**REQUEST FOR PROPOSAL**

**FOR**

**A GUARANTEED ENERGY SAVINGS CONTRACT**

**IN ACCORDANCE WITH THE PROVISIONS OF**

**WEST VIRGINIA CODE – CHAPTER §18-5-9A**

**(COUNTY NAME)** **BOARD OF EDUCATION**

**(Address) Street**

**(City), West Virginia (Zip)**

**PHONE: (304) ###-####**

**FAX: (304) ###-####**

**RFP ISSUE DATE: (Month, Day, Year)**

**Table of Contents**

Cover Page …………………………… ……………………….……………………………………………… 1

Table of Contents ……………………………………………………………………………………………… 2

REQUEST FOR PROPOSAL Documentation ……………………….……………………………………………… 3

Attachment A - Proposed Project Schedule ………………………………………………………………… 6

Attachment B - Evaluation Criteria ………………………………………………………………………….. 7

Attachment C - Qualification and Proposal Information Submission Requirement ……………………. 10

Attachement D – ESCO Profile Form……………………………………………………………………….. 13

**REQUEST FOR PROPOSAL**

**Issued by**

**(County Name) Board of Education**

**For A Guaranteed Energy Savings Contract**

(County Name) Board of Education, (hereinafter referred to as the “Board”) seeks proposals from interested Energy Service Company (hereinafter referred to as ESCO) to provide efficiency services to reduce energy and operating costs and implement related capital improvements at any facilities owned and operated by (County Name) Board of Education meeting the criteria for need based upon an investment grade audit. This RFP process is being conducted in accordance with the energy savings contract requirements of WV Code §18-5-9a, which requires that annual energy and operational costs savings be guaranteed

Energy Systems could include, but are not limited to: heating, ventilation and air conditioning (HVAC) equipment, energy management and control systems, lighting systems, domestic hot water systems, the building envelope and other energy using systems such as kitchens and pools. The qualified provider must comply with all WV fire safety, code, and agency regulations.

The entire process consists of four phases:

1. RFP Phase: Through this RFP, the Board will select a qualified provider based on written proposals and interviews.
2. Investment Grade Audit Phase: The Board intends to award the Contract and sign a Letter of intent for the Investment Grade Audit with selected ESCO to define the project scope, cost and terms. The Board is not required or constrained to move beyond the Investment Grade Audit; however, the Board will be responsible for any Audit fees as established by the ESCO as indicated in the investment grade audit agreement.
3. Construction/Implementation Phase: Upon satisfactory results of the Investment Grade Audit, and at the option of the Board, the Board may enter into an Energy Savings Contract to implement the recommended energy conservation measures.
4. Monitoring Phase: The Energy Savings Contract also includes provisions for long-term follow-up monitoring of energy and operations savings, which shall not exceed the term as specified in WV Code §18-5-9a.

The Board’s objective in issuing this RFP is to provide a competitive means in which to select a single ESCO to perform the implementation of the efficiency program. The Board will base the qualified provider selection on several criteria:

1. Experience and Qualifications
2. Technical Approach
3. Financial Approach
4. Project Implementation Approach

Upon review of proposals received in response to this RFP, the Board will enter into negotiations for a guaranteed energy savings contract with the highest ranked qualified provider. The Board may select the ESCO whose proposal is determined to be most advantageous to the Board with respect to price, conformance to the specifications, quality, and other factors as evaluated by the Board’s Evaluation Team. The Board is not required or constrained to award the contract to the ESCO proposing the best price. The Board is not required or constrained to move forward with the contract if it is not in the best interest of the County.

**Administrative Information**

**Submission of Written Proposals:** Proposals must be prepared as described in Attachment C: Qualified Provider Response. All material submitted regarding this RFP becomes the property of the Board. If any part of this RFP is revised, an addendum notice will be sent to each qualified provider registered either when picking-up RFP documents or at the mandatory pre-bid meeting. The Board shall not be responsible for any cost incurred by the qualified provider in the preparation of this proposal. It must be specifically understood that this Request for Proposal does not create any obligation on the part of the Board to enter into any contract or undertake any financial obligation with respect to the program referred to herein.

**Proposal Review:** The Board will establish an Evaluation Team to review and evaluate the written responses to this RFP in accordance with the evaluation criteria identified in Attachment B: Evaluation Criteria. References will be required from at least five (5) prior clients of each qualified provider addressing qualified provider’s performance on similar performance contracting projects. Preference will be given to qualified providers with experience implementing similar performance contracts projects in the state of West Virginia.

**Interviews and Final Selection:** If the Board so chooses they may short list the highest ranked qualified providers to participate in a formal interview with the Evaluation Team to more fully discuss how the approach to this project satisfies the evaluation criteria and to answer questions. All persons with major responsibility for the project’s contract negotiation, construction management and follow-up monitoring should be present at the interview. Based on results from the written responses to the RFP and any oral interviews, an award may be made.

**Inquiries and Bulletins:** Qualified providers may make *written* fax or email inquiries concerning this RFP to clarify requirements prior to the date indicated in Attachment A: Proposed Project Schedule. Send all written inquiries on company letterhead to:

**(County Name) County Board of Education, Fax # (304) ###-###, Email:** \_\_\_\_\_\_@\_\_\_\_\_. Any modification or addendum to this Request for Qualification, including any changes in the times for required performance, shall be described in written bulletins issued to all qualified providers at the address provided by such party when registered to pick up RFP documents, the mandatory pre-bid conference or such other address as qualified provider shall direct by written notice. Such registry shall provide the name and address of the qualified provider, the name of the contact person, the telephone number, fax number and e-mail address, if any.

**Modification or Withdrawal of Proposals:** Proposals may be modified or withdrawn by the qualified provider prior to the established due date and time.

**Evaluation Team Proposal Questions:** The Board or Evaluation Team may request written responses to any questions it may have with regard to the proposal.

**Tentative ESCO Selection:** Scoring is based on the Selection Criteria outlined in Attachment B: Evaluation Criteria. The top respondent with the highest score will be awarded the Investment Grade Audit contract tentatively; the other respondents will be informed in writing of the selection decision.

**References and Confidential/Proprietary Information:** Submission of a response grants permission to make inquiries concerning the qualified provider and its officers to any persons or firms deemed appropriate by the Board or Evaluation Team solely for the purpose of evaluation and contract negotiations. Any proprietary information that the qualified provider does not want disclosed to the public shall be so identified on each page in which it is found.

Information provided in the response to this RFP will be held in confidence and will not be revealed and discussed with competitors. All material submitted becomes the property of the Board and may be returned only at the Board's option. Proposals submitted become the property of the Board and may be reviewed for evaluation and selection purposes only by any person, except the qualified provider’s competitors at the discretion of the Board, regardless of statements to the contrary contained within the qualified provider's response.

**Rejection Of Proposals**: The Board reserves the right to reject any or all proposals and to waive informalities and minor irregularities in proposals received and to accept any portion of a proposal or all items proposed if deemed in the best interest of the Board.

**Funding and Contract Term:** The Board may terminate the guaranteed savings contract if, in any fiscal year during the term of the contract, it does not receive sufficient funds in its annual appropriations to make the payments required under the contract. No contract shall exceed the term as specified in WV Code §18-5-9a.

**Savings Guarantee:** The successful qualified provider shall provide a written savings guarantee. The guarantee shall be monitored regularly and reconciled on an annual basis, commencing one year from the date of completion of installation. In the event that the actual savings are less than the guaranteed savings, the successful qualified provider shall annually provide cash or services for reconciliation of the difference. The qualified provider’s guarantee shall be a first party direct guarantee from the qualified provider to the Board.

**Utility Rebates:** Any savings, grants, incentives or rebates, including those provided by the Utility Providers, State or Federal Agencies, will be passed on to the owner and not retained by the ESCO. The Board may choose to apply any funds received as capital contributions toward the project.

**Technical Requirements:** Facility analysis and savings calculations shall be performed in accordance with generally accepted engineering practices and professional judgment. All direct engineering work, which requires stamped drawings and specifications related to the installation or modification of facilities, shall be stamped by a licensed professional in the State of West Virginia. All installation and construction work shall be performed by contractors licensed in the State of West Virginia.

**Performance and Payment Bonds:**  After execution of the contract and prior to the commencement of work, qualified provider must provide the Board with performance and payment bonds for 100% of the project costs in accordance with applicable procurement code.

**Prevailing Wage:**  This project is subject to West Virginia Prevailing Wage Law. All workers employed under this contract shall be paid prevailing wages. It is the qualified provider’s prime responsibility to ensure compliance with the current prevailing wage reporting requirements for all aspects of the project.

**Taxes, Fees, Codes Compliance, Licensing:** The qualified provider shall be responsible for payment of any required taxes or fees associated with the execution of the guaranteed energy savings contract. The qualified provider shall be responsible for compliance with all applicable codes, statutes, and permitting requirements.

# ATTACHMENT A: PROPOSED PROJECT SCHEDULE

The following schedule is the proposed schedule, and may change during the RFP process.

**ACTIVITY DATE**

**RFP Phase**

Advertise for RFP 1st (Month, Date, Year)

{6 day interval between}

2nd (Month, Date, Year)

Mandatory Pre-Proposal Meeting/Issue RFP (Month, Date, Year)

Deadline for written inquiries by qualified providers (week before proposal deadline) (Month, Date, Year)

Proposals Due (21 day minimum from date of first Advertisement) (Month, Date, Year)

Proposal Review and Selection of Finalists (Month, Date, Year)

Qualified provider Interviews, Ranking and Award (Month, Date, Year)

(includes Board approval of Investment Grade Audit as required)

**Investment Grade Audit Phase**

Investment Grade Audit To be negotiated

**Construction/Implementation Phase**

Development of Energy Performance Contract To be negotiated

(includes negotiation, Board approval as required and signing)

Installation To be negotiated

Commissioning To be negotiated

**Monitoring Phase**

Monitoring To be negotiated

Staff Training To be negotiated

Proposed Contract Term (Maximum Term as Specified in WV Code §18-5-9a) (list current year up to end year)

**ATTACHMENT B: EVALUATION CRITERIA**

The criteria listed below will be used to evaluate written proposals and the subsequent interviews. The scoring weight for each evaluation criterion is listed in the tables below. The overall evaluation includes the comprehensiveness of technical, management, maintenance and monitoring services offered; the clarity, organization and level of detail in written proposal; the quality of project history and client reference documentation; and documented experience in energy-related and performance contracting services. The qualified provider’s use of West Virginia-based support for implementation of this project will be regarded favorably by the Board or Evaluation Team.

These criteria will be applied and interpreted solely at the discretion of the Board or Evaluation Team Proposals should include all necessary information that is pertinent to these evaluation criteria. Additional information required for proper assessment of proposals may be requested from qualified providers at the discretion of the Board or Evaluation Team.

The primary items to be considered by the Board or Evaluation Team in its evaluation are the following:

**Experience and Qualifications**

- Quality of Project History and Client Reference documentation.

- Completed ESCO Profile Form (Attachment D).

- Qualifications and experience of personnel.

- Documented energy savings of previous projects.

- Clarity, organization, and level of detail in written proposal.

**Technical Approach**

- Quality of preliminary technical analysis including comprehensiveness and understanding of school building systems and conditions.

- Quality of sample baseline energy calculations.

- Quality of proposed Project Commissioning Plan.

- Quality of proposed Measurement and Verification Plan.

- Reliability of equipment performance on past projects.

**Financial/Contractual Approach**

- Reasonableness of proposed financing arrangement and financial analysis assumptions.

- Experience in obtaining additional funding sources for the project implementation (i.e. grants, rebates, etc).

- Financial Strength of ESCO [see ESCO Profile Form, Financial Information Sections (a) and (b)].

- Reasonable terms and methods of handling performance and risk.

- Reasonableness and acceptability of the Investment Grade Audit and Performance Contracting Agreements.

**Project Implementation Approach**

- Communication plan between the ESCO, the Board, and the subcontractors.

- Ability to plan andcomplete all phases of the project on schedule.

- Ability to effectively manage project construction.

- Clarity and reasonableness of sample milestones and timeline for project implementation.

- The approach to procuring equipment, material and installation labor.

- Operations, Training, and Maintenance Provisions.

- Comprehensiveness of monitoring and verification services.

**Evaluation Criteria:** All evaluation criteria is defined in the specifications section and based on a 100 point total score. The following are the evaluation factors and maximum points possible for technical point scores:

- Experience and Qualifications 40 Points Possible

- Technical 20 Points Possible

- Financial 20 Points Possible

- Project Implementation 20 Points Possible

Total 100 Points Possible

**-**  Optional Interview 20 Points Possible

**EXPERIENCE & QUALIFICATIONS EVALUATION CRITERIA**

|  |  |  |
| --- | --- | --- |
| **Criteria** | **Points** | **Notes** |
| Quality of Project History and Client Reference documentation. |  |  |
| Completed ESCO Profile Form. |  |  |
| Qualifications and experience of personnel. |  |  |
| Documented energy savings of previous projects. |  |  |
| Clarity, organization, and level of detail in written proposal. |  |  |
| **Total** (Maximum of 40 Points): |  |  |

**TECHNICAL APPROACH EVALUATION CRITERIA**

|  |  |  |
| --- | --- | --- |
| **Criteria** | **Points** | **Notes** |
| Quality of preliminary technical analysis including comprehensiveness and understanding of school building systems and conditions. |  |  |
| Quality of sample baseline energy calculations. |  |  |
| Quality of proposed Project Commissioning Plan. |  |  |
| Quality of proposed Measurement and Verification Plan. |  |  |
| Reliability of equipment performance on past projects. |  |  |
| **Total** (Maximum of 20 Points): |  |  |

**FINANCIAL/CONTRACTUAL EVALUATION CRITERIA**

|  |  |  |
| --- | --- | --- |
| **Criteria** | **Points** | **Notes** |
| Reasonableness of proposed financing arrangement and financial analysis assumptions. |  |  |
| Experience in obtaining additional funding sources for the project implementation (i.e. grants, rebates, etc). |  |  |
| Financial Strength of ESCO (see ESCO profile form, Financial Information Sections a and b). |  |  |
| Reasonable terms and methods of handling performance and risk. |  |  |
| Reasonableness and acceptability of the Investment Grade Audit and Performance Contracting Agreements. |  |  |
| **Total** (Maximum of 20 Points): |  |  |

**PROJECT IMPLEMENTATION APPROACH EVALUATION CRITERIA**

|  |  |  |
| --- | --- | --- |
| **Criteria** | **Points** | **Notes** |
| Communication plan between the ESCO, the Board, and the subcontractors. |  |  |
| Ability to plan andcomplete all phases of the project on schedule. |  |  |
| Ability to effectively manage project construction. |  |  |
| Clarity and reasonableness of sample milestones and timeline for project implementation. |  |  |
| The approach to procuring equipment, material and installation labor. |  |  |
| Operations, Training, and Maintenance Provisions. |  |  |
| Comprehensiveness of monitoring and verification services. |  |  |
| **Total** (Maximum of 20 Points): |  |  |

**Formal Interviews: (If Evaluation Team utilizes) Max Points 20**

**Total Score – Possible 100 Points**

**Company Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Experience & Qualifications: \_\_\_\_\_\_\_\_\_**

**Technical Approach: \_\_\_\_\_\_\_\_\_**

**Financial/Contractual Approach: \_\_\_\_\_\_\_\_\_**

**Project Implementation Approach: \_\_\_\_\_\_\_\_\_**

**Total Score: \_\_\_\_\_\_\_\_\_**

**Optional Formal Interview \_\_\_\_\_\_\_\_**

**ATTACHMENT C: QUALIFICATION AND PROPOSAL INFORMATION SUBMISSION**

**REQUIREMENTS**

**GENERAL INFORMATION**

Refer to “Administrative Information” in the body of the RFP for an overview of the process. For further information, please contact:

(County Contact: Name and Position/ Title)

(Name of County) County School Board

(Address) Street

(City), West Virginia (Zip)

Phone: (304) ###-###

**Due Date**: Proposals must be ***received*** at the above address on or before (Month, Day, Year) **no later than 3:30 p.m.** Late proposals will not be accepted.

**Submit Proposal**

Prepare responses to “Qualified Provider Profile & Approach to Project” (see below). Include a cover sheet, as described below, with each proposal. Clearly mark one proposal as **“ORIGINAL”.**

Quantity: 4 Copies, including original.

**Packaging**

Proposals must be sealed in a package. The outer label of the package must include:

* Company name
* RFP Title
* Proposal Deadline (Date and Time)

**Delivery Address:**

(County Contact: Name and Position/ Title)

(Name of County) County School Board

(Address) Street

(City), West Virginia (Zip)

**Cover Sheet:** Include a Cover Sheet to accompany each proposal:

**To:** (County Name) County School Board

**Attention:** (Insert County Contact: Name and Position/ Title)

**Date:** (Month, Day, Year)

**Description:** Response to RFP – Guaranteed Energy Savings Performance Contract

**From:** *Company Name, Address, Phone, Fax, e-mail Address*

**Signature:** *(signed by representative who is legally authorized to bind* qualified provider *to the proposal)*

**Printed Name & Title: \_\_\_\_\_\_\_\_\_\_**

**Delegation of Authority:**

If the above signed is not the President or other officer of the ESCO, please provide a copy of their Delegation of Authority.

***PROPOSAL FORMAT***

***Table of Contents***

Responses shall include a table of contents properly indicating the section and page number of the information included.

***Section 1: Executive Summary***

The Executive Summary provides the opportunity for the qualified provider to present the most important aspects of its proposal including, the firm’s experience and history. This is also a good opportunity to draw the reader’s attention to specific unique aspects of the proposal. It should answer the question “Why should the Board or Evaluation Team select your firm to provide the Guaranteed Energy Services discussed in this RFP?” Limit this section to five (5) pages, including exhibits.

***Section 2: Corportate Overview***

1. ***Company History & Qualifications***

Complete Attachment D – ESCO Profile Form

Provide background information on your company, describing its primary business activities and financial backing. Provide detailed information describing your company’s qualifications to perform the proposed project utilizing a comprehensive energy services approach. Discuss your firm’s service capabilities (if any), bonding capacity, and sources of financing. Provide evidence of NAESCO accreditation, bonding capacity, and insurance.

1. ***Project Team***

Provide an organization chart that identifies all of the members of the qualified provider’s staff that will participate in the project. Any affiliate companies or subcontractors, known at this time, may be identified in this section. Include each organization’s name, address, telephone number, and key contact. Indicate the history and experience that each organization has in providing these energy services. Describe your company's organizational structure, the management approach for this project, and how the project’s success will be assured.

For each individual that will be working on the project, attach a description that provides at a minimum: job title and function, recent projects, academic degrees, professional registration. Also, indicate who will have primary responsibility for technical analysis, design work, and construction management.

Indicate the key individuals that will have primary project development point-of-contact responsibility, and the company officer with authority and responsibility to negotiate and execute the Guaranteed Energy Saving Contract with the Board.

Discuss the mechanism to promote use of local support services. Discuss your ability to coordinate project construction with local utilities, subcontractors, local equipment suppliers, and customer facility personnel.

***Section 3: Experiences & References***

Include a brief description of at least five (5) guaranteed energy savings performance contract projects that your firm has completed which are similar to the anticipated project. The description should provide the customer’s name (including a contact name and telephone number), address, customer description and size of facility, contract type and start date, scope of work, project cost, savings guarantee and savings results. Any difficulties meeting savings guarantees or project deadlines and the eventual resolution should be outlined in this section. Include other information related to your firm’s experience and qualifications you would like to provide.

***Section 4: Technical Approach***

1. ***Sample Scope of Work***

The proposal should contain the following information about the respondent’s technical approach to providing a performance contract for K-12 schools.

* 1. Define the project development process and techniques that your firm utilizes during the development of a performance contract project.
  2. Describe the energy conservations measures (ECMs) that your firm has experience implementing.
  3. Explain the approach your firm uses to accurately identify and calculate savings impacts.
  4. Summarize the facility improvement measures specifically applicable to # County Schools that your firm would investigate during an Investment Grade Audit.

***Section 5: Project Implementation Approach***

1. **Plan for Maintaining Continuity/Partnership –** The Board or Evaluation Team will consider the qualified ESCO’s ability to foster long-term partnership, in awarding the contract. Describe the role that your company proposes to take in helping the Board ensure that the benefits of this program survive for the long term. Discuss the ongoing interaction between your staff and the Board in energy related areas outside of the specific requirements of the program. Provide specific examples of other projects where ongoing relationships have provided additional value to your customers.
2. **Milestone Schedule –** Provide a typical implementation schedule for a school project from the point of contract execution. Provide information on how your company would ensure that the project is on schedule and within the agreed budget.
3. **Operation & Maintenance Plan –** Describe how cost effective maintenance strategies for the installed ECMs and for the related existing facility equipment/structure will be provided to maximize savings performance. Identify and describe the roles and requirements of the Board maintenance personnel and your maintenance services.

***Section 6: Measurement & Verification***

1. Describe your firm’s experience in providing guarantees. Describe in detail the methods used to compute baseline energy use. Describe any computerized modeling programs used by your firm to establish baseline consumption. Describe the methods used to adjust the guaranteed level of savings from any material changes that occur due to such factors as weather, occupancy, facility use changes, etc.
2. Provide one copy of a Customer Savings Report prepared by your firm from a completed performance contracting project currently in repayment (this may be included in the Appendix).

***Section 7: Financial/Contractual Approach***

1. Describe the approach that your firm proposes to employ to finance a typical school program. Discuss your firm’s past ability to finance and implement projects of this size quickly and efficiently. Describe your relationship with funding sources and whether funding these projects is a profit center for you. Preference will be given to proposals that responsibly maximize the economic benefit to the Board, and that responsibly minimize the risk to the Board, in connection with the proposed transaction. Describe the project financing expertise that your firm will provide. Identify the likely funding options, cost of funds, and recommended approach.
2. Describe the contracting mechanisms that your company would use to develop and implement the final project. Discuss the obligations the Board would incur in the development process and the savings guarantees and project warranties that would be provided.
   1. **Investment Grade Audit Agreement –** provide a description of the process used during the investment grade audit and provide a copy of the document(s) used during this phase of project development.
   2. **Proposed Energy Savings Contract** – provide a sample agreement(s) that will be used as the basis for negotiations with the Board. Agreement(s) should include a sample scope of work relevant to K-12 schools to be included in the proposal and should be fully developed, including the Performance Guarantee and the M&V Plan. References involving similar projects utilizing a similar agreement will be viewed favorably.
   3. **Performance Guarantee –** provide description of the Savings Performance Guarantee provided in the Energy Savings Contract. Discuss the process that is used to establish and manage the Performance Guarantee for the full term of the agreement. Explain how accounts will be adjusted for shortfalls or windfalls in project cash flow.
3. Provide the following average cost based on a $3 million lighting and HVAC project:
4. Comprehensive Energy Audit $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
5. Admin/Overhead/Program Management, Planning & Design \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_%
6. Profit/Construction Mark-up \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_%
7. Bond Cost \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_%
8. Annual Energy Savings Measurement & Verification \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_%

# *Section 8 : Other Considerations*

This section provides the qualified provider with an opportunity to provide any additional information that the Board or Evaluation Team should consider in evaluating the RFP. Issues such as hazardous waste disposal, asbestos issues and any other environmental considerations should be described in this section. Intangible benefits that the project might provide (avoided capital expense, improved workforce efficiency, better occupant comfort, etc.) should also be provided in this section. This section also provides the qualified provider with the opportunity to “briefly” describe its experience with the ECM in other customer facilities. Specific examples and real performance data from other projects will be viewed favorably by the Board or Evaluation Team. Please limit this submittal to no more than five (5) pages.

**ATTACHMENT D:**

|  |
| --- |
| **ESCO Profile Fom** |

Firm Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mailing Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Physical Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Names, Titles and Phone Numbers of two principal contact persons:

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

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

Submittal is for:

\_\_\_\_ Parent Company

\_\_\_\_ Subsidiary

\_\_\_\_ Division

\_\_\_\_ Branch Office

List any Division or Branch Offices that will participate materially in the development of the proposal, in its evaluation process, and/or in the conduct of any services provided.

Name of Office: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name and Address of Parent Company (if applicable):

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Former Name(s) of Firm (if applicable):

Date Prepared: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Type of Firm: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_ Corporation

\_\_\_ Partnership

\_\_\_ Sole Proprietorship

\_\_\_ LLC

Federal Employer Identification Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Three-year summary of contract values for energy related services:

|  |  |
| --- | --- |
| **20##:** |  |
| **20##:** |  |
| **20##:** |  |

Estimate of total value for all energy-guarantees that are currently in force:\_\_\_\_\_\_\_\_\_\_\_\_\_

**Corporate Background**

1. **Years Under Present Name.** How many years has your firm been in business under its present business name? Years
2. **Years completing energy efficient building upgrades.** How many years has your firm been completing energy efficient building upgrades through guaranteed energy savings performance contracting under this company name? \_\_\_\_\_Years
3. **Former Names**. Indicate all other names by which your organization has been known and the length of time known by each name. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
4. **Years in Energy Business.** How many years has your firm been providing energy-efficiency related business? \_\_\_\_\_ Years.
5. **Number of Contracts.** Indicate the number of energy savings performance contracts actually implemented by your firm. \_\_\_\_\_\_
6. **State Qualifications.** Identify all states in which your firm is legally qualified to do business. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
7. **Lawsuit Involvement.** Has your firm been involved in a construction related lawsuit (other than labor or personnel litigation) during the past five (5) years? \_\_\_\_Yes \_\_\_\_\_ No. If yes, please explain in detail the nature of the claim, circumstances, amount in dispute, date the suit was filed, and the outcome of the case.
8. **Construction Arbitration Involvement.** Has your firm been involved in any construction arbitration demands during the past five (5) years? \_\_\_\_\_Yes No. If yes, identify the nature of the claim, amount in dispute, parties, and ultimate resolution of the proceeding.
9. **National Labor Relations Board or Similar Involvement.** Has your firm been involved in any lawsuits, administrative proceedings or hearings initiated by the National Labor Relations Board or a similar state or federal agency during the past five (5) years regarding your firm’s safety practices? \_\_\_\_\_Yes \_\_\_\_\_ No. If yes, identify the nature of the claim and the ultimate resolution of the proceeding.
10. **OSHA-Type Proceedings.** Has your firm been involved in any lawsuits, administrative proceedings or hearings initiated by the Occupational Safety and Health Administration or a similar state or federal agency during the past five (5) years regarding the safety of one of your firm’s projects? \_\_\_\_\_\_ Yes \_\_\_\_\_ No. If yes, identify the nature of the claim and the ultimate resolution of the proceeding.
11. **Bankruptcy Involvement.** Has your firm, or any of its parents or subsidiaries, ever had a bankruptcy petition filed in its name, voluntarily or involuntarily? \_\_\_\_\_ Yes \_\_\_\_\_\_ No. If yes, explain in detail the circumstances, date the protection order was filed and the resolution of the case (or current status, if still ongoing).

##### **Financial Information**

1. Financial Statement. Attach your firm’s most recent financial statement or annual report for each of the last two years.
2. Current Financial Conditions. Attach the most recent available quarterly financial report.
3. Accounting Firm Information. If these financial documents were not produced in-house, indicate the name, address and phone number of the firm(s) that prepared these financial statements.

Authorization by Proposer to submit proposal for Performance Contracting Services

Dated at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ this \_\_\_\_ day

of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 20\_\_.

Name of Organization: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

By \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_