



# Request for Proposal

## Biofuel Local Supply, Storage and Risk Study

Nova Scotia Municipal Electric Utilities' Clean Capacity Resiliency Initiative

Issued by AREA  
Request for Proposal Number.: AREA2022001  
January 13<sup>th</sup>, 2022  
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## 1. OVERVIEW

The Alternative Resource Energy Authority (AREA) is owned by the towns of Berwick, Mahone Bay and Antigonish (Towns). AREA owns and operates the 23.5 MW Ellershouse Wind Farm, structured to provide benefit to both its owner municipalities and the towns' electric customers. Together with the Towns and the Riverport Electric Light Commission, AREA's wholesale electricity customers uniquely met the 2020 40% Renewable Energy Standard, two years in advance, in 2018. AREA's supply portfolio will soon increase to 54% NS-based renewable energy with the addition of the 8.8MW Community Solar Gardens.

The Nova Scotia wholesale electricity marketplace currently only offers carbon-based dispatchable capacity resources, which are incongruent with our four Municipal Electric Utilities' objectives of net-zero communities and clean energy systems. AREA will address the clean capacity market gap by developing an optimized array of grid-connected liquid bio-fueled, second-hand gensets and battery energy storage systems. The resultant design will enable AREA to significantly increase the renewable energy percentage in its supply portfolio, providing a path to 80% then 100% renewables. Second-hand gensets will supply the capacity requirements to ensure that AREA's four customers' 33MW aggregate peak electrical load is met. We identified in 2010 that liquid biofuel waste streams work in used gensets through a successful 500kW test in Berwick.

AREA now seeks a liquid biofuel local supply, storage and risk study. In general, AREA wants to know if the local liquid biofuel market is robust enough to run the used gensets necessary to provide the outstanding electricity capacity requirements for the next twenty years.

## 2. ATTACHMENTS

**Appendix “A”** – Intent to Respond

**Appendix “B”** – Proponent Submission Form

**Appendix “C”** – Technical Proposal

**Appendix “D”** – Commercial Price Form

## 3. TERMINOLOGY

The following terms will apply to this Request for Proposal and to any subsequent contract. Submission of a proposal in response to this Request for Proposal indicates acceptance of all the following terms.

### *REQUEST FOR PROPOSAL TERMINOLOGY*

Throughout this Request for Proposal, terminology is used as follows:

- a) "Must", "mandatory" or "required" means a requirement that must be met in substantially unaltered form in order for the proposal to receive consideration;
- b) "Proponent" means an individual, consortium or a company that submits, or intends to submit, a proposal in response to this "Request for Proposal";
- c) "Successful Proponent", "winning bidder", or "contractor" means the successful proponent to this Request for Proposal as solely determined by AREA according to this RFP.
- e) "Should" or "desirable" means a requirement having a significant degree of importance to the objectives of the Request for Proposal.
- f) "Liquid Biofuel" is any liquid fuel that is derived from organic material.
- g) "Generator set" or "genset" is a piece of equipment, consisting of an engine and an alternator/electric generator, used to provide energy.
- h) "Municipal Electric Utility" or "MEU" is a regulated municipal electric utility, owned and operated by a municipality or a separate commission.

## 4. SOLICITATION SCHEDULE

Proponents should base their proposals on the following dates:

<b>RFP issued:</b>	<b>January 13<sup>th</sup>, 2022</b>
<b>Intent to Respond Forms due:</b>	<b>January 28<sup>th</sup>, 2022</b>
<b>Questions &amp; Clarifications from Proponents due:</b>	<b>February 14<sup>th</sup>, 2022</b>
<b>Proposals due:</b>	<b>February 28<sup>th</sup>, 2022</b>

Please note that the above schedule is subject to change.

## 5. PROJECT SCOPE & OBJECTIVES

Selected Proponent shall identify all potential sources of liquid biofuels available in Nova Scotia, listing the following attributes:

- (i) nature of the process that generates the liquid biofuel
- (ii) composition and stability of the liquid biofuel
- (iii) location of the source
- (iv) annual quantities with any seasonality
- (v) ability to enter commercial arrangements with the current owner of the source
- (vi) history of change of ownership of the source
- (vii) current and future prices to acquire at source with influences that affect price
- (viii) processing or preparation required before combustion
- (ix) best value method of transportation to gensets and or storage, with identified risks
- (x) expected modifications required to successfully combust in a used genset

In consultation with AREA staff and any third-party genset experts hired by AREA, rank the identified sources of liquid biofuels in order of ability to deliver the expected outcomes over the twenty-year planning period.

The creation of a biofuels supply plan including financial viability, risk management and a procurement strategy in the form of a report format citing references as appropriate.

## 6. FORMS & SUBMISSIONS

### a) Intent to Respond Forms

Signed "Intent to Respond" forms (Appendix "A") are due no later than 5:00 p.m. Atlantic Daylight Time (ADT) on **January 28<sup>th</sup>, 2022**. Intent to Respond forms must be emailed to [procurement@municipalenergy.ca](mailto:procurement@municipalenergy.ca).

### b) Proposals:

Proposal submissions, signed by an authorized company officer, are due no later than **5:00 p.m. ADT on February 28<sup>th</sup>, 2022**. Proposals received after that time will not be accepted and may be returned to the sender.

Proposals are required in **two separate parts as PDF email submissions:**

- 1) Technical Proposal (Appendix B, C) answers to section 11 and other documents
- 2) Commercial / Price Proposal. (Appendix D) and other documents

The individual sections are to be segregated. The Technical Proposal will be evaluated first. If it is found to meet the criteria as set out in 13.4, the Commercial / Price Proposal will be reviewed. The Technical Proposal shall have no direct or indirect reference to any price or financials related to the proposal. Any submissions that are found violating this clause at any stage may be disqualified without further explanation. Both parts of the proposal shall be submitted on or before the due date for submitting the proposal.

Please provide one key contact for all matters relating to the RFP process.

Proposals that have been received prior to the issuance of this RFP will not be considered by AREA under this process and should be resubmitted.

### c) Where to send proposals:

**Email:** [procurement@municipalenergy.ca](mailto:procurement@municipalenergy.ca)

AREA reserves the right to reject any proposals that do not meet the requirements of this section.

## 7. QUESTIONS AND ADDENDA

The requirements specified in this RFP reflect those presently known. AREA reserves the right to modify solicitation documents by issuing addenda at any time prior to the due date for the submission of proposals, for any reason, whether at its own initiative or in response to a clarification requested by a proponent.

In the event of a conflict between the RFP and any addenda, later issued addenda shall govern to the extent of any such conflict. All addenda shall be deemed to form part of the proponent's submission.

All requests for clarification must be directed in writing to [procurement@municipalenergy.ca](mailto:procurement@municipalenergy.ca) on or before the date stipulated in the Solicitation Schedule.

Proponents will be expected to respond in writing to any questions or requests by AREA on any information and data, technical or otherwise that the proponent has submitted in response to this RFP. Failure to respond may be regarded as the proponent's decision to withdraw itself from consideration.

## **8. PROPOSAL VALIDITY PERIOD**

Proposals shall be valid for a period of at least (90) days from the Proposal due date.

## **9. WITHDRAWAL AND MODIFICATION OF PROPOSALS**

Proponents may withdraw their proposal and submit a revised proposal prior to the proposal due date. After the response deadline, proponent-initiated changes will not be accepted. Proposals may be withdrawn from consideration at any time prior to the proposal due date.

## **10. CONFIDENTIAL OR PROPRIETARY INFORMATION**

Normal business practices will be observed in handling proposal materials. If the proponent considers the Commercial / Price Proposal or any other information contained in its proposal to be confidential or proprietary, then each page of the proposal containing such information must be clearly marked "**Confidential**".

AREA shall use all commercially reasonable steps to prevent the disclosure of proponents aggregated and personally identifiable information to third parties, except as proponents permit, or as may be required by law or its regulators.

## **11. TECHNICAL PROPOSAL REQUIREMENTS**

Responses to all requirements listed below are required, unless otherwise stated as optional. Responses are to be provided in the same order as listed in this RFP, do not re-number or re-organize any section. Proposals must include all requested details and supporting documents, either on this form or a format of the Proponent's choice.

- Proponent name, contact person and their normal working location and list of offices in Nova Scotia.
- Proponent's experience with waste liquid biofuel streams in Nova Scotia, and in particular, experience sourcing or providing such streams for combustion uses.

- No less than two references from entities not affiliated with the Proponent and with whom the Proponent has had a contractual relationship doing similar work. References to include company name, project worked on, length of project and a contact person's name and phone number.
- Any other information that the Proponent believes will increase the likelihood of achieving the objectives listed in the project scope in section 5.
- A description of the strategy to deliver the project scope listed in section 5, including an estimated schedule/duration of work.

## **12. COMMERCIAL / PRICE PROPOSAL REQUIREMENTS**

The commercial price proposal must be on company identified letterhead and have all contact information. Also please provide, in detail, all terms of payment with respect to issuance of purchase order, shipment and delivery.

- Please provide any "in kind" amount that may be included in your pricing as well:
- Specify any additional charges for "out-of-scope" work.
- Costs should be in Canadian dollars.
- GST or HST should not be included in the quoted prices but will be paid in addition to the contract price.
- The prices shall be free from any escalation due to labour, material, and exchange rate variation.
- Value added benefit / services that the Proponent can provide to AREA regarding the supply liquid biofuel local supply, storage and risk study, including any sustainability and environmental considerations.

## **13. KEY SELECTION CRITERIA**

### **13.1 Evaluation of Proposals & Award of Contract**

AREA will conduct the evaluation of proposals and selection of a successful Proponent in accordance with the process detailed in this Section. Proposals will be evaluated for best overall value as determined by AREA at its sole discretion. Evaluation will be by AREA's evaluation committee. AREA intends to issue a purchase order to the Proponent who has met all mandatory criteria and minimum scores, and who has the highest overall ranking based on this evaluation process.

### **13.2 Stage I – Compliance Review**

Prior to the evaluation of submissions, AREA will review each proposal to determine if it complies with the submission instructions and mandatory requirements provided in this RFP. If, in the sole discretion of AREA, a proposal does not materially comply with the requirements set out in this RFP and/or AREA determines that there is a material or perceived conflict of interest, the Proponent's proposal will be disqualified from further consideration.

### **13.3 Stage II – Evaluation of Rated Criteria**

Proposals that are deemed compliant after Stage I will be evaluated in Stage II. The evaluation team will establish the Stage II score using the following criteria.

#### **13.4 Rated Criteria**

The criteria for evaluation of the Proposals may include, but is not limited to:

##### **Corporate Experience, Reputation, Capacity and Resources – 35 points**

- Business and technical reputation and capabilities; experience, financial stability, capacity and resources, with regard to a liquid biofuel local supply, storage and risk study.
- Reputation of subcontractors (if any are to be hired by the Proponent)
- References

##### **Technical – 35 points**

- Ability of the strategy described in Section 11, to deliver the project scope listed in Section 5.

No scores or rates will be provided to any Proponents. Results of reference checks will not be disclosed or discussed with any Proponent.

Threshold Score - Proposals need to meet a minimum score of 50 points (of a possible 70 points) for the Corporate Experience, Reputation, Capacity and Resources and Technical sections. If any proposal does not meet the minimum of 50 points, it will not be evaluated further for the Pricing Evaluation section.

### **13.5 Stage III – Pricing Evaluation**

At the conclusion of Stage II, any Proposals that have met the minimum scores and minimum overall threshold requirement will advance to Stage III – Pricing Evaluation.

## Scoring Methodology

Each Proponent will receive a percentage of the total possible points allocated to price by dividing that Proponent's price into the lowest bid price. For example, if the lowest bid price is \$50,000, that Proponent receives 100% of the possible points for that category ( $\$50,000/\$50,000 = 100\%$ ), a Proponent who bids \$100,000 receives 50% of the possible points for that category ( $\$50,000/\$100,000 = 50\%$ ) and a Proponent who bids \$200,000 receives 25% of the possible points for that category ( $\$50,000/\$200,000 = 25\%$ ).

### 13.6 Stage IV – Cumulative Score and Selection of Highest Scoring Proponent

At the conclusion of Stage III, each Proposal's scores will be added together, and Proposals will be ranked according to their total scores. Subject to the express and implied rights of AREA the highest scoring Proponent will be selected to enter into an agreement unless AREA wishes to proceed with interviews or presentations.

If two or more Proponents have a close ( $\leq 5$  point difference) total weighted score, the Proponents will be invited to participate in an interview and or provide a Best and Final Offer (BAFO) as per section 13.8.

Stage IV –	Cumulative Scores	(Points)
Stage II –	Rated Criteria	70
Stage III –	Pricing	<u>30</u>
Total Points		100

### 13.7 Optional Stage V – Interviews/Presentations:

AREA may, at its sole discretion, or in the event of close ( $\leq 5$ -point difference) total weighted score between Proponents, shortlist Proponents and may invite one or more Proponents for an interview/presentation in order to further evaluate their proposal submission(s).

AREA reserves the right, at its sole discretion, to adjust the initial evaluation scores up or down following the interview.

### 13.8 Best and Final Offer

At its sole discretion, or if two or more Proponents have close ( $\leq 10$ -point difference) total weighted scores, AREA may invite Proponents to provide a Best and Final Offer (BAFO).

AREA may, at its sole discretion, restrict the number of Proponents invited to submit a BAFO or may offer the option to all Proponents. In either case, AREA will provide the same information

and the same submission requirements to all Proponents chosen to submit a BAFO. Proponents may be asked to review their offers or provide additional clarification to specific sections of the RFP or their proposal.

If a BAFO is requested, submitting a BAFO response is optional. Proponents choosing not to submit a BAFO should submit a written response notifying AREA that their response and pricing remains as originally submitted.

A BAFO may be submitted only once and the terms of the BAFO will not identify either the current rank of any of the Proponents selected for a BAFO or the offers currently proposed.

### **13.9 Negotiations**

AREA may award a contract based on initial proposals received, without negotiations or discussion; therefore, each initial offer should contain the Proponent's best terms, information and all required documentation.

AREA reserves the right to enter into discussions and or negotiations with any Proponent(s), at any time, whose proposal(s) represents the best value to AREA, at AREA's sole discretion. If AREA and the preferred Proponent(s) cannot negotiate a successful agreement, AREA may terminate the negotiations. No Proponent shall have any rights against AREA arising from such negotiations.

### **13.10 Evaluation of Proposals & Award of Contract**

AREA will conduct the evaluation of proposals and selection of a successful Proponent in accordance with the process detailed in this Section. Proposals will be evaluated for best overall value as determined by AREA at its sole discretion. Evaluation will be by AREA's evaluation committee. AREA's intent is to enter into an agreement with the Proponent who has met all mandatory criteria and minimum scores, and who has the highest overall ranking based on this evaluation process.

## **14 GENERAL CONDITIONS**

Notwithstanding anything contained elsewhere in this RFP, including any schedules or attachments hereto, this RFP is subject to the following terms and conditions, all of which the proponent is deemed to accept without qualification by the proponent's submission of a proposal in response to this RFP:

**No Obligations:** This is an invitation for proposals and not a tender call. AREA does not intend to and does not assume or owe any contractual or other duties or obligations as a result of the issuance of this RFP, the preparation or submission of a proposal by a proponent, the receipt, opening and consideration of a proposal, the evaluation of proposals, provision of additional information or conduct of presentations, the proponent's participation in any discussions or negotiations, or on any other basis whatsoever arising out of this RFP. Without limiting the

generality of the foregoing and for certainty, no Contract A is formed by the submission of a proposal in response to this RFP.

a) **Discretionary Process:** AREA shall have sole and absolute discretion to:

- i) modify or amend the RFP, including without limitation the Solicitation Schedule for the RFP process, the proposal requirements, or any other terms, whether material or not.
- ii) suspend or cancel this RFP at any time.
- iii) reject any or all proposals submitted in response to this RFP and, in that event, at its option, to call for additional proposals.
- iv) accept or reject the lowest price proposal. If only one proposal is received, it may be selected, accepted or rejected at AREA's discretion.
- v) accept any proposal which in any manner, whether substantially or in a non-substantial or minor way, fails to conform to or comply with any of the requirements of this RFP, whether or not such requirements are expressed in mandatory terms, or reject any proposal for any such non-conformity or non-compliance.
- vi) enter post-submission negotiations and discussions with any one or more proponent(s) regarding price, project scope, or any other term of a proponent's submission, and such other terms as AREA may require, and to request additional information and clarification regarding any proposal.
- vii) enter simultaneous competitive negotiations with some or all proponents or negotiate with individual proponents.
- viii) modify the scope of the project or any component thereof subsequent to the date for submission of proposals, whether in the context of negotiations or otherwise.
- ix) discontinue any negotiations at any time.
- x) solicit new proposals from Proponents that did not respond to this RFP and enter into negotiations with any such Proponent including but not limited to negotiations or proposals for components of the scope, if any, that are not included in the scope of any contract negotiated and executed with any proponent as a result of this RFP.

b) **Evaluation and Selection:** AREA shall have the sole and absolute discretion to:

- i) assess any proposal on the basis of any one or more of the selection criteria set forth in this RFP, which criteria are not intended to be exhaustive, and/or any other criterion or factor considered appropriate by AREA.

- ii) undertake a comparative evaluation of any proposals received and evaluate such proposals based on considerations which, in the sole opinion of AREA, would yield the best value.
  - iii) select any proposal considered by AREA to be in its best interests or the most satisfactory, including without limitation the lowest or any price proposal.
- c) **No Liability:** Without limiting the generality of Section 14(a) of these RFP General Terms & Conditions and for certainty, by submission of a proposal in response to this RFP, each proponent shall be deemed to accept and agree to the following conditions:
- i) Proponents shall be solely and fully responsible for all costs associated with the development, preparation, transmittal, and submission of any proposal or material in response to this RFP, including without limitation the costs of any in-person presentation of proposals that may be required, and all costs incurred by a proponent during the selection process and any negotiations.
  - ii) No proponent shall have any claim against AREA for any compensation of any kind whatsoever as a result of participating in this RFP process, including without limitation any claim for costs of proposal preparation or participation in negotiations, or for loss of anticipated profits, whether based in contract including fundamental breach, tort, equity, breach of any duty, including, but not limited to breach of the duty of fairness, breach of the obligation to only accept non-compliant proposals or any other cause of action whatsoever.
- d) **Regulatory Approval:** Any contract or contracts entered into as a result of this RFP process shall be subject to regulatory approval.
- e) **Governing Law:** This RFP and proposals shall be deemed to have been made in the Province of Nova Scotia and shall be construed and interpreted in accordance with the laws of the Province of Nova Scotia.
- f) **Volume of Work:** AREA shall not at any time be held responsible if the estimated volume of work is found to be inaccurate. Service Providers shall not claim damages or loss of profits because of any difference between the quantities as estimated and those actually achieved in the progress of the work.
- g) **Non-Canadians Performing Short Term Work Assignments:** The proponent, if not a Canadian citizen, is expected to determine the current Canadian government requirements for non-Canadians involved in short term work assignments in Canada and obtain any necessary visas or permits.
- h) **Withholding Taxes and Fees:** All those submitting proposals should note that payments to non-Canadian persons or organizations are subject to the terms of the Canadian Income Tax Act and related tax treaties. Unless a waiver is obtained from the Canadian Customs and Revenue Agency, AREA will deduct and remit any applicable withholding taxes, for monies earned by the proponent while the proponent is in Canada.

- i) **Conflict of Interest:** All Proponents must disclose an actual or potential conflict of interest, as set-out in Appendix 2 – Proponent Submission Form. AREA may, at its sole discretion, disqualify any Proponent from this RFP process, if it determines that the Proponent’s conduct, situation, or relationships create, or could be perceived to create, a conflict of interest. AREA may rescind or terminate an agreement if it subsequently determines that the Proponent failed to declare an actual, or potential, conflict of interest during this RFP process.

## **15 SAFETY MESSAGE**

AREA views no business objective more important than safety. Contractors/Constructors, Service Providers and Vendors are required to adhere to the latest version of Provincial, Municipal and applicable Federal laws and regulations. The Proponent, and any proposed or approved sub-contractors, must be registered in good standing with Workers Compensation Board of Nova Scotia and coverage must be maintained for the duration of any agreement, contract or project.

The Proponent agrees and shall provide at its own expense the necessary WCBNS compensation coverage for all its employees and partners employed or engaged in the execution of the work;

Remain current with all assessment reporting and payments due there under and shall comply in every respect with the requirement of the Nova Scotia Workers Compensation Act and the Nova Scotia Occupational Health and Safety Act; and

Be solely responsible to ensure that all sub-contractors have proper WCBNS coverage.

For further clarity, the Proponent will ensure compliance with, and conform to, all health and safety laws, by-laws or regulations of the Province of Nova Scotia, including without limitation all the Compensation Acts.

## **16 ENVIRONMENTAL AND SUSTAINABILITY MESSAGE**

AREA encourages our suppliers to review or adopt sustainable practices. Please include in your RFP response a statement concerning policies or practices that your company has adopted pertaining to sustainable principles. Examples include, but are not limited to environmental sustainability, fair labour practices, and health and safety management, gender equality, ethical and social responsibility, respect for ecological health and biodiversity.

Evidence of these practices may include energy efficiency or water consumption reduction programs and their related targets, hiring practice documents, health and safety programs, workplace ethics policies.

## **APPENDIX “A”**

### **INTENT TO RESPOND**

The Company named below intends to submit a proposal in response to the liquid biofuel local supply, storage and risk study.

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

#### **Contact Information:**

Contact Name: \_\_\_\_\_

Contact Title: \_\_\_\_\_

Telephone No. \_\_\_\_\_

Contact Email: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Intent to Respond Forms are due no later than 5 p.m. ADT, January 28<sup>th</sup>, 2022.

Please email this form to: [procurement@municipalenergy.ca](mailto:procurement@municipalenergy.ca)

**Please Note: Submission of this form indicates the Company intent to respond, however, it does not commit the Company to respond.**

## APPENDIX “B” – PROPONENT SUBMISSION FORM

### Biofuel local supply, storage and risk study

#### 1. Proponent Details:

<b>Full Legal Name of Proponent:</b>	
<b>Other Trade Names the Proponent Uses:</b>	
<b>Registered Address:</b>	
<b>Proponent Contact Person Name &amp; Title:</b>	
<b>Contact Person Phone No.:</b>	
<b>Contact Person Email:</b>	

#### 2. Certification & Acknowledgement of RFP Process:

By signing this Appendix “B” – Proponent Submission Form, we the Proponent, certify and acknowledge the following:

- a. We have carefully read and examined this RFP document, including all Parts and Appendices, and have conducted such other investigations as were prudent and reasonable in preparing this proposal. We can provide the Services detailed in Part C for the pricing submitted in this proposal.
- b. We certify that the statements made in this proposal are true and submitted in good faith.
- c. We acknowledge and understand that the RFP process and the submission of this proposal do not give rise to any contractual obligations whatsoever between AREA and us, the Proponent, and that no contractual obligations shall arise between AREA and us, the Proponent, until and unless we execute a written contract or agreement with AREA.
- d. Except as otherwise noted below, we certify that we have not engaged in any conduct which would constitute a conflict of interest in relation to this RFP process. We understand that a conflict of interest would include the following situations:
  - The Proponent has an unfair advantage or engages in conduct which may give it an unfair advantage;

- The Proponent has had access to confidential information of AREA which is not available to other Proponents to this RFP.
- The Proponent has influence over an employee of AREA who is a decision-maker involved in this RFP process, which could reasonably be perceived as giving the Proponent an unfair advantage or preferential treatment.

If the Proponent is required to disclose an actual or potential Conflict of Interest, the Proponent must set out the details of the actual or potential Conflict of Interest below:

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### 3. Confirmation of Addenda Received:

We confirm receipt of the following addenda that were issued by AREA up until the Closing Date and Time:

Addendum #	Issued on Date:

4. Certification Signature:

The Proponent hereby certifies that the above statements are true and that the individual signing below has the authority to bind the Proponent:

\_\_\_\_\_  
Signature of Proponent Representative

\_\_\_\_\_  
Name of Proponent Representative

\_\_\_\_\_  
Title of Proponent Representative

\_\_\_\_\_  
Date

See Attached Appendix “C” (Technical Proposal) as separate PDF.

**APPENDIX “D” – COMMERCIAL PROPOSAL**  
**(Must be submitted in a separate email as a PDF document)**

1. Pricing Basis:

Pricing entered shall be on the following basis:

- a. All prices are in Canadian dollars (CAD) and inclusive of all applicable duties and taxes except HST, which shall be itemized separately where indicated.

2. Pricing:

Proponents should provide pricing for the liquid biofuel local supply, storage and risk study, under this proposal. These rates should be all inclusive without limitation.

3. Other:

Proponents should provide pricing for any other items that would like included. Please submit any other pricing on company identified letterhead.

## APPENDIX “D” – COMMERCIAL PROPOSAL

<b>Full Legal Name of Proponent:</b>	
<b>Other Trade Names the Proponent Uses:</b>	
<b>Registered Address:</b>	
<b>Proponent Contact Person Name &amp; Title:</b>	
<b>Contact Person Phone No.:</b>	
<b>Contact Person Email:</b>	