

Florida Keys 2023 Solar Co-op RFP Response Template

Part 1 of 3 – Template Responses

Please answer each of the following questions in this document.

[Company name]		
Primary contact name		
Primary contact phone		
Primary contact email		
Competitive Pricing		
1.	<p>Provide the base \$/W price the Proposer will offer to all solar co-op members. Please note if there is a minimum system size.</p> <p>(NOTE: Our co-ops sometimes attract a few small commercial members. Providing separate commercial pricing here is optional.)</p>	<ul style="list-style-type: none"> • \$#/W – Module X w/ Inverter Y <ul style="list-style-type: none"> ○ Please note that priority will be given to installers offering solar panels that meet IEC 61701 standards. • Ground mount & trenching costs? • [YES/NO] Would you be willing to provide maintenance or repair services to existing PV systems that your company did not install? • [YES/NO] Would you be willing to add panels/expand system capacity to existing PV systems that your company did not install? • (Optional) Can you offer commercial pricing? If so, at what price range and for what range of system sizes? • (Optional) If you have any custom options for houses of worship or non-profits that you'd like to promote, please include that information as well.

		<p><i>[These are EXAMPLES below – Add/Remove as needed]</i></p> <ul style="list-style-type: none"> • \$/W - Small System Adder for Systems < 3kW DC (min. 2kW) • \$/W – Adder for various roof types (Metal, concrete barrel, tile, etc.) • \$ - Electrical Service Upgrade (flat) • \$/W - Interior conduit run • \$/W - Flat Roof Installation
2.	<p>List any optional upgrades to system components.</p>	<p><i>[These are EXAMPLES – Add/Remove as needed]</i></p> <ul style="list-style-type: none"> • \$#/W – High efficiency module • \$#/W – American made • \$#/W – Microinverters/optimizers • \$ - Squirrel guards and snow guards • Options you offer for homes without wi-fi?
3.	<p>Will you offer battery backup? If so, please quantify Proposer’s experience with batteries (number of commercial and/or residential PV + storage installations). Please note that while installers are not required to provide co-op members with an option for PV-based battery systems, they are strongly encouraged to do so.</p> <p>List all model names/numbers of equipment and components Proposer intends to offer and price.</p> <p>Please provide details if you expect any delays in sourcing for storage equipment.</p>	<ul style="list-style-type: none"> • [YES/NO] Do you have experience with grid-tied PV-based battery systems <ul style="list-style-type: none"> ○ # of installations ○ Types of certifications (i.e Tesla, LG Chem etc.) • Battery X, Model #, Details (chemistry), price (\$/kWh) • SolarEdge, Model #, Details (chemistry), price • [YES/NO] Do you have experience adding a battery retrofit to an existing system? [YES/NO] Would you be willing to provide battery retrofits to PV existing systems that your company did not install • [YES/NO] Do you expect any delays in sourcing any of the storage equipment you’re offering? If so, what equipment and at what timeline?

4.	Will you install an outlet for a Level 2 electric vehicle charger(s)? Do you sell chargers?	<ul style="list-style-type: none"> • [YES/NO] • Specify sample pricing of install and/ or charger.
5.	Will you offer loan financing to co-op members? Is there a financing surcharge? (either % price increase or financing or origination fee)	<ul style="list-style-type: none"> • [YES/NO] • Specify loan products and applicable terms
6.	Will you offer a Power Purchase Agreement or lease to co-op members?	<ul style="list-style-type: none"> • [YES/NO/NA] • Specify starting \$/kWh price, percentage escalator, length of the contract, etc.
7.	Will you process all incentives on behalf of co-op members? Please explain how you plan to deal with customers that don't have 1 to 1 net metering.	<ul style="list-style-type: none"> • [YES/NO/NA]
8.	Will you register the co-op members' 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".	This question does not apply to Florida
9.	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?	<ul style="list-style-type: none"> • [YES/NO] • Explain [optional]

	<p>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.</p>	
10.	<p>Will Proposer be able to remove and reinstall the original PV installation should a co-op member require roof repairs or replacement at a later date independent of Proposer's PV installation? If so, please specify at what cost to the co-op member.</p>	<ul style="list-style-type: none"> • [YES/NO] • Cost • Duration available
11.	<p>What are your standard milestone payments for a signed contract?</p> <p>NOTE: The Selection Committee will look favorably on milestone payments that include a final payment after receipt of permission to operate from the utility.</p>	<p><i>[These are EXAMPLES – Add/Remove as needed]</i></p> <ul style="list-style-type: none"> • 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 & Sourcing		
12.	<p>List all model names/numbers of equipment and components Proposer 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.</p>	<p><i>[These are EXAMPLES – Add/Remove as needed]</i></p> <ul style="list-style-type: none"> • 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

	<p>Note: Following the intensified winter storms in recent years, there has been an increased risk of personal and property damage from masses of snow avalanching off of solar arrays. Snow management systems can reduce this danger. If your company is able to install a snow management system should a homeowner desire this additional feature, please list the component manufacturer and model your company recommends.</p>	
13.	Describe the equipment and methodology used to weatherproof all roof attachment points made during installation.	<p><i>[These are EXAMPLES - Add/Remove as needed]</i></p> <ul style="list-style-type: none"> • Flashings • Pitch pockets (flat roof) <p>NOTE: If you are using a flat roof parapet mounting system please describe in detail how parapet attachment points are weatherproofed.</p>
14.	<p>Will installed systems include monitoring and at what level (system wide or panel level)? How much will monitoring services cost?</p> <p>NOTE: If monitoring charges are not included in the base pricing, be sure they are listed in the added cost section.</p>	<ul style="list-style-type: none"> • [YES/NO] • Cost
15.	Do you have a long-standing relationship with any included equipment manufacturers or distributors?	<ul style="list-style-type: none"> • [YES/NO] • Details
Proposer Experience & Qualifications		
16.	Provide three (3) customer references and their contact information from customers	

	who worked with Proposer during the installation phase.	
17.	Do you offer roofing services in house? If so, are they sub-contracted? How long have you offered roofing services? If you partner with roofing companies, please provide roofing company's information and experience with roof repair/replacement in conjunction with solar PV installation.	<ul style="list-style-type: none"> • In-house roofing services? - [YES/NO] <ul style="list-style-type: none"> ○ Sub-contracted? - [YES/NO] • Roofing Partner - [YES/NO] <ul style="list-style-type: none"> ○ Details ○ Experience
18.	<p>Please describe the company's key personnel and certifications who will be working directly on this co-op and an estimate of time to complete work. Also describe your staffing plan and provide staff names for key roles.</p> <p>NOTE: Our goal is to understand how your organization will staff and coordinate a large group of leads in a short time frame.</p>	<ul style="list-style-type: none"> • Do you have a backlog of work, or can you start working on this co-op 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? • What languages can your sales staff support? • Key company personnel • Key certifications and who holds them (NABCEP, RISE, Professional Engineer (PE), Master Electrician's License, other State-required licenses) • Total number of employees • Number of full-time employees dedicated to co-op • Number of part-time employees dedicated to co-op • Number of employees working part-time on co-op • How many new employees have been hired in the last year? • Do you anticipate using sub-contractors (individuals or companies) for this co-op? If so, please provide additional detail on why and how contractors will be used. • Staffing Plan & contact info for each staff member: <ul style="list-style-type: none"> ○ Customer communication

		<ul style="list-style-type: none"> ○ Solar United Neighbors communication (weekly calls and Salesforce CRM database updates) ○ Site visit scheduling ○ Site visits ○ Installation ○ Administrative work
19.	<p>Please provide company information & experience.</p> <p>NOTE: Please provide answers to ALL the bulleted points.</p>	<ul style="list-style-type: none"> ● Number of years in business? ● Number of years installing PV systems? ● Are you a B-Corp or other social benefit organization? ● Are you a member of your local SEIA chapter or other professional organizations? ● Amount of general liability insurance? ● Amount of worker’s compensation insurance? ● State and local licensing numbers ● Total number of solar PV installs by company (everywhere) ● Total number of solar PV installs completed in the last two years (everywhere) ● Number of solar PV installs in Monroe County and Florida Keys in the last two years ● Additional information on the company’s experience, standing and stability
System Warranty		
20.	<p>Describe production and product warranties provided for system modules.</p> <p>NOTE: Refer to the “Technical Requirements” section of the RFP</p>	<p><i>[These are EXAMPLES – Add/Remove as needed]</i></p> <ul style="list-style-type: none"> ● Module model X <ul style="list-style-type: none"> ○ Product warranty = 10 years on all defects ○ Production warranty = 25-year linear warranty to 80% of rated capacity
21.	<p>Describe warranty provided for inverters and options for extending the warranty.</p>	<p><i>[These are EXAMPLES – Add/Remove as needed]</i></p>

		<ul style="list-style-type: none"> • Inverter Y <ul style="list-style-type: none"> ○ Product warranty = 10 years ○ Extendable to 20 years
22.	<p>Describe warranty provided for Proposer’s labor and workmanship. Give details for roof penetration warranty.</p> <p>NOTE: please indicate whether Proposer offers an electrical production/performance guarantee.</p>	<p><i>[These are EXAMPLES – Add/Remove as needed]</i></p> <ul style="list-style-type: none"> • Installation warranty = 10 years on all workmanship including all roof penetrations <ul style="list-style-type: none"> ○ Extendable to 20 years (see pricing sheet) • Terms of performance guarantee (if applicable)
Social & Community Benefits		
23.	Provide location of your nearest office	
24.	Please answer each question at right with respect to your inclusion, diversity and fair wage practices.	<ul style="list-style-type: none"> • Are you a woman or minority-owned business?*** If you are registered as such in the co-op’s area, please provide documentation. • 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.* • How many people on your staff identify as a minority?***? How many have supervisory responsibilities? • How many people on your staff are women? How many have supervisory responsibilities? • Do you pay a living wage** (\$XX.YY/hour) 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 engagement if you are chosen to service the group. For example, companies previously chosen offered job internships, solar job training programs, donated to local nonprofits and planted trees. etc.	
Additional Questions		
26.	What solutions (and what experience) do you offer for Lower Keys customers? Such as - storage configured for self-consumption - software solutions - hardware demand solution	
27.	How do you approach sales for lower keys customers?	

** 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.*

*** For the purpose of this RFP response, please consider the following definitions in your responses. The actual certifications mentioned in references below are NOT required to qualify for the purposes of this RFP. The certification qualifications listed are used for definitional purposes only.*

- *Minority – “Minority group members are United States citizens who are Asian-Indian, Asian-Pacific, Black, Hispanic and Native American.” (Source: <https://nmsdc.org/mbes/what-is-an-mbe/>)*
- *Minority-owned business – “Ownership by minority individuals means the business is at least 51% owned by such individuals or, in the case of a publicly owned business, at least 51% of the stock is owned by one or more such individuals (i.e. the*

management and daily operations are controlled by those minority group members.)” (Source: <https://nmsdc.org/mbes/what-is-an-mbe/>)

- Living wage – Sufficient hourly or salary income to meet the minimum local cost of living. For the purpose of this RFP, we’re using category of “1 Adult”. (Source: MIT calculator: <https://livingwage.mit.edu/>)
- Woman-owned business – “At least 51% unconditionally and directly owned by women; The woman must manage the day-to-day operations; The woman must make the long-term decisions for the business; A woman must hold the highest officer position in the company; This woman must work at business full-time during normal working hours.” (Source: <https://www.nwbc.gov/content/what-certification/>)

Part 2 of 3 – Required Workforce & Performance Questionnaire & Disclosures

Please briefly answer each of the following questions for the additional consideration of the selection committee.

1.	Do you provide healthcare benefits and retirement benefits to your employees as a standard part of your compensation package and not only on projects subject to a state or federal prevailing wage requirement?	
2.	Please provide a brief description of your Occupational Safety and Health Administration compliant safety program.	
3.	What percentage of your workforce has five (5) years’ experience within their trade?	

4.	Has the company or its principals declared bankruptcy or had a petition of insolvency filed against it or them in the last (3) years? If so, please describe.	
5.	Have you had any legal judgments, arbitration proceedings, or suits pending/outstanding against your company or its principals in the last three (3) years? If so, please describe.	

Disclosures

1.	Have you had any safety violations or settlement agreements between you and the Occupational Safety & Health Administration or a state-based agency of similar jurisdiction in the last three (3) years?	Yes	No
2.	Have you had any violations or settlement agreements, pertaining to any wage and hour laws, at the local, state, or federal level in the last three (3) years?	Yes	No
3.	Do you have any active complaints related to any State or local Workers Compensation insurance policies?	Yes	No
4.	Have you been debarred by any public authority in the United States in the last three (3) years?	Yes	No
5.	Anything else you'd like to share about your answers to the disclosure questions above? Please include it below.		

Part 3 of 3 – 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 template sales proposal (if different than your contract)
- 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.
- If applicable, a copy of your certification as a woman or minority-owned business