



ATTACHMENT E – QUESTIONNAIRE

As set forth in the RFP, please answer the following questions. Should your Proposal encompass products or services from more than one potential supplier, please include separate information for each.

I.

1. Please provide a brief company history and organizational information with specific emphasis on the relevant experience supplying, storing, delivering and handling liquid fuel. Include information on:
 - a. Corporate name, date established, and years in business.
 - b. Corporate ownership structure, parental and subsidiary affiliations.
 - c. Main focus of the business and complete list of major product lines.
 - d. Number of years experience in each major product line.
2. Provide a personnel organization chart of the appropriate division(s) that would be providing the fuel and support to Hawaiian Electric. This chart should list job, telephone numbers and email addresses for each person listed.
3. Describe specific resources (processes, tools, patents, expertise, etc.) that substantially differentiate you from your competition. Indicate if these resources are currently used in commercial biofuel production and if not, describe their current stage of development.
4. Describe the type, carrier, amounts and deductibles for any insurance you carry relating to liability and property coverage.
5. Provide the total volume of biofuel sold commercially by your company for the calendar years of 2012 and 2013. What is the company's sales volume estimate for the calendar year of 2014?
6. List five (5) of the company's customers who represent substantial volume purchases of biofuel as references.
7. If your company is not currently producing commercial volumes¹ of biofuel and you wish to propose a biodiesel supply produced in the State of Hawaii from a project under development, please complete and submit the Developers Questionnaire, Attachment G, in addition to this Questionnaire.

¹ "Commercial volume" is defined for purposes of this Questionnaire as recorded annual sales of biodiesel greater than three (3) million gallons.



II.

1. Describe the nature and type of feedstock from which the proposed biofuel supply will be derived.
2. Describe an overview of the technology(ies) utilized to process the feedstock into the proposed biofuel supply.
3. State whether you can fully comply with *Environmental Policy For Hawaiian Electric Companies' Procurement Of Biofuel From Sustainably Produced Feedstock* (Attachment G, prepared by Hawaiian Electric and NRDC, dated August 2013). If you intend to comply with the *Policy*, please provide the following information:
 - a. Provide the name and location of the sustainably produced feedstock will be sourced from.
 - b. Provide the name and location of the processing facility that will refine the sustainably produced feedstock into biofuel.
 - c. For auditing and chain-of-custody purposes, describe how the sustainably produced feedstock and biofuel will be segregated? Please confirm the ability of the seller to provide the list of chain of custody documentation to meet segregation requirements.
 - d. Provide the name of the inspection/auditing firm that will provide the audit/inspection report documenting compliance with the Hawaiian Electric/NRDC policy. Please confirm the firm is accredited as an independent inspector.
 - e. Describe your practices and policies with respect to the environmental sustainability of feedstocks you use or expect to use to produce the biofuel that would be sold to Hawaiian Electric.
4. If the feedstock you anticipate supplying for the fuel falls outside of the parameters of the *Environmental Policy For Hawaiian Electric Companies' Procurement Of Biofuel From Sustainably Produced Feedstock* (Attachment G, prepared by Hawaiian Electric and NRDC, dated August 2013), please provide the following information:
 - a. Does the feedstock comply with Section 2 (*Sourcing Requirements for Biofuel*) of the *Environmental Policy For Hawaiian Electric Companies' Procurement Of Biofuel From Sustainably Produced Feedstock*? If no, please explain.
 - b. Provide an explanation of how you intend to comply with Section 4 of the *Environmental Policy*:

How do you identify, reduce, and monitor any polluting activities and emissions, including greenhouse gases, resulting from your feedstock growers' practices and refinery operations?
 - c. Describe the growing locations from which your feedstock originates.



- d. Describe any methods used to trace and document the chain of custody of feedstock you intend to use for fuel from its cultivation in the fields (or source in the event a feedstock such as yellow grease are proposed) to the manufactured biodiesel to be transported to Hawaiian Electric.
 - e. Describe the practices and policies that the feedstock growers follow to comply with environmental sustainability.
 - f. Describe your practices and policies with respect to the environmental sustainability of feedstocks you use or expect to use to produce the biofuel that would be sold to Hawaiian Electric.
 - g. Describe the type of certification or documentation that will be provided to ascertain the source of the feedstock.
5. State whether you can fully comply with the *Roundtable for Sustainable Biofuel Principles and Criteria* (Attachment H).
 - a. Please describe any aspects of the supply chain that may not fully comply with one or more of the RSB criteria and explain how you will address the matter to ensure sustainability.
 6. Describe your ability to secure biofuel from an alternative source or supplier if your primary source or processing method fails for any reason. Include the following:
 - a. Contingency plans
 - b. Plans for alternative feedstock sources and finished product resources if there is an interruption in the supply chain of the primary source.

III.

1. Identify your supply chain infrastructure to include any infrastructure outside of Hawaii. For example, location, type and capacity of storage facilities at the processing location and at the origin of feedstock supply.
2. Describe the number of biofuel refineries and locations from which your company may source the fuel supply for Hawaiian Electric and the annual production capacity of each refinery.

IV.

1. In addition to meeting the Biodiesel specification set forth in the RFP (Attachment B), does your proposed biofuel comply with the ASTM D6751 standard for biodiesel? Are there any other ASTM fuel standards that your proposed biofuel supply is expected to meet such as the ASTM D975?
2. Identify storage life of the biofuel. Will you warrant the shelf-life of your biofuel. If so, for how long and under what conditions?



3. How do you address bio-growth during storage and transportation? If a fuel additive is used, provide the specific type of fuel additive and the material safety data sheet (MSDS) for the fuel additive and identify the amount of additive used.
4. Describe steps that are taken to assure quality control and assurance in the management of your product and delivery of your services. If you have a QA program, please describe in detail.
5. Describe all off-specification incidents in your operation in the last 3 years, including how the problem was resolved. If no incidents were experienced, describe your plan for addressing future off-spec incidents.
6. When and how often do you sample?
7. Identify the laboratory testing facilities proposed to ensure product meets contract specifications.
8. Specify the heat content in BTU - HHV per gallon of your finished product. The BTU – HHV (high heating value) is the gross calorific value or gross energy of a fuel

V.

1. Hawaiian Electric at its option may require a performance bond or letter of credit to guarantee the Selected Supplier's performance under the Contract. Discuss whether you can provide a performance bond or letter of credit to Hawaiian Electric to guarantee performance and what the dollar amount and terms of the same would be.
2. Has your company or any of its principals had any recordable biofuel or fuel distribution related safety incidents in the past 3 years? If so, how many and what was their nature?
3. Has your company or any of its principals had any reportable environmental incidents in the past 3 years? If so, how many and what was their nature?