

Livingston County Board & Public Property Committee
Livingston County Courthouse
112 West Madison Street
Pontiac, IL 61764

REQUEST FOR PROPOSALS

You are invited to submit a proposal for the Electrical Utility Service Contract for the Livingston County Health & Education Building, Law and Justice Center, Historic Courthouse, County Highway Department and the Public Safety Complex in Livingston County. The proposals are due on or before 4:00 p.m. on March 25th, 2013.

Special Instructions:

One copy of the proposal should be directed to the Livingston County Board Office. To return your proposal, please follow these instructions:

Clearly label your sealed envelope containing your proposal in the lower left-hand corner as follows:

Electrical Utility Service Contract
4:00 p.m. on March 25th, 2013

Mail To: Livingston County Public Property Committee
Livingston County Courthouse
112 West Madison Street
Pontiac, IL 61764

If you have questions regarding the above procedure or contents of proposal, please contact:

Daryll D. Bragg HVAC Coordinator
Livingston County Law and Justice Center
110 N. Main Street
Pontiac, IL 61764
(309)533-5683

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ELECTRICAL UTILITY SERVICE

I. INTRODUCTION

The Livingston County Public Property Committee is requesting proposals for a nine month electric utility service contract for the five utility accounts listed in this document for purchasing electrical energy from suppliers authorized to sell electrical energy in Livingston County, Illinois.

II. PROPOSAL DUE DATE

One copy of each proposal should be submitted to the Livingston County Board Office by 4:00 p.m. on March 25th, 2013. All proposals are to be addressed to:

Livingston County Public Property Committee
Livingston County Courthouse
112 West Madison Street
Pontiac, IL 61764

The following notation must be noted in the lower left-hand corner of the envelope:

Electrical Utility Service Contract
4:00 p.m. on March 25th, 2013

The proposals will be opened in the 2nd floor Committee Room at the Historic Courthouse, 112 W. Madison St. Pontiac, IL. after 4:01 p.m. on March 25th, 2013. You may be (but are not required to be) present during that meeting to answer any questions that the County may have.

III. CHANGES IN REQUEST FOR PROPOSAL (RFP)

Livingston County reserves the right to amend, modify or cancel this RFP at any time. If it becomes necessary to revise any part of the RFP, or otherwise provide additional information, an addendum will be issued by the county and furnished to all firms that have received copies of the original RFP. Please acknowledge the receipt of any addenda in the appropriate section, as directed in the addendum.

IV. CONTRACT NEGOTIATIONS

Livingston County reserves the right to negotiate a contract after the successful firm is selected. Selection will be based only on the proposal submitted and subsequent interviews, if any; therefore, the proposals must be complete. Submission of a proposal shall constitute a valid offer, which may be accepted by the county for a period of twenty four (24) hours following the proposal opening.

V. QUESTIONS CONCERNING THIS RFP SHOULD BE DIRECTED TO:

Daryll D. Bragg HVAC Coordinator
Livingston County Law and Justice Center
110 N. Main Street
Pontiac, IL 61764
(309)533-5683

VI. PROPRIETARY INFORMATION

Any restrictions on the use of data contained within a proposal and all confidential information must be clearly stated at the top and bottom of each page of the proposal. Proprietary information submitted in a proposal, or in response to the RFP, will be handled in accordance with applicable Illinois statutes.

To the extent permitted by law, it is the intention of Livingston County to withhold the contents of the proposals from public view until such time as competitive or bargaining reasons no longer require non-disclosure, in the opinion of Livingston County. At that time, all proposals will be available for review in accordance with the Illinois Freedom of Information Act.

VII. INCURRING COSTS

Livingston County is not liable for any costs incurred in replying to this RFP.

VIII. CERTIFICATE OF LIABILITY INSURANCE

Suppliers shall provide certificate of Liability Insurance (\$1,000,000 minimum coverage) if applicable.

IX. ACCEPTANCE / REJECTION

Livingston County reserves the right to accept or reject any or all proposals in part, or in total, as deemed to be in the best interest of Livingston County and to waive all minor irregularities in the proposal process. Any submission that is deemed non-responsive, or does not meet the requirements is subject to rejection. Changes proposed by the responder to the terms and conditions contained herein or any deviation from the requirements outlined in this request must be clearly marked and identified in the bid proposal response.

X. TAXES

Livingston County is exempt from all federal, state and local taxes.

XI. PROPOSAL FORMAT

Each supplier shall be required to include the following items in their copy of the proposal. Exclusion of any of these items could be grounds for proposal rejection by Livingston County.

Each proposal will consist of information that will be helpful in assisting the Livingston County Board and Public Property Committee in analyzing your proposal and will include:

- A. A description of the level of services defined in the (XIV. SCOPE) section of this document that you intend to provide which demonstrates a clear understanding of the service provided.
- B. A description of (your agency) or (you), including organizational qualifications and references.
- C. A description of the Terms and Conditions of the contract.
- D. If applicable, add any other information that is pertinent to your RFP.

XII. EVALUATION OF PROPOSALS

Proposals will be reviewed to ensure that they meet minimum requirements for proposal format, contractor stability, references provided, etc. A review of the qualifying proposals will identify potential ARES or RES suppliers authorized to sell electrical energy in Livingston County, Illinois that most closely meet the needs of Livingston County. Overall cost per KWH (Kilowatt Hour) will be among the criteria considered in evaluating proposals.

BASIS OF AWARD

The award resulting from this request for proposal will be made to the supplier that submits the response that best serves the needs of Livingston County. Proposals will be evaluated on the following criteria:

- Ability to meet the requirements as stated in the scope of RFP
- Proven ability of the supplier to provide similar services within established guidelines.
- Satisfactory response from client references
- Cost of services.

XIII. BACKGROUND

The Livingston County Public Property Committee is requesting proposals for a nine month electric utility service contract for the five utility accounts listed in the (XIV. Scope) section of this document.

XIV. SCOPE

Livingston County, a body corporate and politic, whose principle offices are located at Historic Courthouse, 112 W. Madison Street Pontiac Illinois 67164, seeks proposals for purchasing electrical energy from suppliers authorized to sell electrical energy in Livingston County, Illinois.

Proposals will be evaluated uniformly and objectively based upon the criteria contained herein. The firm submitting the proposal that is accepted by Livingston County will be contacted to finalize the documents necessary to effectuate an agreement. Proposals must include a contract proposal using the all-inclusive fixed price bid submitted.

Pricing Requirements: Livingston County requires the following fixed price around-the-clock (ATC) for the term: **April 2013 Meter Read Date through December 2013 Meter Read Date.**

Livingston County requires **around the clock fixed pricing** for: energy, losses, capacity, ancillaries, transmission, and RPS (Renewable Portfolio Standard as required by law). No grossing up or pass-throughs are permitted. Awarded firm shall invoice using full disclosure invoices. All invoices shall disclose the actual kWh for each account for each billing cycle. **All accounts will be separately invoiced each billing cycle.** All ComEd distribution charges will appear and be separately listed for each fee on all monthly invoices for each account. All monthly invoices shall be sent to HVAC Coordinator, Facilities Management Services, Livingston County, 110 N. Main Street Pontiac Illinois 67164 each billing cycle.

All proposals must include a copy of bidder's electric contract for review. Livingston County shall not consider proposals that fail to provide the information herein requested by the submission deadline listed below. This private information will not be shared with anyone outside of Livingston County.

Deadline for Submission: Livingston County shall receive all proposals for service delivery by **4:00 p.m. (CST) on March 25th, 2013**, Late proposals will not be considered by Livingston County. Changes to proposals will not be permitted after bid submission. Proposals and pricing shall be considered valid until **4:00 p.m. (CST) on March 26th, 2013**.

Livingston County retains the right to cancel this RFP and discontinue this project at any time for any reason at its sole discretion. Issuance of this RFP does not obligate Livingston County in any way to purchase any products or services.

Account information
(All ComEd accounts and addresses)

Electric ComEd Account Numbers: (5 accounts)

<u>Facility:</u>	<u>ComED Account #</u>	<u>Meter Read Cycle:</u>
Livingston Co. Law and Justice Center	CEC_8956727056	28
Livingston Co. Health and Education Building	CEC_9544015008	28
Livingston Co. Public Safety Complex	CEC_4755020050	25
Livingston Co. Historic Courthouse	CEC-8786778012	25
Livingston County Highway Department	CEC_9544251004	28

Meter Read Cycle Dates:

Livingston Co. Law and Justice Center	04/28/13
Livingston Co. Health and Education Building	04/28/13
Livingston Co. Public Safety Complex	04/25/13
Livingston Co. Historic Courthouse	04/25/13
Livingston County Highway Department	04/28/13

Addresses of Above Livingston County Facilities:

Livingston Co. Law and Justice Center: 110 N. Main St. Pontiac, IL 61764
Livingston Co. Health and Education Building: 310 E. Torrance Pontiac, IL 61764
Livingston Co. Public Safety Complex: 844 W. Lincoln Pontiac, Il 61764
Livingston Co. Historic Courthouse: 112 W. Madison Pontiac, Il 61764
Livingston County Highway Department: 1705 S. Manlove Pontiac, Il 61764

Changes proposed by the responder to the terms and conditions contained herein or any deviation from the requirements outlined in this request must be clearly marked and identified in the bid proposal response.