Solarize Philly Installer RFP Response Form

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| **PART I. APPLICANT’S POINT OF CONTACT** | | |
| Name: | | Title: |
| Telephone:    -   -     x | Cell Phone:    -   - | Email: |

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| **PART II. APPLICANT INFORMATION** If the Applicant is a consortium of more than one business, check here  and submit separate Part I, Part II and Part III for each additional business. | | | | | | | | | | | |
| Legal Name of Business: | | | | | | FEIN: | | | | | |
| Year Business Established: | | | | | | PA State License #s: | | | | | |
| Legal Structure (check one):  For-Profit Corporation  Non Profit Corporation  Limited Partnership  General Partnership  Limited Liability Company  Sole Proprietorship  Other: | | | | | | | | | | | |
| Headquarters Address - Street: | | | | | | | | | | | |
| City: | | | | County: | | | | | State: | Zip: | |
| Warehouse Address - Street: | | | | | | | | | | | |
| City: | | | | County: | | | | | State: | Zip: | |
| Main Telephone:    -   - | | Main Fax:    -   - | | | | | Website: | | | | |
| **Employees:**  Current Number of Full-time Employees: | | | | | Current Number of Part-time Employees: | | | | | | |
| Number of Employees with NAPCEP or UL certification: | | | | | Names of NAPCEP or UL-certified employees: | | | | | | |
| Number of Employees with PA Electrician license: | | | | | Names of Employees with PA Electrician license: | | | | | | |
| **Business Revenues and Profits:**  Annual Gross Revenues: 2014: $  2015: $  2016: $ | | | | | Annual Net Profits: 2014: $  2015: $  2016: $ | | | | | | |
| **Management:** List proprietor, partners, directors - 100% of ownership must be shown. Use a separate sheet if necessary. | | | | | | | | | | | |
| **Name** | **Position Title** | | | | | **Employer and Business Address** | | | | | **% Owned** |
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| **Subsidiaries/Affiliates:** List subsidiaries and affiliates. Use a separate sheet if necessary. | | | | | | | | | | | |
| **Business Name** | | | **Business Address** | | | | | **FEIN Number** | | | |
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| **Business Relationships:**  Name and address of Business’ Bank:  Explain the terms of any Letter of Credit or other financing you have to cover your operations prior to customer payment: | | | | | | | | | | | |
| Name and address of entity providing bonding:       / Coverage:       / Policy #: | | | | | | | | | | | |
| Name and address of Liability Insurer:       / Coverage:       / Policy #: | | | | | | | | | | | |
| Name and Address of Worker's Compensation Insurer:       / Coverage:       / Policy #: | | | | | | | | | | | |
| Do you have a business relationship with a financial entity to which you refer your customers for financing: No  Yes  If Yes, the name and address of your financial partner(s):  If Yes, the number of customers who have uses these financial partners in the last 12 months: | | | | | | | | | | | |
| Is the Business or its management involved in any pending lawsuits, regulatory proceedings or other legal actions involving the business?  No  Yes  If yes, explain: | | | | | | | | | | | |
| Have you or any officer of your company been involved in bankruptcy or insolvency proceedings?  No  Yes  If yes, explain: | | | | | | | | | | | |

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| **PART III. APPLICANT’s SOLAR PV INSTALLATION EXPERIENCE** | | | | |
| **Residential Solar PV Installation History (total):**  Number of PV systems installed in 2014:  Number of PV systems installed in 2015:  Number of PV systems installed in 2016: | | | Total capacity of systems installed in 2014:       kWDC  Total capacity of systems installed in 2015:       kWDC  Total capacity of systems installed in 2016:       kWDC | |
| **Residential Solar PV Installation History (Philadelphia only):** | | | | |
| Number of PV systems installed in 2014:  Number of PV systems installed in 2015:  Number of PV systems installed in 2016: | | | Total capacity of systems installed in 2014:       kWDC  Total capacity of systems installed in 2015:       kWDC  Total capacity of systems installed in 2016:       kWDC | |
| **References: Residential Customers (required)** | | | | |
|  | **Name** | **Address** | **Telephone** | **Email** |
| 1. |  |  | -   - |  |
| 2. |  |  | -   - |  |
| 3. |  |  | -   - |  |
| **Commercial Solar PV Installation History (total):**  Number of PV systems installed in 2014:  Number of PV systems installed in 2015:  Number of PV systems installed in 2016: | | | Total capacity of systems installed in 2014:       kWDC  Total capacity of systems installed in 2015:       kWDC  Total capacity of systems installed in 2016:       kWDC | |
| **Commercial Solar PV Installation History (Philadelphia only):** | | | | |
| Number of PV systems installed in 2014:  Number of PV systems installed in 2015:  Number of PV systems installed in 2016: | | | Total capacity of systems installed in 2014:       kWDC  Total capacity of systems installed in 2015:       kWDC  Total capacity of systems installed in 2016:       kWDC | |
| **References: Commercial Customers (if applicable)** | | | | |
|  | **Name** | **Address** | **Telephone** | **Email** |
| 1. |  |  | -   - |  |
| 2. |  |  | -   - |  |
| 3. |  |  | -   - |  |

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| **PART IV. APPLICANT’S PROPOSED HARDWARE FOR SOLARIZE PHILLY CUSTOMERS** | |
| Provide information about the hardware (modules, inverters, racking systems and other options) you intend to use. The spec sheets for this hardware are required as Exhibit B. List your “standard” hardware and your “premium” hardware offered to clients. Though there may be multiple options, please select one standard and on premium model. This same list will be used in the Proposed Pricing section (Part V below). In the “Other Comments” sections, please add any important information about when the specific hardware may or may not be appropriate. | |
| **Standard PV Module** | |
| Module Manufacturer: |  |
| Years Manufacturer has been manufacturing modules: |  |
| Model #: |  |
| Year Module was First Available for Sale: |  |
| Total Number of  Modules Sold: |  |
| Module Rated Wattage (STC): |  |
| Module Dimensions: | height x       width x       thick |
| Module Efficiency: |  |
| Module Output Degradation: |  |
| Module Performance Guarantee (coverage): |  |
| Module Warranty (years, coverage): |  |
| Country of Origin: |  |
| Other Comments about  the Standard Module: |  |
| **Premium PV Module** | |
| Module Manufacturer: |  |
| Years Manufacturer has been manufacturing modules: |  |
| Model #: |  |
| Date Module was First Available for Sale: |  |
| Total Number of  Modules Sold: |  |
| Module Rated Wattage (STC): |  |
| Module Dimensions: | height x       width x       thick |
| Module Efficiency: |  |
| Module Output Degradation: |  |
| Module Performance Guarantee (coverage): |  |
| Module Warranty (years, coverage): |  |
| Country of Origin: |  |
| Other Comments about  the Premium Module: |  |
| **Standard String Inverter** | |
| Inverter Manufacturer: |  |
| Inverter Model #: |  |
| Inverter Wattage: |  |
| Inverter Voltage: |  |
| Power Factor Adjustable: | Yes  No |
| AC Voltage Limit Adjustable: | Yes  No |
| Number of MPPT Inputs: |  |
| Inverter CEC Efficiency: |  |
| Inverter Warranty (years, coverage): |  |
| Describe system performance monitoring capabilities: |  |
| Country of Origin: |  |
| Other Comments about  the Standard Inverter: |  |
| **Premium Inverter** | |
| Inverter Manufacturer: |  |
| Inverter Model #: |  |
| Inverter Type (string, micro-inverter, DC optimizer): |  |
| Inverter Wattage: |  |
| Inverter Voltage: |  |
| Power Factor Adjustable: | Yes  No |
| AC Voltage Limit Adjustable: | Yes  No |
| Number of MPPT Inputs: |  |
| Inverter CEC Efficiency: |  |
| Inverter Warranty (years, coverage): |  |
| Describe system performance monitoring capabilities: |  |
| Country of Origin: |  |
| Other Comments about  the Premium Inverter: |  |
| **Standard Roof Racking System** | |
| Racking Type/Description: |  |
| Applicable for Which Roofs: |  |
| Racking Manufacturer: |  |
| Racking Model #: |  |
| Treatment for Roof Penetrations: |  |
| Other Comments about the Standard Racking System: |  |
| **Premium Roof Racking System (for Steep, High or Complex Roofs)** | |
| Racking Type/Description (ballasted or attached): |  |
| Applicable for Which Roofs: |  |
| Racking Manufacturer: |  |
| Racking Model #: |  |
| Treatment for Roof Penetrations: |  |
| Other Comments about the Premium Racking System: |  |

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| **PART V. APPLICANT’S PROPOSED PRICING FOR SOLARIZE PHILLY CUSTOMERS** |
| Provide total system installation prices expressed as $x.xx/watt for direct sales and as $0.xxx/kWh for PPA or lease agreements. The pricing is shown for four different tiers, which are based on the total Solarize Philly systems sold. For each tier, the pricing is further shown for different individual system sizes. Show your prices for a Standard System, the Adders for premium options, and the Deduct if the modules and inverter is to be provided separately through a bulk-purchase by Solarize Philly. Prices are to be quoted prior to any federal tax credits and without the proposed Solarize Philly surcharges for marketing, installer training and LMI subsidies. The hardware classification of “standard” or “premium” must be identical to that in Part IV. |

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| **A. Prices for Direct Sale Systems** | | | | | | | | | |
|  |  | **Standard System** | | | | **Adders** | | | **Deduct** |
|  |  | **Tier – Based on Total Solarize Philly System Count** | | | | **Premium Modules** | **Premium Inverter** | **Premium Roof Mount** | **Price w/o Modules/ Inverter** |
|  |  | **Tier 1**  **1-15 Systems** | **Tier 2**  **16-40 Systems** | **Tier 3**  **41-100 Systems** | **Tier 4**  **101+ Systems** |
| **Individual System Size** | **1 – 3**  **kWDC** | $ .  /  wattDC | $ .  /  wattDC | $ .  /  wattDC | $ .  /  wattDC | $ .  /  wattDC | $ .  /  wattDC | $ .  /  wattDC | $ .  /  wattDC |
| **3 – 6**  **kWDC** | $ .  /  wattDC | $ .  /  wattDC | $ .  /  wattDC | $ .  /  wattDC | $ .  /  wattDC | $ .  /  wattDC | $ .  /  wattDC | $ .  /  wattDC |
| **6 – 10**  **kWDC** | $ .  /  wattDC | $ .  /  wattDC | $ .  /  wattDC | $ .  /  wattDC | $ .  /  wattDC | $ .  /  wattDC | $ .  /  wattDC | $ .  /  wattDC |
| **10+**  **kWDC** | $ .  /  wattDC | $ .  /  wattDC | $ .  /  wattDC | $ .  /  wattDC | $ .  /  wattDC | $ .  /  wattDC | $ .  /  wattDC | $ .  /  wattDC |
| **Comments:** | | | | | | | | | |

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| **B. Prices for Systems with PPAs** | | | | | | | | | |
| PPAs and Leases. Will you offer your Solarize Philly customers the option of a Power Purchase Agreement or a lease?  No  Yes. If Yes, please provide the following:  Term (in years) of the PPA or lease:       Annual escalation rate of the value of the electricity:  .   %/year  For purposes of calculating the $0.xxx/kWh cost in the price matrices below, please assume a 15 year PPA or lease term. | | | | | | | | | |
|  |  | **Standard System** | | | | **Adders** | | | **Deduct** |
|  |  | **Tier – Based on Total Solarize Philly System Count** | | | | **Premium Modules** | **Premium Inverter** | **Premium Roof Mount** | **Price w/o Modules/ Inverter** |
|  |  | **Tier 1**  **1-15 Systems** | **Tier 2**  **16-40 Systems** | **Tier 3**  **41-100 Systems** | **Tier 4**  **101+ Systems** |
| **Individual System Size** | **1 – 3**  **kWDC** | $ .   /  kWh | $ .   /  kWh | $ .   /  kWh | $ .   /  kWh | $ .   /  kWh | $ .   /  kWh | $ .   /  kWh | $ .   /  kWh |
| **3 – 6**  **kWDC** | $ .   /  kWh | $ .   /  kWh | $ .   /  kWh | $ .   /  kWh | $ .   /  kWh | $ .   /  kWh | $ .   /  kWh | $ .   /  kWh |
| **6 – 10**  **kWDC** | $ .   /  kWh | $ .   /  kWh | $ .   /  kWh | $ .   /  kWh | $ .   /  kWh | $ .   /  kWh | $ .   /  kWh | $ .   /  kWh |
| **10+**  **kWDC** | $ .   /  kWh | $ .   /  kWh | $ .   /  kWh | $ .   /  kWh | $ .   /  kWh | $ .   /  kWh | $ .   /  kWh | $ .   /  kWh |
| **Comments:** | | | | | | | | | |

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| **PART VI. INPUT ON OTHER ISSUES** |
| Provide information any other requirements you have about system installations. Also define the listed conditions that apply to the adders in the Proposed Pricing section (Part V). |
| 1. Are there any roof types that you will not work with: |
| 1. What is your definition of “Steep Roof” for purposes of Part V: |
| 1. What is your definition of “High Roof” for purposes of Part V: |
| 1. What is your definition of “Complex Roof” for purposes of Part V: |
| 1. What associated electrical work are you willing to do for a customer: |
| 1. If you notice significant opportunities to improve your customer’s energy efficiency, what do you do: |
| 1. Describe the operation and maintenance agreement (if any) that will be offered to customers and the provisions to address scheduled and corrective maintenance, system monitoring and communications protocols, as well as associated customer costs for each (this may also be included as an attachment): |
| 1. Elaborate on your intake process for customer leads, method for screening sites and follow-up with those residents, and data tracking systems for leads, customers and installations: |
| 1. Describe ways in which a joint marketing strategy between your company and Solarize Philly can expand the number of residential solar PV projects within the City. Include ideas about leveraging community outreach to generate strong leads. Identify any potential community partners that might assist in deploying or enhancing the marketing strategy. If applicable, cite specific examples of marketing services that will be provided, items or marketing materials that you will offer (lawn signs, flyers, direct mail, videos featuring Solarize customers, etc.) or funding/resources that will be allocated to complement and support Solarize Philly’s efforts or to produce these marketing materials: |
| 1. Describe your company policies and procedures for ensuring safety for the workers on site and for the customers who are present at the worksite: |

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| **PART VII. CAPACITY FOR SOLAR INSTALLATIONS** | |
| 1. Describe your ability to handle a large number of leads and projects over a short timeframe: | |
| 1. Site Evaluation Capacity: Number of Site Evaluations per week: | |
| 1. Installation Capacity: Number of Systems Installed per month: | kWDC Installed per month: |
| * 1. Is installation capacity figure above based on current staff or does it assume new hires:  Current  New   2. If New Hires, how many New Hires are assumed: | |
| 1. Maximum acceptable time between PECO Interconnection Part 1 approval and system installation and PECO Interconnection Part 2 approval (signed Certificate of Completion): | |
| 1. Describe a contingency plan if outreach results in a workload exceeding your expectations and staff capacity: | |
| 1. Maximum Total Desired Workload for Solarize Philly over next 18 months: # of Systems:       / kWDC: | |
| 1. Minimum system size you are willing to install:       kWDC | |
| 1. Maximum System Size you are willing to install:       kWDC | |

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| **PART VIII. SIGNATURE** |
| The undersigned hereby certifies:   1. That he or she has the legal authority to sign this application on behalf of the Applicant. 2. That the Applicant is duly organized and in good standing under the laws of the jurisdiction in which it is organized. 3. That all tax returns required to be filed in any jurisdiction have been duly filed, and all taxes due in respect of the Applicant have been duly paid. 4. That the information contained in this Application and the attached Exhibits is complete, true and correct. 5. That the financial statements that accompany this Application as an Exhibit fairly present the financial condition of the Applicant when written. Since the date of the most recent financial statements, there has been no material adverse change in the Applicant’s financial condition. 6. That the Applicant agrees to notify the Philadelphia Energy Authority promptly of any material changes to the Application and the attached Exhibits. 7. That the Applicant hereby authorizes the Philadelphia Energy Authority to make all inquiries it deems necessary to verify the accuracy of the Application and the attached Exhibits. The Applicant authorizes any individual, including the Applicant's attorney and accountant, or any credit reporting agency, or any other entity, to furnish the Philadelphia Energy Authority with any information it possesses with respect to the Applicant, the Application and the attached Exhibits. 8. The Applicant understands and acknowledges that, until a final selection is made under the RFP, Solarize Philly may enter into discussions with the Applicant to negotiate the terms of its proposal in an effort to reach the most favorable arrangement for Solarize Philly’s customers. Moreover, Solarize Philly reserves the right to (i) reject any or all proposals; (ii) waive defects or irregularities in any proposal; (iii) discontinue discussions at any time and for any reason; (iv) correct inaccurate awards; (v) change the timing or sequence of activities related to the Solarize Philly program; (vi) modify, suspend or cancel the Solarize Philly program; and (vii) condition, modify or otherwise limit the mandate awarded pursuant to the RFP. 9. By submitting this proposal, the Applicant represents and warrants that, if it is selected under this RFP, it will comply with the terms of the RFP and will perform all of the duties and obligations of a selected installer in the Solarize Philly program. |
| **Applicant / Company**:  By:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Name:  Title:  Date: |

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| **PART IX. EXHIBITS THAT MUST ACCOMPANY THIS APPLICATION** | |
| For an Application to be accepted as complete, it must be accompanied by all of the following Exhibits: | |
| **Exhibit A:** | Copies of PA Electrician’s licenses, NABCEP certifications (or certification numbers) and UL certifications (or certification numbers) listed in Part III. |
| **Exhibit B:** | Spec sheets for all hardware listed in Part IV. |
| **Exhibit C:** | Installer’s audited financial reports for the three most recent fiscal years. If audited statements are not available, include the business federal tax returns for the three most recent years. |
| **Exhibit D:** | Applicant’s Equal Opportunity and Local Hiring Plan |
| **Exhibit E:** | A generic version of the purchase contract you use with your residential customers. |
| **Exhibit F:** | A generic version of the Power Purchase Agreement or lease agreement you use with your residential customers (if you use a PPA or a lease). |

**Filing Deadline:** The completed Solarize Philly Installer RFP Response Forms and the Exhibits must be delivered to the Philadelphia Energy Authority no later than **3:00 p.m.** on **Friday, May 26, 2017.**

Submit your completed form and the required Exhibits by email to:

[lrigell@philaenergy.org](mailto:lrigell@philaenergy.org)

and

[solarize@philaenergy.org](mailto:solarize@philaenergy.org)