February 27th, 2018

Dear Interested Bidder,

The District of Columbia has awarded Solar United Neighbors a grant to install solar on more than 150 low-income single-family homes across the city over the next 18 months. These systems will be owned by the homeowner from day one and installed at no cost to them. Our grant award is part of the District’s Solar for All program whose goals are to reduce the electricity bills of 100,000 income-qualified households by 50% over the next 15 years.

As part of our efforts we are required to conduct a 3rd party inspection of all installations to verify accuracy, pricing, and basic quality of work. This request for quote (RFQ) is the first step in Solar United Neighbors selecting one or more vendors to conduct these 3rd party inspections. **This RFQ is not to select companies who will be performing the solar installations.** That process will take place during several rounds of competitive bidding over the next 18 months. Please note that if we select your proposal to provide 3rd party inspections you will be barred from participating in the competitive bidding for installing solar arrays for our program. Please contact Andrea Hylant (andrea@solarunitedneighbors.org / office: 202-888-3601, ask for Andrea) with any questions about this RFQ.

Kind Regards,

The Solar United Neighbors team

**Requirements**

Please use the template on the next page to provide a **single, flat-fee price** for services to be performed on site based on the parameters below. All installations (assume at least 150) will be located within the District of Columbia and will take place from January 2018 through Summer 2019.

The service provided will be for the following:

* A single visit to the home
	+ Roof types include low-slope and pitched; Building heights will vary;
* The following activities while on site:
	+ Verification of quantity, manufacturer, and model of modules
	+ Verification of quantity, manufacturer, and model of inverter(s)
	+ Visual inspection of wiring, disconnects, fuses, and grounding
	+ Visual inspection of the racking and attachments
	+ Visual inspection of cable management
	+ Photographs taken of system and any documented irregularities
* The following are **not** required during this visit:
	+ String testing
	+ Disassembly of the system or any of its parts
	+ Troubleshooting
	+ Review of permit plan sets
	+ Shade analysis
	+ Verification of monitoring services
* Completion of a one-page report to be delivered to Solar United Neighbors
* Delivery of photographs taken on site

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| --- |
| [Company name] |
| Primary contact name | Primary contact name |
| Primary contact phone | Primary contact phone |
| Primary contact email | Primary contact phone |
| **Basic Inspection Services** |
| Flat fee for services described in RFQ(NOTE: If you need to include an adder for steep roofs you may do so. Please specify the cost and minimum roof pitch applicable) |  |
| Additional inspection services you’d like to offer? If so, please provide a brief description and price (hourly or flat fee is acceptable). |  |
| **Qualifications, Capacity, & Company Information** |
| How many NABCEP-certified installation professionals do you have on staff? Would they be doing the inspection described? |  |
| Given your staff resources and assuming a wide geographic distribution across the District of Columbia, what’s the minimum number of inspections you expect you could do in one full day? |  |
| Have you permitted and installed solar in the District? How much? |  |
| How many of your employees are District of Columbia residents? |  |
| What is the address of your company’s shop where your field staff is based? |  |
| Any additional information you’d like to include about your company, its qualifications or services? |  |