



Permission to Quote

Energy Procurement and Efficiency Project for

Sample Customer

November 2020

ISSUED BY

DB energy partners

MANAGING PARTNER

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Introduction & Background

DB energy partners provides the following energy consulting services designed to help businesses of all sizes minimize their energy usage and carbon footprint:

- Electricity and natural gas procurement
- Energy audits
- LED lighting and installation
- Solar energy generation and installation



Submission Guidelines & Requirements

DB energy partners is requesting Permission to Quote (this “PTQ”) in order to find a qualified partner(s) to provide electricity, natural gas and energy efficiency products such as LED lighting, solar energy generation and installation, HVAC efficiency improvement and co-generation. Our goal is to minimize energy costs, Sample Customer’s carbon footprint, and maximize efficiencies. **DB energy partners** may utilize all or some of the following strategies to reach the minimal energy usage and expense for Sample Customer.

1. Reduce current electric and natural gas expenditures, utilizing a complimentary energy audit, to provide a thorough analysis of energy usage and securing lowest possible rates and terms
2. Provide a feasibility study for usage of LED lighting including options for financing and a comprehensive ROI
3. Review usage to determine eligibility for advanced energy saving techniques such as Demand Response, Block and Index, etc.
4. Lower utility non-supply direct monthly costs by utilizing primary rates rather than secondary rates whenever possible

The objective of this Permission to Quote is to locate a source(s) that will provide the best overall value and service(s) to **Sample Customer** related to any and all energy costs. While price is a significant factor, other criteria will form the basis of our proposal which will provide the highest possible value to **Sample Customer**.

The following guidelines & requirements apply to this Permission to Quote:

1. Only qualified individuals or firms with prior experience on projects such as previously outlined, shall be permitted to submit proposals in response to this Permission to Quote.
2. Quotes are subject to Sample Customer signed authorizations required by vendors to secure actual usage from the local utility (Letter of Authorization) and that permit the suppliers to provide quotes in the event there are existing quotes with the same supplier (Letter of Exclusivity). Both authorizations are included in this PTQ.
3. **DB energy partners** will maintain open communication with Sample Customer to provide status updates on the quoting progress. Sample Customer representative will make itself available to answer vendor and DB energy partners clarifying questions and provide additional information needed to finalize valid quotes and proposals.
4. **DB energy partners** will provide a technical proposal that provides an overview of the proposed solution as well as provide a proposed implementation schedule and milestones, as applicable.
5. A consolidated price proposal will be provided by DB energy partners. This price proposal will indicate the overall fixed price for the project and any products/services included in the quote.
6. Proposals will be provided within 10-15 business days after receipt of all information needed to complete the proposal.



Evaluation Factors

DB energy partners will rate proposals received on Sample Customer behalf based on the following factors, with cost being the most important factor:

1. Responsiveness to the requirements set forth in this Request for Proposal
2. Relevant past performance/experience
3. Samples of work
4. Cost, including an assessment of total cost of ownership.
5. Technical expertise/experience of bidder and bidder's staff

Sample Customer reserves the right to award to the bidder that presents the best value to Sample Customer as determined solely by Sample Customer in its absolute discretion.



Documents Required

REQUIREMENTS	ELECTRIC PROCUREMENT	NATURAL GAS PROCUREMENT	ENERGY AUDIT/RATE CLASS	LED	HVAC MOTOR EFFICIENCY	COOLER & FREEZER OPTIMIZATION
Current month bill	X	X	X	X	X	X
Current month bill	X	X	X	X	X	X
Letter of Authorization	X	X	X	X	X	X
Letter of Exclusivity	X	X	X	X	X	X
Past 12 months bills			X	X	X	X
Project Information Form (PIF)			X	X	X	X



PTQ Project Timelines

The Permission to Quote timeline is as follows:

Permission to Quote Issuance by DB energy partners to potential bidders	11/15/2018
Selection of Top Bidders / Notification to Sample Customer of bidding suppliers	11/20/2018
DB energy partners to start negotiation with bidding suppliers/vendors	11/22/2018
Final proposal delivered to Sample Customer for review	12/10/2018,



Budget

Sample Customer budget for the project is **\$0.00**. All costs for this PTQ are borne by **DB energy partners**.

LETTER OF AUTHORIZATION-REQUEST FOR 12/24 MONTH USAGE HISTORY

_____ (Principal) is the customer of record with _____
(Utility Company) for the accounts listed below and hereby appoints and authorizes
_____ (Potential Supplier), having a business address of _____ to
request and receive from Utility Company available information regarding 24-months historical
consumption usage, payment history, and current customer rate.

	Utility Account Number	Utility Account Address

Check lines below:

- ☐ Please provide customers current rate
☐ Please send 24 month usage/Payment History
☐ See attached for additional account information

Customer Information:

Principal:

Signature _____

Printed Name _____

Name if different
from Principal: _____

Title: _____

Date: _____

Telephone #: _____

Supplier Information Only

Please fax to:

Name: _____

Company: _____

Address: _____

Telephone #: _____ Fax #: _____

LETTER OF EXCLUSIVITY

Navigate Power, LLC
2211 N. Elston Avenue, Suite 208
Chicago, IL 60614

To Whom It May Concern,

As an authorized representative of _____,
I designate Navigate Power, to exclusively represent and
evaluate bids for electricity and gas services from retail energy
suppliers. Please direct all historical usage data, pricing, and
other RFP related information to Navigate Power, LLC. Thank
you in advance for your help.

This authorization is only good for ____ days from the date of
signature.

Sincerely,

By: _____ Date: _____

Name: _____

Title: _____