

## Legal Notice

### Request for Proposals - Electricity Supply

The City of Great Falls (City) is soliciting firm, fixed price proposals for Electricity Supply for one and two year periods beginning November 1, 2024. Estimated annual electricity requirements for the City are approximately 24,000 MWh.

The detailed RFP is available on the City of Great Falls website [www.greatfallsmt.net](http://www.greatfallsmt.net), or from Jim Morin, PowerGas Corporation, 1921 Cherry Drive, Great Falls, Montana 59404. Questions and inquiries should be directed to Jim Morin at [jmorin@powergascorporation.com](mailto:jmorin@powergascorporation.com) or by phone at 406.781.6529.

Notices of Intent to Propose must be submitted by **5:00 P.M (MDT), April 5, 2024** to [jmorin@powergascorporation.com](mailto:jmorin@powergascorporation.com). Final proposals must be received by **12:00 PM (MDT), April 16, 2024** at City of Great Falls, Civic Center, City Clerk's Office, Room 202, or PO Box 5021 Great Falls, MT 59403, or emailed directly to Melissa Kinzler, City Finance Director at [mkinzler@greatfallsmt.net](mailto:mkinzler@greatfallsmt.net).

Posted Date: March 28, 2024

Publication Date: March 31, 2024

## **Request for Proposals – Electricity Supply**

### ***Introduction***

The City of Great Falls, Montana (City) is issuing this Request for Proposals (RFP) to secure firm electricity supplies for the City beginning November 1, 2024. The City is seeking a multi-year fixed-price contract.

The services requested include electricity supply and related services. The City will execute a contract for electricity supply with the successful proposer.

### ***Supply and Transmission Requirements***

The City is requesting proposals to meet the monthly on-peak (7x16) and off-peak (7x8) energy schedules shown in attached Exhibit A.

Deliveries must be made into the NorthWestern Energy (NWE) transmission system.

The City will procure firm Network Integration Transmission Service (NITS) on the NWE transmission system. The supplier will use the City's OATI certificate to make and tag energy and/or transmission schedules, as necessary.

The City will be responsible for NWE transmission service and for Scheduling (Schedule 1 under NWE's Open Access Transmission Tariff (OATT)), Reactive Supply (OATT Schedule 2), Regulation (OATT Schedule 3) and Energy Imbalance (OATT Schedule 4). The Supplier will be responsible for Spinning Reserves (OATT Schedule 5) and Supplemental Reserves (OATT Schedule 6).

## ***Pricing and Contract Term***

The City is requesting fixed price proposals for the following periods:

One (1) year – November 1, 2024 thru October 31, 2025

Two (2) year – November 1, 2024 thru October 31, 2026

Proposals must include a single price for each period offered (for example, for a 2-year contract the offered price is \$30/MWh). Proposals with prices that vary from year-to-year will not be considered (for example, for a 2-year contract the price offered is \$28/MWh for the first year, \$30/MWh for the second year). Proposals with prices indexed to market prices or other variables will not be considered. The City prefers a two-year contract although one-year contracts will be considered.

## ***Preferred Form of Contract***

The City will consider contracts or contract terms proposed by suppliers to be provided with proposer's Notice of Intent to Propose.

## ***Billing***

Billing will be sent to the City at the address listed below:

CITY OF GREAT FALLS  
ATTN: Fiscal Services  
PO Box 5021  
Great Falls, MT 59403-5021

## ***Proposal Evaluation Criteria***

All proposals will be evaluated based on ability to best meet the electricity supply needs of the City considering price, contract term, credit requirements, reliability of supply and other factors. The City reserves the right to consider any factor deemed relevant to its electricity supply needs.

## ***Schedule***

|                             |                              |
|-----------------------------|------------------------------|
| RFP Released                | 5 PM MDT, March 28, 2024     |
| Notice of Intent to Propose | 5 PM MDT, April 5, 2024      |
| Final Proposal Due          | 12:00 PM MDT, April 16, 2024 |
| Proposal Award On or Before | 12:00 PM MDT, April 17, 2024 |

## ***Proposals***

### ***Notice of intent to Propose***

Proposers must provide a Notice of Intent to Propose by 5 pm on April 5, 2024 to [jmorin@powergascorporation.com](mailto:jmorin@powergascorporation.com). Submittal of a timely Notice of Intent to Propose is a prerequisite to submitting Final Proposals.

#### **Intent to Propose must include the following:**

##### **Section 1 – Proposer Information**

This section must contain a description of the proposer and include the name of the contact person, complete with pertinent information including address, phone number, fax number and email address.

This section must be signed by a person with authority to offer the proposal to the City on behalf of the proposer and indicating that the proposer understands and consents to the terms of the RFP.

##### **Section 2 – Enabling Agreement:**

With this notice, proposers must provide a proposed contract (enabling agreement) or contract for services with terms for review.

##### **Section 3 – Transaction Confirmation**

A Sample Transaction confirmation must be provided with terms.

This section must also indicate that the proposer acknowledges that its offer(s) include the energy amounts indicated in attached Exhibit A and whether or not spinning and supplemental reserves are included.

With this notice, proposers must also indicate any requirements for credit and explain the process and timing for completing the credit review process, if necessary.

The City intends to publicly release the winning proposal price and a summary of all Final Proposal prices received in response to this RFP two weeks after the contract is awarded. Proposers with concerns about confidentiality must state those concerns when they submit the Notice of Intent to Propose.

#### **Section 4 – Firm Supply and Delivery Points**

This RFP is seeking firm electricity supply. This section must describe the source(s) of the electricity to be supplied and the point(s) of delivery into the NWE transmission system. The City intends to designate these sources as Network Resources under NWE's OATT.

#### **Section 5 – Operations**

This section must indicate that the proposer is willing and able to make and tag energy and/or transmission schedules, as necessary, using the City's OATI certificate.

### ***Final Proposals***

Final Proposals must be submitted by 12:00 PM MDT on April 16, 2024 to City of Great Falls, Civic Center, City Clerk's Office, Room 202, or PO Box 5021 Great Falls, MT 59403, or emailed directly to Melissa Kinzler, Finance Director, at [mkinzler@greatfallsmt.net](mailto:mkinzler@greatfallsmt.net).

#### **Section 1 – Proposer Information**

This section must contain a description of the proposer and include the name of the contact person, complete with pertinent information including address, phone number, fax number and email address.

This section must be signed by a person with authority to offer the proposal to the City on behalf of the proposer and must indicate that the Final Proposal incorporates all relevant transactional information as noted in the above sections including the final binding price(s).

#### **Section 2 – Pricing**

This section must present final pricing for any proposals offered. Final prices must remain open until 12 PM on April 17th, 2024.

Proposals must include a single price for each period offered (for example, for a 2-year contract the offered price is \$30/MWh). Proposals with prices that vary from year-to-year will not be considered (for example, for a 2-year contract the price offered is \$28/MWh for the first year, \$30/MWh for the second year). Proposals with prices indexed to market prices or other variables will not be considered.

This section must also indicate that the proposer acknowledges that its offers include the energy amounts indicated in attached Exhibit A and whether or not spinning and supplemental reserves are included.

Transaction confirmations must be provided for each offer.

### ***Proposal Award***

The winning proposer will be selected on or before 12:00 PM April 17th. Contracts and transaction confirmations will be executed by the City at that time. If the City is unable to meet this timeline, the winning proposer will be provided with an opportunity to refresh its pricing.

### ***RFP Terms and Conditions***

The RFP shall not constitute a commitment to purchase supply from any entity submitting a response to this RFP. The City retains the right to reject any and all proposals. The City reserves the unilateral right to waive any technical or formal requirements contained in the RFP.

### ***Confidentiality***

The City intends to publicly release the winning proposal prices and a summary of all Final Proposal prices received in response to this RFP two weeks after the contract is awarded. Proposers with concerns about confidentiality must state those concerns when they submit the Notice of Intent to Propose.

### ***Additional Information or Clarifications***

Requests for clarifications or additional information concerning this RFP can be directed to Jim Morin, PowerGas Corporation at 406.781.6529 or [jmorin@powergascorporation.com](mailto:jmorin@powergascorporation.com)

## Attachment A

### City of Great Falls Electricity Schedules (MW)

| Month     | On-Peak | Off-Peak |
|-----------|---------|----------|
| January   | 3       | 3        |
| February  | 3       | 3        |
| March     | 2       | 2        |
| April     | 2       | 2        |
| May       | 2       | 2        |
| June      | 3       | 3        |
| July      | 4       | 4        |
| August    | 4       | 3        |
| September | 3       | 3        |
| October   | 2       | 2        |
| November  | 3       | 2        |
| December  | 3       | 3        |

Notes:

1. On-Peak Hours are HE8-23 MPT on all days (7x16)
2. Off-Peak Hours are HE1-7 & 24 MPT on all days (7x8)