

Request for Proposals (RFP)
for
Guaranteed Energy Savings Contract

Issued by:

**Livingston County Special Services Unit
205 N Adams St
Flanagan, IL 61740**

Executive Director: Josh Olsen

Proposal Due Date: February 10, 2026, 2:00 PM

Request for Proposals for Guaranteed Energy Savings Contract

Notice is hereby given that Livingston County Special Services Unit (the "Co-op") at 205 N Adams St, Flanagan, IL 61740, is requesting Qualified Providers to propose energy conservation measures through a guaranteed energy savings contract. The Co-op's objective in issuing this Request for Proposal (RFP) is to provide a competitive means in which to select a qualified provider for a Guaranteed Energy Savings Contract under a phased approach for all buildings. The contract shall follow the requirements of Article 19b of the Illinois School Code. Proposals shall be in sealed form and submitted no later than February 10, 2026, 2:00 PM, at the existing Administrative Office at which time they will be publicly opened. The Co-op's RFP is available online at <https://cdb.illinois.gov/procurement/escos.html>. For questions contact Josh Olsen, the Co-op's Executive Director, Jolsen@lcssu.org.

Providers shall submit one (1) paper copy and one (1) electronic copy of the proposals in a sealed box. No faxed nor electronically submitted proposal shall be accepted.

Proposals shall include implementation of energy conservation measures. "Energy conservation measure" means any improvement, repair, alteration, or betterment of any building or facility owned or operated by the Co-op or any equipment, fixture, or furnishing to be added to or used in any such building or facility, subject to the building code, that is designed to reduce energy consumption or operating costs or both.

The Co-op reserves the right to reject any or all proposals, to waive irregularities in the proposal procedure, or accept the proposal that, in its opinion, will serve the best interest of the Co-op. The Co-op further reserves the right to award all or a portion of the work to one or more providers. Any such decision shall be considered final. Failure to meet any of the required criteria may result in automatic rejection of the proposal.

The Co-op will not provide compensation to the Respondent(s) for any expense incurred by the Respondent(s) for Submission preparation, product evaluations, or demonstrations that may be made. All submissions become the property of the Co-op and will not be returned to the ESCO.

In accordance with Article 19b of the Illinois School Code, the Co-op discloses that Greenlight Design Partners participated in the preparation of this RFP.

I. Proposed Project

- A. The work to be included in the project may include but not limited to upgrades or replacement of equipment and/or material include in, but not limited to roofing, tuck-pointing, parking lots, doors, windows, flooring, lighting, plumbing, domestic water, HVAC and security.
- B. The intent of this RFP is to provide the owner with the means to realize maximum energy and operational savings and/or related improvements to its facilities.
- C. A savings guarantee will be offered as part of the qualified provider's proposal. The savings in energy and operating costs are guaranteed to cover the cost of the contract within 20 years.
- D. If a proposal includes any proprietary data or information that the respondent does not want disclosed to the public, such data or information must be specifically identified as such on every page which it is found. Data or information so identified will be used by the Co-op solely for the purpose of evaluating proposals and conducting contract negotiations. Disclosure of any proprietary information by the Co-op shall be in accordance with the laws and regulations regarding disclosure in force in the State of Illinois.

II. Proposal Format

Proposals must contain all required information outlined in this section. The Co-op reserves the right to eliminate from further consideration any proposal deemed to be substantially or materially unresponsive to the requests for information contained herein. Moreover, the Board reserves the right to reject all proposals and to waive any deficiencies in a proposal.

A. TABLE OF CONTENTS

B. EXECUTIVE OVERVIEW

C. COMPANY INFORMATION

- Name of firm
- Business address
- Primary contact person for this project
- Name of officer authorized to bind the firm and office address.
- Number of years company has been in business.
- Additional relevant information

D. QUALIFICATIONS

- Resumes of the key project personnel to the project
- Current Professional Engineering License for the audit team
- Documentation of firm being a licensed design firm in Illinois
- Current Certification from the State of Illinois that your firm is in good standing with the State of Illinois to perform work/business in Illinois.
- Litigation:
 - List any projects with Illinois School Districts which have resulted in litigation or arbitration during the past ten years.
 - List any projects the responding ESCO has signed a contract and not delivered on the agreed upon contract. Please also explain.
 - List any litigations/filed pending lawsuits that the ESCO is actively involved in.
- Relevant Experience: Provide a list of completed project details on at least five (5) Illinois k-12 projects.

E. TECHNICAL APPROACH

- Describe the ESCO's approach to technical design.
- If necessary, will the ESCO include asbestos abatement in the guaranteed energy savings contract?
- Will the ESCO be using an in-house licensed engineer or licensed architect to stamp building permits?
- Provide a description of the facility needs and recommended solutions.

F. FINANCIAL APPROACH and GUARANTEE

- Pricing for proposed recommended solutions and alternatives if applicable.
- Provide a detailed explanation of how the ESCO will calculate savings.

G. PROJECT MANAGEMENT

- Description of approach for project and construction management including processes, type, and availability of company resources to support the project.

III. Proposal Evaluation Criteria

A Co-op evaluation team will evaluate all proposals and recommend an award subject to approval by the Co-op Board offering the best value proposal. The Co-op reserves the right to, but is not obligated to, request and require that the proposing firm provide an oral presentation of its proposal. The written proposal and oral presentation, if required, will be the basis for determining the successful firm. Proposals will be evaluated according to the following criteria:

- Qualifications and experience of the proposer. The Co-op may solicit reference information from previous clients.
- Qualifications and experience of committed personnel.
- Technical Approach – quality and responsiveness of the proposal to the needs of the Co-op in terms of scope of work, methodology, and project management.
- Financial Approach – Total Project Cost and Projected Savings.

The Co-op Board or its designee will, in the exercise of their sole discretion, determine which proposal best meets the needs of the Co-op.

The Co-op is not liable for any cost incurred by the respondent in preparing or submitting a proposal, or in preparing the contract.

IV. Timeline

The Co-op expects to undertake the selection process described below according to the following schedule:

Advertisement and Issue RFP	January 9, 2026
Submissions of Proposals	February 10, 2026, 2:00 PM
Selection of ESCO	February/March
Award Contract	February/March
Substantial Project Completion	August