

**City of Hillsboro**  
**Request for Proposals**  
**Retail Electric Service for City Load**

The City of Hillsboro is requesting proposals from qualified Retail Electric Providers (“REPs”) to provide retail electric service to the City and its municipal facilities, including City Hall, Fire Station-Central, Fire Station #2 Police Station, Parks, Ball Parks, Civic Center, Historic City Hall, Public Works Center, Library, all of which are located in the City of Hillsboro, which is located in Hill County. Monthly power usage is approximately 148,372 Kilowatt hours and annual usage is approximately 1.8 million Kilowatt hours. The City wishes to have its billing consolidated into one bill.

All questions pertaining to this RFP should be directed to Jerry Barker, Community Development Director, 214 E. Elm Street, Hillsboro, TX 76645. Mr. Barker may be contacted at (254) 582-2119 (voice), (254) 582-0112 (Fax), or E-mail [jbarker@hillsborotx.org](mailto:jbarker@hillsborotx.org).

All written inquiries, questions, and Non-Mandatory Letters of Intent to Propose must be received by the City Secretary prior to 2 p.m. (CST) on Wednesday, June 17, 2009. Prospective respondents are encouraged to fax Letters of Intent and Questions to (254) 528-2119 to ensure timely receipt. The responses to questions and other information pertaining to this procurement will be answered as soon as practical. Questions and inquiries received after the deadline will not be considered; respondents are solely responsible for verifying timely receipt in the City Secretary’s Office of Letters of Intent and Questions.

**Closing Date:** Proposals must be received by the City Secretary at the location specified above no later than 2 p.m. (CST), on Tuesday, July 7, 2009. Proposals received in the City Secretary’s Office after this time and date will not be considered; respondents are solely responsible for verifying timely receipt of Proposals in the Issuing Office.

**Evaluation and Award Procedure:** All proposals will be subject to evaluation by the City. The City Council will make the final decision. The City reserves the right to accept or reject any or all proposals submitted. The City is under no legal or other obligation to execute a contract on the basis of this notice or the distribution of any RFP. The City shall pay for no costs incurred by any entity in responding to this notice or the RFP.

The anticipated schedule of events is as follows: Issuance of RFP –Monday, June 8, 2009; Non-Mandatory Letters of Intent and Questions Due – Wednesday, June 17, 2009, 2 p.m. CST; Proposals Due –July 7, 2009, 2 p.m. CST; Contract Execution - as soon thereafter as practical.

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Jack Harper

City Manager, City of Hillsboro



# Standard Letter of Authorization for the Request of Historical Usage Information (English)

Date: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

## LIST TDU (List TDUs that apply to request)

- Oncor Electric Delivery                       CenterPoint                                       Sharyland  
 AEP     TNMP     Entergy Texas

Please accept this letter as a formal request and authorization for the above referenced Distribution Company (TDU) to release energy usage data, including kWh, kVA or KW, and interval data (if applicable) at the following location(s) to TXU Energy. This information request shall be limited to no more than the most recent 12-month period of service. If the ESI ID(s) are IDR accounts, please indicate whether summary level and/or interval data is required.

- Summary Billing Data Only       Interval Data Only       Both Summary and Interval Data

Please forward usage and load information in electronic (Microsoft Excel) format to:

E-mail:

If an attachment is used, please use a separate attachment per TDSP with the ESI IDs that are specific to a TDSP. TDSP will reject if ESI IDs are submitted that are not associated with their territory.


Service Address

ESI ID Number (found on bill)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## AUTHORIZATION

I affirm that I have the authority to make and sign this request on behalf of my company for all ESI IDs that are associated with this request.

  
(Signature)

City of Hillsboro  
(Company)

By checking this box, the Customer identified below and TXU Energy affirm that the authorizing signature is the Customer identified below and hold the TDU harmless for providing the historical data to requested party as identified on this form.

Jack Harpen  
(Name, printed)

P.O. Box 568  
(Billing Street Address)

City Manager  
(Title)

Hillsboro TX 76645  
(City, State, Zip Code)

254-582-3271  
(Telephone Number)