5 PRICING

- 5-1 The City will evaluate responses to determine which are most acceptable based on the factors indicated in Section 4 of this RFP. Upon completion of evaluations, a short list of the most acceptable companies will be contacted at a later date to provide current executable prices.
- 5-2 All proposal pricing must be presented in a single fixed energy rate expressed per kWh for a discrete period using the form provided. If any portion of the price, including congestion charges (both intra-zonal and inter-zonal), ancillary services, system losses, or other items are not included or subject to adjustment, please provide a detailed explanation of such.
- 5-3 Any pricing information to be provided is to be as of the market close date specified by the City. The proposal must contain fixed energy price proposals for the period commencing on November 1, 2022 for terms of 5 years with two 1 year extensions or blend and extend options. All responses that fail to provide pricing in accordance with this section will not be considered.
- 5-4 All energy pricing must be "delivered" pricing to the City for firm, full requirements service and represent the entire charge on a per kWh basis for energy (including ERCOT imposed fees), except for non-by passable charges levied by the appropriate transmission or distribution service provider and taxes; such charges which shall be passed on to the City on an as-billed basis, including B2B credits, and refunds, if any. Respondent must specify what taxes are not included in their proposal response and if these taxes would be billed separately on the invoice. Respondent agrees to not charge the City any taxes from which the City may be exempt.

City of Donna Energy Price Response Sheet

	Calendar Yrs. 2022- 2027 All prices in cents/kWh	Price Adjustment (Y/N)	Subject to
Energy Price			
Ancillary Services Costs Price			
Nodal Basis Costs (Congestion) Price			
Losses Price			
Broker Fee			
Aggregation Fee			
Other Fee Describe			
Other Fee Describe			
Total Price			

Other Information:

Monthly Customer or Fixed Charge _____ per ESIID / Customer
(circle one)

Switching Charge _____ per ESIID / Customer
(circle one)

I certify that the above prices are good until 5 PM on _____, 2022 and that all non-TDSP charges fees are included in the prices stated.

Signature

Printed Name

Company

Date

EXHIBIT A

ESID# / PHYSICAL ADDRESS

10032789407778915	2400 LISSNER AVE DONNA TX 785373778
10032789410776191	1 FM 493 UNIT SWR LFT LIFT #14 DONNA TX 78537
10032789410835430	307 MILLER AVE DONNA TX 785373042
10032789410853600	946 STREETLIGHT UNIT 150HPSD DONNA TX 78537
10032789410919330	1100 WALKER RD ODLT 400MH A DONNA TX 78537
10032789410919331	1100 WALKER RD ODLT 400MH DONNA TX 78537
10032789410919332	1100 WALKER RD ODLT 1KM6X7 DONNA TX 78537
10032789410919333	1100 WALKER RD ODLT 1KMH6X7 DONNA TX 78537
10032789411682365	962 STREETLIGHT STLG 400MH DONNA TX 78537
10032789413121260	3 US HIGHWAY 83 DONNA TX 785161369
10032789413409159	7200 S INTERNATIONAL BLVD UNIT 3 DONNA TX 78537
10032789413584071	114 S 13TH ST DONNA TX 785373340
10032789413584072	114 S 13TH ST ODLT 400HPS DONNA TX 785373340
10032789414960670	N 7TH ST UNIT SWR LFT DONNA TX 78537
10032789415804120	FORDYCE AVE UNIT SWR LFT DONNA TX 78537
10032789416189165	400 N MAIN ST UNIT XMAS DONNA TX 785372751
10032789416626978	1506 IVEY RD UNIT SWR LFT DONNA TX 785374227
10032789418510535	900 N SALINAS BLVD UNIT #2 DONNA TX 785370619
10032789418920030	S 5TH ST UNIT WTR TWR DONNA TX 78537
10032789421903235	202 S 3RD ST DONNA TX 785373004
10032789424024110	1408 SILVER AVE DELVALL DONNA TX 785373332
10032789424574488	107 N MAIN ST UNIT LIGHTS DONNA TX 785372745
10032789424788099	8000 S INTERNATIONAL BLVD DONNA TX 785374340
10032789426857011	209 S 10TH ST UNIT POLICE DONNA TX 785373203
10032789426857012	209 S 10TH ST ODLT 1KHPS DONNA TX 785373203
10032789427188690	BENITEZ ST DONNA TX 78537
10032789429603230	1408 SILVER AVE HOUSING AUTHORITY DONNA TX 785373332
10032789429939320	305 S 23RD ST UNIT PARK LITTLE LEAGUE DONNA TX 785373510
10032789430483360	200 SILVER AVE UNIT SWR LFT DONNA TX 78537
10032789430877670	307 S 12TH ST DONNA TX 785373337
10032789430877671	307 S 12TH ST ODLT 400HPS ODL DONNA TX 785373337
10032789430877672	307 S 12TH ST ODLT 250HPS DONNA TX 785373337
10032789433198235	803 HOOKS AVE UNIT CITY SQ DONNA TX 78537
10032789438294000	1600 SILVER AVE ODLT 400HPS DONNA TX 78537
10032789438294001	1600 SILVER AVE ODLT 250HPS DONNA TX 78537
10032789440963372	MILLER AVE UNIT PARK MILLER & MAIN DONNA TX 78537
10032789442641456	1406 SOUTH AVE UNIT CEMETRY DONNA TX 78537
10032789445635628	4901 S FM 493 UNIT L/S3 DONNA TX 78537
10032789446012329	602 N HUTTO RD . DONNA TX 785379020
10032789446184241	301 S 17TH ST DONNA TX 785373438
10032789446184242	301 S 17TH ST ODLT 250HPS DONNA TX 785373438
10032789447161000	947 STREETLIGHT STLG 250HPS2 DONNA TX 78537
10032789447288040	332 S 23RD ST UNIT PARK DONNA TX 785373510
10032789447499087	US HIGHWAY 281 UNIT LFTST#1 DONNA TX 78537

10032789449445280	921 MILLER AVE DONNA TX 785373235
10032789450477411	406 COLONIAL AVE ODLT 150HPS DONNA TX 785373029
10032789450534076	966 STREETLIGHT STLG 1000MH DONNA TX 78537
10032789451455220	1610 SILVER AVE UNIT PARK BALL PARK DONNA TX 78537
10032789451616290	947 STREETLIGHT UNIT 250HPSD DONNA TX 78537
10032789451616291	946 STREETLIGHT UNIT 150HPSB DONNA TX 78537
10032789452371295	113 S MAIN ST UNIT B DONNA TX 785373202
10032789453160550	307 S 12TH ST ODLT 400HPS DONNA TX 785373337
10032789453500555	983 STREETLIGHT STLG 194 LED DONNA TX 78537
10032789453660381	3006 E GARCIA ODLT 250HPS DONNA TX 785373820
10032789454331876	307 S 13TH ST UNIT WHSE DONNA TX 78537
10032789456364145	2906 N VICTORIA RD UNIT LIGHTS DONNA TX 785375771
10032789459471450	611 W PECAN ST DONNA TX 785372853
10032789462505178	202 S 3RD ST UNIT POOL DONNA TX 785373004
10032789463323961	1304 SILVER AVE UNIT WAREHS DONNA TX 785373330
10032789463323962	1304 SILVER AVE ODLT 400HPS DONNA TX 785373330
10032789464024480	S MAIN ST UNIT CITY SQ DONNA TX 78537
10032789464514655	982 STREETLIGHT STLG 122LED DONNA TX 78537
10032789467452778	1311 E BUSINESS HIGHWAY 83 UNIT XMS DONNA TX 78537
10032789469310451	981 STREETLIGHT STLG 71W LED 61-100W DONNA TX 78537
10032789469501591	US HIGHWAY 83 US 83 & N 8 DONNA TX 78537
10032789470328840	FORDYCE AVE UNIT SWR PMP DONNA TX 78537
10032789471689241	118 S 4TH ST ODLT 150HPS DONNA TX 785373068
10032789472493726	1005 W EXPRESSWAY 83 UNIT SWR LFT DONNA TX 785379646
10032789476396247	301 W EXPRESSWAY 83 UNIT LIGHTNG DONNA TX 78537
10032789478449969	FM 493 UNIT LFST#2 DONNA TX 78537
10032789478654665	7800 S INTERNATIONAL BLVD UNIT 1 DONNA TX 785374331
10032789479399545	7979 S INTERNATIONAL BLVD DONNA TX 785370990
10032789480304366	113 S MAIN ST UNIT C DONNA TX 785373202
10032789481395158	&B 310 W EXPRESSWAY 83 UNIT EXP LTS CENTER MEDIAN LIG DONNA TX 785374111
10032789482109675	8003 S INTERNATIONAL BLVD UNIT 2 DONNA TX 785374340
10032789483378350	MILLER AVE UNIT SQ MAIN & MILLER (SQU)S/E CO DONNA TX 78537
10032789484258975	608 N MAIN ST UNIT XMAS DONNA TX 785372755
10032789484408990	301 S MAIN ST UNIT LIBRARY DONNA TX 785373229
10032789484408991	301 S MAIN ST ODLT 100HPS DONNA TX 785373229
10032789484707491	S 23RD ST DONNA TX 78537
10032789484707492	S 23RD ST ODLT 250HPS DONNA TX 78537
10032789484850134	711 COLLINS CIR W UNIT WTRTWR DONNA TX 78537
10032789486923980	N 10TH ST DONNA TX 78537
10032789487392839	200 S 3RD ST STLG 1000HPS DONNA TX 785373004
10032789488369985	801 HESTER AVE UNIT XMAS DONNA TX 785372634
10032789488472490	306 N SALINAS BLVD UNIT SWR LFT DONNA TX 785372930
10032789488472491	306 N SALINAS BLVD ODLT 1KMH6X7 DONNA TX 78537
10032789488472492	306 N SALINAS BLVD ODLT 1KH6X7 DONNA TX 78537
10032789488472493	306 N SALINAS BLVD ODLT 400MH DONNA TX 78537
10032789490905505	1800 S RIVER RD DONNA TX 785374354
10032789491698373	946 STREETLIGHT STLG 150HPSA DONNA TX 78537

10032789491698374	947 STREETLIGHT STLG 250HPSA DONNA TX 785373412
10032789495486769	1302 E EXPRESSWAY 83 UNIT LIGHTNG DONNA TX 78537
10032789496646951	602 FM 493 UNIT SWR LFT SOUTH AVE AND BLVD DONNA TX 78537
10032789496829733	211 S 10TH ST UNIT FIRE ST DONNA TX 785373203
10032789498119870	801 S HUTTO RD UNIT WTR PLT DONNA TX 785373014
10032789499351775	1320 E EXPRESSWAY 83 DONNA TX 78537
10032789499578255	985 STREETLIGHT STLG 146LEDF DONNA TX 78537



Please accept this letter as a formal request and authorization for the above referenced TDSP to release energy usage data, including kWh, kVA or kW, and interval data (if applicable) at the following location(s) to Direct Energy Business. This information request shall be limited to no more than the most recent 12-month period of service. If the Electric Service Identifiers (ESI ID(s)) are metered using an Interval Data Recorder (IDR), please indicate whether summary level and/or interval data is required.

Summary Billing Data Only Interval Data Only Both Summary and Interval Data Please forward usage and load information in electronic (Microsoft Excel) format using Retail Market Guide

Section 9, Appendices, Appendix B4, Transmission and/or Distribution Service Provider Response to Request for Historical Usage, to: E-mail:

If an attachment is used, please use a separate attachment per TDSP with the ESI IDs that are specific to a TDSP. The TDSP will reject submitted ESI IDs that are not located within the TDSP's territory.

Service Address

ESI ID Number (found on bill)

AUTHORIZATION

I affirm that I have the authority to make and sign this request on behalf of my company for all ESI IDs that are associated with this request.

(Signature)

David R. Vasquez
(Name, printed)

Director of Finance
(Title)

956-464-6913
(Telephone Number)

CITY OF DONNA
(Company)

307 So. 12th St.
(Billing Street Address)

Donna, TEXAS, 78537
(City, State, Zip Code)