CITY OF GAUTIER
MEMORANDUM

To: Samantha Abell, City Manager

From: Cindy Steen, Purchasing Agent

Through: Cindy Russell, City Clerk

Date: October 9th, 2013

Subject: Bid Advertisement for an Energy Services Contract

REQUEST:
The Purchasing Department requests approval to advertise for an Energy Services Contract. This advertisement will provide a comprehensive energy management for selected facilities owned or managed by the City.

BACKGROUND:
Scope of Work: this project seeks a broad range of services and capital improvements in order to reduce the consumption and related costs of energy use in the facilities. These services and capital improvements will be provided and financed through an energy services contract. Essential services and improvements sought are those that will reduce energy consumption in the City of Gautier's facilities, upgrade water metering system, improve building operations and maintenance, and aid in meeting environmental management responsibilities.

DISCUSSION:
The Purchasing Department requests authorization to advertise for an Energy Services Contract that will reduce energy consumption in the City of Gautier.

RECOMMENDATION:
City staff recommends that City Council approve advertising for an Energy Service Contract..

The City Council may:

1. Approve advertising for an Energy Service Contract; or
2. Disapprove advertising for an Energy Service Contract.

ATTACHMENT(S):
Advertisement

REQUEST FOR PROPOSAL

Notice is hereby given that the City of Gautier, Mississippi will receive Request for Proposals at Gautier City Hall, 3330 Hwy 90, until 2:00 p.m. on October 30th, 2013 for the following:

"PROVIDE ENERGY SERVICES UNDER AN ENERGY SERVICES CONTRACT"

Complete packages shall include an original and five (5) identical copies of the Proposals, in a sealed package, clearly marked on the front of the package *Energy Services Contract.* All Proposals must be submitted no later than 2:00 p.m. CST, October 30th, 2013 to the Purchasing Office, Attn Cindy Steen, 3330 Hwy 90, Gautier, MS 39553, at which time all proposals will be opened and recorded. All proposals received after this time will be returned. Company qualifications will be submitted in accordance with Section 31-7-14 (1)(b) of the Mississippi Code.

Request for RFP packages may be obtained in writing from:

City of Gautier, Mississippi
Attn: Cindy Steen, Purchasing Agent
3330 Hwy 90
Gautier, MS 39553
Or telephone 228-497-3518

Electronic emails may be obtained by emailing Cindy Steen at csteen@gautier-ms.gov.

Questions concerning this RFP shall be directed, in writing only, to Chassity Bilbo, 3330 Hwy 90, Gautier, MS 39553. 228-497-8020.

The City reserves the right to reject any and all bids and to waive any informality in the proposal accepted.

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Cindy Steen
Purchasing Agent
City of Gautier, MS

(SEAL)

Publication Dates:
Mississippi Press: October 16th and October 23rd