



HAINES BOROUGH, ALASKA  
P.O. BOX 1209, HAINES, ALASKA 99827  
907.766.2231 ♦ (fax) 907.766.2716

## Request for Qualifications/Proposals

### 1. Overview

The Haines Borough is issuing a Request for Qualifications/Proposals ("RFQ" or "RFP") for the supply of wood pellets to three facilities in Haines, Alaska:

1. Haines School, located at 604 Haines Highway
2. Sewage Treatment Plant, located at 42 Fair Drive
3. Senior Center, located at 33 Mission Street

Potentially, the Haines Borough plans to integrate biomass heating systems into seven additional buildings to become more environmentally responsible and economical with heating costs.

The Haines Borough is seeking a supplier to:

- Supply approximately 12 to 65 tons of wood pellets per month
- Deliver to Haines in bulk or Super Sacks

Only Premium Grade or better wood pellets will be considered. Pellet fuel shall meet the minimum Commercial Densified Fuel Standards established by the Pellet Fuels Institute (PFI). Biomass fuel must be in compliance with federal and state laws and regulations.

### 2. General Guidelines

Biomass Fuel Proposal Package(s), signed by a person having proper authority to legally obligate the offering company, along with additional supporting material, must be received no later than 4:00pm Alaska time, **August 20, 2014**. All proposals are to be submitted by email to [cbaskaya@haines.ak.us](mailto:cbaskaya@haines.ak.us) or delivered in an envelope marked:

Haines Borough  
Attn: Community & Economic Development - Wood Pellet Supply  
P.O. Box 1209  
Haines, AK 99827

The right to reject any or all proposals or to accept any proposal deemed most satisfactory is reserved by the Haines Borough. The Haines Borough reserves the right to waive any informalities or irregularities in any or all proposals.

The Haines Borough will not pay any costs incurred in the proposal preparation, printing or demonstration process. All costs shall be borne by the Suppliers.

### 3. Scope of Work

The Supplier must deliver pellets in a timely fashion that supports the heating requirements of the Haines Borough facilities. Below is an anticipated demand. The actual demand will depend on weather conditions and heating load:

	Haines School	Sewage Treatment	Senior Center	Total per Month
Jan	50.4	10.4	2	62.8
Feb	40.9	8.4	2	51.3
Mar	40.1	8.2	1	49.3
Apr	27.6	5.7	1	34.3
May	18.7	3.8	1	23.5
Jun	12.2	2.5	1	15.7
Jul	9.8	2	1	12.8
Aug	11.5	2.4	1	14.9
Sep	16.7	3.4	1	21.1
Oct	28	5.8	1	34.8
Nov	41.1	8.4	2	51.5
Dec	49.7	10.2	2	61.9
<b>Total Per Year</b>	<b>346.7</b>	<b>71.2</b>	<b>16</b>	<b>433.9</b>

The pellets would preferably be delivered to pellet storage silos located outside each building. The total storage capacity per building:

- Haines School: 50 ton silo, 25.4 ft. high
- Sewage Treatment Plant: 25 ton silo, 18 ft. high
- Senior Center: 12 ton silo, 18 ft. high

\* Alternative delivery options will be accepted.

Each valid proposal should include:

1. Seller's and Producer's name(s)
2. Location of biomass production facility
3. Source of feed stock for biomass fuel
4. Details on the type of pellet that is proposed:

\_\_\_\_\_ Price \$ / ton for first year and subsequent years if demand by Haines Borough increases

\_\_\_\_\_ Premium Grade Pellets ( < 1% ash content)\*

\_\_\_\_\_ Moisture Content ( < 4-6% by weight)\*

\_\_\_\_\_ Average BTU Content

\_\_\_\_\_ Source Material (Hard, Soft, % Blend)\*

\_\_\_\_\_ Pellet Size ( < 1.5" long and ¼" diameter)\*

\_\_\_\_\_ % Fines ( < 0.5% by weight)\*

\_\_\_\_\_ No additives (Such as plastic, bark, or oil)

\_\_\_\_\_ Pellet Durability Index (Greater than 97.5)\*

\_\_\_\_\_ Chloride ( < 300 PPM)\*

\_\_\_\_\_ Pellet Weight (lbs/cu. ft.) (40-60 lbs. per cu.ft.)\*

\* *Minimum requirements*

5. Complete breakdown of the price quotation and any optional prices including costs associated with material, delivery, and inclusive of all known or unknown costs associated with the existing laws or government impositions.
6. Description of proposed distribution and delivery method from the production facility to storage silos at the Haines School, Sewage Treatment Plant, and Senior Center or alternative methods.
7. Company guarantee plan for timely delivery. If no current guarantee plan in place, list any price increase should penalties for late or missed deliveries be negotiated in final contract.
8. Copy of most recent results of testing by independent firm of a representative sample taken from the biomass fuel proposed for the use with this contract. The testing for fuel quality must be conducted in accordance with the Pellet Fuels Institute Standard Specification for Residential/Commercial Densified Fuel (latest edition).
9. Company specific terms and conditions.

This Request for Qualifications/Proposals may lead to an official contract with the Haines Borough, to start before September 2015.