

**REQUEST FOR QUALIFICATION (RFQ) FOR
ELECTRICITY SUPPLY SERVICES
FOR
THE CITY OF CHICAGO**

Required for use and distributed by:

**CITY OF CHICAGO
(Department of Fleet and Facility Management)**



All Statements of Qualification and other communications must be addressed and returned to:

Deputy Commissioner, Janel Forde
Attention: Iris Troutman, EPIC
1685 North Throop Street
Chicago, Illinois 60642

ALL RESPONSES MUST BE RECEIVED BY 4:00PM CENTRAL TIME ON OCTOBER 17, 2013

**RAHM EMANUEL
MAYOR**

**David Reynolds
COMMISSIONER**

**CITY OF CHICAGO
REQUEST FOR QUALIFICATION FOR
ELECTRICITY SUPPLY SERVICES**

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EXHIBITS

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**CITY OF CHICAGO
REQUEST FOR QUALIFICATION FOR
ELECTRICITY SUPPLY SERVICES**

The City of Chicago (“City”), Illinois acting by and through its Department of Fleet and Facility Management (“DFM”) invites firms (“Respondents”) to submit credentials in response to this Request for Qualification (“RFQ”), to become qualified as an electric service provider to the City’s electricity accounts behind Commonwealth Edison Company (“ComEd”). The City’s accounts consist of (i) City owned or operated facilities and (ii) non-facility lighting assets (e.g., street and traffic lights).

The City seeks Respondents that (i) currently maintain all necessary state, federal and industry required licenses and approvals to provide the Electricity Supply Services; (ii) are currently engaged in supplying electricity to non-residential consumers in Illinois and capable of providing Full Requirements at the lowest possible cost with the highest level of reliability, service and safety; and, (iii) have the capacity to provide the various supply pricing structures and supply options sought by the City.

In order to be deemed qualified, the Respondent must meet all requirements of this RFQ. Each Respondent that meets such requirements will be notified that it is a “Qualified Bidder” and may elect to participate in a following Request for Price (“RFP” or “bid process”) for Electricity Supply Services for a period of four (4) years from the date they are so notified. Qualified Bidders will be required to certify that they are in compliance with all of the requirements outlined in this RFQ at the time of their response to the RFP.

Firms or individuals wishing to be considered further must submit responses no later than October 17, 2013 at 4 p.m. Central Time, addressed to:

| |
|---------------------------------------------------------------------------------------------------------------------------|
| Deputy Commissioner, Janel Forde Attention: Iris Troutman, EPIC 1685 North Throop Street Chicago, Illinois 60642 |
|---------------------------------------------------------------------------------------------------------------------------|

All materials related to the RFQ will be available on the internet at the following site:
<http://www.cityofchicago.org/city/en/depts/dgs.html>

In the event that a Respondent does not have download capability, all materials may be obtained from the City of Chicago, Department of Fleet and Facility Management’s headquarters, located at 1685 North Throop Street in Chicago, IL 60642.

A Respondent who chooses to download an RFQ solicitation instead of picking it up in person will be responsible for checking the aforementioned web site for clarifications and/or addenda. Note, there may be multiple clarifications and/or addenda. Failure to obtain clarifications and/or addenda from the web site shall not relieve Respondent from being bound by any additional terms and conditions in the clarifications and/or addenda, or from considering additional information contained therein in preparing Respondent's submittal. Any harm to the Respondent resulting from such failure shall not be valid grounds for a protest against award(s) made under the solicitation.

All Respondents are responsible for obtaining all RFQ materials. If Respondent chooses to download and print the RFQ document, the Respondent must contact the City of Chicago, Department of Fleet and Facility Management by emailing energybids@cityofchicago.org referencing "2014 Electricity Contract" in the subject line to register Respondent's company as an RFQ document holder.

SECTION 1 – INTRODUCTION AND OVERVIEW

A. DEFINITIONS

The following definitions and any additional terms defined within this RFQ and/or applicable Exhibits shall apply hereunder and to all notices and communications made pursuant to this RFQ.

"Accounts" – means ComEd accounts specified by the City. Accounts consist of City owned and operated facilities and non-facility lighting assets. Non-facility lighting assets include, but are not limited to, street lights, traffic lights, street furniture, and general lighting structures.

"Agreement" – means the Electricity Sales Agreement, a draft version of which is attached herein as Exhibit D.

"Alternative Retail Electric Supplier" ("ARES") – means an entity, other than an Illinois electric utility, that is permitted to sell electric supply services to retail customers in Illinois. An ARES must be certified by the Illinois Commerce Commission (ICC). An ARES meets all of the requirements as described in ComEd's Retail Supplier's Electric Handbook available at: <https://www.comed.com/customer-service/rates-pricing/retail-electricity-metering/Pages/res-resources.aspx>

"Bid" – means a response to a Request for Price.

"City" – means the City of Chicago.

"ComEd" – means Commonwealth Edison Company, the electricity delivery company serving the City's electric accounts.

"Electricity Supply Services" – means the provision of Full Requirements to the City's Accounts in accordance with the requirements of an RFP and the Agreement.

“Full Requirements” – means all necessary electric energy, capacity, ancillary services and other products or services necessary to serve the City’s electric retail load.

“Power Supply Mix” – means the fuel sources utilized by generators selected by Contractor to meet the City’s electric supply requirements.

“Qualified Bidder” – means an organization who provides an RFQ Submittal to the City and who is deemed by the City to be in compliance with the requirements of this RFQ.

“Respondent” – means an organization that submits a response to this RFQ.

“Request for Price” (“RFP”) – means a solicitation for pricing by the City from Qualified Bidders to provide the Electricity Supply Services.

“RFQ Submittal” – means a Respondent’s submission in response to this RFQ.

“Selected ARES” or “Contractor” – means the ARES selected by the City pursuant to an RFP to provide the Electricity Supply Services. The City may select one (1) or more ARES to serve specified Accounts pursuant to the terms of the RFP.

B. SCOPE OF BID

The draft Agreement the City intends to use for the RFP is attached in Exhibit D. Respondents may comment on the draft Agreement by the date identified in this document. The City will consider all comments, but the City will have sole discretion to accept or reject any comments. The City will issue a final version of the Agreement with the RFP. No changes to the final version of the Agreement will be accepted.

Qualified Bidders wishing to be considered in the RFP process must provide the City with a signed Agreement no fewer than two (2) business days in advance of the RFP deadline. The City, in cooperation with its Consultant, shall select a single or multiple ARES(s) as a Contractor(s). The scope of services to be provided by the Contractor(s) will include, but not be limited to, the following tasks:

- 1. Deliver Electric Supply Services.** Provide firm Full Requirements to the Accounts. In the aggregate, the City’s current load consists of over 500 ComEd accounts consuming more than 1 billion kWh of electricity per year. The electric supply provided by the Contractor must meet the minimum requirements of the Illinois Renewable Portfolio Standard.
- 2. Provide Specified Pricing.** The Contractor must be able to provide Full Requirements on a block, an index, and a fixed price basis. Details on the pricing products, account groups, and duration of service term will be provided in the RFP.
- 3. Quotes.** To the extent the City enters into an Agreement that includes a block pricing structure, Contractor agrees to provide price quotes for future months within the Agreement term for specified blocks of interest to the City on as frequently as a daily basis.
- 4. Execution.** To the extent the City wishes to make a block purchase at a quote

offered by the Contractor, the decision to purchase will be memorialized in a written amendment to the Agreement. Contractor will not make any block purchase decisions without explicit written instructions from the City. Explicit details will be given during post award meeting.

- 5. Other Terms/Services.** Provide the City with the following:
- a. Indemnification for any costs or penalties arising from the delivery of electricity.
 - b. Acknowledgement that the Contractor owes the City a fiduciary duty in the performance of its management and agency services provided for under the Agreement.
 - c. Timely and accurate bills, account usage and payment information. Contractor will provide all information reasonably required by the City to validate the accuracy of the bills the Contractor renders for payment.
 - d. Reporting the fuel sources used to generate the electricity supplied to the City (Power Supply Mix).

Electricity Supply Services Bids. The City, in cooperation with the Consultant, shall develop an RFP that will be distributed to Qualified Bidders. The RFP will request Bids for Electricity Supply Services. The City shall receive and evaluate Bids and may enter into an Agreement with either a single or multiple ARES, at the City's sole discretion. The City shall be under no obligation to enter into any Agreement with any ARES and may, at its discretion, choose to reject all Bids or to conduct a new solicitation to provide Electricity Supply Services under the same or amended terms of the RFP.

RFP Bid Requirements. The RFP(s) shall include at least the following content:

- 1. Term of Agreement.** The City may request various pricing products for specific timeframes for specified groups of Accounts. The City, in its sole discretion, will select the applicable Account groups and preferred timeframes.
- 2. Power Supply Mix.** The City seeks the cleanest and most efficient generation sources possible. The Power Supply Mix will be specified in the RFP. At minimum, the City requires Respondents to identify the generation resources from which they plan to secure the City's electricity supply. The City reserves the right to limit or prohibit electricity procured from certain generation types.

C. PROCUREMENT PROCEDURES

Firms or individuals wishing to become Qualified Bidders must submit four (4) original copies and four (4) electronic copies (on portable media) of their RFQ Submittals to:

Deputy Commissioner, Janel Forde
Attention: Iris Troutman, EPIC
1685 North Throop Street
Chicago, Illinois 60642

D. RFQ TIMELINE

| Key Activity | Target Date |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------|
| City Issues RFQ | October 1, 2013 |
| Due date for clarification questions and comments to the Electricity Sales Agreement. Note: Respondents are not required to submit questions or comments to participate in the RFQ process. | October 9, 2013; 1:00pm CST |
| RFQ Submission Deadline | October 17, 2013, 4:00pm CST |
| City notification of Qualified Bidders | October 22, 2013 |

All requests for clarification, questions, and comments should be submitted via email to the following address: energybids@cityofchicago.org .

UNAUTHORIZED CONTACT REGARDING THIS REQUEST FOR QUALIFICATION WITH ANY OTHER CITY EMPLOYEES MAY RESULT IN DISQUALIFICATION.

All materials and information submitted in response to this RFQ will become the property of the City. Materials may not be changed, amended, or modified after being submitted or filed in response to this solicitation. However, an RFQ Submittal may be withdrawn and resubmitted any time prior to the RFQ Submission deadline.

The City will not provide compensation to Respondents for any expenses incurred by the Respondent for proposal preparation or for any demonstrations that may be made, unless otherwise expressly indicated in writing.

The City reserves the right to terminate this RFQ or subsequent RFPs at any stage for any reason. The receipt of RFQ Submittals or other documents will in no way obligate the City to enter into any contract of any kind with any party or Respondent. If it becomes necessary to revise any part of the RFQ or otherwise provide additional information, an addendum will be issued by the City and furnished to all firms that are registered as RFQ document holders.

SECTION 2 – RFQ SUBMITTAL FORMAT & REQUIREMENTS

The RFQ Submittal must include all components listed below to be considered responsive. All RFQ Submittals must be in a Word document format with 1" margins, double spaced text, single sided paper and must include the requested information to be considered for consideration as a Qualified Bidder. Respondents will not have an opportunity to submit additional information after the RFQ Submittal deadline.

A. COVER PAGE

1. **Firm and location.** Indicate the full, legal company name of Respondent, the address of its headquarters and the address of the office to which this project will be assigned.
2. **Contact person.** Clearly identify the name, address and telephone number of the Respondent's contact person(s) for any and all communications pertaining to this RFQ.
3. **Authorized submittal.** Include name, signature, title, address, and telephone number of the person authorized to submit and sign Respondent's RFQ Submittal.
4. **Commitment.** The cover letter shall be on the Respondent's letterhead. The cover letter must contain a commitment to provide the services described in this RFQ in the case that the City selects Respondent as a Contractor.

B. REQUIRED INFORMATION

1. **Corporate Overview.** Provide a concise overview of the Respondent, including a brief narrative of the firm's professional services as they relate to this RFQ, and a description of Respondent's history of performance and knowledge of providing Full Requirements retail electric supply in PJM, Illinois, and the ComEd service territory. Identify the legal form of the ARES, its applicable taxpayer identification number, and submit copies of the ARES' Illinois and Chicago business licenses.
2. **Experience.** Indicate how many years Respondent has been operating within the ComEd service territory, and provide descriptions of not fewer than three (3) current or previous significant retail electricity supply projects that Respondent has completed in the past three (3) years that are similar in scope and scale to the work described in this RFQ.
3. **Technical Qualification.** Respondents must demonstrate that they satisfy each of the following requirements:

- a. **ICC Certification.** Respondents must submit a copy of a current certificate of service authority from the Illinois Commerce Commission.
 - b. **ComEd Retail Electric Supplier Registration.** Respondents must submit copies of agreements with ComEd to demonstrate their current registration as a retail electric supplier.
 - c. **Transmission Agreements.** Respondents must submit copies of current agreement(s) for network integration transmission service under open access transmission tariffs.
4. **Financial Statements.** Respondent must submit a copy of the Respondent's audited financial statements for the most recent fiscal year. Additionally, Respondent must provide a copy of its most recent quarterly financial statement. The City reserves the right to accept or reject any financial documentation other than the financial statements requested in this section. Respondents operating as subsidiaries of larger organizations should submit the parent organization's financial statements. In addition, Respondents operating as subsidiaries are required to provide a letter of acknowledgement from the parent company establishing that the parent company supports the financial liabilities and obligations of the Respondent.
5. **References.** Provide customer references for the Respondent's three (3) largest private sector and three (3) largest public sector customers. References in ComEd territory are preferred, but not necessary. For each reference, provide customer name, project description, dates of contract service, and primary contact information (i.e., title, phone number, and email address). The City reserves the right to make independent inquiries of Respondent's clients not listed as references in the RFQ Submittal.
6. **Key Personnel Committed to this Account.** Respondent must submit resume(s) for key personnel that would be assigned to the Agreement if Respondent is selected as a Contractor. Additionally, Respondents must identify the amount of time Key Personnel would be able to allocate towards the Agreement.
7. **Power Supply Mix Labeling.** Respondent must demonstrate the ability to report the fuel sources that would support the City's Full Requirements if it were selected as a Contractor by submitting a copy of its most recent Environmental Disclosure Statement on file with the Illinois Commerce Commission.

Respondents must be capable of securing supply options that minimize carbon emissions and nuclear waste attributable to the City's electricity supply. In particular, Respondents must describe their experience in providing outputs from local renewable assets to customers. Respondents must submit a clear statement acknowledging that the City is entitled to develop on-site electricity purchasing agreements (i.e. solar PV installations located at City and or City-affiliated facilities) during the course of the Agreement without penalty or restriction.

Respondents are instructed to indicate in the table below their ability to secure a variety of Power Supply Mix options for meeting the City’s Full Requirements. Respondents are instructed to identify the maximum percentage of the City’s Full Requirements that the Respondent would be capable of securing at the City’s direction.

| Fuel/Plant Type | % of Total Power Supply Portfolio that can be secured |
|---------------------------------|--------------------------------------------------------------|
| Nuclear | |
| Natural Gas | |
| Combined Cycle | |
| Simple Cycle | |
| Biomass | |
| Illinois resources | |
| Non-Illinois resources | |
| Hydro | |
| Illinois resources | |
| Non-Illinois resources | |
| Solar Thermal | |
| Illinois resources | |
| Non-Illinois resources | |
| Solar PV | |
| Illinois resources | |
| Non-Illinois resources | |
| Wind | |
| Illinois resources | |
| Non-Illinois resources | |
| Other (please identify): | |

8. Renewable Portfolio Standard Compliance. Respondents must submit a plan that identifies the measures to be taken to ensure compliance with the Illinois Renewable Portfolio Standard (RPS). At minimum, the plan should include a description of the calculation of the Alternative Compliance Payments (as defined by the RPS), and the process the Respondent will use to identify and secure renewable energy resources, as defined by the RPS, on behalf of the City. Additionally, the plan should indicate the Respondent’s willingness and ability to secure any Renewable Energy Credits (“RECs”) generated by renewable generation assets located in Illinois, and to utilize those RECs for RPS compliance.

9. Renewable Energy Credit (REC) Reporting. The Respondent must demonstrate the ability to provide reports that contain competent and reliable evidence to establish that it purchased properly certified RECs in a sufficient quantity to meet the RPS requirement. In the event the City seeks to purchase volumes of RECs that exceed the requirements of the RPS, Respondent must demonstrate the ability to provide reporting

for such incremental REC purchases that includes but is not be limited to quarterly reports to the City which demonstrate that Contractor generated or purchased RECs with the claimed attributes in amounts sufficient to match the City's goals. The report will show the source of the RECs.

- 10. Insurance.** Respondents are required to submit evidence of ability to obtain the insurance coverage in the appropriate amounts specified in Exhibit B. A Respondent who becomes a Contractor must submit evidence of insurance in the amounts specified within one (1) week of the execution of the Agreement by the City.
- 11. Legal Actions.** Respondent must provide a listing and a brief description of all material legal actions, together with any fines and penalties, for the past five (5) years in which (i) Respondent or any division, subsidiary or parent company of Respondent, or (ii) any member, partner, etc., of Respondent if Respondent is a business entity other than a corporation, has been a:
 - a. debtor in bankruptcy; or
 - b. defendant in a legal action for deficient performance under a contract or in violation of a statute or related to service reliability; or
 - c. respondent in an administrative action for deficient performance on a project or in violation of a statute or related to service reliability; or
 - d. defendant in any criminal action; or
 - e. named insured of an insurance policy for which the insurer has paid a claim related to deficient performance under a contract or in violation of a statute or related to service reliability; or
 - f. principal of a bond for which a surety has provided contract performance or compensation to an obligee of the bond due to deficient performance under a contract or in violation of a statute or related to service reliability; or
 - g. defendant or respondent in a governmental inquiry or action regarding accuracy of preparation of financial statements or disclosure documents.
- 12. Economic Disclosure Statement and Affidavit ("EDS").** Respondents must submit a completed and executed Economic Disclosure Statement and Affidavit. *See Online City of Chicago EDS Instructions, Online EDS Acknowledgement (Exhibit C and D).*

If Respondent is a business entity other than a corporation, then each member, partner, etc., of Respondent must complete an EDS, as applicable, per the instructions on the EDS form. In addition, any entity that has an interest in Respondent or in one or more of its members, partners, etc., and is required pursuant to the Municipal Purchasing Act for Cities of 500,000 or More Population (65 ILCS 5/8-10-8.5) or Chapter 2-154 of the Municipal Code of Chicago to provide a disclosure must submit a completed and executed EDS as an "entity holding an interest in an Applicant" as described in the EDS. All affidavits must be notarized. **Upon completion of Online EDS, Respondent shall submit a copy of two (2) documents with their proposal: 1)**

Certificate of Filing printed from Online EDS system and 2) hardcopy of the executed Attachment A, Online EDS Acknowledgement form in lieu of hardcopy EDS forms.
Subcontractors of Respondents may be asked, at the City's discretion, to provide an EDS during the evaluation process.

13. Minority Business Enterprises (MBE) and Women Business Enterprises (WBE) participation.

The purchasing agent has determined that the nature of the services to be provided under the Agreement is such that neither direct nor indirect subcontracting opportunities will be practicable. Therefore, there will be no stated goals for MBE/WBE participation resulting from the Agreement. This determination is being made pursuant to Section 2-92-450 of the Municipal Code of Chicago.

SECTION 3 - EVALUATING RFQ SUBMITTALS

An Evaluation Committee, which will include the representatives of the Department of Fleet and Facility Management and may include consultants and representatives from other City Department ("Evaluation Committee"), will review and evaluate the RFQ Submittals, as described below.

A. EVALUATION

As part of the evaluation process, the Evaluation Committee will review the information required by Sections 2.A and 2.B above, for each RFQ Submittal received. The Evaluation Committee may also review any other information that is available to it, including, but not limited to, information gained by checking references and by investigating the Respondent's financial condition.

The City reserves the right to seek clarification of any information that is submitted by any Respondent in any portion of its RFQ Submittal or to request additional information during the evaluation process. Any material misrepresentation made may void the RFQ Submittal and eliminate the Respondent from further consideration.

In addition, the Evaluation Committee will review the RFQ Submittals using the following criteria (not necessarily listed in order of importance):

1. Overall quality and completeness of the RFQ Submittal;
2. General supply experience and capability of the Respondent;
3. Technical qualifications of the Respondent;
4. Capability of Respondent to secure cleaner power supply options;
5. Financial stability; and,

6. Compliance with laws/ordinances/statutes, conflicts of interest, and any legal actions pending against the Respondent.

B. QUALIFICATION PROCESS

In the sole discretion of the Evaluation Committee, Respondents may be invited to appear before the Evaluation Committee: for an oral presentation; to clarify in more detail information that was submitted in the Respondent's RFQ Submittal; and/or to ask Respondent to respond to additional questions. Afterwards, the Evaluation Committee will make a final determination whether to rate a Respondent as "qualified." Only those Respondents evaluated "qualified" will be considered Qualified Bidders to be invited to respond to forthcoming RFP(s) for electric energy supply.

SECTION 4 - CONFIDENTIALITY

Respondent may designate those portions of their RFQ Submittal and RFP Submittals which contain trade secrets or other proprietary data which must remain confidential. If a Respondent includes data that is not to be disclosed to the public for any purpose or used by the City except for evaluation purposes, the Respondent must:

- A. Mark the title page as follows: "This material includes trade secrets or other proprietary data ("data") that may not be disclosed outside the City and may not be duplicated, used or disclosed in whole or in part for any purpose other than to evaluate this RFQ Submittal. The City, for purposes of this provision, will include any consultants assisting in the evaluation of Proposals. If, however, a contract is awarded to this Respondent as a result of or in connection with the submission of this data, the City has the right to duplicate, use or disclose the data as required by law or City policy. This restriction does not limit the City's right to use information contained in the data if it is obtained from another source without restriction. The data subject to this restriction are contained in sheets (insert page numbers or other identification)."
- B. Mark each sheet or data to be restricted with the following legend: "Use or disclosure of data contained on this sheet is subject to the restriction on the title page of this Proposal."
- C. All submissions are subject to the Freedom of Information Act.

SECTION 5 – BID PROCESS

A. RFP BID PACKAGE

After establishing and notifying a qualified pool of Respondents, a Bid package will be issued to each Qualified Bidder. The Bid package will include:

- A. Instructions;
- B. Form of Bid ("Bid");
- C. A final Agreement.

Note, that Qualified Bidders must submit an Agreement executed by their duly authorized representatives at the time, no fewer than two (2) business days prior to the RFP deadline. The executed Agreement may **NOT** be modified in any way. In other words, Qualified Bidders making RFP Submittals **MUST** accept and execute the Agreement that will be attached thereto.

The Form of Bid and the Agreement must be signed by Respondent's official(s) authorized to bind Respondent to the Bid and the Agreement, with proof of authority provided. The taking of exceptions to, or failure to sign, these forms will subject Respondent's Bid to disqualification. In signing and submitting these documents, the Respondent will certify that the submission of a Form of Bid and Agreement is Respondent's binding offer to enter into the Agreement with the City.

B. PRICE

All Bid submittals must conform to the pricing structure outlined in the RFP. Respondents will be instructed to provide pricing for a variety of volumes, delivery periods, and possibly Power Supply Mixes in the Bid package.

Exhibit A

LIST OF ACCOUNTS
(other than Street Light accounts)

| | | | | | |
|----|-----------|----|-----------|-----|-----------|
| 1 | 012076014 | 40 | 479043064 | 79 | 723078028 |
| 2 | 017159081 | 41 | 485141008 | 80 | 724009009 |
| 3 | 021150041 | 42 | 491009011 | 81 | 724237003 |
| 4 | 033117047 | 43 | 491024018 | 82 | 724258002 |
| 5 | 036034018 | 44 | 493048025 | 83 | 724267001 |
| 6 | 067122061 | 45 | 495017019 | 84 | 724270008 |
| 7 | 082003012 | 46 | 495030003 | 85 | 724284002 |
| 8 | 088060039 | 47 | 497097024 | 86 | 724303002 |
| 9 | 090076010 | 48 | 537088083 | 87 | 724311004 |
| 10 | 096115052 | 49 | 547056048 | 88 | 757119001 |
| 11 | 099089013 | 50 | 549072004 | 89 | 759156164 |
| 12 | 108050102 | 51 | 549434004 | 90 | 783036000 |
| 13 | 127077025 | 52 | 549477009 | 91 | 783038004 |
| 14 | 145080011 | 53 | 549488002 | 92 | 783040004 |
| 15 | 147039290 | 54 | 549542001 | 93 | 783058006 |
| 16 | 198130013 | 55 | 549561006 | 94 | 783078142 |
| 17 | 211143038 | 56 | 587132009 | 95 | 787117079 |
| 18 | 213026012 | 57 | 603015050 | 96 | 789030020 |
| 19 | 213163056 | 58 | 608310005 | 97 | 798560004 |
| 20 | 237103007 | 59 | 608313006 | 98 | 798675000 |
| 21 | 245103048 | 60 | 608444006 | 99 | 798694005 |
| 22 | 246086000 | 61 | 608580007 | 100 | 798714002 |
| 23 | 248108054 | 62 | 608581004 | 101 | 798747001 |
| 24 | 255133049 | 63 | 624057012 | 102 | 798787005 |
| 25 | 269047056 | 64 | 642086002 | 103 | 809036020 |
| 26 | 272062012 | 65 | 642417007 | 104 | 809116014 |
| 27 | 301154021 | 66 | 666075010 | 105 | 835044034 |
| 28 | 311104079 | 67 | 679004052 | 106 | 876065020 |
| 29 | 315095062 | 68 | 683163064 | 107 | 935228005 |
| 30 | 327114045 | 69 | 685146070 | 108 | 935244009 |
| 31 | 331078034 | 70 | 689011112 | 109 | 935255002 |
| 32 | 339149183 | 71 | 696032014 | 110 | 935266032 |
| 33 | 363166090 | 72 | 697361005 | 111 | 935347005 |
| 34 | 387030177 | 73 | 697530000 | 112 | 935377003 |
| 35 | 393069139 | 74 | 697552006 | 113 | 935407006 |
| 36 | 407007096 | 75 | 697556004 | 114 | 935417002 |
| 37 | 411123094 | 76 | 697561005 | 115 | 935581007 |
| 38 | 435020036 | 77 | 699490009 | 116 | 935592037 |
| 39 | 448133015 | 78 | 713090012 | 117 | 939026098 |

| | | | | | |
|-----|------------|-----|------------|-----|------------|
| 118 | 942095025 | 162 | 1299153004 | 206 | 1998095007 |
| 119 | 954606001 | 163 | 1299622004 | 207 | 2005088006 |
| 120 | 955165063 | 164 | 1299665009 | 208 | 2147038026 |
| 121 | 972252001 | 165 | 1299691009 | 209 | 2216444005 |
| 122 | 972372008 | 166 | 1310127006 | 210 | 2216476007 |
| 123 | 972394004 | 167 | 1310220002 | 211 | 2289033032 |
| 124 | 984012008 | 168 | 1315002022 | 212 | 2334010009 |
| 125 | 1017418004 | 169 | 1316039014 | 213 | 2459078036 |
| 126 | 1017427003 | 170 | 1323025137 | 214 | 2511136040 |
| 127 | 1017438006 | 171 | 1353385002 | 215 | 2538003059 |
| 128 | 1017443007 | 172 | 1353387006 | 216 | 2563050048 |
| 129 | 1017457001 | 173 | 1353396005 | 217 | 2571126024 |
| 130 | 1017673005 | 174 | 1353494006 | 218 | 2595069044 |
| 131 | 1017681052 | 175 | 1353525006 | 219 | 2629139039 |
| 132 | 1017682004 | 176 | 1353558005 | 220 | 2663110005 |
| 133 | 1017717002 | 177 | 1353587006 | 221 | 2747155006 |
| 134 | 1017725004 | 178 | 1409001002 | 222 | 2843151004 |
| 135 | 1017756009 | 179 | 1430301000 | 223 | 2847150049 |
| 136 | 1017770009 | 180 | 1430342001 | 224 | 2859164044 |
| 137 | 1017792005 | 181 | 1430355008 | 225 | 2907124003 |
| 138 | 1026615002 | 182 | 1430408004 | 226 | 2927066002 |
| 139 | 1043668007 | 183 | 1430435001 | 227 | 2961029016 |
| 140 | 1071151035 | 184 | 1446136028 | 228 | 2984069018 |
| 141 | 1079099014 | 185 | 1528205004 | 229 | 3011130030 |
| 142 | 1101011000 | 186 | 1528284005 | 230 | 3023126000 |
| 143 | 1110121000 | 187 | 1528287006 | 231 | 3050127040 |
| 144 | 1111082119 | 188 | 1528288003 | 232 | 3293110016 |
| 145 | 1119120018 | 189 | 1528302008 | 233 | 3323117007 |
| 146 | 1128108048 | 190 | 1528303005 | 234 | 3333146001 |
| 147 | 1137082011 | 191 | 1528484005 | 235 | 3347022005 |
| 148 | 1153095018 | 192 | 1528495008 | 236 | 3363103014 |
| 149 | 1199552005 | 193 | 1528741005 | 237 | 3377010022 |
| 150 | 1199553002 | 194 | 1528742002 | 238 | 3383001057 |
| 151 | 1199554009 | 195 | 1551097012 | 239 | 3513065009 |
| 152 | 1199556003 | 196 | 1633085007 | 240 | 3549058034 |
| 153 | 1199575008 | 197 | 1633192007 | 241 | 3568379003 |
| 154 | 1199591002 | 198 | 1633207003 | 242 | 3571139004 |
| 155 | 1199595000 | 199 | 1634011029 | 243 | 3578029010 |
| 156 | 1199606008 | 200 | 1683144015 | 244 | 3615038039 |
| 157 | 1199634002 | 201 | 1813095038 | 245 | 3633788050 |
| 158 | 1226627006 | 202 | 1862397001 | 246 | 3661483006 |
| 159 | 1256031027 | 203 | 1862404001 | 247 | 3699141013 |
| 160 | 1263089042 | 204 | 1862586017 | 248 | 3727004027 |
| 161 | 1277133017 | 205 | 1862612003 | 249 | 3742402001 |

| | | | | | |
|-----|------------|-----|------------|-----|------------|
| 250 | 3753165028 | 294 | 4203404008 | 338 | 5148254009 |
| 251 | 3795472000 | 295 | 4219219006 | 339 | 5148260007 |
| 252 | 3813724009 | 296 | 4219220009 | 340 | 5148344017 |
| 253 | 3823584008 | 297 | 4238101001 | 341 | 5225613002 |
| 254 | 3826267004 | 298 | 4251226047 | 342 | 5247125038 |
| 255 | 3826268001 | 299 | 4267052017 | 343 | 5255063029 |
| 256 | 3826269008 | 300 | 4301372005 | 344 | 5259663007 |
| 257 | 3879460039 | 301 | 4396566004 | 345 | 5259664004 |
| 258 | 3879463012 | 302 | 4408578007 | 346 | 5259667005 |
| 259 | 3879465016 | 303 | 4411683008 | 347 | 5295334007 |
| 260 | 3879482017 | 304 | 4468505002 | 348 | 5325324002 |
| 261 | 3902111007 | 305 | 4475158031 | 349 | 5330552009 |
| 262 | 3951126009 | 306 | 4548774003 | 350 | 5341133029 |
| 263 | 3965046014 | 307 | 4555362004 | 351 | 5451062002 |
| 264 | 3972081005 | 308 | 4560083038 | 352 | 5476067021 |
| 265 | 3972082002 | 309 | 4572082005 | 353 | 5556611007 |
| 266 | 3972083009 | 310 | 4572538002 | 354 | 5561744004 |
| 267 | 3972086000 | 311 | 4579599003 | 355 | 5631696006 |
| 268 | 3972087007 | 312 | 4623170029 | 356 | 5691058013 |
| 269 | 3972089001 | 313 | 4630319009 | 357 | 5724288005 |
| 270 | 3972090004 | 314 | 4630320002 | 358 | 5724548006 |
| 271 | 3972091001 | 315 | 4630359067 | 359 | 5724549003 |
| 272 | 3972092008 | 316 | 4641439003 | 360 | 5727164020 |
| 273 | 3972093005 | 317 | 4716485008 | 361 | 5740398006 |
| 274 | 3972095018 | 318 | 4716533009 | 362 | 5817743002 |
| 275 | 3972096006 | 319 | 4716536037 | 363 | 5820297000 |
| 276 | 3972097003 | 320 | 4716537007 | 364 | 5839436006 |
| 277 | 3972098000 | 321 | 4725787006 | 365 | 5847320008 |
| 278 | 3972099007 | 322 | 4826563002 | 366 | 5911109008 |
| 279 | 3972100005 | 323 | 4835084005 | 367 | 5919093016 |
| 280 | 3972101002 | 324 | 4884741024 | 368 | 5929169009 |
| 281 | 3972102009 | 325 | 4884744016 | 369 | 5929172006 |
| 282 | 3972103006 | 326 | 4905618004 | 370 | 5929253006 |
| 283 | 3972104003 | 327 | 4915138004 | 371 | 5950112003 |
| 284 | 3972105000 | 328 | 4915139001 | 372 | 6007339000 |
| 285 | 3976507000 | 329 | 4968361000 | 373 | 6065252008 |
| 286 | 3981142002 | 330 | 4968456004 | 374 | 6065253005 |
| 287 | 3999264008 | 331 | 4968627003 | 375 | 6081483003 |
| 288 | 4001629003 | 332 | 5001071035 | 376 | 6091507001 |
| 289 | 4060312007 | 333 | 5052018000 | 377 | 6177088109 |
| 290 | 4072048003 | 334 | 5052040002 | 378 | 6219079022 |
| 291 | 4085027036 | 335 | 5052061001 | 379 | 6242031005 |
| 292 | 4107114003 | 336 | 5136151002 | 380 | 6303369008 |
| 293 | 4126627007 | 337 | 5139266000 | 381 | 6323152036 |

| | | | | | |
|-----|------------|-----|------------|-----|------------|
| 382 | 6368146012 | 420 | 7827796008 | 458 | 8832734002 |
| 383 | 6396636003 | 421 | 7838309020 | 459 | 8844323000 |
| 384 | 6420180003 | 422 | 7863093008 | 460 | 8875120002 |
| 385 | 6437010007 | 423 | 7920335009 | 461 | 8921136001 |
| 386 | 6478424007 | 424 | 7927026003 | 462 | 8933151009 |
| 387 | 6555369005 | 425 | 7947144002 | 463 | 8937071002 |
| 388 | 6576365007 | 426 | 7947299002 | 464 | 8937105003 |
| 389 | 6679723003 | 427 | 8006217007 | 465 | 9089066007 |
| 390 | 6737654005 | 428 | 8006243007 | 466 | 9115427005 |
| 391 | 6807379000 | 429 | 8008047003 | 467 | 9115475001 |
| 392 | 6807811003 | 430 | 8013848003 | 468 | 9117035023 |
| 393 | 6823206002 | 431 | 8074140004 | 469 | 9125363009 |
| 394 | 6823243005 | 432 | 8113659062 | 470 | 9209240003 |
| 395 | 6888107002 | 433 | 8163706007 | 471 | 9209347007 |
| 396 | 6912665006 | 434 | 8172489000 | 472 | 9211191006 |
| 397 | 6912666003 | 435 | 8186699005 | 473 | 9286554013 |
| 398 | 6918150040 | 436 | 8197112000 | 474 | 9295366003 |
| 399 | 6996018016 | 437 | 8197249020 | 475 | 9341161009 |
| 400 | 6996321009 | 438 | 8201167006 | 476 | 9370390005 |
| 401 | 6996322015 | 439 | 8201180009 | 477 | 9439583079 |
| 402 | 7000682009 | 440 | 8201637003 | 478 | 9441577009 |
| 403 | 7015161008 | 441 | 8256128022 | 479 | 9448126000 |
| 404 | 7105800009 | 442 | 8268159000 | 480 | 9457649007 |
| 405 | 7239682008 | 443 | 8328116005 | 481 | 9502183001 |
| 406 | 7327141012 | 444 | 8344537004 | 482 | 9518247007 |
| 407 | 7402007002 | 445 | 8367090004 | 483 | 9622405019 |
| 408 | 7404738000 | 446 | 8367104003 | 484 | 9622406034 |
| 409 | 7497588009 | 447 | 8426562001 | 485 | 9631162009 |
| 410 | 7519592009 | 448 | 8446514001 | 486 | 9672451007 |
| 411 | 7563262007 | 449 | 8453650003 | 487 | 9693614022 |
| 412 | 7615478000 | 450 | 8487599000 | 488 | 9715556003 |
| 413 | 7671027023 | 451 | 8494643004 | 489 | 9754200004 |
| 414 | 7675243005 | 452 | 8496178000 | 490 | 9775201001 |
| 415 | 7695639007 | 453 | 8535209000 | 491 | 9840354000 |
| 416 | 7699022008 | 454 | 8535210003 | 492 | 9840378000 |
| 417 | 7743713007 | 455 | 8539636003 | 493 | 9840418009 |
| 418 | 7764518002 | 456 | 8592568000 | 494 | 9874377008 |
| 419 | 7827794004 | 457 | 8692109003 | | |

LIST OF ACCOUNTS (continued)

(Street Light accounts)

| | | | | | |
|----|------------|----|------------|----|------------|
| 1 | 0011074338 | 20 | 1419041063 | 39 | 2915025055 |
| 2 | 0035015091 | 21 | 1467109058 | 40 | 2915035186 |
| 3 | 0339170179 | 22 | 1499151031 | 41 | 2987169006 |
| 4 | 0427115080 | 23 | 1571028077 | 42 | 2995143061 |
| 5 | 0539162037 | 24 | 1619009032 | 43 | 3019014051 |
| 6 | 0771009146 | 25 | 1675153073 | 44 | 3019115008 |
| 7 | 0771138080 | 26 | 1699094044 | 45 | 3035099090 |
| 8 | 0979151123 | 27 | 1739123080 | 46 | 3195129084 |
| 9 | 1017571006 | 28 | 1851138130 | 47 | 3211018015 |
| 10 | 1017573000 | 29 | 1971020079 | 48 | 3235094053 |
| 11 | 1091012100 | 30 | 1987074065 | 49 | 3251010048 |
| 12 | 1091170045 | 31 | 2035041039 | 50 | 3435001070 |
| 13 | 1211037054 | 32 | 2059137023 | 51 | 3555009118 |
| 14 | 1211109082 | 33 | 2059165045 | 52 | 3563078038 |
| 15 | 1275171117 | 34 | 2067107048 | 53 | 3587004030 |
| 16 | 1355001027 | 35 | 2227008088 | 54 | 3643151145 |
| 17 | 1371047210 | 36 | 2515135003 | 55 | 6235023057 |
| 18 | 1387157076 | 37 | 2763007041 | | |
| 19 | 1395118127 | 38 | 2899100113 | | ### |

Exhibit B

INSURANCE REQUIREMENTS

The Contractor must provide and maintain at Contractor's own expense, during the term of the Agreement and any time period following expiration if Contractor is required to perform any additional work, the insurance coverage and requirements specified below, insuring all operations related to the Agreement.

A. INSURANCE TO BE PROVIDED

1. Workers Compensation and Employers Liability

Workers Compensation Insurance, as prescribed by applicable law covering all employees who are to provide work under this Agreement and Employers Liability coverage with limits of not less than \$500,000 each accident, illness or disease.

2. Commercial General Liability (Primary and Umbrella)

Commercial General Liability Insurance or equivalent with limits of not less than \$5,000,000 per occurrence for bodily injury, personal injury, and property damage liability. Coverage's must include the following: All premises and operations, products/completed operations, separation of insureds, defense, and contractual liability (not to include Endorsement CG 21 39 or equivalent). The City of Chicago is to be named as an additional insured on a primary, non-contributory basis for any liability arising directly or indirectly from the work.

3. Subcontractors performing work for the Contractor must maintain limits of not less than \$1,000,000 with the same terms herein.

4. Automobile Liability (Primary and Umbrella)

When any motor vehicles (owned, non-owned and hired) are used in connection with work to be performed, the Contractor must provide Automobile Liability Insurance with limits of not less than \$1,000,000 per occurrence for bodily injury and property damage. The City of Chicago is to be named as an additional insured on a primary, non-contributory basis.

5. Professional Liability

When any account managers or other professional consultants perform work in connection with this Agreement, Professional Liability Insurance covering acts, errors, or omissions must be maintained with limits of not less than \$2,000,000. When policies are renewed or replaced, the policy retroactive date must coincide with, or proceed, start of work on the Agreement. A claims-made policy

which is not renewed or replaced must have an extended reporting period of two (2) years.

Subcontractors performing professional Services for the Contractor must maintain limits of not less than \$1,000,000 with the same terms herein.

6. Valuable Papers

When any data, media, records, reports, files, billings, audits, financial statements, and other documents are produced or used under this Agreement, Valuable Papers Insurance must be maintained in an amount to insure against any loss whatsoever, and must have limits sufficient to pay for the re-creation and reconstruction of such records.

7. Blanket Crime (if applicable)

The Contractor must provide Blanket Crime coverage covering all persons handling funds under this Agreement, against loss by dishonesty, robbery, burglary, theft, destruction, or disappearance, computer fraud, credit card forgery, and other related crime risks. The policy limit must be written to cover losses in the amount of maximum monies collected, received and in the possession of Contractor at any given time as it regards this Agreement.

B. ADDITIONAL REQUIREMENTS

The Contractor must furnish the City of Chicago, Department of Fleet and Facility Management, Chicago, IL 60642, Attn: Janel Forde, Deputy Commissioner, original Certificates of Insurance, or such similar evidence, to be in force on the date of this Agreement, and Renewal Certificates of Insurance, or such similar evidence, if the coverages have an expiration or renewal date occurring during the term of this Agreement. The Contractor must submit evidence of insurance on the City of Chicago Insurance Certificate Form (copy attached) or equivalent prior to execution of Agreement. The receipt of any certificate does not constitute agreement by the City that the insurance requirements in the Agreement have been fully met or that the insurance policies indicated on the certificate are in compliance with all Agreement requirements. The failure of the City to obtain certificates or other insurance evidence from Contractor is not a waiver by the City of any requirements for the Contractor to obtain and maintain the specified coverages. The Contractor must advise all insurers of the Agreement provisions regarding insurance. Non-conforming insurance does not relieve Contractor of the obligation to provide insurance as specified herein. Nonfulfillment of the insurance conditions may constitute a violation of the Agreement, and the City retains the right to stop work until proper evidence of insurance is provided, or the Contract may be terminated.

The Contractor must provide for 60 days prior written notice to be given to the City in the event coverage is substantially changed, canceled, or non-renewed.

Any deductibles or self-insured retentions on referenced insurance coverages must be borne by Contractor.

The Contractor hereby waives and agrees to require their insurers to waive their rights of subrogation against the City of Chicago, its employees, elected officials, agents, or representatives.

The coverages and limits furnished by the Contractor in no way limits the Contractor's liabilities and responsibilities specified within the Agreement or by law.

Any insurance or self-insurance programs maintained by the City of Chicago do not contribute with insurance provided by the Contractor under the Agreement.

The required insurance to be carried is not limited by any limitations expressed in the indemnification language in this Agreement or any limitation placed on the indemnity in this Agreement given as a matter of law.

If Contractor is a joint venture or limited liability company, the insurance policies must name the joint venture or limited liability company as a named insured.

The Contractor must require all subcontractors to provide the insurance required herein, or Contractor may provide the coverages for subcontractors. All subcontractors are subject to the same insurance requirements of Contractor unless otherwise specified in this Agreement.

If Contractor or subcontractor desires additional coverages, the party desiring the additional coverages is responsible for the acquisition and cost.

Notwithstanding any provision in the Agreement to the contrary, the City of Chicago Risk Management Department maintains the right to modify, delete, alter or change these requirements.

Exhibit C

ONLINE CITY OF CHICAGO ECONOMIC DISCLOSURE STATEMENT AND AFFIDAVIT (EDS) INSTRUCTIONS

Website for general EDS information:

http://www.cityofchicago.org/city/en/depts/dps/provdrs/comp/svcs/economic_disclosurestatementseds.html

WHEN SUBMITTING YOUR RESPONSE TO THIS REQUEST FOR QUALIFICATIONS (RFQ) FOR ELECTRICITY SUPPLY SERVICES, THE RESPONDENT SHALL SUBMIT 2 DOCUMENTS:

- 1) A **“CERTIFICATE OF FILING”** EVIDENCING COMPLETION OF YOUR ONLINE EDS AND
- 2) AN EXECUTED **ATTACHMENT A, ONLINE EDS ACKNOWLEDGEMENT** SIGNED BY AN AUTHORIZED OFFICER BEFORE A NOTARY (Exhibit D).

1. ONLINE EDS FILING

1.1. ONLINE EDS FILING REQUIRED PRIOR TO RESPONSE DUE DATE

The Respondent shall complete an online EDS prior to the response due date. A Respondent who does not file an electronic EDS prior to the response due date may be found non-responsive and its response rejected. If you are unable to complete the online EDS and print a Certificate of Filing prior to the response due date, the City will accept a paper EDS provided written justification is provided explaining your good faith efforts to complete it before the response due date and the reasons why it could not be completed.

NOTE: ALWAYS SELECT THE “CONTRACT” (NOT UPDATE) BOX WHEN COMPLETING AN ONLINE EDS TO ENSURE A NEW CONTRACT SPECIFIC ONLINE EDS IS CREATED RELATED TO THE SOLICITATION DOCUMENT. CLICKING THE UPDATE BOX ONLY UPDATES PREVIOUS EDS INFORMATION.

1.2. ONLINE EDS WEB LINK

The web link for the Online EDS is <https://webapps.cityofchicago.org/EDSWeb>

1.3. ONLINE EDS NUMBER

Upon completion of the online EDS submission process, the Respondent will be provided an EDS number. Respondent should record this number here:

EDS Number: _____

1.4. ONLINE EDS CERTIFICATION OF FILING AND ATTACHMENT A, ONLINE EDS ACKNOWLEDGEMENT

Upon completion of the online submission process, the Respondent will be able to print a hard copy Certificate of Filing. The Respondent should submit the signed Certificate of Filing and Attachment A, Online EDS Acknowledgement form with its response. Please insert your Certification of Filing and Attachment A, Online EDS Acknowledgement form following the Cover Letter. See Section 5.2, Item K, Required Contents of Proposal in the RFP. A Respondent who does not include a signed Certificate of Filing and/or Attachment A, Online EDS Acknowledgement form with its response must provide it upon the request of the Chief Procurement Officer.

1.5. PREPARATION CHECKLIST FOR REGISTRATION

To expedite and ease your registration process, we recommend that you collect the following information prior to registering for an Online EDS user account:

| | |
|--|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| | 1. Invitation number, if you were provided an invitation number. |
| | 2. EDS document from previous years, if available. |
| | 3. Email address to correspond with the Online EDS system. |
| | 4. Company Information: |
| | a. Legal Name |
| | b. FEIN/SSN |
| | c. City of Chicago Vendor Number, if available. |
| | d. Address and phone number information that you would like to appear on your EDS documents. |
| | e. EDS Captain. Check for an EDS Captain in your company - this maybe the person that usually submits EDS for your company, or the first person that registers for your company. |

1.6. PREPARATION CHECKLIST FOR EDS SUBMISSION

To expedite and ease your EDS submission, we recommend that you collect the following information prior to updating your EDS information online.

Items #1 through #7 are needed for both EDS information updates and contract related EDS documents:

- _____ 1. Invitation number, if you were provided with an invitation number.
- _____ 2. Site address that is specific to this EDS.
- _____ 3. Contact that is responsible for this EDS.
- _____ 4. EDS document from previous years, if available.
- _____ 5. Ownership structure, and if applicable, owners' company information:
 - _____ a. % of ownership
 - _____ b. Legal Name
 - _____ c. FEIN/SSN
 - _____ d. City of Chicago Vendor Number, if available.
 - _____ e. Address

- _____ 6. List of directors, officers, titleholders, etc. (if applicable).
- _____ 7. For partnerships/LLC/LLP/Joint ventures, etc.:
 - _____ a. List of controlling parties (if applicable).
 - _____ Items #8 and #9 are needed ONLY for contract related EDS documents:
- _____ 8. Contract related information (if applicable):
 - _____ a. City of Chicago contract package
 - _____ b. Cover page of City of Chicago bid/solicitation package
 - _____ c. If EDS is related to a mod, then cover page of your current contract with the City.
- _____ 9. List of subcontractors and retained parties:
 - _____ a. Name
 - _____ b. Address
 - _____ c. Fees – Estimated or paid

1.7. EDS FREQUENTLY ASKED QUESTIONS

Q: Where do I file?

A: The web link for the Online EDS is <https://webapps.cityofchicago.org/EDSWeb>

Q: How do I get help?

A: If there is a question mark on a page or next to a field, click on the question mark for help filling out the page or field. You may also consult the User Manual and the Training Videos available on the left menu.

Q: Why do I have to submit an EDS?

A: The Economic Disclosure Statement (EDS) is required of applicants making an application to the City for action requiring City Council, City department or other City agency approval. For example, all bidders seeking a City contract are required to submit an EDS. Through the EDS, applicants make disclosures required by State law and City ordinances and certify compliance with various laws and ordinances. An EDS is also required of certain parties related to the applicant, such as owners and controlling parties.

Q: Who is the Applicant?

A: “Applicant” means any entity or person making an application to the City for action requiring City Council or other City agency approval. The applicant does not include owners and parent companies.

Q: Who is the Disclosing Party?

A: “Disclosing Party” means any entity or person submitting an EDS. This includes owners and parent companies.

Q: What is an entity or legal entity?

A: “Entity” or „Legal Entity” means a legal entity (for example, a corporation, partnership, joint venture, limited liability company or trust).

Q: What is a person for purposes of the EDS?

A: "Person" means a human being.

Q: Who must submit an EDS?

A. An EDS must be submitted in any of the following three circumstances:

| | |
|--------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Applicants: | An Applicant must always file this EDS. If the Applicant is a legal entity, state the full name of that legal entity. If the Applicant is a person acting on his/her own behalf, state his/her name. |
| Entities holding an interest: | Whenever a legal entity has a beneficial interest (E. G. direct or indirect ownership) of more than 7.5% in the Applicant, each such legal entity must file an EDS on its own behalf. |
| Controlling entities: | Whenever a Disclosing Party is a general partnership, limited partnership, limited liability company, limited liability partnership or joint venture that has a general partner, managing member, manager or other entity that can control the day-to-day management of the Disclosing Party, that entity must also file an EDS on its own behalf. Each entity with a beneficial interest of more than 7.5% in the controlling entity must also file an EDS on its own behalf. |

Q: What information is needed to submit an EDS?

A: The information contained in the Preparation Checklist for EDS submission.

Q: I don't have a user ID & password. Can I still submit an Online EDS?

A: No. You must register and create a user ID and password before submitting an Online EDS.

Q: What information is needed to request a user ID & password for Online EDS?

A: The information contained in the Preparation Checklist for Registration is needed to request a login for the Online EDS.

Q: I already have a username and password from another City web site (City Web Portal, Department of Construction and Permits, Department of Consumer Services, etc.). Can I log-in the Online EDS with that account?

A: Usually not. The Online EDS uses a user ID and password system that is shared by the Public Vehicle Advertising and Water Payment web sites. You may use a username and password from those sites by answering "Yes" to "Is this an existing City of Chicago user ID?" when registering. Other usernames and passwords will not be automatically

recognized. However, you may choose to create an identical username for the Online EDS if it is not already taken.

Q: I don't have an email address. How do I submit an Online EDS?

A: You cannot get an account to submit an online EDS without an email address. If you need an e-mail address, we suggest that you use a free internet email provider such as www.hotmail.com or www.yahoo.com or rmail.google.com to open an account. The City does not endorse any particular free internet email provider. Public computers are available at all Chicago Public Library branches.

Q: I forgot my user ID. Can I register again?

A: No. If you are the EDS Captain of your organization, please contact the Department of Procurement Services at 312-744-4900. If you are an EDS team member, contact your EDS Captain, who can look up your user ID.

Q: Who is the EDS Captain?

A: The EDS Captain is a person who performs certain administrative functions for an organization which files an EDS. Each organization registered with the Online EDS has at least one EDS Captain. There may be co-captains, who are all equal. EDS Captains approve new users, change contact information for an organization, and de-active accounts of employees who have left the organization. Please see the User Manual for more information.

Q: Why do we need EDS Captains?

A: The Online EDS is designed to be a self-service web application which allows those doing or seeking to do business with the City to perform as many routine functions as possible without City intervention. Because many organizations have multiple staff filing an EDS, the EDS Captain role allows those organizations to self-manage the contact information and users.

Q: Who is the EDS team?

A: The EDS team for an organization is everyone who is registered to file an EDS on behalf of the organization.

Q: I forgot my password. What should I do?

A: To retrieve a temporary password, click the "Forgot your password?" link on the login page. Enter your user ID that you provided when you registered your account. The system will automatically generate a temporary password and send it to you. When you log-in with your temporary password, you will be asked to create a new password.

Q: How do I complete an Online EDS?

A: Click on "Create New" after logging in. The Online EDS system will walk you through the EDS questions. Please see the User Manual for details.

Q: How do I fill out a Disclosure of Retained Parties?

A: There is no longer a separate Disclosure of Retained Parties filing. After logging in, click on "Create New". Answer (click) "Contract" to "Is this EDS for a contract or an EDS information update?" Click "Fill out EDS", and click on the "Retained Parties" tab. When finished, click on "Ready to Submit."

Q: How do I attach documents?

A: Attachments are discouraged. If at all possible, please provide a concise explanation in the space provided in the online form. Attachments with pages of officers are not acceptable. Names of officers must be typed into the system. If you must provide an attachment for another reason, please send it to your City of Chicago contact (contract administrator or negotiator for procurements) and they will attach it for you. Documents can be sent in PDF (preferred), Word, or paper format.

Q: Who can complete an Economic Disclosure Statement online?

A: Any authorized representative of your business with a user ID and password can complete your EDS online. One person, such as an assistant, can fill in the information and save it, and another person can review and electronically sign the Online EDS.

Q: What are the benefits of filing my Economic Disclosure statement electronically?

A: Filing electronically reduces the chance of filing an incomplete EDS and speeds up the processing of contract awards. A certificate of filing can be printed at the completion of the process and inserted into your bid package. The biggest benefit for those who frequently do business with the City is that after the first EDS, each EDS is much easier to fill out because non-contract specific information is pre-filled from the last submitted EDS.

Q: Will my information be secure?

A: Yes. When making your internet connection to our Web Server, you will connect through a Secure Socket Layer (SSL for short) to the "Online EDS" login page. All information you type will be protected using strong encryption. Within the login page, you will provide us with a user ID, password, and secret question for user authentication. Only you will have knowledge of this unique identification information.

Q: I am filing electronically. How do I sign my EDS?

A: Once you have completed the EDS, you will be prompted to enter your password and answer to your secret question. Together, these will serve as your electronic signature. Although you will also print and physically sign an EDS certification of filing as a notice that your EDS was filed, your EDS is complete as a legal document with only the electronic filing.

Q: My address has changed. How can I update my information?

A: You must be an EDS Captain for your organization to update this. Log-in and click on "Vendor Admin, Site Administration." Select the appropriate site and click edit.

Q: I have more questions. How can I contact the Department of Procurement Services?

A: Please contact the contract administrator or negotiator assigned to your solicitation or contract. You may call DPS at 312-744-4900 between 8:30 AM and 5:00 PM Central Time.

Q: Can I save a partially complete EDS?

A: Yes. Click "Save". To avoid data loss, we recommend you save your work periodically while filling out your EDS.

Q: Do I have to re-type my information each time I submit an EDS?

A: No. The system will remember non-contract specific information from your last submitted EDS for one year. This information will be filled-in for you in your new EDS. You will have an opportunity to correct it if it has changed since your last filing. When you submit your new EDS, the information is saved and the one-year clock begins running anew.

Q: What are the system requirements to use the Online EDS?

A: The following are minimum requirements to use the Online EDS:

- A PDF viewer such as Adobe Reader is installed and your web browser is configured to display PDFs automatically. You may download and install Adobe Reader free at www.adobe.com/products/reader/
- Your web browser is set to permit running of JavaScript.
- Your web browser allows cookies to be set for this site. Please note that while we use cookies in the Online EDS, we do not use them to track personally identifiable information, so your privacy is maintained.
- Your monitor resolution is set to a minimum of 1024 x 768.
- While not required to submit an EDS, if you wish to view the training videos, you must have Adobe Flash Plugin version 9 or higher, speakers, and sound. Please note that very old computers may not be able to run Adobe Flash and will not be able to play the training videos. In that case, we encourage you to seek help using the Online EDS Manuals. You may download and install Adobe Flash Plugin free at <http://get.adobe.com/flashplayer>

The Online EDS has been tested on Internet Explorer 6.0 and 7.0 and Firefox 2.0 and 3.0 on Windows XP and Mac OS X. Although it should work on other browsers and operating systems, the City of Chicago guarantee compatibility.

Exhibit D

ATTACHMENT A, ONLINE EDS ACKNOWLEDGEMENT

The undersigned, hereby acknowledges having received Specification No. 104757 containing a full set of RFP Documents, including, Addenda Numbers (none unless indicated here) _____, and affirms that the Respondent shall be bound by all the terms and conditions contained in the RFP Documents, regardless of whether a complete set thereof is attached to this response.

Under penalty of perjury, the undersigned: (1) warrants that he/she was authorized to submit an EDS on behalf of the Disclosing Party on-line, (2) warrants that all certifications and statements contained in the EDS are true, accurate and complete as of the date the EDS was submitted on-line, and (3) further warrants that, as of the date of submission of this response, there have been no changes in circumstances since the date that the EDS was submitted that would render any certification in the EDS false, inaccurate or incomplete.

Further, the undersigned being duly sworn deposes and says on oath that no disclosures of ownership interests have been withheld and the information provided therein to the best of its knowledge is current and the undersigned has not entered into any agreement with any other respondent or prospective respondent or with any other person, firm or corporation relating to the price named in this proposal or any other proposal, nor any agreement or arrangement under which any act or omission in restraining of free competition among respondents and has not disclosed to any person, firm or corporation the terms of this proposal or the price named herein.

COMPANY NAME: _____
(Print or Type)

AUTHORIZED OFFICER SIGNATURE: _____

TITLE OF SIGNATORY: _____
(Print or Type)

BUSINESS ADDRESS: _____
(Print or Type)

State of _____ (Affix Corporate Seal)

County of _____

This instrument was acknowledged before me on this _____ day of _____, 20____

by _____ as President (or other authorized officer) and

_____ as Secretary of _____ (Company Name)

Notary Public Signature: _____ (Seal)

Exhibit E

DRAFT ELECTRICITY SALES AGREEMENT
INCLUDING CITY OF CHICAGO TERMS

[TO BE INSERTED]