

Joliet Junior College
Request for Proposal
Electric Supplier

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 36 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 September 30, 2008 at 2:00 p.m., CST. An original copy and three copies shall be provided.

CALENDAR

Date 2008	Event
Thursday, September 4, 2008	Packages mailed and available
Tuesday, September 30, 2008 by 2:00 pm, CST	Proposals must be submitted to Business & Auxiliary Services, H-1019
Tuesday, October 14, 2008 by 9:00 am, CST	Date and time pricing is confirmed for accuracy / Board award date for contract

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 Judy Mitchell, Director of Business & Auxiliary Services; jmitchel@jic.edu.** All questions must be emailed and received by September 22, 2008, 3:00 pm CST. Responses will be emailed out to all parties September 24, 2008.

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

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marked (typed or blocking lettering only) with the vendor's name, return address, RFP Electric Supplier, the opening date and time. An original and three (3) copies of the RFP shall be provided.

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 and 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.

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

TERM OF CONTRACT: Any contract, which results from this RFP, shall be for a period of 24 or 36 months from the start of the contract award which would be ComEd's December 2008 meter read dates for JJC.

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 11,255,900 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 11,255,900 KWH annually. The approximate use by periods is as follows:

On Peak:	5,897,384 KWH
Off Peak:	5,358,516 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. Each portion shall be priced individually and stated if Fixed and Guaranteed and for how long regardless of any changes in laws or tariffs. Contracts that do not clearly state that all pricing is guaranteed regardless of any changes in laws or tariffs will not be considered. 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.

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- 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.

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 guaranteed "On-Peak, Off-Peak" (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 36 months from Joliet Junior College's ComEd meter read dates in December 2008. 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# _____

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 State IL Zip Code

Telephone Number Fax Number

Mobile Number E-mail Address

Federal Employee Identification Number DUN's Number

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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 guaranteed price quotes for the load profile as identified in Exhibit "B" for Joliet Junior College's electric accounts. Additionally, your final quotation will be based on the markets daily settlement prices of Joliet Junior College's choice between now and December 2008.**
 - a) **For the 24 month period of December 1, 2008 through December 30, 2010.**
Guaranteed Price of \$ _____ per kilowatt hour **ON-PEAK**
Guaranteed Price of \$ _____ per kilowatt hour **OFF-PEAK**
Guaranteed Price of \$ _____ per kilowatt hour **Round the Clock**
for the entire pricing period
 - b) **For the 36 - month period of December 1, 2008 through December 30, 2011.**
Guaranteed Price of \$ _____ per kilowatt hour **ON-PEAK**
Guaranteed Price of \$ _____ per kilowatt hour **OFF-PEAK**
Guaranteed Price of \$ _____ per kilowatt hour **Round the Clock**
for the entire 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

What is the Swing (Bandwidth or Volume Variance) allowed by the Supplier?

Indicate here _____

What section in your contract defines Swing (Bandwidth or Volume Variance)?

Term #1: 24 months beginning December 2008

What is your expected price for each of the following? Please also indicate, if the price is fixed (locked in) regardless of changes to tariff changes or changes in law.

<u>Item</u>	<u>\$/kWh</u>	Is this price locked in regardless of change to tariff or law?	
		<u>Yes</u>	<u>No</u>
Supply			
Losses			
Ancillaries & PJM ISO Charges			
Capacity			
Transmission			

Term #2: 36 months beginning December 2008

What is your expected price for each of the following? Please also indicate, if the price is fixed (locked in) regardless of changes to tariff changes or changes in law.

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Item	\$/kWh	Is this price locked in regardless of change to tariff or law?	
		Yes	No
Supply	-	-	-
Losses			
Ancillaries & PJM ISO Charges			
Capacity			
Transmission			

Does Supplier provide a single bill option where one bill is issued that combines ComEd and the Supplier's charges?

_____ YES _____ NO

Does Supplier offer Summary Billing where one bill is used for the total of all of JJC's accounts?

_____ YES _____ NO

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Exhibit C

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 135th 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: _____

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

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