

**SKOKIE/MORTON GROVE SCHOOL DISTRICT 69**

# **REQUEST FOR PROPOSAL**

Skokie/Morton Grove District 69 will accept proposals for:

**Natural Gas**

Submit your proposals to the attention of:

**Mr. Justin Attaway,  
Business Manager/CSBO  
Skokie/Morton Grove District 69  
5050 Madison Street  
Skokie, Illinois 60077  
(847) 675-7666**

Proposals must be received at the above address no later than 11:00 a.m., Friday, May 6, 2016.

Your proposal **MUST** be submitted in a **SEALED ENVELOPE CLEARLY MARKED:**

**“Natural Gas - RFP No. 1603”**



SCHOOL DISTRICT 69 • SKOKIE / MORTON GROVE

5050 MADISON STREET • SKOKIE, IL 60077 • (847)-675-7666

FAX (847)-675-7675

April 21, 2016

**REQUEST FOR PROPOSAL: NATURAL GAS**

**RFP NUMBER: 1603**

Firms are invited to submit proposals in conformance with the requirements established by the specifications herewith.

**PROPOSAL SUBMITTAL:** Proposals must be received by 11:00 a.m., Friday, May 6, 2016, addressed to Justin Attaway, Business Manager, Skokie District 69, 5050 Madison Street, Skokie, IL 60077.

**RETAILER'S OCCUPATION TAX:** Sales of any kind to Skokie/Morton Grove District 69 are exempt from the Retailer's Occupation Tax (both State and Local), federal excise tax, federal transportation tax and the Service Use Tax.

**PROPOSAL:** In conformance with the terms and conditions of these specifications including the Request for Proposal and other documentary forms therewith, the Bidder hereby proposes, offers and agrees if this proposal be accepted within ninety (90) calendar days from the date of submission to do all things necessary to fully perform and satisfy all terms, conditions and requirements of the subject specifications.

**REJECTION OF PROPOSALS:** The Board of Education reserves the right to reject any and all proposals and to waive informalities and any and all irregularities in procedures and to accept that proposal which is considered to be in the best interest of the District. Any such decision shall be considered final.

**EQUAL OPPORTUNITY:** All proposals to be considered by the District shall include a signed statement of compliance with federal and state regulations regarding equal employment opportunity.

Thank you for your participation in this process.

Sincerely,

Justin Attaway  
Business Manager/CSBO

SKOKIE/MORTON GROVE SCHOOL DISTRICT 69

**Natural Gas  
RFP Number 1603  
INSTRUCTIONS TO BIDDERS**

**1. GENERAL**

- A. Proposal shall be submitted in an envelope properly marked with the title of the RFP.
- B. Seal and deliver to the Business Office on or before the deadline. The School District cannot assume the responsibility for delayed postal deliveries and does not recognize postmarks as representing the fact that a proposal has been “received” by the School District before the specified deadline. **Proposals received after the time specified in the RFP will not be considered.**
- C. **All proposals shall be made only on the form provided (or an exact facsimile thereof).** Failure to do so shall cause rejection of proposal. All price quotations are to include the units specified, as well as the total price. These price quotations must be made in the spaces provided.
- D. Unsigned submissions will not be considered.
- E. Skokie/Morton Grove District 69 is not subject to Federal Excise Tax or Illinois Retailers Occupational Tax.
- F. Correspondence shall be addressed to the Business Manager.
- G. Proposals are available for inspection in the Business Office by appointment after the award. No phone, fax, e-mail or letter results will be given.
- H. Oral, telephonic, telegraphic, or facsimile transmitted proposals will not be accepted. The use of District transmission equipment is prohibited.
- I. The Board of Education reserves the right to waive any formality or to accept any informality and to reject any or all proposals.
- J. It shall be mandatory that the Seller will not discriminate against any employee or application for employment because of race, color, religion, sex, national origin or ancestry; and further that he will comply with all provisions of the Illinois Fair Employment Practices Commission as required by the Rules and Regulations for Public Contract.

**2. ERRORS AND OMISSIONS**

All proposals shall be submitted with each space properly completed. Special attention is directed to the policy that no claim for relief because of errors or omissions will be considered, and Bidders will be held strictly to the proposals as submitted. Should a Bidder find any discrepancies in, or omission from, any of the documents, or be in doubt as to its meanings, they shall advise the Business Manager who will issue the necessary clarifications to all prospective Bidders by means of addenda.

**3. MODIFICATION, WITHDRAWAL, OR CANCELLATION OF PROPOSAL:** A bidder may withdraw or modify a proposal if written notice of the withdrawal or modification is received by the Board before the date and time specified in the RFP for submission of proposals. However, after the closing time for the receipt of proposals, no bidder shall modify, withdraw, or cancel a proposal for a period of ninety (90) calendar days after said closing time, nor shall the successful bidder modify, withdraw, or cancel a proposal after having been notified by the Superintendent or designee that said proposal has been accepted by the Board.

**4. LATE PROPOSALS**

Proposals received after the time specified in the RFP will not be considered.

**3. FIRM PROPOSALS**

All proposals will be considered to be firm for a period of ninety (90) days from the date established for the submission of proposals.

**4. WITHDRAWAL OF PROPOSALS**

Proposals may be withdrawn by letter, fax, or in person prior to the time and date established for the submission of proposals.

**5. COMPLETE UNDERSTANDING**

Each bidder warrants and represents that he or she has read and understands the RFP Documents in their entirety.

**6. SPECIFICATIONS**

Each bidder warrants and represents that the proposal is based on the specifications and terms and conditions contained in the RFP Documents.

**7. AUTHORIZED REPRESENTATIVE**

Each bidder warrants and represents that he or she is the authorized representative of the bidder and has the authority to bind the bidder under the terms and conditions contained in the RFP.

## **8. INVESTIGATION OF BIDDERS**

A. The Business Office will make such investigation as is necessary to determine the ability of the Bidder to fulfill proposal requirements. If requested, the bidder shall be prepared to show completed installations of equipment, types of service, or supplies similar to those included in this RFP.

B. The Board of Education reserves the right to reject any proposal if it is determined that the Bidder is not properly qualified to carry out the obligations of the Contract.

## **9. AWARD OF CONTRACTS**

The Board reserves the right to reject any and all proposals, to accept proposals in whole or in part, to waive any irregularities or defects in any proposal, and to waive technicalities in the process should it deem such action be in the best interest of the District. In the event of pricing errors, the unit cost(s) listed will prevail and be considered accurate.

## **10. COMPLIANCE WITH LEGISLATION**

A. It shall be mandatory upon the Contractor(s) to whom a contract for public works is awarded and upon any subcontractor thereof to pay all laborers, workmen, and mechanics employed by them not less than the general prevailing rate of wages in the locality for each craft or type of workmen or mechanic needed to perform such work and the general prevailing rate for legal holiday and overtime work as ascertained by the Department of Labor. Bidders are required to increase wages as necessary during the term of this contract so as to keep current with prevailing wage rates. No changes will be allowed in the amount of this contract as additional compensation for such changes.

B. It shall be mandatory that the Contractor will not discriminate against any employee or applicant for employment upon any grounds prohibited by the Human Rights Act (775ILCS 5/1-101) and further that the Contractor will comply with all provisions of the Human Rights Act including, but not limited to, rules and regulations of the Illinois Human Rights Commission.

C. The bidder shall at all times observe and comply with all laws, ordinances, regulations, and codes of the Federal, State, County, and other local government agencies, which may in any manner affect the preparation of proposals or the performance of the Contract including, but not limited to, the Illinois Prevailing Wage Act, the Illinois Human Rights Act, the Equal Employment Opportunity Act, the Illinois Criminal Code.

## **11. SIGNATURE CONSTITUTES ACCEPTANCE**

The signing of these forms shall be construed as acceptance of all provisions contained herein.

## **12. CONTRACTS**

The successful Bidder will be required to enter into a contract incorporating the terms and conditions of this RFP.

### **13. EXAMINATION OF DOCUMENTS**

Before submitting a proposal for work on any project, each Bidder shall carefully examine the Contract documents, fully inform itself of existing conditions and limitations of the project, rely entirely upon its own judgment in making its proposal, and include in its proposal all sums sufficient for it to provide all work required by the Contract documents. No additional allowance will be made for changes in project scope and/or price due to work which would have been apparent by examination of the documents. By submitting its proposal, each Bidder shall be held to represent that it has made the examination in complete detail and has determined beyond doubt that the documents and existing conditions are sufficient, adequate, and satisfactory for its completion of the work.

### **14. SHIPPING INSTRUCTIONS:**

Unless otherwise specified, packages must bear the Board's order number and bulk containers must also show gross and net weights and/or quantity. No packaging charge shall be made to the Board unless specified herein. All goods shall be suitably packed and classified to assure the lowest transportation rates consistent with full protection against loss or damage in transit and to meet the carrier's requirement.

### **15. REJECTION AND CANCELLATION:**

The Board reserves the right to reject any goods and to cancel all or any part of this sale if the Seller fails to deliver all or any part of the goods described in the RFP in accordance with the terms, conditions, and the specifications contained herein. Acceptance of any part of the goods covered by the RFP shall not obligate the Board to accept future shipments nor deprive it of its right to revoke any acceptance theretofore given. If the Seller ceases to conduct its operations in the ordinary course of business (including inability to meet its obligations as they mature), or if any proceeding under bankruptcy or insolvency laws is brought by or against the Seller, or if a receiver for the Seller is appointed or applied for, or if an assignment of or for the benefit of creditors is made by the Seller, the Board may cancel this order without liability except for deliveries previously made or for goods covered by the RFP Documents then completed and subsequently delivered in accordance with the terms, conditions, and specifications contained herein.

### **16. MISCELLANEOUS**

#### **A. Late Proposals**

Proposals received after the time specified on the Request for Proposal will not be considered. The method of transmittal of the proposal is at the Bidder's risk of untimely receipt by the School District. The use of District equipment for transmission of proposals is prohibited.

#### **B. Payment**

Payment by the Board for goods supplied hereunder shall not constitute acceptance thereof if subsequent inspection discloses defects in material or workmanship or a failure to meet the specifications contained herein. The Board will attempt to make payments for items ordered within thirty (30) days of delivery. Notwithstanding anything herein to the contrary, however,

all payments made to the Contractor shall be governed by the Illinois Local Government Prompt Payment Act (50 ILCS 505/1 et seq.).

**D. Interpretation of Documents**

If any person contemplating submitting a proposal is in doubt as to the true meaning of any part of the RFP Documents, he or she may submit to the Business Manager a written request for an interpretation. The person submitting the request will be responsible for its prompt delivery. Any interpretation of the RFP Documents will be made only by addendum duly issued by the Business Manager or designee. A copy of such addendum will be mailed or delivered to each person receiving a set of such RFP Documents and to such other prospective bidders as shall have requested that they be furnished with a copy of each addendum. Failure on the part of the prospective bidder to receive a written interpretation prior to the time of the submission of proposals will not be grounds for withdrawal of his or her proposal. Oral explanations or representations will not be binding.

**E. Title and Risk of Loss:**

Title to the goods herein described shall not pass until said goods have actually been received by the Board or its consignee, notwithstanding any agreement to the contrary, including, but not limited to, any agreement to pay freight, express, or other transportation or insurance charges. Risk of loss prior to such actual receipt by the Board or its consignee shall be borne by the Seller. Nothing herein contained, however, shall be construed to deprive the Board of its interest, or limiting such interest, in the goods herein described prior to such actual receipt.

**F. Inspection:**

All material and workmanship shall be subject to inspection and test by the Board. The Board reserves the right to reject any goods which contain defects in material or workmanship or which fail to meet the specifications contained herein or the Seller's warranties (express or implied). Rejected goods shall be removed at the expense of the Seller, including transportation both ways, promptly after notification of such rejection. As to rejected goods, the Seller shall bear all costs of inspection and all risk of loss. Upon rejection, the Seller shall immediately return full purchase price to the Board.

**G. Warranties:**

The Seller makes the following warranties to the Board and users of the goods herein described: (a) it will, at the date of delivery, have good title to any and all goods supplied hereunder, and said goods will be free and clear of any and all liens and encumbrances; (b) any and all goods supplied hereunder will be of merchantable quality; (c) any and all goods supplied hereunder will be fit for the particular use intended, will be free from defects, whether patent or latent, in material or workmanship, and will be in full conformity with the specifications contained herein. The Seller agrees that the foregoing warranties shall survive acceptance of the goods, and that said warranties shall be in addition to any warranties of additional scope give to the Board by the Seller. The Seller shall, at its sole cost and expense, promptly repair or replace to the Board's complete satisfaction all goods/services received for a period of one (1) year from date of delivery, unless the specifications require a greater warranty period.

## **CERTIFICATIONS**

### **A. Drug-Free Workplace**

Applicable only to companies with 25 or more employees. The Vendor shall hereby certify pursuant to section 3 of the Illinois Drug-Free Workplace Act (30 ILCS 580/3) that the Bidder shall provide a drug-free workplace for all employees engaged in the performance of work under the contract by complying with the requirements of the Illinois Drug-Free Workplace Act and, further certifies, that the Bidder is not ineligible for award of this contract by reason of debarment for a violation of the Illinois Drug Free Workplace Act.

The Board of Education states that it is in compliance with said law.

### **B. Bid-Rigging**

The Bidder hereby certifies that the Bidder is not barred from bidding on this contract as a result of a violation of either the bid-rigging or bid-rotating provisions of Article 33E of the Criminal Code of 1961, as amended.

### **C. Prevailing Wages**

It shall be mandatory upon the Contractor(s) to whom a contract for public works is awarded and upon any subcontractor thereof to pay all laborers, workmen, and mechanics employed by them not less than the general prevailing rate of wages in the locality for each craft or type of workmen or mechanic needed to perform such work, and the general prevailing rate for legal holiday and overtime work as ascertained by the Department of Labor. Bidders are required to increase wages as necessary during the term of this contract so as to keep current with prevailing wage rates. No changes will be allowed in the amount of this contract as additional compensation for such changes.

### **D. Background Checks**

All contractors or individual vendor representative(s) who have contact with students or perform work in student areas when students are likely to be present need to have a sex offender background check performed before they may work in any District 69 building. By submitting a bid, the vendor agrees that its employees may be checked by the District prior to working on District property.

### **E. Sexual Harassment Clause**

Each Bidder must certify that it has complied with the requirements of Section 2-105 of the Illinois Human Rights Act (Public Act 87-1257) effective July 1, 1993, with respect to sexual harassment policies. The terms of that law, as applicable, are hereby incorporated into this contract.

### **F. Non-Discrimination Clause**

The Contractor will not discriminate against any employee or applicant for employment because of age, race, creed, color, sex, national origin, or disability. Such action shall include,



but not be limited to the following: employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship.

The Contractor agrees to post, in conspicuous places available to employees and applicants for employment, notices to be provided setting forth the provisions of the non-discrimination clause.

The Contractor will, in all solicitations or advertisements for employees placed by or on behalf of the Contractor, state that all qualified applicants will receive consideration for employment without regard to age, race, creed, color, sex, or national origin.

The Contractor will furnish all information and reports required by Executive Order No. 11246 of September 24, 1965, and by the rules, regulations, and orders of the Secretary of Labor, or pursuant thereto, and will permit access to his books, records, and accounts by the contracting agency and the Secretary of Labor for purposes of investigation, to ascertain compliance with such rules, regulations, and orders.

In the event of the Contractor's non-compliance with the non-discrimination clauses of this Contract or with any of such rules, regulations, or orders, this Contract may be cancelled, terminated, or suspended in whole or in part, and the Contractor may be declared ineligible for further Government contracts or federally-assisted construction contracts, in accordance with the procedures authorized in Executive Order of September 24, 1965, and such other sanctions may be imposed and remedies revoked as provided in Executive Order No. 11246 of September 24, 1965, or by rule, regulation, or order of the Secretary of Labor, or as otherwise provided by law.

The Contractor shall include the provisions of Paragraph A through D in every subcontract or purchase order unless exempted by the rules, regulations, or orders of the Secretary of Labor issued pursuant to Section 204 of Executive Order No. 11246 of September 24, 1965, so that such provisions will be binding upon each subcontractor or vendor. The Contractor shall take such action with respect to any subcontractor or purchase order as the contracting agency may direct as a means of enforcing such provisions, including sanctions for non-compliance, provided, however, that in the event the Contractor becomes involved in, or is threatened with, litigation with a sub-contractor or vendor as a result of such direction by the contracting agency, the Contractor may request the United States to enter into such litigation to protect the best interest of the United States.

The Bidder is directed that all applicable state laws, municipal ordinances, district policies, and the rules and regulations of all authorities having jurisdiction over any aspect of the herein described project shall apply to the Contract throughout, and will be deemed to be included in the Contract the same as though herein written in full; provided that municipal ordinances, policies, practices, and other municipal regulations that create a conflict with the bidding requirements of the Illinois School Code are not applicable.

**G. MBE/WBE/DBE Status**

Please check one. This firm is a:

- Minority Business Enterprise (MBE) – a firm that is at least 51% owned, managed, and controlled by a minority.
- Women’s’ Business Enterprise (WBE) – a firm that is at least 51% owned, managed, and controlled by a woman.
- Disadvantaged Enterprise (DBE) – a firm that is at least 51% owned, managed, and controlled by a person with a disability.
- This firm is not a MBE, WBE, or DBE.

Please attach copies of any and all MBE, WBE, and DBE certifications.

**H. Non-Collusion Affidavit**

The undersigned Bidder or Agent, being duly sworn, on oath, says that he has not, or has any other member, representative, or agent of the firm, company, corporation, or partnership represented by him, entered into any combination, collusion, or agreement with any person relative to the price to be bid by anyone at such letting, nor to prevent any person from bidding nor to induce anyone to refrain from bidding, and that this proposal is made without reference to any other proposal and without agreement, understanding, or combination with any other person in reference to such bidding.

He further says that no persons, firms, or corporation has, have, or will receive directly, any rebate, fee, gift, commission, or thing of value on account of such sale.

NOTE: The Board of Education states that it is in compliance with all applicable laws.

I have examined the specifications and instructions included herein and agree, provided I am awarded a contract within 90 days of the proposal due date, to provide the specified items and/or services or work as described in the specifications and the instructions for the sum shown in accordance with the terms stated herein. All deviations from specifications and terms are in writing and attached hereto.

By: \_\_\_\_\_  
Bidder or Agent

FOR: \_\_\_\_\_  
Firm or Corporation

DATE: \_\_\_\_\_

PROPOSAL NUMBER: 1603

**APPENDIX A  
PROPOSAL FORM – PAGE 1 OF 3**

**SKOKIE-MORTON GROVE SCHOOL DISTRICT 69**

**Bid Description:** NATURAL GAS

**RFP Number:** 1603

**Bid Submission Date:** 11:00 AM, MAY 6, 2016

The Board reserves the right to reject any and all proposals, to accept proposals in whole or in part, to waive any irregularities or defects in any bid, and to waive technicalities in the bidding should it deem such action be in the best interest of the District. **Please ensure submission of all information requested in Appendices A & B.**

Term: April 2017 to March 2019

Pricing: Please provide price quotes for 100% of the volumes specified. The district intends to use the allotted storage capacity. The quotation should be based on the financial markets daily settlement price **at close of markets on Monday, May 2, 2016.**

**SUPPLIER OWNS STORAGE GAS**

Indexed Price for the 24-month period of April 2017 to March 2019:

|                        |          |           |
|------------------------|----------|-----------|
| NYMEX INDEX (May 2016) | \$       | per therm |
| NYMEX Basis            | + / - \$ | per therm |
| TOTAL- Supply cost     | \$       | per therm |

Fixed Price for the 24-month period of April 2017 to March 2019 based on the settlement price at the close of markets on **Monday, May 2, 2016:**

\$\_\_\_\_\_per therm

**APPENDIX A  
PROPOSAL FORM – PAGE 2 OF 3**

**SKOKIE-MORTON GROVE SCHOOL DISTRICT 69**

**Bid Description:** NATURAL GAS

**RFP Number:** 1603

**Bid Submission Date:** 11:00 AM, MAY 6, 2016

**DISTRICT OWNS STORAGE GAS**

Indexed Price for the 24-month period of April 2017 to March 2019:

|                        |          |           |
|------------------------|----------|-----------|
| NYMEX INDEX (May 2016) | \$       | per therm |
| NYMEX Basis            | + / - \$ | per therm |
| TOTAL- Supply cost     | \$       | per therm |

Fixed Price for the 24-month period of April 2017 to March 2019 based on the settlement price at the close of markets on **Monday, May 2, 2016:**

\$ \_\_\_\_\_ per therm

\*Please describe any management fees that would be charged to the district in addition to the supply cost.

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Please describe any pooling fees (from the supplier or from Nicor) that would be passed through to the District. Are these fees a one-time charge or a monthly charge?

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Please describe any additional fees that will be invoiced to the District. How are these fees calculated?

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**APPENDIX A  
PROPOSAL FORM – PAGE 3 OF 3**

**SKOKIE-MORTON GROVE SCHOOL DISTRICT 69**

**Bid Description:** NATURAL GAS

**RFP Number:** 1603

**Bid Submission Date:** 11:00 AM, MAY 6, 2016

The undersigned, being duly sworn, deposes and certifies under oath that the company or other entity named below, its officers, employees, and agents, are not barred from bidding on this contract as a result of a violation of the Bid Rigging or Bid Rotating provisions of the Public Contracts Section of the Illinois Criminal Code of 1961 (720 ILCS 5/33E-3, 33E-4). The undersigned further certifies that he or she has read and understands the RFP Documents and that his or her proposal is in compliance therewith.

\_\_\_\_\_  
COMPANY NAME

\_\_\_\_\_  
SIGNED

\_\_\_\_\_  
ADDRESS

\_\_\_\_\_  
TITLE

\_\_\_\_\_  
CITY, STATE & ZIP CODE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
TELEPHONE NUMBER

|  |
|--|
| REMINDER: YOUR PROPOSAL MUST BE SUBMITTED IN A SEALED ENVELOPE WITH THE RFP NUMBER AND NAME CLEARLY MARKED ON THE OUTSIDE. |
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**APPENDIX B  
SUBMITTAL REQUIREMENTS**

Please provide the following information as a separate document:

**Company History and Organization**

1. How long has your company been in business?
2. How long have you been doing business in Illinois?
3. Does your company have customer representatives and full service offices in Illinois?
4. Please provide information regarding the size of your organization, number of employees and annual revenue. In addition, please furnish documentation that describes your company's background and strengths as a corporation and audited financial reports.
5. What is your company's Moody's or S&P Credit rating?
6. Please provide a list of employees that would be servicing District 69's account along with a brief history and resume of their experience and background.
7. Do you measure customer satisfaction ratings, and if so, what are the ratings?
8. What are your minimum and maximum contract term lengths?

**Energy Management Tools**

1. Does your company offer online energy management tools?
2. Describe the purchasing tools that you offer to customers to minimize the impact of price volatility within the market.
3. Describe any additional services offered that would enhance the district's ability to minimize the cost of natural gas.

**Billing/Invoicing**

1. Does your company offer consolidated invoices (supply and delivery for all locations on one invoice)?
2. Please include a sample invoice that the District could expect to receive. If the sample is from a current client, you may redact any personal or identifying information.

**APPENDIX C**  
**SCOPE OF SERVICES**

Selected Supplier shall provide the following:

- Provide monthly consolidated invoices including actual natural gas usage.
- Manage the daily allocation and coordination of natural gas deliveries from the wellhead to District burner tip.
- Adjust monthly deliveries to meet Skokie School District 69's load profile of usage and storage requirements. Reconcile natural gas nominations with actual deliveries.
- Reconcile the Local Distribution company gas bills to ensure accuracy.
- Provide Pipeline balancing services as required by FERC.
- Protect the customer from charges or penalties for imbalances.
- Quarterly review customer's accounts and recommend cost reduction options.
- Pool district volumes to maximize purchasing power.
- District will use allotted storage capacity.

**APPENDIX D  
NATURAL GAS VOLUME HISTORY**

Skokie-Morton Grove School District 69 approximately 106,005 therms annually. The approximate use by period is as follows:

|                                  |                     |
|----------------------------------|---------------------|
| Summer (April through October):  | 17,420 therms (16%) |
| Winter (November through March): | 88,585 therms (84%) |

Baseload Volumes:

|                |        |
|----------------|--------|
| April 2015     | 8,553  |
| May 2015       | 2,728  |
| June 2015      | 696    |
| July 2015      | 393    |
| August 2015    | 416    |
| September 2015 | 547    |
| October 2015   | 4,087  |
| November 2015  | 10,526 |
| December 2015  | 16,342 |
| January 2016   | 26,439 |
| February 2016  | 21,825 |
| March 2016     | 13,453 |

All of the district's accounts are telemetered. All of the district's utility transportation charges shall be paid by the supplier, and upon request, copies of all utility bills must be supplied to the district for verification. Prices submitted for quotation shall include all supplier fees and administrative charges needed to service all of Skokie School District 69's natural gas utility accounts. Please see the attached authorization to release information from Nicor Gas for verification of consumption.





SCHOOL DISTRICT 69 • SKOKIE / MORTON GROVE

5050 MADISON STREET • SKOKIE, IL 60077 • (847)-675-7666
FAX (847)-675-7675

April 22, 2016

Nicor Gas
Gas Transportation Customer Service Center
Fax: 630-983-6070

Dear Nicor Gas:

The undersigned authorizes Nicor Gas to release the requested information indicated below for the following accounts:

Requested information: Gas Consumption from January 2013 to present

Customer information: Skokie School District 69

Table with 4 columns: Account #, Name, Street Address, City. Rows include Lincoln Jr. High School, Edison Elementary School, and Madison Elementary School.

This information can be released to the supplier for the purposes of responding to Skokie School District 69's request for proposal for the purchase of natural gas RFP #1603.

Supplier: \_\_\_\_\_

Attn: \_\_\_\_\_

Fax: \_\_\_\_\_

This authorization will be effective immediately upon receipt by Nicor Gas. This authorization is only for this specific request and will expire after Nicor Gas honors this request.

Authorized By:

Justin Attaway
Business Manager/CSBO
(847) 675-7666

It is further agreed that Nicor Gas is receiving no consideration for honoring this request and that any release of information by it pursuant hereto is done solely as an accommodation to company furnishing such authorization.