ILLINOIS VALLEY COMMUNITY COLLEGE
REQUEST FOR PROPOSAL – #PR-P09.05
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 Illinois Valley Community College. The intent is to enter into a contractual agreement with one firm to supply the electric needs of Illinois Valley Community College (IVCC) for a period of 12 or 24 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: Illinois Valley Community 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.

PROPOSAL DUE DATE: The due date of this RFP is Tuesday, October 28, 2008. An original and three copies must be provided.

CALENDAR

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Thursday, September 25, 2008</td>
<td>Packages mailed and available</td>
</tr>
<tr>
<td>Tuesday, October 28, 2008</td>
<td>Proposals must be submitted to Purchasing Department, room # C344 before 2:00 pm. RFP opening at 2:00 pm.</td>
</tr>
<tr>
<td>Thursday, November 20, 2008</td>
<td>Vendors notified of results.</td>
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</table>

INSTRUCTIONS TO VENDORS

ADVICE: The department responsible for this RFP is the Purchasing Department located at 815 N Orlando Smith Rd., Oglesby, IL 61348. The IVCC contact will be Pat Reed, Purchasing Director, phone (815) 224-0417, e-mail address: Pat_Reed@ivcc.edu.

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 block lettering only) with the vendor’s name, return address, “RFP Electric Supplier,” the opening date and time. An original and two (2) copies of the RFP shall be provided.

RFP’s must be addressed to: Illinois Valley Community College, Pat Reed, Director of Purchasing, 815 N Orlando Smith Avenue, Oglesby, IL 61348.
RFP’s not submitted in the format as instructed by this RFP may not be accepted. Addenda 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. IVCC 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 Pat Reed, Director of Purchasing, or IVCC.

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 is required, IVCC will mail the addendum within a reasonable time prior to the due date. IVCC 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. Addenda will be mailed to all vendors of record and such addenda shall be acknowledged by signing and including in your proposal submission.

CERTIFICATION FORM: Bidders must sign the enclosed Certification Form that refers to the Criminal Code of 1961 and to the Illinois Human Right Act dealing with Sexual Harassment. The signed Certification must be submitted with your bid. Failure to do so may result in the rejection of your bid.

IVCC is an Equal Opportunity/Affirmative Action Employer.

TAXES: IVCC 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, IVCC will not be responsible for payment of the taxes. The vendor shall absorb the taxes entirely. Upon request, IVCC’s tax exemption certificate will be furnished.

INDEMNIFICATION: The vendor shall protect, indemnify and hold IVCC harmless against 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: The 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 12 or 24 months from the date of the contract award.
SUBCONTRACTING: No portion of this contract may be subcontracted without prior permission of the College.

BACKGROUND: Illinois Valley Community College currently purchases its electric from a third party supplier. The College is on the AmerenIP distribution system.

SUBMITTAL REQUIREMENTS: The following instructions to respondents are in addition to and take precedence over general conditions of the contract.
1. The price per KWH should include all of the supply, transmission, ancillary, losses, capacity, and congestion charges. This price is to be guaranteed for the term of the agreement. Normal delivery charges from AmerenIP will be paid directly by IVCC. Pricing for all services must be fixed at the time of purchase and includes supplier’s cost for capacity, losses, transportation, congestion, and 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).
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 AmerenIP 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; and
   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. A price per KWH which includes all the supply, transmission, ancillary, losses, capacity, and congestion costs.
   b. Provide monthly billing statements to IVCC.
   c. Potential suppliers disclose whether or not there will be “collars” and what they are.
2. The electric agreement shall be for 12 or 24 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 cancellations within thirty (30) days prior to the end of the term.

ELECTRIC PURCHASE PRICE: Respondents shall complete “Exhibit A” and include with their RFP submittals. This attachment will be used to compare respondents’ costs 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.
Attacment A

Respondents 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   Zip Code

Telephone Number            Fax Number

Mobile Number                E-mail Address

Federal employee Identification Number   DUN’s Number
Exhibit A

Vendors must complete the following and include with your RFP submittal. Prices reflected should include all costs for the delivery to Illinois Valley Community 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 Illinois Valley Community College’s electric accounts.

4. 
   a. For the 12-month period of December 12, 2008 through December 11, 2009
      Fixed Price per kilowatt $______________________
      Indexed Price Strategy $______________________

   b. For the 24-month period of December 12, 2008 through December 11, 2010
      Fixed Price per kilowatt $______________________
      Indexed Price Strategy $______________________

   c. Account management fees $_______________ per kilowatt.

5. 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.
Exhibit B

Electric Load Profile

Main Campus: 815 North Orlando Smith Avenue, Oglesby, IL
AmerenIP Account number: 31345-07850
Meter number: 47700955

Main Campus: 815 North Orlando Smith Avenue, Oglesby, IL
AmerenIP Account number: 31345-07850
Meter number: 47700965
**Electric Decision Matrix**

Electric Supplier Company:  _________________________________________________

Date of Review: ___________________________________________________________

Reviewer: ________________________________________________________________

<table>
<thead>
<tr>
<th>Items of consideration</th>
<th>Weight</th>
<th>Score (1-5)</th>
<th>Extension</th>
</tr>
</thead>
<tbody>
<tr>
<td>Financial strength</td>
<td>10%</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Risk management programs</td>
<td>5%</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Reference contacts</td>
<td>5%</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pricing</td>
<td>40%</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Supply management and experience</td>
<td>20%</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Account management</td>
<td>10%</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Web-based reporting, invoicing sample and sample contract</td>
<td>5%</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Quality of proposal</td>
<td>5%</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>100%</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Notes:

Reviewer’s signature: _________________________________________________________
TO: ILLINOIS VALLEY COMMUNITY COLLEGE
DISTRICT 513
OGLESBY, IL  61348

Pertaining to the bid titled: Electric Supplier

I/we, as the Bidder certify that I/we have not been barred from bidding on this project as a result of a conviction for either bid-rigging or bid-rotating under Article 33E of the “Criminal Code of 1961”

We also do hereby certify that we have a written sexual harassment policy in place in full compliance with Section2-105 of the Illinois Human Rights Act and will, upon request, be able to provide such written policy to the Department of Human Rights.

NAME OF CONTRACTOR/BIDDER

_____________________________________

TITLE

_____________________________________

DATE

THIS FORM MUST BE RETURNED WITH YOUR BID TO:

Illinois Valley Community College
Director of Purchasing
815 North Orlando Smith Road
Oglesby, Illinois 61348
W-9
Request for Taxpayer Identification Number and Certification

Give form to the requester. Do not send to the IRS.

Name as shown on your income tax return:

Business name, if different from above:

Check appropriate box:

☐ Individual
☐ Sole proprietor
☐ Corporation
☐ Partnership
☐ Other
☐ Exempt from backup withholding

Print or type on Part I.

Address (number, street, and apt. or suite no.):  
City, state, and ZIP code:  
List account number(s) here (optional):  

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on Line 1 to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see How to get a TIN on page 3.

Note: If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Social security number:

Employer identification number:

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and

2. I am not subject to backup withholding because:
   (a) I am exempt from backup withholding, or
   (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or
   (c) the IRS has notified me that I am no longer subject to backup withholding, and

3. I am a U.S. person (including a U.S. resident alien).

Certification Instructions: You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN. (See the instructions on page 4.)

Purpose of Form

A person who is required to file an information return with the IRS, must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

U.S. person. Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),

2. Certify that you are not subject to backup withholding, or

3. Claim exemption from backup withholding if you are a U.S. exempt payer.

In 3 above, if applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

Note. If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester’s form if it is substantially similar to this Form W-9.

For federal tax purposes, you are considered a person if you are:

• An individual who is a citizen or resident of the United States,
• A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States, or
• Any estate (other than a foreign estate) or trust. See Regulations sections 301.7701-6(a) and 7(a) for additional information.

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.

The person who gives Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States is in the following cases:

• The U.S. owner of a disregarded entity and not the entity,