



Request for Information

RFI 664-15I Natural Gas Transport

Due:

August 13, 2015 at 2:00 P.M.

Submit responses to bids@coloradomtn.edu

Buyer:

Steve Boyd
CMC Purchasing Department
802 Grand Avenue
Glenwood Springs, CO 81601
sboyd@coloradomtn.edu

REQUEST FOR INFORMATION #664-15I
NATURAL GAS TRANSPORT

Section I: Introduction

Colorado Mountain Junior College District (“CMC”) is a statutory junior college district established in 1967, and includes three residential campuses, eight commuter campuses, a Distance Learning program and administrative offices. The District covers all or part of thirteen counties in Colorado, encompassing 12,000 square miles. Please visit our website at www.coloradomtn.edu for more information about our college.

SCOPE OF PROJECT

Colorado Mountain College is requesting information on gas transport for our campuses. In 2011 we started gas transport and ended in 2013 due to problems in our internal process and some confused billing. The College is considering a change back to gas transport and is inviting interested and qualified parties to tell us if that makes sense and how you can help us.

We are looking for costs and any information that is pertinent to putting together an RFP for transport gas. CMC recognizes that all of our buildings and campuses may not qualify for savings on transport gas due to their usage and would like an idea what are the determining factors involved in the selection process. Some of the questions we have are what constitutes overage and underage charges? Also expected savings in general, a copy of a contract and a copy of a bill with explanation.

As you are the recognized experts in this field please feel free to help us in asking the right questions and tell us what you need from us for you to efficiently submit a response.

If you would like to look at our volumes to get an idea on usage all of our large build are on Garfield clean energy navigator at <http://garfield.buildingenergynavigator.com/> click on:

1. COLO. MTN. COLLEGE at bottom of page
2. All buildings
3. Select a building
4. Right hand side at the bottom is Year
5. Btu top right
6. Left is KBTU

This information is loaded directly off the bills for each building. We need to get any information back by August 13th with the intention of posting a RFP by August 21st. Anyone responding to this RFI will receive the RFP via email when it comes out. It will also be posted on our website and Rocky Mountain BidNet. Submitting a response to this RFI is not a requirement to participate in the RFP.

CONTENT IN YOUR RESPONSE TO THIS RFI

CMC may ultimately decide to issue an RFP for this service, to hire a firm based on information received in this RFI or decide not to award any contract at all. At this point we are seeking information to better understand the options that exist and their value to the College. Proposers are encouraged to include additional information that will substantiate their service capabilities, product quality, and commitment to support your product or service. CMC recognizes you as the expert in this industry and we appreciate ideas that may improve the design or implementation of a solution. Please submit your response to the scope described above and include information or ideas you may have that CMC should consider to improve our results.

Section II: Timeline

REQUISITION STEP	DATE	TIME
Issue Date	7/30/2015	4:00 p.m.
Request for Information (RFI) Due	8/13/2015	2:00 p.m.

Section III: Instructions to Respond

- a. Please include the RFI number in the subject line and email your response to bids@coloradomtn.edu.
- b. All submittal should include the following if it is readily available. Links to pages on your website and other methods of efficiency are encouraged; this is not a formal solicitation, this is an informal beginning to the process of selecting the right partner. We realize the timeline for submission is short and appreciate whatever information you can offer.
 - 1) Name, title and contact information of the person submitting your response
 - 2) Legal company name, address, phone and email
 - 3) RFI number
 - 4) Number of years in business and brief description of your company
 - 5) Sample RFP that may be useful to CMC, if available
 - 6) Sample output and reporting, if possible (please do not submit anything proprietary as CMC is subject to the Colorado Open Records Act. If you need to submit confidential information please follow the directions in Section IV-a).
 - 7) List of clients with circumstances similar to ours, if available
 - 8) Description of your product/service or other ideas
 - 9) Anything else you think that CMC should consider in making our decision
- c. All submittals will be considered and you will be added to the distribution list if/when and RFP is issued. It is our intention to follow this RFI with a formal solicitation after we better define our scope. Although subject to change, we expect to hire a firm in approximately mid-July.
- d. All information related to this RFI will be posted in the "Bids, RFP's..." section of the Purchasing Office's website at www.coloradomtn.edu/purchasing. Please click on "Bids, RFP's..." and find this solicitation. This website link will hold the most current and accurate documentation available for this project, including any changes to the timeline, addenda issued or other important information. Always look to this link for answers to your questions. This website also contains a section for vendors with helpful information on how to do business with the College.
- e. Please do not contact any member of CMC's staff or faculty about this RFI other than the Buyer listed in this document.

Section IV: Terms & Conditions

- a. **PROPRIETARY INFORMATION.** It is understood that the College is a public institution and, as such, is subject to the Colorado Open Records Act, CRS §§ 24-72-101 et. seq. ("CORA"). Except as otherwise agreed prior to the award or finalization of any vendor transaction, College shall provide upon request by any third party all information pertaining to such transaction which must be disclosed pursuant to CORA, and College's obligations under

CORA supersede its obligations under any agreement, contract, purchase order or negotiated transaction.

- b. **DISCUSSIONS/NEGOTIATIONS.** CMC reserves the right to contact any proposer for clarification of information submitted
- c. **NOT A CONTRACT.** By signature hereon, proposer acknowledges and agrees that (1) this RFI is a solicitation for information and is not a contract or an offer to contract and (2) the submission of a response will not create a contract between CMC and the submitting party.
- d. **CORA.** It is understood that the College is a public institution and, as such, is subject to the Colorado Open Records Act, CRS §§ 24-72-101 et. seq. ("CORA"). Except as otherwise agreed prior to the award or finalization of any vendor transaction, College shall provide upon request by any third party all information pertaining to such transaction which must be disclosed pursuant to CORA, and College's obligations under CORA supersede its obligations under any agreement, contract, purchase order or negotiated transaction.