**Solar Workgroup of Southwest Virginia**

**2021 Residential Solar RFP Response Template**

## Part 1 of 2 – Response Template

Please answer each of the following questions in this document.

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| 1. Company name |  |
| 2. Primary contact phone |  |
| 3. Primary contact email |  |
| 4. Proposed project counties (minimum of 2) | Options: Buchanan, Dickenson, Lee, Russell, Scott, Tazewell, Wise (including City of Norton) |
| **Competitive Pricing** | |
| 5. Provide the base $/W price the Respondent will offer to participants. Please note if there is a minimum system size. | * $/W – Module X w/ Inverter Y * Ground mount & trenching costs?   ***[These are EXAMPLES below – Add/Remove as needed]***   * $/W - Small System Adder for Systems < 3kW DC (min. 2kW) * $ - Electrical Service Upgrade (flat) * $/W - Interior conduit run * $/W - Flat Roof Installation |
| 6. List any optional upgrades to system components. | ***[These are EXAMPLES – Add/Remove as needed]***   * $#/W – High efficiency module * $#/W – American made * $#/W – Microinverters/optimizers |
| 7. Will you offer loan financing to participants? Will there be additional financing fees? (either # or % price increase) | * [YES/NO] * Specify loan products and applicable terms |
| 8. Will you offer a lease option to participants | * [YES/NO] * Specify starting $/kWh price, percentage escalator, length of the contract, etc. |
| 9. Will you register the participants’ systems with appropriate entities (public service commissions, PJM GATS, etc.) for the sale of SRECS? Who will take ownership of system SRECs? NOTE: In markets where SRECs are not available please mark “N/A”. | * [YES/NO/NA] * Who will own SRECs?     SREC = Solar Renewable Energy Credit |
| 10. Will there be any additional charges for securing historic permits, HOA approvals, or other permits or approvals that go above and beyond normal permitting requirements?  **NOTE**: We recognize historic permitting incurs additional cost and want to ensure your costs are covered. If additional charges are required be sure they are listed in the added cost section. | * [YES/NO] * Explain [optional] |
| 11. Will Respondent be able to remove and reinstall the original PV installation should a participant require roof repairs or replacement at a later date independent of Respondent’s PV installation? If so, please specify at what cost to the participant. | * [YES/NO] * Cost * Duration available |
| 12. What are your standard milestone payments for a signed contract?  **NOTE**: The Selection Committee will look favorably on milestone payments that include a final payment after receipt of permission to operate from the utility. | ***[These are EXAMPLES – Add/Remove as needed]***   * X % at milestone 1 (example: contract signing) * X % at milestone 2 (example: equipment order) * X % at milestone 3 (example: inspection)   X % at final interconnection (permission to operate) |
| **System Quality and Sourcing** | |
| 13. List all model names/numbers of equipment and components Respondent intends to install including panels, roof attachments, type of racking system, and type of inverters. If you offer multiple options for panels (i.e. American-made vs. not American-made), inverters (i.e., central inverters vs. micro-inverters) or roof attachments/racking, please specify components and attachment methods used for each option. | ***[These are EXAMPLES – Add/Remove as needed]***   * American Made Module X, Model #, Details, Made in USA * High Efficiency Module Y, Model #, Details, Made in China * Inverter Z, Model #, Details * Racking System Q, Details |
| 14. Will installed systems include monitoring and at what level (system wide or panel level)? How much will monitoring services cost?  **NOTE:** If monitoring charges are not included in the base pricing, be sure they are listed in the added cost section. | * [YES/NO] * Cost |
| **Respondent Experience & Qualifications** | |
| 15. Provide three (3) customer references and their contact information from customers who worked with Respondent during the installation phase. |  |
| 16. Do you offer roofing services in house? Do you partner with roofing companies? | * In-house roofing services? - [YES/NO] * Roofing Partner - [YES/NO]   + Details |
| 17. Please describe the company’s key personnel and certifications **who will be working directly on this project and an estimate of time to complete work**. Also describe your staffing plan and provide staff names for key roles. | * Do you have a backlog of work, or can you start working on this project immediately? * When do you anticipate having all site visits and proposals completed for the group at its current size? * How soon after receiving a customer’s signed contract will the physical installation begin? * Key company personnel * Key certifications and who holds them (NABCEP, RISE, Professional Engineer (PE), Master Electrician’s License, other State-required licenses) * Number of full-time employees dedicated to project * Number of part-time employees dedicated to project * Number of employees working part-time on Project * Staffing Plan & contact info for each staff member:   + Customer communication   + Site visit scheduling   + Site visits   + Installation |
| 18. Please provide company information & experience.  **NOTE:** Please provide answers to ALL the bulleted points. | * Number of years in business? * Number of years installing PV systems? * Are you a B-Corp or other social benefit organization? * Number of employees? * Amount of general liability insurance? * Amount of worker’s compensation insurance? * State and local licensing numbers * Total number of residential installs completed in the last two years * Number of installs in the counties you are proposing to work * Additional information on the company’s experience, standing and stability |
| **System Warranty** | |
| 19. Describe production and product warranties provided for system modules.  NOTE: Refer to the “Bid Requirements” section of the RFP | ***[These are EXAMPLES – Add/Remove as needed]***   * Module model X   + Product warranty = 10 years on all defects   + Production warranty = 25-year linear warranty to 80% of rated capacity |
| 20. Describe warranty provided for inverters and options for extending the warranty. | ***[These are EXAMPLES – Add/Remove as needed]***   * Inverter Y   + Product warranty = 10 years   + Extendable to 20 years |
| 21. Describe warranty provided for Respondent’s labor and workmanship. Give details for roof penetration warranty.  **NOTE**: please indicate whether Respondent offers an electrical production/performance guarantee. |  |
| ***Covid Response*** | |
| 22. Provide a summary of health and safety protocol for interacting with customer’s homes during the Covid-19 outbreak. |  |
| ***Societal and Community Benefits*** | |
| 23. Provide location of your nearest office |  |
| 24. Please answer each question with respect to your inclusion, diversity and fair wage practices. | * Do you make any significant efforts to offer employment opportunities to women, minorities, residents from unemployed or underemployed communities, including qualified individuals with criminal records? * Please specify what policies you have in place to ensure hiring on the basis of merit and in accordance with fair employment laws.\* * What percentage of your staff are people of color? * What percentage of your staff are women? * Do you pay a living wage for all employees for the county where your closest office is based? (Category: “1 Adult”, source: http://livingwage.mit.edu/ ) |
| 25. Please describe any commitments you have made or are willing to make regarding local SWVA workforce engagement if you are chosen to service the group. For example, would Respondent offer job internships, employment opportunities, or solar job training programs to local students or workforces. |  |
| \**In accordance with Title VII of the Civil Rights Act of 1964, the selected installer shall not discriminate on the basis of race, religion, national origin or sex.  In accordance with U.S. Equal Employment Opportunity Commission (EEOC) guidance on Title VII, the selected installer shall not have a blanket policy against hiring individuals who may have convictions on their record but shall have in place a fair and equitable hiring/employment policy that takes all relevant factors into account when making employment decisions.* | |

**Battery System and Efficiency Addendum Questions (Optional)**

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| 1. Please quantify Respondent’s experience with batteries. | * [Yes/No] Do you have experience with grid-tied PV-based battery systems? * # of installations * Types of installations (e.g. Tesla, LG Chem) |
| 2. List all model names/numbers of equipment and components Respondent intends to offer and price.  This includes:   * all types of batteries * inverters/charge controller (For DC coupled) | ***[These are EXAMPLES – Add/Remove as needed]***     * Battery X, Model #, Details (chemistry), price ($/kWh) * SolarEdge, Model #, Details (chemistry), price * SMA, Model #, Details, price * Tabuchi America, Model #, Details, price * Magnum, Model #, Details, price * Inverter Z, Model #, Details, price |
| 3. Will you work with customers to help register any paperwork required to honor warranty for battery system?   * Permitting jurisdiction * Equipment manufacturer | * [YES/NO] |
| 4. Describe product warranties provided for system batteries and if applicable battery-based inverters/charge controller | ***[These are EXAMPLES – Add/Remove as needed***     * Battery model X   + Product warranty = 5 years on all defects   + Extendable   (if not included as part of unit or for DC coupled system)   * Battery Based Inverter   + Product warranty = 5 years on all defects   + Extendable * Charge Controller   + Product warranty |
| 5. Please quantify the Respondent’s experience with energy efficiency services. | * [Yes/No] Do you have experience with providing residential energy efficiency upgrades? * # of projects |
| 6. List any energy efficiency services your company provides. | ***[These are EXAMPLES – add/remove as needed]***   * LED lighting * Insulation * Weather stripping * Blower door tests * Smart thermostats |
| 7. Please provide at least one (1) customer reference for a battery storage installation if you are proposing to provide battery installation services, and/or (1) customer reference for a residential energy efficiency project if you are proposing to provide efficiency services. |  |

## Part 2 of 2 – Additional Required Documentation

In addition to submitting this completed template (in Word), please also provide a **SINGLE** PDF that includes the following documentation:

* Spec sheets for each module and inverter type specified
* Copy of your standard contract agreement
* Copy of general liability insurance
* Copy of applicable jurisdiction licensing certificate(s)
* Copy of your standard contract language covering your installation and roof penetration warranties

Optional content to be included at the end of the document:

* Any additional business promotional information, warranties, performance information, product certifications, installation examples, etc.
* Information regarding battery storage or energy efficiency services.