



## **Request for Bids**

### **Vermont Advanced Wood Heating Sector Assessment & Evaluation Report**

Date Issued: 3/2/2022

Bids Due: 3/24/2022

#### Request Overview:

The Clean Energy Development Fund (CEDF) is requesting bids from qualified contractors to complete the required scope of services listed below. The focus of the work is to update the 2017 baseline report<sup>1</sup> of Vermont's advanced wood heating (AWH) sector in Vermont.<sup>2</sup> Additional services include an evaluation of the AWH market in Vermont and recommendations for developing the AWH market and in-state value chain for AWH products.

Bidding contractors must provide responses to all seven Bid Information Requests listed below.

Before bidding, contractors should carefully read all the information in this request for bids listed below. These include the Scope of Services Required, Performance Requirements, and Project Expectations.

Funding for the contract will be state CEDF funds.

#### Bid Information Requests:

1. Billing rate(s) \$/hr
2. Fringe rate (*if to be applied*)
3. Indirect rate (*if to be applied*)
4. Total estimated hours to complete the scope of services
  - a. Estimated hours per billing rate if more than one rate was provided above
5. Total estimated cost to complete the scope of services
6. Timeline to complete the scope of services

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<sup>1</sup> A copy of the baseline report can be found here:

[https://publicservice.vermont.gov/sites/dps/files/documents/Renewable\\_Energy/CEDF/Reports/AWH%20Baseline%20Report%20FINAL.pdf](https://publicservice.vermont.gov/sites/dps/files/documents/Renewable_Energy/CEDF/Reports/AWH%20Baseline%20Report%20FINAL.pdf)

<sup>2</sup> AWH is defined as systems that are highly efficient (>85%), emit low emissions (particulates emissions < 0.08 lbs/MMBtu for PM2.5), and are fueled with local sustainably harvested wood.

7. Timeline to complete any of the four subsections of the required scope of services if they could be completed separately and/or earlier than the other sections

Bids must be sent via email to [Christopher.Heine@vermont.gov](mailto:Christopher.Heine@vermont.gov) and be received by 4:00pm on Thursday March 24, 2022. Questions about this bid can be sent to Christopher Heine via email or by phone at: 802-828-8198.

Bidding contractors should understand they will be required to sign a standard State Contract for Service should they be selected and that there will be specific State requirements and/or conditions that will apply to the contract that are not listed in these bid specifications.

Documentation relating to the selected contractor's bid, as well as other documentation (e.g. insurance certificates) will be required to complete a contract.

## **I. Required Scope of Services:**

### **A. Report on Vermont's Advanced Wood Heating Market Sector**

Complete an update report to the 2017 Baseline Report on the AWH sector/market in Vermont. The report should provide verifiable up-to-date data on the wood heating market sector in Vermont. The report need not include the forest resource harvesting aspect of the sector. The report can rely on data already published. It is expected that the report will be pulling existing information together, standardizing and unifying it for the final report. The report should include, but need not be limited to, the following data:

1. The number and location of companies in Vermont that:
  - a. Design, sell, install, and/or manufacture AWH pellet, cord, and/or chip heating systems (residential, commercial, and institutional)
  - b. Service AWH systems
  - c. Fabricate wood pellets
  - d. Fabricate wood chips (dry and green)
  - e. Deliver bulk wood pellets
  - f. Sell bulk wood pellets
  - g. Specialize in AWH consulting
2. The number of workers employed at the companies listed in #1.
3. Sales revenue of the companies listed in #1 (likely will need to be an estimate)
  - a. % of revenue derived from in-state vs. out-of-state sales/services.
4. Annual sales amounts (i.e. tons) of wood fuel sold for AWH systems.
5. Number and type (size, type of wood fuel, etc..) of AWH systems sold/installed in VT for:
  - a. Residential
  - b. Commercial
  - c. Municipal & Institutional

6. If possible, the data for #4 on an annual basis for past five years as well as the most recent year to show recent trends.
7. The size of Vermont's AWH market compared to Vermont's total wood heating market. This could include number and/or annual dollar sales revenue, or tons of wood fuel, of non-AWH stoves/appliances sold in VT.

The report could include information on the cordwood and pellet stove market if possible and proposed by the bidder. The report should cite references for data sources and a description of the methodology used.

### B. Report on Vermont's Use of Wood for Heating

Complete a report on the percentage of all space heating currently (and past years if possible) met with wood fuel. Report will likely rely primarily on existing published reports. The report should include, but need not be limited to, the following data for the most recent year (or heating season) possible:

1. Percentage of total space heating in Vermont met with wood
2. Percentage of total space heating in Vermont met with AWH
3. Number and percentages of residential, commercial, and institutional buildings that heat with AWH (could also include non AWH wood heat)
  - a. If possible, include the number of those buildings that use AWH as their only heating source and those that use it for only a portion of their heating needs
4. Amount of wood fuel (tons, broken down by type) consumed for heating in Vermont (*related to the amount sold to be reported in A.4. above*)

### C. Recommendations on Tracking Changes in the AWH Sector and the Use of Wood for Heat.

Provide recommendations on the best way to collect/calculate the data reported in reports A & B above, and on what time increment the data should be collected (quarterly, annually, every five years, etc...). In addition, provide any data collection recommendations on operating systems that would be useful to support improvements of AWH systems to increase fuel use efficiency, reduce air emissions, and reduce costs.

### D. Recommendations on the AWH Market Development.

Provide recommendations for new or existing CEDF/State of Vermont programs that would support and accelerate the development of the AWH market and value chain components of the AWH market sector in Vermont.

## **II. Performance requirements:**

The selected contractor will be required to:

1. be readily available for at least one in-person meeting and, during the contract period, respond promptly to phone or email requests

2. make any edits to the final report(s) requested by the CEDF
3. not release the report, nor sections or findings therein, before it is approved by the CEDF
4. complete the scope of services based on the contracted deadline and budget

**III. Expectations:**

The CEDF expects the scope of services to be completed:

1. at the selected contractor's business location
2. ideally before July 2022, but no later than December 1<sup>st</sup>, 2022.
3. delivered in a professional report (or reports) format that is accessible to the general public and useful to the CEDF and the Vermont Department of Public Service
4. based on contracted milestones

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