

Joliet Junior College  
Request for Proposal  
Electric Supplier

**SECTION 1 INTRODUCTION, OVERVIEW AND BACKGROUND**

**INTRODUCTION**

The purpose of the Request for Proposal is to solicit proposals from qualified Energy Marketing Firms for the supply and delivery of electricity to meet the requirements of Joliet Junior College. The intent is to enter into a contractual agreement with one firm to supply the electric needs of Joliet Junior College for a period of 24 or 48 months. Respondents are encouraged to present pricing within the context of the College's need for budgetary stability.

The selected firm will provide all services including the supply of electric.

**OVERVIEW**

Joliet Junior College is a comprehensive community college. The college offers pre-baccalaureate programs for students planning to transfer to a four-year university, occupational education leading directly to employment, adult education and literacy programs, work force and workplace development services, and support services to help students succeed. The College has a combined total of 13,000 credit and 17,000 non-credit students attending classes on its main campus, located within the city of Joliet, and its two extension campuses, located in Romeoville and downtown Joliet. The College employs approximately 190 full-time faculty members and just over 200 full-time support staff. Our total employee count is over 1,000, including all full and part-time faculty, staff and student workers.

**PROPOSAL DUE DATE**

The due date of this RFP is March 13, 2008 at 2:00 p.m., CST. An original copy and three copies shall be provided.

**CALENDAR**

Date 2008	Event
Wednesday, February 20, 2008	Packages mailed and available
Thursday, March 13 by 2:00 p.m., CST	Proposals must be submitted to Business & Auxiliary Services, H-1019

**INSTRUCTIONS TO VENDORS**

**ADVICE:** The department responsible for this RFP is the Facility Services Department located at 1215 Houbolt Rd., Joliet, IL 60431-8938. **The JJC contact will be Tony Chobot, Project Manager of Facility Services, Highland Building, phone (815) 280-2577.**

**SUBMISSION:** the submission of a response shall be *prima facie* evidence that the vendor has full knowledge of the scope, nature, quality of work to be performed, the detailed requirements of the project, and the conditions under which the work is to be performed.

Faxed proposals ARE NOT acceptable. All RFP's must be submitted by the date and time of public opening (see above). RFP's must be submitted on the forms provided in a sealed envelope clearly marked (typed or blocking lettering only) with the vendor's name, return address, RFP Copiers/Printers, the opening date and time. An original and two (2) copies of the RFP shall be provided.

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**RFP's must be addressed to: Joliet Junior College, Judy Mitchell, Director of Business & Auxiliary Services, 1215 Houbolt Rd., Joliet, IL 60431-8938.**

RFP's not submitted in the format as instructed by this RFP may not be accepted. Addendums to this RFP, once filed, may be submitted in a sealed envelope only, properly identified, prior to the opening hour.

**RECEIPT of RFP / LATE RFP:** Sealed RFP's shall be received at the place and until the time indicated in this RFP. It is the sole responsibility of the vendors to ensure timely delivery of the RFP. JJC will not be responsible for failure of service on the part of the U.S. Postal Service, courier companies, or any other form of delivery service chosen by the vendor.

RFP's received after the date and time specified shall be considered LATE, and shall not be considered for award.

**ACCURACY OF PROPOSALS / WITHDRAWAL OF PROPOSALS PRIOR to RFP OPENING:**

Proposals will represent a true and correct statement and shall contain no cause for claim of omission or error. Proposals may be withdrawn in writing or by facsimile (provided that the facsimile is signed and dated by vendor's authorized representative) at any time prior to the opening hour. However, no proposal may be withdrawn for a period of one hundred twenty (120) days subsequent to the opening of the RFP without the prior written approval of Judy Mitchell, the Director of Business & Auxiliary Services or Joliet Junior College.

**ADDENDA:** The only method by which any requirement of this solicitation may be modified is by written addendum.

If an addendum to the proposal document required, JJC will mail the addendum within a reasonable time prior to the due date. JJC is not responsible if a vendor does not receive the proposal revision in time to include the information with the proposal submission. Proposals may not be considered if they do not include acknowledgement of a formal addendum. Addendums will be mailed to all vendors of record and such addendum shall be acknowledged by signing and including in your proposal submission.

**TAXES:** JJC is exempt from all federal excise, state and local taxes unless otherwise stated in this document. In the event taxes are imposed on the services purchased, JJC will not be responsible for payment of the taxes. The vendor shall absorb the taxes entirely. Upon request, JJC's Tax Exemption Certificate will be furnished.

**INDEMNIFICATION:** The vendor shall protect, indemnify and hold JJC harmless against any liability claims and costs of whatsoever kind and nature for injury to or death of any person or persons and for loss or damage to any property occurring in connection with or in any incident to or arising out of occupancy, use, service, operations or performance of work in connection with the contract, resulting in whole or in part from the negligent acts or omissions of the vendor.

**DISCLOSURE:** Vendor shall note any and all relationships that might be a conflict of interest and include such information with the bid.

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**TERM OF CONTRACT:** Any contract, which results from this RFP, shall be for a period of 24 or 48 months from the date of the contract award.

**SUBCONTRACTING:** No portion of this contract may be subcontracted without prior permission of the College.

**BACKGROUND**

Joliet Junior College currently purchases its electric from a Third Party Supplier with annual consumption of approximately 11,140,000 KWH. The College is on the Com Ed distribution system.

**SPECIFICATIONS ARE AS FOLLOWS:**

Joliet Junior College is receiving proposals for its electric requirements. The College uses approximately 11,140,000 KWH annually. The approximate use by periods is as follows:

On Peak:	5,808 KWH
Off Peak:	5,194 KWH

All charges including Com Ed should be paid by the supplier and copies of all Com Ed bills must be supplied to the College for verification.

**SUBMITTAL REQUIREMENTS**

The following instructions to respondents are in addition to and take precedence over general conditions of the contract.

- 1) The fixed price per KWH should include all of the Supply, Transmission, Ancillary, Losses, Capacity, and Congestion charges. This price is to be Fixed and Guaranteed for the term of the agreement. The only pass through charges should be the normal delivery charges from Com Ed and these will be passed through without mark-up to the College. Pricing for all services must be fixed at the time of purchase and includes suppliers cost for capacity, losses, transportation, congestion, ancillary and margin.
- 2) Describe in detail your ownership structure.
- 3) Provide a minimum of three (3) references of current customers with similar load profiles to the College (supply a contact name, phone and fax number).
- 4) Provide evidence of financial stability.
- 5) Provide a sample agreement with a monthly billing statement.
- 6) Outline the management options available to the College along with the number of years experience running the following programs behind the Com Ed utility.
- 7) The College is extremely interested in customer service. Items to discuss in this section will include:
  - a) Recommendations with purchasing decisions.
  - b) Frequency of customer contact.
  - c) Web-based Customer Account Information.
- 8) Discuss in detail other services available including Supplier's web based reports and web based invoicing.

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**SCOPE OF CONTRACT AND SERVICES**

- 1) Selected supplier shall provide:
  - A price per KWH which includes all the Supply, Transmission, Ancillary, Losses, Capacity and Congestion costs. The pricing must be provided as “Round the Clock” (stated below in Exhibit A-3).
  - Provide monthly billing statements to Joliet Junior College.
  - Potential suppliers disclose whether or not there will be “collars” and what they are.
- 2) The electric agreement shall be for 24 or 48 months from the date of official notice to commence transportation as issued by the College. Both parties reserve the right to mutually extend the contract for an additional twelve (12) months unless either party presents formal written notice of cancellation within thirty (30) days prior to the end of the term.

**ELECTRIC PURCHASE PRICE**

Respondents shall complete “Attachment A” and include with their RFP submittals. This attachment will be used to compare respondents’ cost of service.

**GENERAL CONDITIONS**

The Selected Company shall be a full service electric supply company with full time staff dedicated to electric purchase programs with total electric management capability. The company shall provide recommendations for maximum savings and monthly account management.

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BID/RFP# \_\_\_\_\_

**ELECTRIC SUPPLIER**

**Attachment A**

Respondent's must complete the following and include with your RFP submittal:

\_\_\_\_\_  
Name of Individual/Partnership/Corporation/Company/Entity

\_\_\_\_\_  
Name of Preparer (print) Title

\_\_\_\_\_  
Signature Date

\_\_\_\_\_  
Business Address (in Illinois)

\_\_\_\_\_  
City IL State Zip Code

\_\_\_\_\_  
Telephone Number Fax Number

\_\_\_\_\_  
Mobile Number E-mail Address

\_\_\_\_\_  
Federal Employee Identification Number DUN's Number

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**ELECTRIC SUPPLIER**

**Exhibit A**

**Vendors must complete the following and include with your RFP submittal. Prices reflected should include all costs for the delivery to Joliet Junior College.**

- 1) **Vendor Name:** \_\_\_\_\_
- 2) **Please furnish documentation that describes your company's background and strengths as a corporation as well as documentation of your Moody's credit rating or equivalent:**  
\_\_\_\_\_
- 3) **Pricing: Please provide the following price quotes for the load profile as identified in Exhibit "B" for Joliet Junior College's electric accounts. Additionally, your quotation will be based on the markets daily settlement prices for February 11, 2008.**
  - a) **For the 24 month period of May 1, 2008 through April 30, 2010.**  
Price of: \$ \_\_\_\_\_ per kilowatt Summer, "Round the Clock".  
Price of: \$ \_\_\_\_\_ per kilowatt Winter, "Round the Clock".  
Price of: \$ \_\_\_\_\_ per kilowatt Non-Summer "Round the Clock".  
Price of: \$ \_\_\_\_\_ per kilowatt Non-Winter, "Round the Clock".  
Price of: \$ \_\_\_\_\_ per kilowatt Fixed Price / pricing Period.
  - b) **For the 48 - month period of May 1, 2008 through April 30, 2012.**  
Price of: \$ \_\_\_\_\_ per kilowatt.  
Price of: \$ \_\_\_\_\_ per kilowatt Summer, "Round the Clock".  
Price of: \$ \_\_\_\_\_ per kilowatt Winter, "Round the Clock".  
Price of: \$ \_\_\_\_\_ per kilowatt Non-Summer, "Round the Clock".  
Price of: \$ \_\_\_\_\_ per kilowatt Non-Winter, "Round the Clock".  
Price of: \$ \_\_\_\_\_ per kilowatt Fixed Price / pricing Period.
  - c) **Account Management Fees \$ \_\_\_\_\_ per kilowatt.**
- 4) **Terms of Sale (net 15, net 30, etc.)**

*Please Note:*

*Price is only one of the items considered in the matrix used in determining the responsible bidder. Attachment "B" is a sample of the review matrix that will be used.*

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**Exhibit B**

**Electric Load Profile**

**Main Campus: 1215 Houbolt Road Com Ed Account Number: 0858483002  
Meter Number: 140478984**

**Rate: Retail Delivery Services 1000 KW to 10 MW**

**North Campus: 1125 W 135<sup>th</sup> Street Com Ed Account Number: 0630727007  
Meter Number: 086137854 121046500**

**Rate: Retail Delivery Services 100 KW to 400 KW**

**City Center: 214 N Ottawa Com Ed Account Number: 9158513000  
Meter Number: 078983407 079164245 083110472**

**Rate: Retail Delivery Services 400 KW to 1000 KW**

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**ATTACHMENT “B”**

**Electric Decision Matrix**

**Electric Supplier Company:** \_\_\_\_\_

**Date of Review:** \_\_\_\_\_

**Reviewer:** \_\_\_\_\_

<b>Items of Consideration</b>	<b>Weight</b>	<b>Score (1-5)</b>	<b>Extension</b>
<b>Financial Strength</b>	<b>10 %</b>		
<b>Risk management Programs</b>	<b>20%</b>		
<b>Reference Contacts</b>	<b>5%</b>		
<b>Pricing</b>	<b>25%</b>		
<b>Supply Management and Experience</b>	<b>20%</b>		
<b>Account Management</b>	<b>10%</b>		
<b>Web Based Reporting, Invoicing Sample and Sample Contract</b>	<b>5%</b>		
<b>Quality of Proposal</b>	<b>5%</b>		
<b>Total</b>	<b>100%</b>		

**Notes:**

**Reviewer’s Signature:** \_\_\_\_\_

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**CERTIFICATION OF CONTRACT/BIDDER**

The below signed contractor/bidder hereby certifies that it is not barred from bidding on this or any other contract due to any violation of either Section 33E-3 or 33E-4 of Article 33E, Public Contracts, of the Illinois Criminal Code of 1961, as amended. This certification is required by Public Act 85-1295. This Act relates to interference with public contracting, bid rigging and rotating, kickbacks and bribery.

\_\_\_\_\_  
NAME OF CONTRACTOR/BIDDER

\_\_\_\_\_  
TITLE

\_\_\_\_\_  
DATE

THIS FORM **MUST** BE RETURNED WITH YOUR BID TO:

Joliet Junior College District #525  
Director of Business & Auxiliary Services, H-1019  
1215 Houbolt Road  
Joliet, IL 60431-8938