



**REQUEST FOR PROPOSAL**

**SUPPLY ELECTRIC and NATURAL GAS UTILITY**

**October 7, 2024**

**General:**

The Board of Trustees and Administration of Parkland College requests your proposal to supply electricity and natural gas to the aforementioned College in accordance with the requirements noted herein. Proposals shall be submitted via mail, hand delivery, or e-mail to [jbustard@parkland.edu](mailto:jbustard@parkland.edu) by 5:00 PM Central Standard Time, on **Friday, November 1, 2024**. All proposals and confirmation letters shall be addressed to:

Mr. James Bustard  
Director of the Physical Plant  
Parkland College  
2400 West Bradley Avenue  
Champaign, Illinois 61821

Parkland College procurement policies and procedures require that all suppliers be qualified as a "Bidder". The information requested in this RFP is required to be identified as a "Bidder", and sets forth the process for awarding a contract for the supply. Upon review of the submissions, Parkland College will determine whether there is one or more qualified Bidders. Upon determination of at least one qualified Bidder, Parkland College will review the pricing alternatives submitted. Parkland College may award the contract on the day submissions are due. In the event the award is not made on the day submissions are due, Parkland College may have discussions with Bidders to clarify the terms of their submission and/or may request pricing from Bidders one or more times to aid in the final selection of the award. Parkland College will notify all who submit bids as to whether they are a "Bidder" and whether the contract is awarded, or what the next steps will be.

There will be no public opening of proposals.

Parkland College reserves the right to reject any or all offers made pursuant to this RFP and may, in its sole discretion, elect to waive requirements and/or make no award as a result of this RFP. Parkland College will not reimburse any person or entity for any costs incurred in the preparation of an offer pursuant to or in connection with this RFP. Failure to follow the instructions for submitting your response to this RFP may result in a rejection of your proposal. If your company is interested in being considered as a Bidder with respect to this RFP, please submit your response to the appropriate contacts noted.

**Overview:**

Parkland College is a 1,200,000 ft.<sup>2</sup> college located on over 250 acres in Northwest Champaign, Illinois. The main campus buildings are located at 2400 W. Bradley Ave., with an offsite building located at 1307 N. Mattis Ave. All College owned facilities will be supplied with natural gas and electric utilities.

Attached to this Request for Proposals are two-year totals for electric and natural gas usages for all campus properties.

### **Selection Criteria:**

The selection criteria will include, but not be limited to the following:

- Acceptable contract terms and conditions.
- Experience of Supplier in satisfactorily serving electricity customers in Illinois.
- Demonstrated financial strength.
- Certification as a Retail Electric Supplier in Illinois by the Illinois Commerce Commission.
- Providing the cost most favorable to Parkland College over the term of the contract as determined by Parkland College.
- Completeness of response.

### **Service:**

*Requirements:* Firm, uninterruptible supply of power to Ameren. Supplier is required to supply the facilities actual load during the term of the contract, notwithstanding historical use provided and/or obtained as a result of this RFP.

### **Billing and Customer Service:**

*Bill requirements:* Consolidated Billing

*Account Management:* Supplier will maintain a dedicated individual(s) who will communicate with specified Parkland College contacts with respect to reports, strategies, invoices, and notices. Please provide a brief professional biography of key members of this team as noted in the Statement of Qualifications.

### **Avoiding Delays:**

Please provide immediate notice of any additional information concerning Parkland College needed for supplier to accept Parkland College as a customer, such as credit information. Please submit a copy of your power supply agreement, transaction confirmation, and any special provisions or riders for review as soon as possible, if you intend to submit a proposal.

### **Statement of Qualifications:**

Please submit the following information to the appropriate individual(s) listed above by the date and time noted on the cover page.

1. State the legal name of the entity that will sign a contract for utility supply with Parkland College, and list the location of the office and the number of employees at the location responsible for the account. State if billing or other services will be handled from other locations. How many years has the contracting entity been serving utility customers behind Ameren?
2. Identify the parent, its subsidiary and affiliate relationships, and a comprehensive description of the ownership and the nature of the business conducted by the entity seeking to do business with Parkland College

3. Is your company involved in any merger or acquisition activities either current or pending that will directly or indirectly affect the ability of Supplier (entity responding to this RFP) to serve Parkland College? If a merger or acquisition is anticipated, please describe.
4. Provide a copy or web-link to the most recent audited financials. Information provided, at a minimum must include a copy of the contracting entity's Balance Sheet and Income Statement. If a confidentiality agreement is required, please submit such agreement immediately so that your submittal is complete and on time. If financials on Supplier's parent is provided, please submit a form of parental guaranty or letter of credit.
5. Please state your firm's bond rating (Moody, Standard & Poor and Fitch). If you do not have a bond rating, then please state the bond rating of the entity that will guarantee your performance under an electricity supply contract and/or your parent company if the guarantor is a different entity.
6. Provide evidence of ARES (Illinois) certification.
7. Provide a list of customer references (three minimum), including phone number, and e-mail address. References do not have to be an active customer at this time, but must have been a customer for at least one full year.
8. Please provide a brief history of your company's experience working with other customers similar to Parkland College, including size and length of term of agreement.
9. Please provide a brief professional biography of the lead personnel that would be responsible for serving Parkland College, should you be the supplier selected as a result of this process.
10. Supplier must submit its power supply agreement, transaction confirmation, and any special provisions or riders required for contracting.

**Price Proposal:**

The Pricing Proposal must be submitted on a separate page from the Statement of Qualifications.

Supplier's Price Proposal must include:

1. Supplier's Name (Proposals will be separated from other documents).
2. Fixed Price – December 2024 meter read date through 12, 24, and 36 month period options -- inclusive of any and all additional charges, fees, and/or costs associated with the delivery of the utility
3. Supplier must provide examples of the circumstances under which any component listed above may change or note that the component will not change.
4. Supplier must provide executable transaction confirmation.

5. Supplier must also provide the following statement:

**Business Enterprise for Minorities, Females, and Persons with Disabilities**

Consistent with the Business Enterprise for Minorities, Females, and Persons with Disabilities Act, 30 ILCS 575/0.01, et seq. (the 'ACT), it is the policy of Parkland College to foster and encourage the continued economic development of minority owned businesses, female owned businesses, and businesses owned by a person with a disability.

When Parkland College is required to competitively bid a contract, the bid documents shall additionally require all potential bidders to submit their name, the bid amount, a statement confirming whether the bidder is including in its bid work to be performed by an entity certified as a minority owned business, female owned businesses, and businesses owned by a person with a disability.

Are you certified as a minority owned business or female businesses or a person with a disability owned business?

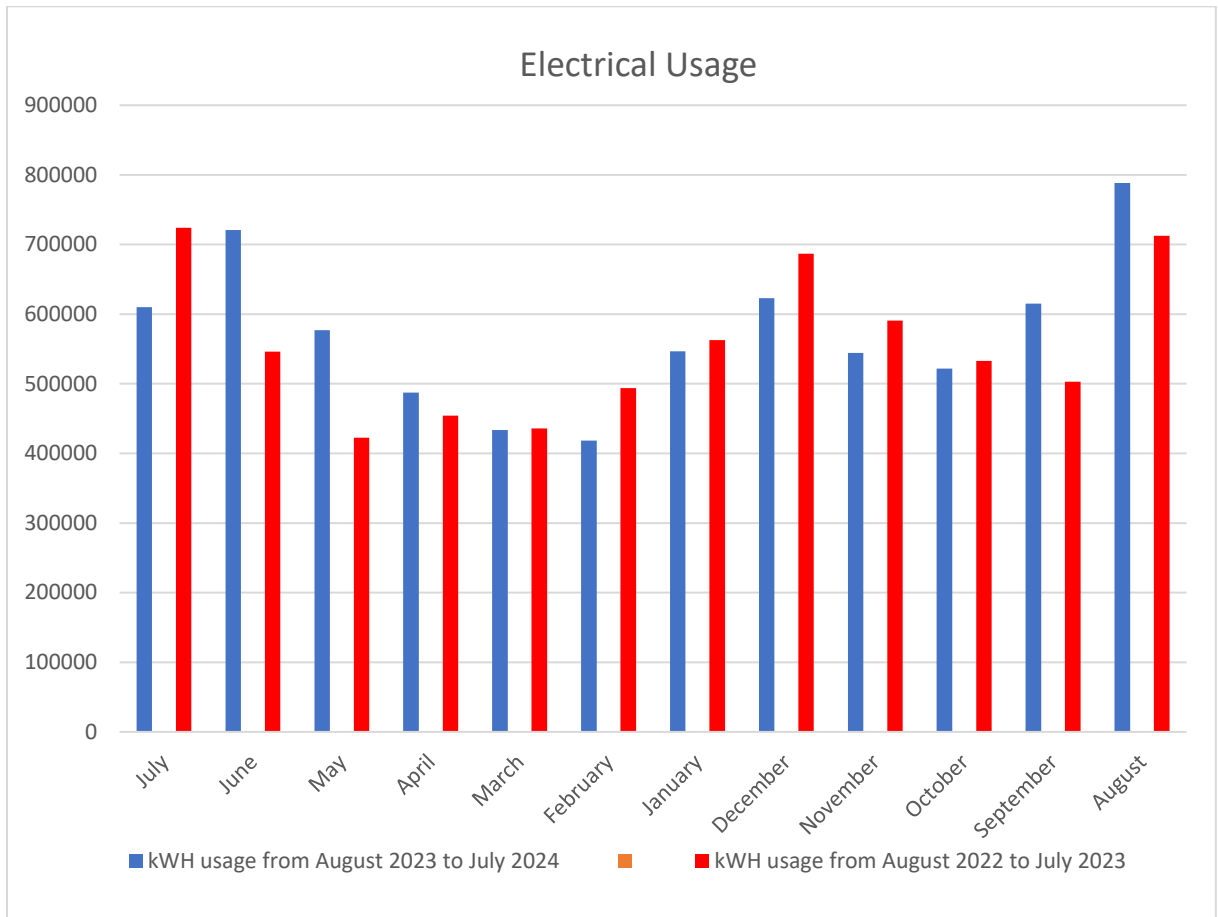
Yes \_\_\_\_\_ No \_\_\_\_\_

Supplier is encouraged to suggest alternative purchasing strategies but must provide above structure. Supplier is also encouraged to list the amount of renewable, or "green" energy to be supplied along with the source of the energy, along with additional amounts of renewable energy that the College could purchase.

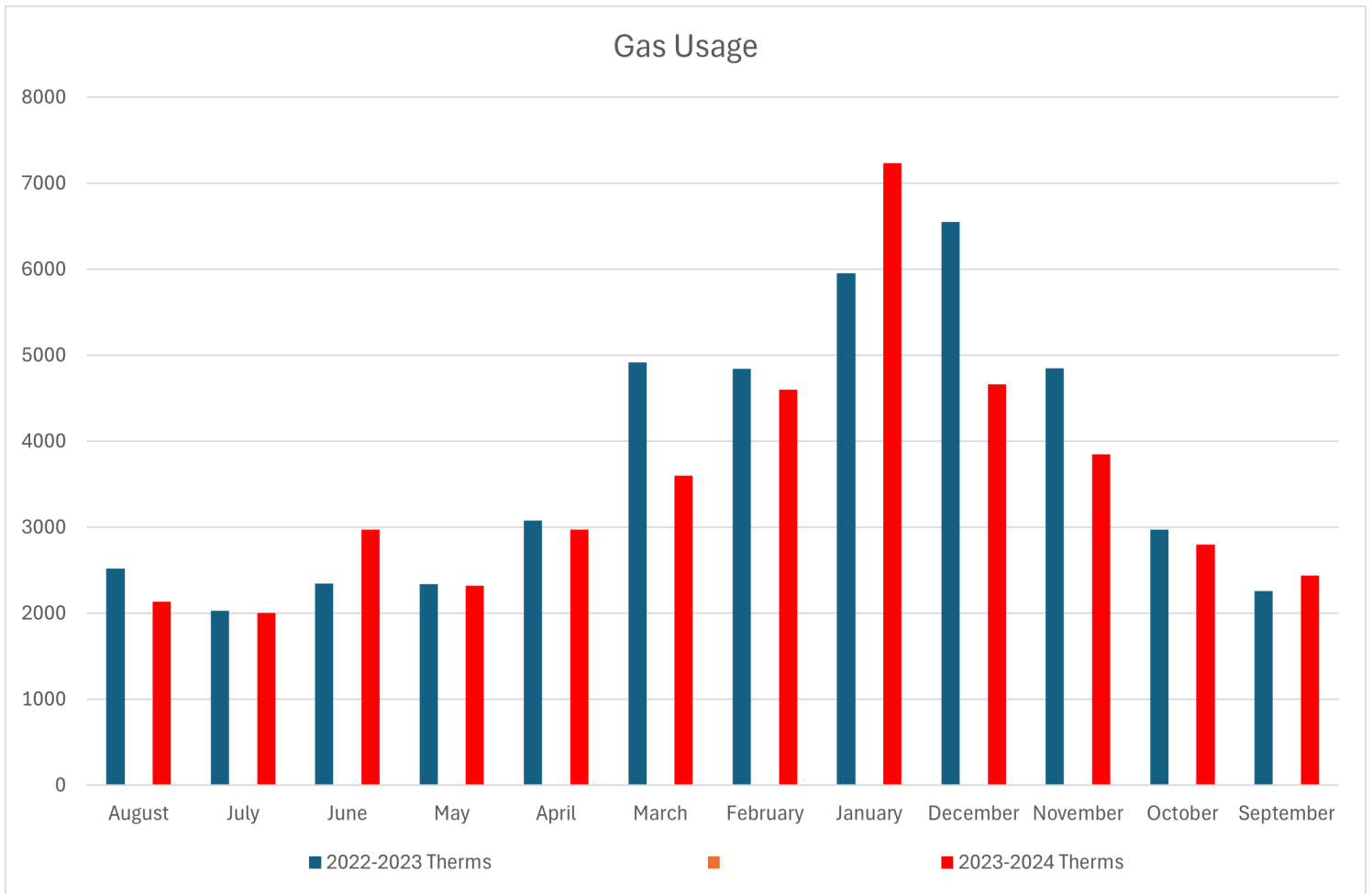
**Proposal Questions:**

All questions concerning this RFP should be directed to James Bustard, Director of the Physical Plant, Parkland College, 217-351-2211, or [jbustard@parkland.edu](mailto:jbustard@parkland.edu).

<u>Start</u>	<u>End</u>		<u>kWH</u>	<u>Start</u>	<u>End</u>		<u>kWH</u>
45490	45519	July	610145	45122	45153	July	723858
45457	45490	June	720726	45092	45122	June	546341
45427	45457	May	577065	45062	45092	May	422298
45398	45427	April	487392	45031	45062	April	454304
45366	45398	March	433388	45002	45031	March	435720
45337	45366	February	418401	44973	45002	February	493539
45308	45337	January	546688	44944	44973	January	562702
45274	45308	December	623034	44910	44944	December	686790
45244	45274	November	544332	44880	44910	November	590857
45212	45244	October	521615	44848	44880	October	532704
45183	45212	September	615042	44819	44848	September	502923
45153	45183	August	788172	45154	44819	August	712498



	<u>2022-2023</u>		<u>2023-2024</u>
	<u>Therms</u>		<u>Therms</u>
August	2521	August	2135
July	2031	July	2006
June	2347	June	2970
May	2338	May	2318
April	3077	April	2970
March	4919	March	3602
February	4845	February	4603
January	5952	January	7236
December	6551	December	4663
November	4846	November	3849
October	2971	October	2799
September	2259	September	2441



<b><u>Account Number</u></b>	<b><u>Service Address</u></b>	<b><u>Electric Meter</u></b>	<b><u>Gas Meter</u></b>
78239-78890	0 RR 4, 900E/2400N CHAMPAIGN	72555046	
25476-98577	2400 W BRADLEY AVE *UNIT SIGN CHAMPAIGN	72548112	
06123-75857	2400 W BRADLEY AVE CHAMPAIGN		1939689
14814-41133	2400 W BRADLEY AVE CHAMPAIGN	25897394 & 25902292	
30712-97616	2400 W BRADLEY AVE CHAMPAIGN	25901614	
40442-68975	2400 W BRADLEY AVE CHAMPAIGN		
65445-75694	2400 W BRADLEY AVE CHAMPAIGN	72320271 & 72389746	
96639-00971	2400 W BRADLEY AVE CHAMPAIGN		
11471-56000	2400 W BRADLEY AVE, APPLIEDTECH BLD GAS CHAMPAIGN		9434976
05630-15055	2400 W BRADLEY AVE, GAS CHAMPAIGN		835673
17471-37010	2400 W BRADLEY AVE, GAS1 CHAMPAIGN		5TC53773
72174-11694	1307 N MATTIS AVE CHAMPAIGN	72413399	
43658-86002	1313 N MATTIS AVE, GAS CHAMPAIGN		836247
92359-05009	1317 N MATTIS AVE *UNIT HS CHAMPAIGN	25902062	
27343-33000	1708 N DUNCAN RD, GRDS BUILDING CHAMPAIGN	25700276	
16933-31378	1307 N MATTIS AVE, GAS CHAMPAIGN		22060611