

Joliet Junior College
Request for Proposal
NATURAL GAS AND ELECTRIC SUPPLIER MANAGEMENT

DATE: April 15, 2010

Addendum No. 2

The following list of questions and responses are in response to e-mail questions submitted by the deadline indicated on the proposal:

1) Pages 4-6, Insurance

This refers to insurance requirements for Contractors and Subcontractors and states 'the Contractor will purchase and maintain 'all risks' Builder's Risk policy...'. Do you consider natural gas suppliers as Contractors or Subcontractors? We are not builder and won't be doing any physical work on site as Nicor owns the pipes, meters, etc. that delivers gas we purchase for you to the College. Can you provide clarification as to insurance requirements given the difference in work we do vs. that of a builder?

Response: Remove the requirement for "all risks" Builder's Risk Property Insurance.

2) Page 7, Background

States 'has storage for about twenty-eight days of winter usage'. However, based on MDCQ's and Storage Capacities given on pages 12-15, each account has 33 days of storage. Is there a change pending to lower storage days to 28 from 33? This change can only be made once annually and would have to have been submitted by 4/1/10 to be effective 6/1/10. Your current supplier would know this.

Response: This is at the max allowable from NiCor, changed from 28 to 33 sometime ago. Wish is to keep days at present storage of 33 days. No Change required.

3) Page 7 Background and Page 8 Specifications

Page 7 states annual consumption of approximately .4 million therms. Page 8 states the College uses approximately 400,000 therms annually and breaks usage down to Summer 100,000 th and Winter 300,000 th. However, when I add up 2 yr average usage provided on pages 12-15 for the 4 accounts, I get a total of 325,191 th. Is an account missing or did usage go to 400,000 in the last yr and the average is skewing that?

Response: Consumption use of .4 million and 400,000 represent the same volume for an estimated annual use. Usage over the last 10 years has varied from 425,000 therms to 360,000 therms annually, all based on the severity of

the winter season. Not an exact science to predict future use so 400,000 is used.

- 4) Page 8 Specifications – Natural Gas and Page 18 Attachment A
Page 8 states ‘Nicor transportation charges should be paid by the supplier’ but doesn’t mention that the College will reimburse supplier for said charges.
Page 18, line 2, states ‘Prices reflected should include all costs for the delivery and management for natural gas to Joliet Jr. College.’
Based on these two lines, is the College looking for Nicor charges to be included in the price quotes? Generally this is not done because suppliers have no control of Nicor’s charges which are subject to change. Please clarify.

Response: Billing can be set up as either one or two invoices. If one invoice is selected then whatever the NiCor Billing is for the period, those charges will be passed on with no increase to the buyer and paid thru the suppliers invoice to NiCor. JJC currently receives 2 invoices, one from supplier and the other from NiCor. JJC will focus on the price of Natural Gas per therm from the supplier.

- 5) This has to do with Submittal Requirements, Item 3, on page 7. Our company will provide financial documents, e.g. most recent audited Income Statement and Balance Sheet, upon our receipt of our Confidentiality Agreement signed by authorized personnel of Joliet Jr. College. To whom should we submit the Confidentiality Agreement for signature?

Response: The College requires financial information for this proposal. You may submit your required form with your proposal and for evaluation during the review process.

Please acknowledge receipt of this addendum by emailing to purchasing@jjc.edu Include your name, title and company name in your acknowledgement email. Failure to do so could result in disqualification of your proposal.

Additional information regarding this proposal can be found at: www.jjc.edu/info/purchasing

Issued by:



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