Request for Proposal

for

Natural Gas Supplier for Columbus State Community College

Request # 27-005

Distributed by Columbus State Community College

Proposals are due to dalbaug1@cscc.edu by Wed., Nov. 18, 2026, by 5pm EDT.

Late proposals will not be accepted or considered.

PROPOSAL DUE DATE

Sealed Proposals will be accepted by Columbus State Community College, by e-mail, ATTN: Darrin Albaugh, Assistant Director of Purchasing and Accounts Payable @ dalbaug1@cscc.edu until 5:00 PM EDT, Wednesday, November 18, 2026. Please include "RFP 27-005 Natural Gas Supplier for Columbus State Community College" as the subject line of the email.

It is the Supplier's responsibility to make certain that the College receives proposals before 5:00 PM EDT, Wednesday, November 18, 2026. Late proposals will not be accepted or considered.

Schedule of Events:

Event	Date
RFP issued	Monday, November 2, 2026
Questions Due from Participants	Monday, November 9, 2026
Response to Questions	Monday, November 16, 2026
Proposals Due	**Wednesday, November 18, 2026**
Start of New Contract	**Tuesday, January 1, 2027**

Proposal

A Supplier's delivery of a Proposal to the College shall be construed as evidence of having read, acknowledged, accepted, and complied with these instructions to Suppliers, including the RFP quotation, CSCC contract, and Maintenance Agreement. The Supplier also ensures that the individual submitting the proposal has legal authority to submit pricing agreements. The proposal must be signed by a representative of the Supplier who has the authority to make offers and enter into contractual agreements on behalf of the Supplier.

Overview

The mission of Columbus State Community College is to provide quality educational programs that meet the lifelong learning needs of its diverse community. The college is chartered to serve four counties in central Ohio: Franklin, Delaware, Union, and Madison. Through its dynamic curriculum and commitment to diverse learners, the college serves as a catalyst for creating and fostering linkages among the community, business, and educational institutions. The college proactively responds to the changing needs of its communities and its role in the global economy using instructional and emerging technologies.

Columbus State serves its community at its two campuses located in downtown Columbus and in Delaware County. The college has satellite sites located in Franklin and Delaware Counties. It also serves thousands of learners through its web-based distance learning program. The college serves approximately 26,000 for-credit students, over 5,000 non-credit students, and has over 800 full-time employees and more than 1,000 adjunct faculty.

1. INTRODUCTION

1.1 Purpose

Columbus State Community College ("College") is soliciting proposals from qualified and experienced Natural Gas Suppliers to provide retail natural gas commodity supply services for College facilities located throughout Central Ohio.

The College seeks a supplier capable of delivering competitive pricing, reliable service, responsive account management, and energy market expertise while supporting the College's financial and operational objectives. The selected Supplier shall provide natural gas commodity supply and related services in accordance with the requirements set forth in this Request for Proposal (RFP).

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2. COLLEGE OVERVIEW

Columbus State Community College is one of Ohio's largest community colleges and operates multiple campuses, learning centers, administrative facilities, and support locations across Central Ohio.

The College utilizes natural gas for heating, domestic hot water, food service operations, laboratories, and other facility functions. Natural gas usage varies based upon weather conditions, occupancy levels, facility operations, and other factors.

The College seeks a supplier relationship that ensures reliable natural gas supply while providing budget stability and market expertise.

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3. OBJECTIVES

The objectives of this solicitation are to:

- Obtain competitive natural gas commodity pricing.
- Improve budget certainty and forecasting ability.
- Minimize exposure to energy market volatility.
- Establish a relationship with a qualified natural gas supplier.
- Ensure reliable and uninterrupted commodity supply.
- Obtain market intelligence and energy advisory support.
- Support future sustainability initiatives and carbon reduction efforts.

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4. SCOPE OF SERVICES

4.1 Natural Gas Supply Services

The awarded Supplier shall provide retail natural gas commodity supply services for all accounts identified in this solicitation.

Services shall include, at a minimum:

- Natural gas commodity procurement.
- Transportation management.
- Balancing services.
- Coordination with the applicable Local Distribution Company (LDC).
- Account enrollment and onboarding.
- Customer support and account management.
- Usage reporting and analytics.
- Market intelligence and pricing support.
- Regulatory compliance management.

The Supplier shall ensure uninterrupted commodity supply throughout the contract term.

4.2 Account Coverage

The College intends to include all eligible natural gas accounts identified in Attachment A.
The College reserves the right to:

- Add facilities or accounts.
- Remove facilities or accounts.
- Consolidate facilities or accounts.
- Modify usage due to operational changes.
- Add newly acquired facilities.

Any additions or removals shall be administered in accordance with the terms proposed by the awarded Supplier.

4.3 Historical Usage Information

Historical natural gas consumption information will be provided in Attachment A.
Information may include:

- Service address
- Account number
- Monthly consumption data
- Annual consumption totals
- Peak seasonal usage
- Utility service territory information

Historical information is provided solely for proposal development purposes. The College does not guarantee future consumption levels.

4.4 Enrollment and Transition Services

The successful Supplier shall provide all services necessary to transition the College's accounts.
Services shall include:

- Account enrollment.
- Coordination with Local Distribution Companies.
- Supplier switch administration.
- Service start confirmations.
- Resolution of enrollment issues.

No interruption of natural gas commodity service shall occur during the transition process.

4.5 Account Management

The Supplier shall assign a dedicated account manager to serve as the primary contact for the College.
The account manager shall provide:

- Customer service support.
- Contract administration.
- Billing support.
- Market updates.
- Usage reviews.
- Regulatory communications.

- Issue resolution assistance.

The Supplier shall also identify a backup account representative.

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5. PRICING REQUIREMENTS

5.1 Pricing Options

Suppliers shall provide pricing for one or more of the following options:

Fixed Pricing

A fixed commodity rate for the proposed contract term.

5.2 Pricing Submission Requirements

Proposals shall clearly identify:

- Commodity costs.
- Transportation costs.
- Storage costs.
- Balancing costs.
- Administrative fees.
- Regulatory charges.
- Pass-through costs.
- Additional fees and surcharges.
- Assumptions utilized to develop pricing.

Suppliers shall clearly identify any costs excluded from pricing.

5.3 Usage Variance

Suppliers shall describe:

- Load swing tolerance requirements.
- Usage variance limitations.
- Penalties associated with significant consumption deviations.
- Methods available to manage usage fluctuations.

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6. CONTRACT TERM

The College would like pricing options for 12, 24 and 36 month periods.

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7. SUPPLIER QUALIFICATIONS

Suppliers shall provide evidence of experience, qualifications, and financial stability.

7.1 Corporate Information

Include:

- Legal company name.
- Corporate headquarters location.
- Years in business.
- Ownership structure.
- Organizational overview.

7.2 Licensing Requirements

Supplier must be licensed and authorized to provide retail natural gas commodity services within the State of

Ohio.
Provide:

- Public Utilities Commission of Ohio (PUCO) certification information.
- License number(s).
- Current regulatory status.
- Authorized Ohio service territories.

7.3 Relevant Experience

Provide information regarding:

- Higher education clients.
- Public sector clients.
- Large commercial clients.
- Number of Ohio customers served.
- Annual natural gas volumes supplied.

7.4 Financial Stability

Provide:

- Financial statements, if available.
- Credit ratings, if applicable.
- Description of financial strength.
- Evidence of the ability to meet contractual obligations.

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8. REGULATORY COMPLIANCE

The Supplier shall comply with all applicable:

- Federal laws and regulations.
- State laws and regulations.
- Local ordinances.
- Public Utilities Commission of Ohio requirements.
- Utility tariffs and operating requirements.
- Industry standards and best practices.

The Supplier shall maintain all required licenses, registrations, and certifications throughout the contract term.

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9. BILLING AND REPORTING

The Supplier shall describe available billing and reporting capabilities, including:

- Electronic billing.
- Consolidated billing options.
- Online account access.
- Usage reports.
- Cost analysis reports.
- Budget forecasting tools.
- Historical usage reporting.
- Downloadable data files.

Reports should be available electronically and in commonly accepted formats.

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10. SUSTAINABILITY AND ENERGY SERVICES

The College is interested in services that support sustainability and carbon reduction goals.

Suppliers should describe available offerings including:

- Renewable Natural Gas (RNG) programs.
- Carbon reduction initiatives.
- Greenhouse gas emissions reporting.
- Sustainability consulting.
- Energy efficiency support.
- Environmental attribute reporting.
- Energy market advisory services.

Provide examples of similar services offered to higher education institutions or public entities.

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11. REQUIRED QUESTIONNAIRE

Respond to the following:

1. Is your company licensed to provide retail natural gas supply services in Ohio?
2. How many years has your organization supplied natural gas within Ohio?
3. Describe your experience serving colleges, universities, and public-sector organizations.
4. Is your company involved in any pending litigation, bankruptcy proceedings, or significant regulatory actions? If so, provide details.
5. Describe your company's financial strength and stability.
6. Explain your natural gas procurement strategy.
7. Describe how transportation, balancing, and storage services are managed.
8. Explain any load swing tolerances and usage variance provisions.
9. Describe how pass-through costs are administered.
10. Identify the personnel who will support the College's account.
11. Describe reporting tools and analytics capabilities.
12. Describe available Renewable Natural Gas and sustainability programs.
13. Has your company provided services to Columbus State Community College within the past five years?
14. Include a sample contract that would be executed if selected.
15. Provide three customer references comparable in size and complexity.

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12. PROPOSAL CONTENTS

Proposals shall include the following sections:

Section 1 – Executive Summary

Overview of the Supplier and proposed solution.

Section 2 – Company Profile

Corporate history, qualifications, and organizational information.

Section 3 – Relevant Experience and References

Comparable projects and customer references.

Section 4 – Service Approach

Description of services and account management structure.

Section 5 – Pricing Proposal

Complete pricing and contract assumptions.

Section 6 – Contract Terms
Sample agreement and proposed exceptions.
Section 7 – Financial Information
Evidence of financial strength and stability.
Section 8 – Questionnaire Responses
Complete responses to all required questions.

13. RESERVATION OF RIGHTS
Columbus State Community College reserves the right to:

- Reject any or all proposals.
- Waive minor informalities or irregularities.
- Request additional information.
- Conduct interviews with respondents.
- Negotiate contract terms.
- Modify the scope of services.
- Cancel this solicitation at any time.
- Award all or part of the services described herein.
- Make an award deemed to be in the best interests of the College.

Issuance of this RFP does not obligate the College to award a contract.

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14. ATTACHMENTS
Attachment A – Natural Gas Account Listing and Historical Usage Data

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Method of Award

Award for goods and services will be made to the Supplier providing the lowest responsive and responsible proposal. The College reserves the right to reject all proposals, or portions thereof, and is not bound to accept the lowest-cost quotation if that quotation is not in the best interest of the College. In making an award, factors such as, but not limited to, the Suppliers service capability, integrity, delivery lead time, equipment, reputation, human and financial resources, as well as past performance will be weighed.

Compliance with Federal, State and Local Laws

Supplier represents and warrants in submitting a proposal to the RFP and in the performance of any contract awarded because of this RFP, it has complied with and/or shall comply with all applicable Federal, State, and local laws, rules and regulations. No Supplier or any person acting on behalf of any Supplier shall, in any manner, discriminate against, intimidate, or retaliate against any employee hired for the performance or work under the contract on account of race, color, religion, sex, age, handicap, national origin or ancestry.

O.R.C 9.24

Ohio Revised Code (O.R.C.) Section 9.24 prohibits the State from awarding a contract to any offeror(s) against whom the Auditor of State has issued a finding for recovery if the finding for recovery is "unresolved" at the time of award. By submitting a proposal, offeror warrants that it is not now, and will not become subject to an "unresolved" finding for recovery under O.R.C. 9.24, prior to the award of any contract arising out of this RFP, without notifying the College of such finding.

Public Record Law

It is expressly understood by the parties that Columbus State Community College is a public institution and is subject to the Ohio Public Records Act, O.R.C. 149.43, et seq. Upon receipt of a public records request, Columbus State is required to provide prompt inspection or copies within a reasonable period of responsive records that Columbus State determines, in its sole discretion, public records subject to release. Regardless of any other term in this contract or agreement, release of public records in compliance with Ohio law will not be deemed a breach of this RFQ. Columbus State Community College agrees not to disclose, without giving prior notice, any specific information that Supplier has previously identified as a proprietary trade secret. If a person seeks that information through a public records request, Columbus State will notify bidder during Columbus State's legal review to give the bidder an opportunity to establish to the satisfaction of Columbus State that the information constitutes a proprietary Trade secret that is exempt from disclosure under the Public Records Act.

If Columbus State does not find that the information constitutes a proprietary trade secret, Columbus State will notify bidder of its intention to disclose the information in accordance with law. Bidders may choose to seek appropriate legal action, including injunctive relief, to prevent disclosure of the information at issue.

Taxes and Infringement

It is understood that all Proposals received shall be exclusive of any Use, Sales, Federal, State or local tax. The College is an institution qualified for exemption from customary taxes. Tax Exemption certificates will be furnished upon request.

The College shall be saved harmless by the Supplier from payment of all claims and costs (including attorney fees) arising out of any infringement, alleged infringement, or use of any patent or patented device, article, system, arrangement, materials, processes, or any copyright, trademark, trade secret, or any proprietary right of any third party used by them in the execution of the contract.

Right to Clarity

The College reserves the right to obtain clarification of any point in the Supplier's Quotation. The failure of the Supplier to make additional information available could result in rejection of the Quotation.

Disabilities Law Compliance

The College requires all suppliers to be in compliant with the Americans with Disabilities Act, as amended (ADA-AA) and other applicable State of Ohio and Federal standards such as sections 504 and 508 of the Rehabilitation Act of 1973 regarding accessibility and disability. Suppliers must ensure that products and services are functionally accessible to individuals with disabilities. Compliance means that a person with a disability can acquire the same information, engage in the same interactions, and enjoy the same services as a person without a disability, in an equally effective and integrated manner, with substantially equivalent ease of use.

Endorsements

The Supplier shall not permit endorsements by photographs or written statements involving the College or use of the college trademarks or logos, without prior written approval of the College through the Director of Facilities Management.

Governing Law

The laws of the State of Ohio will govern the interpretation, validity, and effect of the RFP and any resulting contract documents. Any disputes arising out of this RFP, or resultant contract shall be litigated in the appropriate Court in Franklin County, Ohio.

NON-COLLUSION AFFIDAVIT

The undersigned bidder or agent, duly sworn on oath, states that all the following are true:

1. He/she has not, nor has any other member, representative, or agent of the firm, company, corporation, or partnership represented by him, entered any combination, collusion, conspiracy, or agreement, directly or indirectly, with any person related to the price to be bid by anyone at such letting.

2. He/she has not, nor has any other member, representative, or agent of the firm, company, corporation, or partnership represented by him, entered any combination, collusion, conspiracy, or agreement, directly or indirectly, with any person to prevent any person from bidding.

3. He/she has not, nor has any other member, representative, or agent of the firm, company, corporation, or partnership represented by him, entered any combination, collusion, conspiracy, or agreement, directly or indirectly, with any person to include anyone to refrain from bidding.

4. This bid is made without reference to any other bid and without any agreement, understanding, or combination with any other person in reference to such bidding.

5. This bid is genuine and not a sham.

6. They further state that no person or persons, firms, or corporation has, have, or will receive, directly or indirectly, any rebate, fee gift, commission, or thing of value on account of such sale.

OATH AND AFFIRMATION

I HEREBY AFFIRM UNDER THE PENALTIES FOR PERJURY THAT THE FACTS AND INFORMATION CONTAINED IN THE FOREGOING BID FOR PUBLIC WORKS ARE TRUE AND CORRECT.

Dated this day of

_____

Name of Organization

_____

Title of Person

_____

Signing Signature

ACKNOWLEDGEMENT

STATE OF _____

COUNTY OF _____

Before me, a Notary Public, personally appeared the above-named and swore that the statements contained in the foregoing document were true and correct.

Subscribed and sworn to me this_____day of_____,_____.

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Notary Public Signature

My Commission Expires_____