

**REQUEST FOR PROPOSALS (RFP)  
FOR RETAIL NATURAL GAS SUPPLY SERVICE**

**ISSUED BY:**

**ASM Global**



**on behalf of**

**THE PENNSYLVANIA CONVENTION CENTER AUTHORITY**



**Issue Date: Wednesday, March 26, 2025**

**Round 1 Pricing Due Date: Wednesday, April 9, 2025**

## **I. Purpose and Description of Request for Proposals**

On behalf of the Pennsylvania Convention Center Authority (“PCCA” or “the Authority”), ASM Global is hereby requesting pricing from Pennsylvania Utility Commission-licensed natural gas suppliers for Retail Natural Gas Supply Service on a full requirements service basis. The Convention Center facility includes two (2) natural gas accounts located in Philadelphia Gas Works (PGW) utility service territory.

Consumption for these accounts was approximately 59,800 dekatherms (Dth) in 2024. Detailed information, including account numbers, service address, billing address, historical consumption data and monthly volumes is contained in Appendix B to this RFP. Suppliers are required to submit pricing in accordance with the instructions and Pricing Form set forth in Appendix A.

This RFP includes two (2) Interruptible-Service (IT D) accounts with service to begin on April 1, 2026. These accounts are currently under contract and are already being served until the end of March 2026. The intent is to have a seamless transition from one contract to the next. The duration of service will be determined per the pricing option(s) ultimately selected by ASM Global and the Authority.

### **RFP PROCESS:**

**The Authority has published this RFP and all related Exhibits to the Cobblestone vendor management portal: <https://cobblestone.paconvention.com/vendorgateway/>**

Bidders are expected to register on the portal to download the RFP and other pertinent documents. The Authority may post updates and addendums to the portal. Addendum No. 1 to this RFP contains instructions on how to register and access the portal.

**Round 1 Pricing proposals are due by 12:00pm on Wednesday, April 9, 2025.** Proposals must be submitted via email to the attention of Michael Taylor and with a copy to Erik Miller of NORESKO.

Michael Taylor, Purchasing Manager, ASM Global  
Email: [mtaylor@paconvention.com](mailto:mtaylor@paconvention.com)

Erik Miller, Director Energy Procurement, NORESKO  
Email: [emiller@noresko.com](mailto:emiller@noresko.com)

Based upon the results of the pricing proposals received on **Wednesday, April 9, 2025**, ASM Global and the Authority will select a short-list of suppliers to invite to a ‘best and final’ executable pricing day on a date to be provided. On this final pricing date, the Authority intends to award a contract to the lowest responsible bidder. It is anticipated that the Authority will execute an agreement on the final pricing day.

**It is the intention of the Authority to utilize the Pennsylvania Department of General Services (DGS) COSTARS Program’s form of agreement (see Section II on Page 3).** Notwithstanding this preference, the Authority reserves the following rights: the right not to award or enter into a contract that may result from the rejection of bids in accordance with law, or such other circumstances that does not result in the award of a contract. All costs and expenses incurred by participants in this RFP process are the sole responsibility of the bidder.

Appendix A to this RFP contains a Pricing Form that must be completed and submitted by each respondent. It contains a detailed description of the pricing options, requirements and duration for each pricing option.

All inquiries and correspondence relating to this RFP shall be submitted via email to:

Michael Taylor, PA Convention Center  
Email: [mtaylor@paconvention.com](mailto:mtaylor@paconvention.com)

With a copy to:  
Janet Mitrocsak, PA Convention Center  
Email: [jmitrocsak@paconvention.com](mailto:jmitrocsak@paconvention.com)

Erik Miller, NORESKO  
732-754-8410  
Email: [emiller@noresko.com](mailto:emiller@noresko.com)

**Required Bid Forms (Exhibits AA to GG)**

These Exhibits must be downloaded and submitted with proposals.

Exhibits are available on the website: <https://cobblestone.paconvention.com/vendorgateway/>

- Exhibit AA - Anti-Discrimination Policy
- Exhibit BB- Solicitation for Participation
- Exhibit CC- Best Faith and Good Efforts
- Exhibit DD- Code of Conduct
- Exhibit EE- Drug-Free Workplace Policy
- Exhibit FF- Contractor Compliance Form
- Exhibit GG - Sustainability Commitment Form and Guidelines

## **II. Owner Contractual and Pricing Requirements**

The PCCA intends to utilize the Pennsylvania Department of General Services (DGS) COSTARS Program agreement as the base form of agreement for this transaction. **The PCCA does not intend to execute the winning supplier's form of "Master Retail Energy Supply Services Agreement" with the winning Energy Supplier. Instead, the PCCA expects to execute the winning Energy Supplier's form of "Transaction Confirmation". This "Transaction Confirmation" will refer directly back to the existing COSTARS Program Agreement between the PA DGS and Energy Supplier.** The contract signatory for this agreement will be the Pennsylvania Convention Center Authority. Note that if the winning supplier is an approved contractor within the Pennsylvania Department of General Services (DGS) COSTARS Program, the standard/approved form of COSTARS agreement will be utilized.

**Suppliers are required to identify whether they are a COSTARS-approved vendor. If yes, please provide a sample Transaction Confirmation that may be used in conjunction with the COSTARS agreement. If not, please provide a sample form of agreement including terms and conditions and transaction confirmation and/or all related contract documents.**

All costs to provide Full Requirements Service up to the Delivery Point are to be included in the Bid Prices. Bid prices must be exactly the all-inclusive price that is presented on the bills. Bidders' pricing shall not include delivery service charges and other charges imposed by the Local Delivery Company. The Authority is seeking a swing tolerance in monthly usage of +/-100% of monthly contract volumes and will give preference to suppliers that can offer maximum bandwidth.

Historical annual consumption is being furnished for informational purposes only and may not be the actual Full Requirements Service to be consumed during the term of the Agreement. **It is expected that Bidders will secure and/or confirm consumption history and account requirements on their own.**

In submitting a bid, the bidder acknowledges that it waives any and all of its claims and causes of action against ASM GLOBAL, the Authority and/or NORESKO or any of their officers, directors, representatives, members, employees, principals, consultants, and agents, on the basis on the historical usage or contract quantities that the bidder may have relied upon. The Agreement will not be on a "take-or-pay" basis. Since it is impossible to determine the precise quantities of Full Requirements Service that will be needed during the term of the Agreement, the Supplier shall be obligated to furnish all of ASM GLOBAL and the Authority's requirements during the term of the Agreement at the Contract Price.

### **Consultant Fee**

ASM GLOBAL and the Authority has retained NORESKO to assist in procuring Natural Gas Supply Service for the PA Convention Center. The Supplier must enter into a separate agreement with NORESKO whereby the Supplier will pay NORESKO a fee of **\$0.20 per dth** of natural gas usage by the Authority during the term of the resulting agreement (the "Consultant Fee"). All Bid Prices must be inclusive of the Consultant Fee payable to NORESKO.

### **Request for Qualifications/Experience:**

- a. Bidders shall provide evidence of ability and history of supplying natural gas to PGW customers with usage characteristics comparable to the Authority's facilities.
- b. Bidders shall provide references (names and contact information) for two large commercial customers that it supplies or has supplied within the most recent 24-month period.
- c. Bidders shall provide PA PUC license information.
- d. Bidders shall provide the approximate total number of current customers and approximate total load served in PGW territory.

**APPENDIX A**

**PRICING REQUIREMENTS AND PRICING FORM**

**Round 1 Pricing Form Due on Wednesday, April 9, 2025**

Bidders must complete the pricing sections below in their entirety and sign the Pricing Form in the space provided. Bid responses that are not typed must be clearly legible. Please take price responses out to four (4) decimal places (\$ per dth), per the spaces provided. The lowest responsible bidder shall be selected based upon the Supplier’s price response for that category.

- The Authority is seeking weighted average pricing for two alternative products: 1) Fixed-Basis Pricing, and 2) All-in Fixed “City-Gate” pricing.
- Each of these products must be a Full Requirements product with a +/- 100% swing tolerance, or bandwidth. Please state any exceptions.
- Contract Service Start Month for all pricing options is April 2026.
- Fixed Basis Pricing\* shall include the following components: Interstate transportation (Basis), supplier margin, consultant fee and any other applicable costs (nominating and balancing, etc.) including line losses to transmit natural gas to the City-Gate. Fixed Basis pricing shall not include the cost of the commodity or State sales or GRT tax. If this option is selected, commodity/NYMEX-hedging decisions will be made subsequent to bid award.
- All-inclusive Fixed City Gate Pricing\*\* shall include the following components: Interstate transportation (basis), supplier margin, consultant fee, commodity, and any other applicable costs (nominating and balancing, etc.) including line losses to transmit natural gas to the City-Gate. Line Losses from the City-Gate to the Burner Tip should not be included.
- **In addition to the required durations below, suppliers are also permitted to submit any alternative contract term lengths or “Sweet Spot” pricing offers.**
- **The Authority prefers Utility Consolidated Billing (UCB), if available.**
- The Authority is a tax-exempt entity. GRT or sales tax should not be included in pricing.

| <b>Pricing Option</b> | <b>Start Month</b> | <b>Service Period months</b> | <b>Fixed Basis Pricing*</b>   | <b>All-inclusive Fixed City Gate Pricing**</b> |
|-----------------------|--------------------|------------------------------|-------------------------------|--|
| 1                     | April 2026         | 24                           | \$ ____ . ____ ____ ____ /dth | \$ ____ . ____ ____ ____ /dth                  |
| 2                     | April 2026         | 36                           | \$ ____ . ____ ____ ____ /dth | \$ ____ . ____ ____ ____ /dth                  |
| 3                     | April 2026         | 48                           | \$ ____ . ____ ____ ____ /dth | \$ ____ . ____ ____ ____ /dth                  |
| 4                     | April 2026         | 60                           | \$ ____ . ____ ____ ____ /dth | \$ ____ . ____ ____ ____ /dth                  |

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**APPENDIX A (cont'd)**

**PRICING REQUIREMENTS AND PRICING FORM**

**Round 1 Pricing Form Due on Wednesday, April 9, 2025**

**Please answer the following questions:**

1. Confirm if your company can offer Utility Consolidated Billing in PGW territory (YES or NO): \_\_\_\_\_
  
2. Please confirm and/or describe your methodology for billing utility line loss factor from the City Gate to the point of burner tip. Add any information that may be useful in clarifying billing procedures.
  - a. Metered volumes adjusted \_\_\_\_\_
  - b. Other (describe) \_\_\_\_\_
  
3. Confirm the swing tolerance or usage bandwidth restrictions offered: \_\_\_\_\_
  
4. The Authority is tax-exempt. Please confirm tax is not included: \_\_\_\_\_
  
5. Confirm NORESKO's consultant fee is included (\$0.20/dth): \_\_\_\_\_

**Please complete, authorize and sign in the box below:**

|   |                |
|---|----------------|
| <b>Vendor Name -</b>                                |                |
| <b>Phone -</b>                                      | <b>Email -</b> |
| <b>Submitted by:</b>                                | <b>Date -</b>  |
| <i>Authorized Agent of Company (name and title)</i> |                |

**APPENDIX B**

**ACCOUNT INFORMATION AND CONSUMPTION HISTORY**

Full Requirements Service is to be provided to the two (2) accounts listed below, with service start date of April 1, 2026. A Letter of Authorization can be provided upon request. Any fees associated with the collection of data will be the responsibility of the Bidder.

**ACCOUNT INFORMATION**

|                            |   |   |
|----------------------------|---|---|
| <b>Billing Address</b>     | One Convention Center Place, 1101 Arch Street, Philadelphia, PA 19107 | One Convention Center Place, 1101 Arch Street, Philadelphia, PA 19107 |
| <b>Service Address</b>     | 1201 Arch ST, A, Philadelphia, PA 19107                               | IT Expansion, 1101 Arch Street, Philadelphia, PA 19107                |
| <b>Utility</b>             | PGW   | PGW   |
| <b>Account #</b>           | 401106496   | 417974801   |
| <b>Cycle #</b>             | 23  | 23  |
| <b>Meter #</b>             | 1658884   | 2064979   |
| <b>Service Point ID</b>    | 4791083987  | 7252158152  |
| <b>SA ID</b>               | 7369398035  | 9056600573  |
| <b>Utility Description</b> | Industrial Heat and Domestic  | Commercial Non-Heat   |
| <b>Rate Class</b>          | Interruptible Transportation D (IT D)                                 | Interruptible Transportation D (IT D)                                 |

**NATURAL GAS CONSUMPTION HISTORY (dekatherms)**

| <b>Month</b> | <b>Cumulative (Both Accounts)</b> |                 |                 |                       |
|--------------|-----------------------------------|-----------------|-----------------|-----------------------|
|              | <b>2022</b>                       | <b>2023</b>     | <b>2024</b>     | <b>3 Year Average</b> |
| Jan          | 11,949.0                          | 8,304.3         | 13,230.9        | 11,161.4              |
| Feb          | 8,626.1                           | 8,756.9         | 8,698.0         | 8,693.7               |
| Mar          | 7,715.8                           | 8,812.9         | 7,723.6         | 8,084.1               |
| Apr          | 7,444.7                           | 2,949.1         | 5,869.0         | 5,420.9               |
| May          | 2,473.3                           | 2,683.7         | 1,413.4         | 2,190.1               |
| Jun          | 443.0                             | 1,132.2         | 75.7            | 550.3                 |
| Jul          | -                                 | 428.7           | -               | 142.9                 |
| Aug          | -                                 | 814.3           | -               | 271.4                 |
| Sep          | 1,254.4                           | 1,449.1         | 1,896.8         | 1,533.4               |
| Oct          | 4,972.5                           | 3,352.0         | 3,116.3         | 3,813.6               |
| Nov          | 7,461.8                           | 6,833.9         | 6,836.5         | 7,044.1               |
| Dec          | 11,635.1                          | 8,213.3         | 10,941.4        | 10,263.3              |
| <b>TOTAL</b> | <b>63,975.7</b>                   | <b>53,730.4</b> | <b>59,801.6</b> | <b>59,169.2</b>       |

Individual Account Consumption History Continued on the following page.

| <b>PGW# 0401106496</b> |                 |                 |                |                       |
|------------------------|-----------------|-----------------|----------------|-----------------------|
| <b>Month</b>           | <b>2022</b>     | <b>2023</b>     | <b>2024</b>    | <b>3 Year Average</b> |
| Jan                    | 8,518.2         | 8,262.6         | 7,316.8        | 8,032.5               |
| Feb                    | 7,862.8         | 8,673.6         | -              | 5,512.1               |
| Mar                    | 7,715.8         | 8,563.4         | 947.7          | 5,742.3               |
| Apr                    | 5,451.6         | 1,718.0         | 897.2          | 2,688.9               |
| May                    | 927.8           | 444.3           | -              | 457.4                 |
| Jun                    | -               | -               | 61.9           | 20.6                  |
| Jul                    | -               | -               | -              | -                     |
| Aug                    | -               | -               | -              | -                     |
| Sep                    | 175.6           | -               | 20.6           | 65.4                  |
| Oct                    | 3,297.6         | -               | -              | 1,099.2               |
| Nov                    | 6,063.6         | 3,120.4         | -              | 3,061.3               |
| Dec                    | 9,954.5         | 4,701.7         | 21.2           | 4,892.5               |
| <b>TOTAL</b>           | <b>49,967.5</b> | <b>35,484.0</b> | <b>9,265.4</b> | <b>31,572.3</b>       |

| <b>PGW# 0417974801</b> |                 |                 |                 |                       |
|------------------------|-----------------|-----------------|-----------------|-----------------------|
| <b>Month</b>           | <b>2022</b>     | <b>2023</b>     | <b>2024</b>     | <b>3 Year Average</b> |
| Jan                    | 3,430.8         | 41.7            | 5,914.1         | 3,128.9               |
| Feb                    | 763.3           | 83.3            | 8,698.0         | 3,181.5               |
| Mar                    | -               | 249.5           | 6,775.9         | 2,341.8               |
| Apr                    | 1,993.1         | 1,231.1         | 4,971.8         | 2,732.0               |
| May                    | 1,545.5         | 2,239.4         | 1,413.4         | 1,732.8               |
| Jun                    | 443.0           | 1,132.2         | 13.8            | 529.7                 |
| Jul                    | -               | 428.7           | -               | 142.9                 |
| Aug                    | -               | 814.3           | -               | 271.4                 |
| Sep                    | 1,078.8         | 1,449.1         | 1,876.2         | 1,468.0               |
| Oct                    | 1,674.9         | 3,352.0         | 3,116.3         | 2,714.4               |
| Nov                    | 1,398.2         | 3,713.5         | 6,836.5         | 3,982.7               |
| Dec                    | 1,680.6         | 3,511.6         | 10,920.2        | 5,370.8               |
| <b>TOTAL</b>           | <b>14,008.2</b> | <b>18,246.4</b> | <b>50,536.2</b> | <b>27,596.9</b>       |