

Great Parks of Hamilton County
Request for Letter of Interest
Gas and Electrical Utilities Broker Services
June 17th, 2025

I. Introduction

Great Parks of Hamilton County (Great Parks) is seeking Letters of Interest for Gas and Electrical Utilities Broker Services. This Request for Letter of Interest (RFLOI) packet will be included as part of the Broker's submission and will serve as the basis for the service contract.

II. Background Information

Great Parks was established in 1930 as a park district and is a separate political subdivision of the State of Ohio, governed by a Board of Park Commissioners.

Supported by funding from two ten-year property tax levies, grants, donations, and fees, Great Parks' mission is to preserve and protect natural resources and to provide outdoor recreation and education to enhance the quality of life for present and future generations.

Great Parks protects 22 parks and conservation areas, totaling approximately 18,000 acres. It has around 143 electricity and gas accounts. Great Parks has previously managed all accounts internally and is now seeking a broker to streamline costs and provide administrative support.

III. Scope of Work

Great Parks of Hamilton County is seeking broker services for gas and electrical utilities. The Respondent's ability to demonstrate expertise in managing utility costs will be considered. Great Parks is looking for exceptional customer service. Great Parks is accepting broker service providers for the following scope of work:

1. Gather bids from reliable and creditworthy suppliers.
2. Submit a comparative bid analysis that highlights costs, risks, and the renewable content of energy offers.
3. Propose optimal procurement strategies that align with the Great Parks' sustainability and energy procurement goals.
4. Continue to monitor the electricity and natural gas market, identify purchasing opportunities, and carry out any purchases on Great Parks' behalf with the supplier.
5. Review third-party supplier and Duke invoices monthly to ensure consistent pricing and billing.

6. Maintain an updated list of all metered accounts, including account numbers, 22-digit Choice Service IDs and their locations.
7. Ensure the supplier is not overbilling in any way.
8. Report the monthly usage, total dollars spent, cost avoidance dollars, and any billing errors.
9. Help with gas and electricity contract questions.
10. Support Great Parks' commitment to sustainability by using certified green energy suppliers.

Great Parks will contract directly with a Gas and Electrical Utilities Broker's organization that can meet the requirements outlined in this RFLOI. Respondents submitting a letter of interest for all the services described in this RFLOI must specifically address all the requirements in Section IV. Account details are available upon request. Requests for data will not be viewed as an addendum request for clarification. Any questions or requests for clarification should be directed to Stephanie Bacher, Sustainability Coordinator, at Sbacher@greatparks.org.

IV. RFLOI Requirements

It is Great Parks' intent to select a Gas and Electrical Utilities Broker, provided that the qualifications have been submitted according to the requirements outlined in this Gas and Electrical Utilities Broker Services RFLOI. Great Parks reserves the right to waive any informalities and irregularities in a received Letter of Interest and to accept the Letter of Interest that, in Great Parks' judgment, serves its best interests.

When determining the best Letter of Interest, the following scoring factors will be considered:

A. Company Qualifications

1. Describe your firm's history and organization. Include details about your main business, the number of employees, and the number of offices or locations.
2. Identify the principal and other key personnel who will be fully responsible for the account. Include resumes or statements of qualifications for the personnel assigned to the account.
3. Outline any upcoming changes in your organization that may affect the delivery of services.
4. Describe your ability to carry out responsibilities in complete compliance with all federal, state, and local laws and regulations.
5. Submit verification of broker eligibility (e.g., certification).
6. Please clarify if you are an independent broker, unaffiliated with any utility supplier or third-party administrative agency.
7. Describe your approach to negotiating contracts and renewals.

8. Describe your experience with gas and electric utility service contracts for government agencies.
9. How many public sector clients does your team serve?
10. How many public sector clients of a comparable size do you have?
11. What has been your experience serving clients with large energy demands or multiple accounts?

B. Expertise

1. Please describe any unique analysis you would offer to help manage our programs.
2. Describe your experience assisting clients with complicated administrative issues.
3. List the available types of renewable energy (excluding nuclear).
4. Outline your approach to supporting our programs over the course of the year.
5. What can Great Parks anticipate as a customer in the next 12 to 18 months?
6. What steps do you take to ensure customer satisfaction and accuracy?

C. Service to Account

1. Describe the type and format of the monthly and yearly account reviews of data and usage.
2. Explain the procedure for analyzing utility bills and give an example.
3. Describe your process for monitoring accounts and how you would issue warnings for anomalies such as excessive usage.
4. Describe the reporting options available to clients and provide examples.
5. Can you customize your reporting?

D. Compensation – Fee Structure

1. Describe how your firm is compensated, including fees, commissions, or a combination of both.
2. Provide any pricing or cost data essential for performing this service.
3. If the firm offers unique or proprietary services, provide a description of those services and the fee structure, including fixed prices and/or hourly billing rates.
4. Please be sure to specify what services are included in your annual fee and which services incur additional costs.
5. Confirm that your proposed fee includes everything for the scope of work detailed in your submitted Letter of Interest.
6. Indicate the number of hours you can dedicate each month to help with additional miscellaneous account requests.
7. Has your firm faced any lawsuits, settlements, or significant organizational changes related to compensation disclosure or practices in the past five years?
8. Do you need a letter of exclusivity for your service?
9. Provide an example of a typical contract.

E. References

Please provide at least three references from other entities of similar size and scope, preferably from public sector clients.

F. On-Site Visit/Interview

Great Parks staff will evaluate all submissions, and the top-ranked Gas and Electrical Utilities Broker Service providers will be interviewed. These selected brokers will be notified and receive information, including dates and times, before the interviews. The selection of firms to be interviewed is based on their submitted written responses to Section IV.

V. General Requirements

A. Other Documents Required

Before accepting the Letter of Interest and beginning any work, the Broker shall provide proof of the required documents listed below:

1. Certificate of Insurance, listing Great Parks of Hamilton County as additional insured.
2. Ohio Bureau of Workers' Compensation (BWC) Certificate of Coverage.
3. New Vendor Form (upon selection, for Great Parks Finance Department purposes).
4. Emergency contacts and their information. The individuals we should reach out to at your firm in case of an emergency.
5. Signed and completed indemnification section on the last page.
6. Initial each page in the designated area on the page footer.

All Letters of Interest must be submitted in writing. The criteria that will be used to determine the award are listed in section IV above.

B. RFLOI Deadline

Letters of Interest should be sent to Stephanie Bacher, Sustainability Coordinator, Great Parks, no later than 4:00 p.m., July 1, 2025.

C. Submittal Requirements

Letters of Interest are due by 4:00 p.m. (EST) on Tuesday July 1, 2025. Letters of Interest shall be submitted via PDF format via email to Stephanie Bacher, Sustainability Coordinator, at sbacher@greatparks.org. Files over 20MB shall be provided via link to a file sharing service.

Letter of Interest files shall contain the Broker service providers' name and "Broker Services." The initiated RFLOI document and completed indemnification section must be included with the submittal.

D. Acceptance of RFLOI (Award)

Great Parks intends to select a broker according to these requirements. Great Parks reserves the right to waive any informalities or irregularities in any Letter of Interest received and to accept the Letter of Interest that, in Great Parks' judgment, is in its own best interests. The initial contract period will begin upon award.

F. General Notes

1. Great Parks is exempt from taxes.
2. Great Parks reserves the right to reject any and all Letters of Interest submitted for consideration.
3. Cancellation - This agreement may be canceled by either party thirty (30) days after written notice is provided. However, no party may exercise this right during the first ninety (90) days that the contract is in effect. Notwithstanding these provisions, any failure to meet contract specifications or comply with delivery requirements shall be grounds for immediate cancellation.

G. Indemnification

To the fullest extent permitted by law, the Service Provider shall indemnify and hold harmless, Great Parks, Great Parks' consultants, agents, vendors and employees from and against claims, damages, losses and expenses, including but not limited to attorneys' fees, arising out of or resulting from performance of the work, provided that such claim, damage, loss or expense is attributable to bodily injury, sickness, disease or death, or to injury to or destruction of tangible property (other than the work itself), but only to the extent caused by the negligent acts or omissions of the Service Provider, a Subcontractor, anyone directly or indirectly employed by them or anyone for whose acts they may be liable. Such obligation shall not be construed to negate, abridge, or reduce other rights or obligations of indemnity which would otherwise exist as to a party or person described in this section. In claims against any person or entity indemnified under this section by an employee of the Service Provider, a Subcontractor, anyone directly or indirectly employed by them or anyone for whose acts they may be liable, the indemnification obligation under this section shall not be limited by a limitation on amount or type of damages, compensation or benefits payable by or for the Service Provider or a Subcontractor under workers' compensation acts, disability benefit acts or other employee benefit acts.

Company: _____

Address: _____

City, State, Zip: _____

Office Phone: _____ Mobile Phone: _____

Email: _____ Fax: _____

Authorized By (print name): _____

Title: _____

Signature: _____



Initial: _____