

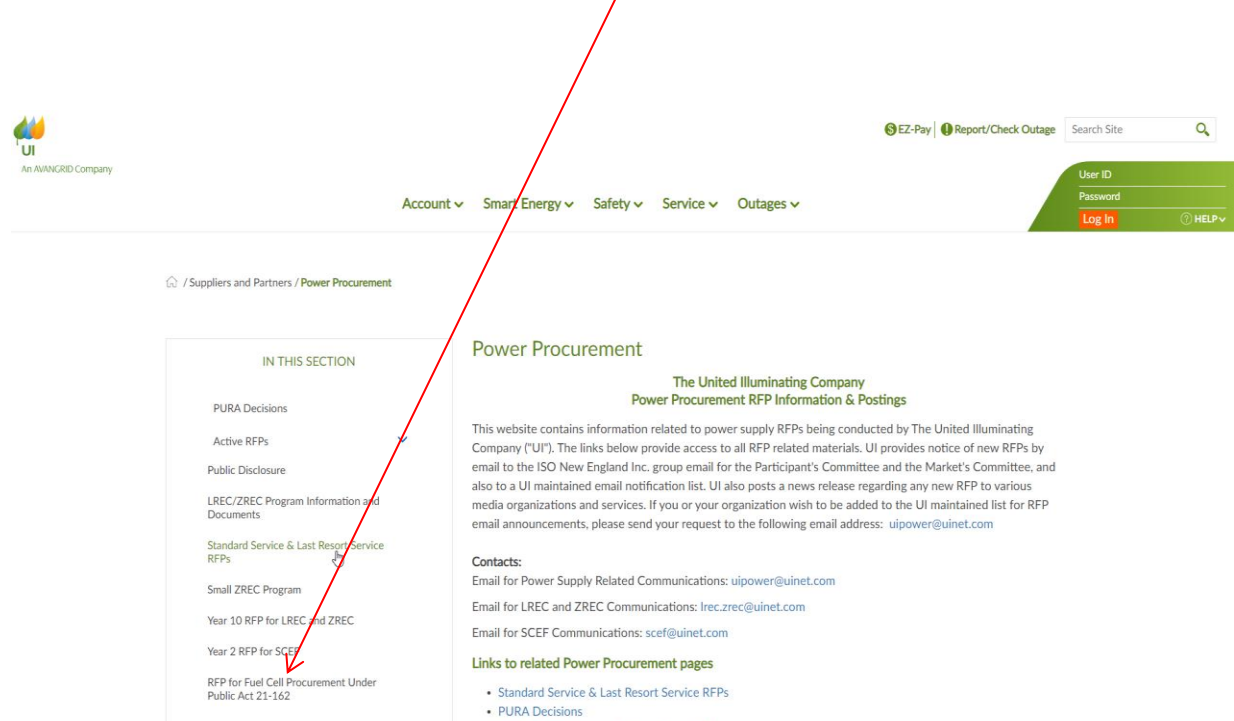


## **Guidelines and Instructions for Completing UI's Fuel Cell Electricity Generation Projects Bid Form**

This document provides step by step instructions on how to submit Bids for Fuel Cell Electricity Generation Project RFP for projects in the UI service territory in response to the Request for Proposals issued jointly by UI and Eversource on November 1, 2021 (the “RFP”). The information provided herein is intended to enhance the reader’s understanding of the required information as provided in the RFP, and the Terms and Conditions. **Bidders should review the associated Tariff and Terms and Conditions, and all associated documents thoroughly and submit their Bids based upon the Terms and Conditions document, which will solely govern the transaction between the Bidder and The United Illuminating Company (UI) through the term of the resulting Agreement.**

All qualified parties who submit Bids to UI for Fuel Cell Electricity Generation Projects must complete and submit the UI Bid Form. **Please note that only completed Bids submitted using the Fuel Cell Electricity Generation Projects Bid Form on the UI’s website will be evaluated by UI.** The Bid Form form that can be found at:

For UI: [www.uinet.com](http://www.uinet.com) “Home page” lower section , “Power Procurement” – then RFP for Fuel Cell Procurement Under Public Act 21-162



Note: In order to be considered for service under this RFP, the data in this Bid Form MUST be complete and correct. Any partially filled out forms, or forms with incorrect information, may be disqualified. Also, bidders MUST submit a complete Bid Certification Form notarized with all required signatures. **Pages 1 to 4 of the Bid Certification Form must be submitted in one PDF file to be considered a complete submission.**

This document outlines the Bid Form, section by section, and provides instructions for completing the Bid Form and required attachments. Please read each section prior to filling out the Bid Form.

Bid Forms submitted to UI are subject to the provisions and requirements of the UI RFP and Terms and Conditions. **Again, a complete Bid Certification Form with all required signatures MUST be attached as a PDF file.**

**Any attempt to modify the calculations to change the results will lead to the Bid Form being disqualified from the program.**

**Bid Form:** The Bid Form is comprised of the following parts:

### **Sheet 1 – Bidder Information**

This part of the Bid Form includes information fields for Bidders to complete that will be used by UI throughout the review process, and to fill in the blanks on the cover sheet of the Service Agreement. Once you submit your Bid Form, UI will send you a confirmation email to the email address that sent the Bid Form and associated documents to UI. In some cases the Bidder and the Seller will not be the same party.

**Bidder Name:** This is the full and legal name of the business entity that is submitting the bid to UI, on behalf of the Seller. The Bidder may also be the Seller.

**Seller Name:** This is the full legal name of the business entity that will be UI’s counterparty under the Service Agreement, which is not necessarily the same name as the business entity submitting the Bid. For example, if the party submitting the Bid is “XYZ Renewables,” but the contracting party would be a special purpose entity called “XYZ Funding 3 LLP,” then “XYZ Funding 3 LLP” should be the name entered in this line. Also, if the party submitting the bid is “XYZ Renewables,” but the contracting party would be the UI customer at that location, the customer should be listed as the counterparty.

**Seller Address:** Enter the street address for the Seller name above

**Seller Town:** Enter the city or town for the Seller name above.

**Seller State:** Enter the State for the Seller name above

**Seller Zip Code:** Enter the zip code for the Seller name above

**Business Website:** Enter your company's website. This field is optional.

**Federal Tax ID Number (SSN for Individuals):** This field is mandatory.

**Company Type:** Individual homeowners and sole proprietorships should select "Individual."

**Jurisdiction of Organization:** This is the state in which the business is organized. Individual homeowners should enter "CT" for Connecticut jurisdiction.

**General Contact Name:** This section is to be used for the entry of contact information for the person primarily responsible for communications regarding this Bid and day to day communications after execution of a Service Agreement.

**General Contact Address:** Enter the street address for the General name above.

**General Contact Town:** Enter the city or town for the General name above.

**General Contact State:** Enter the State for the General name above.

**General Contact Zip Code:** Enter the zip code for the General name above.

**General Contact Phone Number:** Enter the phone number for the General name above.

**General Contact Email:** Enter the email address for the General name above.

**Alternate Contact (Optional):** This section is to be used for the entry of contact information for a second individual responsible for communications regarding this Bid Form and day to day communications after execution of a Service Agreement. This section is optional.

**Alternate Contact Address:** Enter the street address for the Alternate name above.

**Alternate Contact Town:** Enter the city or town for the Alternate name above.

**Alternate Contact State:** Enter the State for the Alternate name above.

**Alternate Contact Zip Code:** Enter the zip code for the Alternate name above.

**Alternate Contact Phone Number:** Enter the phone number for the Alternate name above.

**Alternate Contact Email:** Enter the email address for the Alternate name above.

**Legal/Notice Contact:** This section is to be used for the entry of contact information for the person who is to receive official notices under the Service Agreement. This may be outside counsel.

**Legal/Notice Contact Address:** Enter the street address for the Legal/Notice name above.

**Legal/Notice Contact Town:** Enter the city or town for the Legal/Notice name above.

**Legal/Notice Contact State:** Enter the State for the Legal/Notice name above.

**Legal/Notice Contact Zip Code:** Enter the zip code for the Legal/Notice name above.

**Legal/Notice Contact Phone Number:** Enter the phone number for the Legal/Notice name above.

**Legal/Notice Contact Email:** Enter the email address for the Legal/Notice name above.

**Performance Assurance Contact:** This section is to be used for the entry of contact information for the person responsible for providing Performance Assurance required under the terms of the Service Agreement.

**Performance Assurance Contact Address:** Enter the street address for the Performance Assurance name above.

**Performance Assurance Contact Town:** Enter the city or town for the Performance Assurance name above.

**Performance Assurance Contact State:** Enter the State for the Performance Assurance name above.

**Performance Assurance Contact Zip Code:** Enter the zip code for the Performance Assurance name above.

**Performance Assurance Contact Phone Number:** Enter the phone number for the Performance Assurance name above.

**Performance Assurance Contact Email:** Enter the email address for the Performance Assurance name above.

**Invoices/Settlement Contact:** This section is to be used for the entry of contact information for the person responsible for day to day management of REC transfers and invoicing during the Delivery Term.

**Invoices/Settlement Contact Address:** Enter the street address for the Invoices/Settlement name above.

**Invoices/Settlement Contact Town:** Enter the city or town for the Invoices/Settlement name above.

**Invoices/Settlement Contact State:** Enter the State for the Invoices/Settlement name above.

**Invoices/Settlement Contact Zip Code:** Enter the zip code for the Invoices/Settlement name above.

**Invoices/Settlement Contact Phone Number:** Enter the phone number for the Invoices/Settlement name above.

**Invoices/Settlement Contact Email:** Enter the email address for the Invoices/Settlement name above.

## **Sheet 2- Facility/Site Information**

**Facility Site / Location.** This part of the Bid Form includes Project-specific information such as Project Size, and details regarding Performance Assurance. The instructions below include a field by field explanation of what information needs to be provided, on Sheet 2 of the Bid Form:

**Facility Street Address:** Enter the address of the Fuel Cell project site. Including Street, Town, State & Zip Code. The address MUST be within UI's distribution service territory.

**Facility Town:** Enter the town of the Fuel Cell project site location. **Facility Zip Code:** Enter the zip code of the Fuel Cell project site location.

**Technology:** This box should read "Fuel Cell" Only. No other technologies are allowed under this procurement.

**Behind-the-Meter or Standalone:** Choose whether the Fuel Cell project will be installed behind-the-meter or will be standalone.

**UI Account Number & POD ID:** For projects that are behind-the-meter, enter the UI account number and POD ID. The Account number can easily be found on the first page of the UI customer bill. The POD number is not always shown on every bill. The POD number is usually shown on the first page of the bill below the heading New Charges & Credits right above the Generation Service Charge box. If a POD ID is not shown on your bill leave the POD ID box empty. The UI Account Number is mandatory unless the site is new construction with no current UI account. Please note, neither the UI Account Number, nor the POD ID Number, are the meter number or meter serial number. The meter/serial number is not necessary for submission of a Bid.

- **If the host site is standalone or is behind-the-meter but is new construction and has no existing UI account** – enter "New Construction" in both the UI Account Number and POD ID Cells. New construction is a new facility where there is no existing UI account.

**Rate Class:** The Rate Class is also shown on the first page of the bill usually right under the account number and meter number. The Rate Class is mandatory unless the site is new construction with no current UI account.

**Installed Capacity:** Enter the Project Size in AC kW (please note that it is essential that the project size be entered in kW AC to ensure an accurate calculation of the amount of Performance Assurance. The conversion from DC nameplate to AC Installed Capacity is described below:

- *For projects with an integrated prime mover and/or inverter, that have a nameplate capacity rating in kW AC, the AC capacity rating will be used. ii. For projects that do not use an integrated prime mover and inverter, and that utilize prime movers that only have a capacity rating in kW DC, the nameplate capacity will be determined by the following: a. The lower of the DC rating of the prime mover converted to AC, and/or the AC rating of the inverter. The DC of the prime mover will be converted to AC by the use of a derating factor. This derating factor will be determined using a publicly available, technology-specific published derating factor from a federal or State of Connecticut governmental source (for example National Renewable Energy Laboratories (NREL) or DEEP).*

**Average Annual Production (PE Certification Required):** This information must be provided on a PE certification of the calculation of the Alternate Average Annual Production. This information must be in kWh.

**Bid REC Price:** This is the price per REC that you are bidding to sell the resulting renewable energy credits at for the 20 year term of the Service Agreement. This price will be the same for all 20 years of the Service Agreement.

**Performance Assurance Requirement:** This field is calculated at \$25/kw of installed capacity.

**CT Manufactured Bid Preference:** If you are seeking a 10% reduction in your Evaluated Bid Price, select “Yes” in the CT Manufactured bid preference cell. If you are not seeking a 10% reduction in your Evaluated Bid Price, select “No” in the bid preference cell. Note – if you select “Yes” for this preference, you must provide two additional affidavits. These two affidavits are called Bidder’s Affidavits for Connecticut Manufactured Technology and Technology Provider’s Affidavit for Connecticut Manufactured Technology.

**Brownfield Bid Preference:** If you are seeking a 10% reduction in your Evaluated Bid Price, select “Yes” in the Brownfield bid preference cell. If you are not seeking a 10% reduction in your Evaluated Bid Price for the Brownfield Bid Preference, select “No” in the bid preference cell.

**Landfill Bid Preference:** If you are seeking a 10% reduction in your Evaluated Bid Price, select “Yes” in the Landfill bid preference cell. If you are not seeking a 10% reduction in your Evaluated Bid Price for the Landfill Bid Preference, select “No” in the bid preference cell.

**Expected In-Service Date:** For informational purposes, provide the expected in-service date.

**Payment Type:** Chose the payment type you will receive from UI when you are paid for the RECs you provide. Payment type includes check or wire.

### **Additional Documents that are required to submit Bid:**

The RFP sets forth **7** documents that are either mandatory, or optional, depending upon project details. Please include each of these documents as pdfs and email to [uipower@uinet.com](mailto:uipower@uinet.com) and include in the subject line of the email, “Fuel Cell Electricity Generation Bid for Project located at [include address for facility]”.

- 1) **Bid Certification Form** (MANDATORY FOR ALL BIDS). The Bid Certification Form must be printed and signed in accordance with the Instruction Sheet provided on the first page of the 5-page Bidder Certification Form. **Because signatures are required, a PDF version that has the original authorization signatures must be printed, signed, scanned, and attached to page 5 of the Bid Form. All 5 pages must be included as a part of your submission.**
- 2) **Fuel Cell Electricity Generation Project CT Licensed Professional Engineer (PE) Certification Form** (MANDATORY FOR ALL BIDS). The RFP requires the Bidder to provide a calculation of the average annual production of the Facility bid as determined by a Connecticut licensed Professional Engineer. Any such calculation must be consistent with the guidelines provided in Section 2.3.2 of the RFP. The Professional Engineer certified calculation supporting this determination must be attached as a PDF to your Bid.
- 3) **Carbon Neutrality Form.** (MANDATORY FOR ALL BIDS) For informational purposes only, UI requires that this Certification of Carbon Neutrality be submitted for projects using Fuel Cell technologies. Bidder must certify that the project is technologically capable of becoming carbon neutral by 2040 and will take all measures to become carbon neutral by 2040 should a statewide 100 percent zero carbon electricity goal be established.
- 4) **Bidder’s Affidavit for Connecticut Manufactured Technologies** (Mandatory if Bidder is claiming a preferential treatment for a Bid due to the use of Connecticut Manufactured Technologies). If Bidder is claiming the use of Connecticut Manufactured Technologies, the bidder’s affidavit must be printed, signed, scanned, and attached as part of the completed bid materials.
- 5) **Technology Supplier’s Affidavit** for Connecticut Manufactured Technologies (Mandatory if Bidder is claiming preferential treatment for a Bid due to the use of Connecticut Manufactured, Technologies). If Bidder is claiming the use of Connecticut Manufactured Technologies, as the technology supplier’s affidavit must be printed, signed, scanned, and attached as part of the completed bid materials.

- 6) **Copy of UI Customer Bill** from the past six months (note: this is mandatory for all Bids that are not new Construction, as designated on the Bid Form).
- 7) **Filled out and Signed W9 Form** for Entity sending Performance Assurance and Receiving Payments per the Agreement.
- 8) **Site Map** (Mandatory if Bidder is claiming a preferential treatment for a Bid due to the siting of a project on a Brownfield or Landfill).

**Submit Bid:**

Once you have filled out the entire Bid Form and have prepared the required documents, send to UI at [uipower@uinet.com](mailto:uipower@uinet.com), and include on the subject line - “Fuel Cell Electricity Generation Bid for Project located at [include address for facility]”.