

**CITY OF NAPERVILLE**  
**AWARD OF SOLE SOURCE CONTRACT**  
**PROCUREMENT NO. 12-148 B**

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**Requesting Department:** Public Utilities – Electric  
**Procurement Name:** Renewable Energy Program Consulting – Phase 2  
**Recommended Vendor:** Customized Energy Solutions  
**Amount of Award:** \$72,000

Budgeted Account: 415-3310-533.30-29  
Budgeted Amount \$72,000

**DESCRIPTION**

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On January 31, 2012, the Chief Procurement Officer awarded the Renewable Energy Program – Strategy Development to Customized Energy Solutions (Customized) for an amount of \$25,000 (The executed recommendation is attached as Exhibit A.) The first stage was to develop and implement a program to provide residents and businesses with renewable energy options as part of their electric service; develop a working Program Business Plan to serve as a guide for Program development; and provide informational support detailing relevant issues and developments relating to Illinois renewable energy-related policy decisions and associated rule changes and developments. This work is complete.

During Renewable Energy Program Phase 2 - Management and Administration, Customized will:

- transact business on Client's behalf in meeting its renewable energy business plan objectives, including evaluating project opportunities and procuring and selling credits
- assist Client in developing residential and business information and educational Program support
- keep Client informed of any changes to Illinois renewable energy related policy that may impact its program or offerings

**Renewable Energy Project Opportunity Analysis**

- Customized will identify and evaluate renewable energy project opportunities for potential power purchase agreement or investment opportunities;
- develop recommended economic, geographic, and technology selection criteria for Client approval; and
- manage project solicitations where appropriate, evaluate opportunities, and make project and program recommendations

**Renewable Attribute Management**

- Customized will work with counterparties and brokers to identify Renewable Energy Credit (REC) opportunities;
- work with Client and counterparties to ensure appropriate state or voluntary standard REC certification;
- work with Client and counterparties to negotiate and finalize REC transactions;
- ensure that RECs are properly and fully registered or retired in the appropriate renewable tracking system (PJM-GATS), and manage the registration and administration of Client's account;

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- track the settlements for any renewable attribute purchases; and
  - upon Client request, Customized will provide consultation or training on GATS functionality and utilization, as well as procurement processes.

The fee for this stage and ongoing Business Administration is \$4,000/month. The \$72,000 is based on an 18-month contract.

**ATTACHMENTS**

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A Renewable Energy Solutions – Strategy Development

**RECOMMENDATION**


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Staff recommends award of Sole Source Procurement 12-148B, Renewable Energy Program - Management and Administration, to Customized Energy Solutions, for \$4,000/month for an 18-month contract totaling \$72,000.

**SUBMITTED BY:**

  
\_\_\_\_\_  
Mark Curran, Director  
Public Utilities - Electric

12/11/12  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Michael E. Bevis, CPPO, C.P.M.  
Chief Procurement Officer

12/12/12  
\_\_\_\_\_  
Date

**APPROVED BY:**

  
\_\_\_\_\_  
Douglas A. Krieger  
City Manager

12/17/12  
\_\_\_\_\_  
Date

**CITY OF NAPERVILLE  
AWARD OF CONTRACT EXTENSION  
PROCUREMENT NO. 12-148B**

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**Requesting Department:** Department of Public Utilities  
**Procurement Name:** Naperville Renewable Energy Program Management  
**Recommended Vendor:** Customized Energy Solutions  
**Amount of Award:** \$36,000

**DESCRIPTION**

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In 2012, the City hired Customized Energy Solutions (CES) to develop a program to provide residents and businesses with renewable energy options as part of their electric service, develop a working Program Business Plan to serve as a guide for Program development, and provide informational support detailing relevant issues and developments relating to Illinois renewable energy-related policy decisions and associated rule changes and developments.

Following the completion of this work, the City Manager approved a sole source award on December 17, 2012 to CES to perform the management and administration of the Naperville Renewable Energy Program. The agreement between the City and CES allows the two parties to renew the services if both parties are in agreement. Two extensions were approved since the original sole source in 2012. Following the completion of the first year of management which included additional services, the monthly fee for the program management was reduced to \$2,000. CES continues to perform well and both parties are in agreement that they would like to continue the relationship. CES has agreed to continue to hold their prices at \$2,000 per month.

The term of the third extension is for 18 months beginning July 18, 2016 through December 31, 2017 with the ability to extend the contract additional terms if both parties are in agreement.

**FISCAL IMPACT**

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CIP#: N/A  
Project #: 892340

The contract will be expensed to the Support Services line in the Electric Utility Renewable Energy Fund in the account listed below. A total of \$20,500 is provided for the expense in the CY2016 budget. This amount is sufficient to cover the 2016 portion of the contract. The contract is part of the Renewable Energy –In House Project, which has a total budget of \$22,500 for 2016.

Account Number	Fund Description	Total Budget Amount
415-3310-533.30-29	Technical Services/Support Services	\$75,000

**RECOMMENDATION**

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Staff recommends the award of Option Year Three to Contract 12-148B, Naperville Renewable Energy Program Management, to Customized Energy Solutions for an amount not to exceed \$36,000 for a period of 18 months.

**ATTACHMENTS**

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1. Prior Awards

**SUBMITTED BY:**

Mark Curran      5/10/16  
Mark Curran, Director      Date  
Public Utilities - Electric

Rachel Mayer      5/13/16  
Rachel Mayer      Date  
Chief Procurement Officer

LAS  
5/11/16

**APPROVED BY:**

Douglas A. Krieger      5/12/16  
Douglas A. Krieger      Date  
City Manager

**CITY OF NAPERVILLE  
AWARD OF CONTRACT EXTENSION  
PROCUREMENT NO. 12-148B**

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**Requesting Department:** Department of Public Utilities  
**Procurement Name:** Naperville Renewable Energy Program Management  
**Recommended Vendor:** Customized Energy Solutions  
**Amount of Award:** \$36,000

**DESCRIPTION**

In 2012, the City hired Customized Energy Solutions (CES) to develop a program to provide residents and businesses with renewable energy options as part of their electric service, develop a working Program Business Plan to serve as a guide for Program development, and provide informational support detailing relevant issues and developments relating to Illinois renewable energy-related policy decisions and associated rule changes and developments.

Following the completion of this work, the City Manager approved a sole source award on December 17, 2012 to CES to perform the management and administration of the Naperville Renewable Energy Program. The agreement between the City and CES allows the two parties to renew the services if both parties are in agreement. Three extensions have been approved since the original sole source in 2012. Following the completion of the first year of management which included additional services, the monthly fee for the program management was reduced to \$2,000. CES continues to perform well and both parties are in agreement that they would like to continue the relationship. CES has agreed to continue to hold their prices at \$2,000 per month.

The term of the fourth extension is for 12 months beginning January 1, 2018 through December 31, 2018 with the ability to extend the contract additional terms if both parties are in agreement.

**FISCAL IMPACT**

CIP#: N/A  
Project #: 892340

Funds for renewable energy program management are budgeted in the support services expense account listed below for CY2018.

Account Number	Fund Description	Total Budget Amount
415-3310-533.30-29	Renewable Energy	\$92,438

**RECOMMENDATION**

Staff recommends the award of Option Year Four to Contract 12-148B, Naperville Renewable Energy Program Management, to Customized Energy Solutions for an amount not to exceed \$36,000 and for a one-year term.

**ATTACHMENTS**

1. Prior Awards

**SUBMITTED BY:**

Mark Curran 11/21/17  
Date  
Mark Curran, Director  
Public Utilities - Electric

Kimberly Schmidt for 11/21/17  
Date  
Rachel Mayer  
Chief Procurement Officer

**APPROVED BY:**

Douglas A. Krieger 11/27/17  
Date  
Douglas A. Krieger  
City Manager

## **CHIEF PROCUREMENT OFFICER PROCUREMENT AWARD**

### **ACTION REQUESTED:**

Approve the award of Option Year Five to Contract 12-148B, Naperville Renewable Energy Program Management, to Customized Energy Solutions (CES) for an amount not to exceed \$24,000

**DEPARTMENT:** Electric Utility

**SUBMITTED BY:** Olga Geynisman, Deputy Director

### **BOARD/COMMISSION REVIEW:**

N/A

### **BACKGROUND:**

The Electric Utility contracted with Customized Energy Solutions (CES) in 2012 to develop a program to provide residents and businesses with renewable energy options as part of their electric service. On December 17, 2012, CES was approved as a sole source by the City Manager to perform the management and administration of the Naperville Renewable Energy Program and CES has successfully managed and administered the program on behalf of the Utility since.

### **DISCUSSION:**

As the administrator of the City's renewable energy program, CES provides the Utility with brokering of wind and solar Renewable Energy Certificates. Over the past five years, participation in the program has declined approximately 18 percent. However, there are still over 2,950 program participants.

The Utility understands the importance of renewable energy as evidenced by the installation of a solar panel system on the Municipal Center roof in 2018 and work in 2019 to install a solar panel system at the Springbrook Water Reclamation Center. The Utility will continue to work to educate users on the benefits of renewable energy and the City's program in hopes of increasing participation again.

The term of the fifth extension is for twelve (12) months beginning January 1, 2019 through December 31, 2019 with the ability to extend the contract for additional terms by mutual agreement between both parties.

**FISCAL IMPACT:**

CIP #: N/A


The cost for the third-party administration of Naperville's Renewable Energy Program is budgeted in the Other Professional Services account listed below. The requested award of \$24,000 is within budget.

Account Number	Fund Description	Total Budget Amount
40101400-531309	Renewable Energy	\$91,898.00

**ATTACHMENTS:**

1. Prior Awards

**SUBMITTED BY:**

  
Olga Geynisman  
Deputy Director

5/14/19  
Date

**APPROVED BY:**

  
Rachel Mayer  
Chief Procurement Officer

5/14/19  
Date

KAS  
5/18/19