

COUNTY OF UNION, ILLINOIS

REQUEST FOR PROPOSALS

FOR

**ENERGY SUPPLY FOR
UNION COUNTY GOVERNMENT
BUILDINGS AND FACILITIES**

Issue Date: June 8, 2016

Submittal Date: June 17, 2016

Contact Person:

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**ENERGY SUPPLY FOR
UNION COUNTY GOVERNMENT
BUILDINGS AND FACILITIES**

Overview

The County of Union, Illinois (the "County") is seeking sealed proposals from qualified electricity suppliers and/or brokers to supply electricity to all County buildings and/or facilities.

Sealed proposals will be received by the County until 4:00PM June 17, 2016 by the Office of the Union County Clerk. Sealed proposals will be opened and read publicly in the Community Room of the Union County Courthouse at 8:30AM on June 20, 2016. Proposals will be discussed publicly at the regular meeting of the Board of Commissioners on June 24, 2016. At that time the Commissioners will select a proposal and empower the Chief Information Officer (the "CIO") to negotiate the final terms of an agreement to be signed by the County Board Chairman on or before June 30, 2016.

Questions regarding this RFP may be directed to the CIO via email at cio@unioncountyil.gov or by telephone at 618-833-8248.

The County reserves the right to reject any and all proposals received pursuant to this RFP and to waive or not waive any informalities or irregularities in proposals or proposal procedures, and to accept or further negotiate cost, terms or conditions of any proposal determined by the County to be in the best interests of the County even though not the lowest cost proposal.

Scope of Services

Based on the past twelve months of use the total electrical supply need for the County is estimated to be approximately 850,000 kilowatts per year.

Proposed services must include the following accounts for County buildings and/or facilities:

<u>Building/Facility Title</u>	<u>Address</u>	<u>Ameren Account Number</u>
Courthouse	309 W. Market St Jonesboro, IL 62952	0562007119
Courthouse	309 W. Market St Jonesboro, IL 62952	1198022005
Emergency Management/ Ambulance Garage	301 W. Mississippi St Jonesboro, IL 62952	1662007116
County Highway/ County Engineer	305 W. Mississippi Jonesboro, IL 62952	1698003043
Non-residential Lighting	303 W. Market St Jonesboro, IL 62952	3562007312

Ambulance Office	204 Mississippi St Jonesboro, IL 62952	6450010731
Animal Control	385 Kaolin Rd Anna, IL 62906	7962003010
Non-residential Lighting	Civil Defense Jonesboro, IL 62952	9462007015

The County requests options for 12-month, 24-month and 36-month agreements.

The service startup date is anticipated to be on August 1, 2016 or as close as possible to this date.

General Terms and Conditions

General Condition

This is not an offer to contract. Acceptance of a proposal does not commit the County to award a contract nor does it limit the County's right to negotiate.

General Information

Your company's proposal should include the price, terms and conditions under which you are willing to provide an uninterruptible supply of electricity to the locations specified in the scope of services above. The County anticipates that, based on its review and evaluation of proposals received pursuant to this RFP, it will select a proposal and execute a contract pursuant to which the proposer will render the services to the County, in accordance with the terms and conditions set forth in the contract and this RFP.

Right of Rejection

The County reserves the right to accept or reject any and all responses to this RFP. The County also reserves the right to enter into discussions and/or negotiations with one or more qualified proposers at the same time.

Right of Negotiation

The County reserves the right to negotiate with the lowest and/or best proposer after proposal opening and establishment of the low cost/responsible proposer, before the contract is awarded and/or after contract award. The County reserves the right to negotiate the exact terms and conditions of the contract with the selected proposer.

Codes & Regulations

Proposer must comply with all applicable State and Federal Laws.

Indemnification

The supplier shall agree to indemnify and hold harmless the County and the County's officers and employees, from and against any and all claims, losses, judgments, liabilities or claims for attorneys' fees arising out of or resulting in whole or in part from the acts, errors, omissions or negligence of the supplier and/or supplier's employees or agents. The duty to indemnify shall survive the expiration of the contract.

Disclosure

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

Method of Proposal Submission

Sealed proposals are due and must be received no later than 4:00PM on Thursday, June 22, 2016 at the following address:

Office of the Union County Clerk
309 W. Market
Jonesboro, IL 62952

Proposals will be delivered in a sealed envelope to the previously stated address and will be clearly marked on the outside of the envelope the following information: **PROPOSAL FOR ELECTRICITY SUPPLY.**

Format for Response

To achieve a uniform review process and obtain the maximum degree of comparability, it is required that the proposal be organized in the format specified below:

1. Letter of Transmittal
 - a. Briefly state the vendor understanding of the scope of services to be provided.
 - b. List the names of the persons who will be authorized to make representations for the vendor, their titles, address, and telephone numbers.
2. Profile of the Vendor
 - a. Please provide a brief overview of your company. Describe the organization and business strategy of your company.
3. Submit Draft Agreement
 - a. Include a draft contract containing the terms and conditions. State exceptions, if any, to the requirements contained herein. It should be as near to an executable contract as is reasonably possible.
4. A Sample Invoice
5. A Screenshot of any available Online Customer Portal or Dashboard
6. Minimum of three (3) References
7. Proposed Pricing (for 12-month, 24-month and 36-month contracts) based upon estimated annual usage of 850,000 kilowatts

Opening and Selection of Proposal

Proposals will be opened by the Union County Administrator at 8:30AM on June 20, 2016 in the Community Room of the Union County Courthouse.

Evaluation Criteria

In determining the most favorable proposal the County shall consider the following:

- (1) Terms of services to be provided and materials to be used
- (2) Pricing
- (3) Timeline for completion
- (4) References
- (5) Prior knowledge or prior dealings of the proposer, as the knowledge or dealings relate to official business of the County
- (6) Any other information and/or factors that the County considers relevant

Timeline

Release of RFP	Monday, June 8, 2016
Proposals Due	Friday, June 17, 2016
Opening of Proposals	Monday, June 20, 2016
Clarification Process	Monday, June 20, 2016 through Thursday, June 23, 2016
Proposal Selected	Friday, June 24, 2016
Contract Signed	No later than Thursday, June 30, 2016
Contract Effective Date	Monday, August 1, 2016

The County reserves the right to modify this schedule if the County determines such modifications are necessary.