



**Solarize Piedmont Spring 2020
Request for Proposals
Residential & Commercial Solar PV Systems**

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I: Executive Summary

The Local Energy Alliance Program (LEAP) (“Project Organizer”) is soliciting proposals from solar installation companies for our Solarize Piedmont 2020 campaign, which we run in partnership with the Northern Virginia Regional Commission (NVRC) and the Piedmont Environmental Council (PEC). The primary objective of Solarize Piedmont is to spur community-wide interest in residential and commercial solar energy systems and to increase the number of solar PV installations among PEC’s Virginia membership and contacts. The program is also intended to reduce the average cost of residential and small commercial solar PV installations through bulk purchasing, economies of scale, and the offsetting of contractors’ client acquisition and travel expenses.

This RFP is intended to solicit bids from qualified contractors (“Contractor”) to install roof and ground mounted solar photovoltaic (PV) energy systems on residential and small commercial structures. Proposals will provide tiered pricing based on the individual system wattage of participating homes as a \$/W installed (both roof and ground mounted). Additional costs for exceptional conditions will be provided separately along with the criteria for what constitutes exceptional conditions. The individual property owners will own the PV energy systems and the SRECs.

LEAP will retain up to three contractors to provide the design, equipment procurement, and installation services for property owners that choose to participate. If more than one contractor is chosen for Solarize Piedmont 2020, selected contractors must agree on a uniform package of price, equipment, and other details.

LEAP engages in multiple Solarize campaigns, some of which cover overlapping territory. The guidelines herein are applicable to the specific campaign, not territory.

II. Solarize Piedmont Spring 2020 Campaign

A. Geographic Focus Area

Channel marketing efforts for the Solarize Piedmont 2020 campaign will begin April 16th and will be undertaken cooperatively with PEC until June 14th, 2020. The membership of PEC is primarily rural landowners, and the PEC covers an area south to Albemarle County and north to Loudoun County. From PEC’s website:

PEC works with the citizens of our nine-county region to conserve land, create high-quality communities, strengthen rural economies, celebrate historic resources, protect air and water quality, build smart transportation networks, promote sustainable energy choices, restore wildlife habitat, and improve people’s access to nature.

PEC’s primary service area includes Albemarle, Clarke, Culpeper, Fauquier, Greene, Loudoun, Madison, Orange and Rappahannock Counties. Our work often benefits communities outside of this region as we join in productive partnerships, provide a model of grassroots engagement, and improve policies at the local, state, and national level.

We understand that the geographic focus area is large, and we will consider splitting the area into smaller territories which will be covered by participating contractors. Contractor may list the counties they wish to serve in Attachment A: Solarize Piedmont RFP Response Template. **We cannot guarantee any specific areas.**

Marketing for this campaign will occur primarily within the jurisdictions, to include 1 or more workshop(s) open to the general public. We **require** the campaign contractor(s) to assign at least one knowledgeable staff-person to attend these meetings and take questions.

B. Timeline

| | |
|-----------------------------|------------------------------------------------|
| February 17, 2020 | RFP Issue Date |
| March 6, 2020 | Proposal Submission Deadline (5:00 PM) |
| March 9 – March 13, 2020 | Contractor Interviews (if necessary) |
| Week of March 16 - 20, 2020 | Award Announcement |
| April 6 – June 5, 2020 | Solarize NOVA 2020 Public Outreach Campaign |
| September 6, 2020 | Last day of guaranteed prices from contractors |

C. About the Project Organizer

With offices in Charlottesville and Fairfax, Virginia, LEAP is a nonprofit energy services organization whose mission is to lead the effort in local communities to implement energy efficient and renewable energy technologies in buildings. We do this to promote cost savings for families and businesses, job creation, energy self-reliance, local economic development, and the mitigation of climate change. LEAP’s alliance model is a community-based, public-private partnership.

Our programs help local governments and other partners meet their carbon emission reduction targets, improve the affordability and durability of our businesses and neighborhoods, and stimulate the local economy through job creation and retention. Energy efficiency and renewable energy improvements benefit the local economy by enabling residents to keep their spending local, instead of spending it paying utility bills.

III. Scope of Services

A. List of Services: Contractor shall provide the following services:

1. Establishing contact with pre-qualified campaign clients provided by LEAP by phone or e-mail within **48 hours** of referral from LEAP.
2. A site assessment – on-line and on site as needed.
3. Installation proposals as requested by campaign clients – in alignment with campaign parameters.
4. All design services, permits, materials, labor, equipment, commissioning, and incidentals necessary to install a complete turnkey photovoltaic system, as specified. Hereinafter, including, but not limited to, the work included in this specification. Design services shall include (1) a Structural and Roofing Integrity Review for roof installed systems and (2) an Electrical Review.

5. The PV system shall be utility grid connected following the local electric utility's required design and installation standards for grid-tie and net metering. Contractor **must** discuss, with client, designing a 'battery/storage ready' system for future upgrade. Contractor will prepare applications for interconnection with the local utility.
6. Photovoltaic system components shall minimize roof penetrations for roof-mounted systems.
7. Contractor is required to update LEAP's customer relationship management software (Apptivo) on a **weekly basis** (at minimum) with relevant client data and documents including **proposals and signed contracts**. LEAP will provide Apptivo training and a user license to Contractor for free as needed.
 - LEAP may discontinue leads for failing to update Apptivo weekly and/or may sever contract with Contractor for noncompliance with this requirement.
8. Contractor shall be responsible for providing the homeowner with adequate training, maintenance, and warranty information covering PV modules, inverters, mounting systems, and other system components.
9. Other applicable codes and standards:
 - Systems shall comply with all applicable local building and electrical codes and the most recent version of the National Electrical Code Section 690.
 - Systems shall comprise UL listed or recognized components.
 - PV System interconnection shall comply with IEEE 1547 and 929 and the current requirements of the local electric distribution company.
 - All required professional services (architects, engineers, etc.) utilized by the contractor must be licensed by the Commonwealth of Virginia.

- **Warranties**

1. **Labor Warranty** – Installer will provide a warranty on all PV system installation labor for a minimum of ten (10) years from system commissioning, if not so covered by the manufacturers' warranties. Special warranties specific in this article shall not deprive the homeowner of other rights they may have under other provisions of the contract or warranty documents and shall be in addition to, and run concurrent with, other warranties made by the contractor or manufacturer under requirements of the contract documents. This warranty shall include repair of any roof leaks directly attributed to the PV system installation.
2. **Equipment Warranties** – Written warranty, executed by manufacturer agreeing to repair or replace equipment and system components that fail in materials or workmanship within a specified warranty period.
 - Photovoltaic modules must:
 1. Be listed on the California Energy Commission list entitled, '*Incentive Eligible Photovoltaic Modules in Compliance with SB1 Guidelines*' or contractor must provide equivalent performance information.
 2. Have a minimum 25-year power output warranty with a specified performance degradation curve showing acceptable levels of performance and show achievement of a minimum of 80% of the nameplate rated power at STC by year 25.

- 3. Be warranted free of defects for a period of not less than ten (10) years.
- Inverters must:
 1. Be listed on the California Energy Commission list entitled, '*List of Eligible Inverters per SB1 Guidelines*' or contractor must provide equivalent performance information.
 2. Be warranted free of defects, and allows for replacement due to premature failure, for a period of not less than ten (10) years for string inverters and fifteen (15) years for micro inverters.
- Mounting system must:
 1. Be warranted free of defects for a period of not less than five (5) years.
- Level 2 EV Chargers must:
 1. Be UL or ETL certified.
 2. Be warranted free of defects for a period of not less than one (1) year.

- **Technical Requirements**

1. General Component Requirements

- All material must be new. No used products.
- Photovoltaic modules and inverters eligible for this proposal must be UL 1703 listed, tested, and certified to IEC 61215 and/or IEEE 1262.
- Electrical components shall be designated for 600 Volts or higher system voltage.
- All materials that are used outdoors shall be sunlight and UV resistant.
- Materials shall be designed to withstand the temperatures to which they will be exposed.
- All conductors must be copper. Only stainless steel fasteners shall be used.
- Structural members shall be corrosion resistant aluminum or stainless steel.
- Arrays shall be mounted to ensure that normal drainage of the roof area is not affected.
- On roofs, installations shall not unreasonably restrict roof access to roof surface for inspection and repair.

2. Mounting System

- Mounting system shall promote ambient air circulation beneath and above modules to enhance panel efficiency.
- Photovoltaic Modules shall be individually removable for roof access, maintenance, or repair.

3. Inverters

- Maximum peak inverter efficiency shall be 96% or greater.
- Each inverter shall include:
 - i. Automatic operation including startup, shutdown, self-diagnosis, and fault detection.
 - ii. Digital Signal Processor (DSP) based controls with self-diagnostics and LCD for display of operating status.
 - iii. Anti-islanding protection to prevent back-feeding inverter generated power to the grid in the event of a utility outage.
- Please provide a price quote for string inverters and DC optimizers or micro-inverters in the pricing sheet (Attachment B in this RFP).

4. EV Chargers
 - Must be level 2 chargers.
 - Must be UL or ETL certified.
 -
5. Combiner Boxes
 - Combiner boxes shall have the following characteristics: NEMA 3R enclosure, 600 VDC, and UL listed.
6. AC Disconnects
 - Where required by NEC, the inverter disconnect shall be a heavy duty fused disconnect, 240 V AC rated, with isolated neutral and ground. If fused the fuses shall be class RK5, 240 V AC with a minimum interrupt capacity of 65kA.
7. DC Disconnect Switches
 - The DC disconnect(s) shall be 600 VDC, non-fusible, heavy duty safety switch.
8. Wiring and Conduit
 - All system wiring shall be in accordance with Section 690 of the National Electric Code (NEC). The wires used have a temperature rating of 90 degrees C or higher.
 - All electric wiring raceways and outdoor electrical conduits shall be compliant with current code.
 - Exposed cables shall be UV resistant.
 - Conduits shall be mounted on high density polyethylene supports.

- **Execution**

1. Installation Requirements

- All required over-current protection devices shall be included in the system and accessible for maintenance. Each shall have trip ratings no greater than the de-rated amperage of the conductor it protects.
- All electrical connections and terminations shall be fully tightened, secured, and strain relieved as appropriate.
- System switching and metering equipment shall have convenient access for resetting or repair during electrical outages and for regular monitoring for data retrieval.
- For roof installations, the system shall maintain roof and structural integrity. The loading impact of the array, wind, snow, etc. shall be determined before the installation.
- The system shall maintain the integrity of the home electrical system. The Contractor shall carefully inspect the electrical system to ensure against harmonic distortion, fault protection issues, and interconnect problems.

2. Installation Standards

- System installation shall conform to all manufacturers' installation manuals and approved project drawings and specifications.
- Site shall be maintained and kept secure, free of excessive debris, and in safe condition during the construction period. Site should be left "broom clean" at the end of each workday and after work is complete.
- All work will comply with the National Electric Code, the National Fire Code, and the Uniform Building Code and shall be inspected by local inspectors at each appropriate phase. System

installers shall comply with OSHA regulations specifically including Chapter 29 CFR Part 1926.

- The Contractor shall be present on site at all times during installation. In the event that installation requires more than one day to complete or the site is to be left unattended for any reason, including but not limited to lunch, breaks, or emergencies, the Contractor shall properly secure the site to ensure no tampering, vandalism, or accidents occur at the site.
- Array mounting hardware supplied by Contractor shall be compatible with the site considerations and environment. Special effort shall be made to minimize the risk from exposed fasteners, sharp edges, and potential damage to the modules or support structures. Corrosion resistance and durability of the mechanical hardware shall be emphasized. The use of stainless steel fasteners and aluminum support structures is required. The use of ferrous metals, wood, or plastic components is not acceptable, except that pipe supports made of UV-rated plastic curb-type standoffs are acceptable.
- The Contractor shall ensure installing subcontractors (if used) are familiar with manufacturer's installation guidelines.

3. Delivery, Storage, and Handling

- PV modules and system components will be delivered to their final locations in protective wrappings, containers, and other protection that will exclude dirt and moisture and will prevent damage from construction operations. Protection will be removed only after equipment is safe from such hazards. The Contractor shall solely bear the full risk of loss until installation.
- The Contractor shall maintain the integrity of the installation site during delivery, handling and installation, including laying out mats, insulation/plywood layers, etc. Any damage to the roof surface or landscaping shall be identified and repaired by the Contractor.
- Each module shall be visually inspected for defects by the Contractor upon receipt. Any defects shall be immediately reported to the Solicitor.

4. Labeling and Identification

- For diagnostic and troubleshooting purposes, all array strings at the combiner boxes and the combiner boxes themselves shall be uniquely tagged and identified with such tagging on the as-built drawings.

5. Cleaning

- PV modules shall be free of dirt and construction debris prior to system start up procedures.

• **Startup, Acceptance, and Commissioning**

1. Procedures

- System inspection and safety checks: Contractor shall run through an industry best-practice checklist of startup requirements and conduct a safety tests to ensure proper installation, safe operation, and performance to specification.
- Contractor shall correct any deficiencies uncovered by the testing prior to commissioning of the system.
- Site shall be left free of all tools and materials required for construction and installation.

2. System Output Measurement: The Contractor will establish the initial system output to prove that the system is performing as designed and to establish a baseline to be used for warranty. The system output will be verified on a clear, sunny day. The Contractor may perform other performance tests to support performance testing.

- **On-line Solar System Monitoring**

1. Bid prices shall include on-line monitoring by the installer for the life of the system in accordance with industry best practices.

IV. Requirements

A. Proposal Process

Each Contractor shall carefully examine the RFP and any and all amendments, exhibits, revisions, and other data and materials provided with respect to this RFP process. Contractors should familiarize themselves with all proposal requirements prior to submitting their proposal.

Should the Contractor note any discrepancies, require clarifications, or wish to request interpretations of any kind, the bidder may contact Solar Program Manager, Ryan Van Patten, by email at ryan@leap-va.org. LEAP will respond to such written requests in kind and disseminate such written responses to other prospective Contractors.

If a Contractor is interested in submitting a proposal, the following requirements should be observed:

1. Proposals must be received no later than March 6, 2020 at 5:00pm. Proposals received after the aforementioned date and time may not be considered in the Project Organizer's sole discretion.
2. Proposals must be submitted electronically to Ryan Van Patten at the following email address: ryan@leap-va.org. The subject line should be identified as: "Proposal for Solarize Piedmont Campaign 2020"
3. Contractors may be required to interview with Project Organizer.

B. Selection Criteria

LEAP's selection committee will review proposals. This committee will include LEAP staff and may also include other campaign partners. Up to three contractors may be selected to complete all of the work generated by this campaign. The scoring of each proposal will be the exclusive discretion of the selection committee. Proposals will be scored in the following categories, with a maximum possible score of 105 points.

1. Price – for roof and ground-mounted installations in all size ranges (35 pts.)
2. Equipment – versatile, high-quality panels, inverters, and/or with excellent performance and warranties (20 pts.)
3. Contractor Experience & Qualifications – certified/qualified personnel, NABCEP certifications for solar installers (25 pts.)
4. Contractor Business Practices – capacity to handle volume leads; quality customer service (including scheduling, production monitoring, etc.); quality workmanship; clear proposals and contracts (all details of equipment, no over-promising production/savings, explanation of processes and warranties, etc.); good business practices (etiquette, presentation, communication, and professionalism, etc.);

good campaign partner (pays referral fee in a timely manner, updates Apptivo as agreed, etc.) (20 pts.)

5. Bonus Points – to support contractors in every community and to reduce the environmental impact of installations: 5 points awarded to installers with regular staffed offices located within the footprint of the campaign

C. Proposal Format

1. Provide responses to Attachment A: Solarize Piedmont RFP Response Template.
2. Provide a pricing structure expressed as \$/watt in the pricing sheet, Attachment B. Price shall include LEAP's referral fee of 5% of total contract price, and any sales tax.
3. Describe all equipment and components Contractor intends to install in the Equipment section in Attachment B.
4. List and describe any additional charges that may apply to unusual circumstances that may arise for an installation in the Increased Pricing Factor section on Attachment B.
5. Include a copy of insurance coverage documentation for the Contractor.
6. Proposals must be signed by an authorized officer of the Contractor. Proposals must also provide name, title, address, and telephone number for individuals with authority to negotiate and contractually bind Contractor and for those who may be contacted for the purpose of clarifying or supporting the information provided in the proposal.
7. Provide copies of template sales proposals and contracts. (See "SAPC Best Practices in PV System Installation" for industry best practices.)

If any items are missing, proposal may not be considered.

V. General Terms and Conditions

If Contractor elects to respond to this RFP, submission assumes acceptance of the following:

1. In an effort to send only worthwhile customer leads to Contractor. LEAP staff will perform the following actions to pre-qualify customers:
 - a. Accept "sign-ups" via the Solarize Piedmont website. The web form includes language whereby the potential customer acknowledges the costs involved in a solar installation.
 - b. Obtain client's electricity consumption data.
 - c. LEAP staff will use Google Earth and other on-line tools to assess the property's shading, orientation, and roof characteristics.
 - d. If the client desires an energy efficiency consultation. LEAP staff will schedule this visit by a LEAP building analyst.
2. To cover marketing, customer prequalification, and other administration expenses, the Project Organizer will earn a fee, paid directly by the installer, equal to 5% of the total contract price for all successful PV installations. This fee is capped at \$3000 per installation. This fee will be required for any installation resulting from a lead generated by the LEAP Solarize Campaign and will be invoiced upon Contractor's notice to LEAP that the installation is complete – which should occur when Contractor sends a final invoice to the client. **The fee is due to LEAP within 15 days of receipt of invoice. Invoices unpaid after 15 days will be assessed an 18% annual rate of interest until paid.**
3. LEAP will survey campaign participants for quality control of Project Organizer and Contractor

processes – with the goal of improving the customer experience and increasing the volume of PV installations.

4. LEAP reserves the right to discontinue sending leads to Contractor in the event of unsatisfactory customer service, unsatisfactory array performance, failure to uphold terms of agreement, etc. LEAP further reserves the right to re-market to campaign participants one year after the start of this campaign. If an individual client received a proposal from the campaign installer, LEAP will encourage contacting that installer.
5. Project Organizer and Contractor both will record all relevant information, interactions, and documents using the online database Apptivo. Project Organizer will provide Apptivo licenses and training as needed. Contractor **must** update the status of all leads within Apptivo on a **weekly basis**.
6. LEAP will forward prequalified clients from communities adjacent to the geographic area of the campaign to contractors who agree to provide those clients with the campaign price/product and to pay the standard referral fee. Please note on your application if you would like to receive these referrals and agree to these terms.
7. Contractor agrees that all communications that reference the Solarize Piedmont program and/or use the Solarize Piedmont logo must link to the official Solarize Piedmont website (solarizeVA.org).
8. All Solarize participants must go through the simple online application process, which lives on that campaign's site to ensure that all potential clients receive the same information about the program (Contractor may enter the information on client's behalf). If a communication first links to a page on a contractor's website, it needs to then direct clients to the Solarize Piedmont site. Any print advertisements (for newspapers/magazines, flyers, door hangers, postcards, etc.) must be provided to Project Organizer prior to publication/distribution for approval. All approved language about the program lives on the Solarize Nelson website and is included in the press release.
9. The Project Organizer reserves the right to reject any or all of the proposals received in response to the RFP, to waive irregularities, or to cancel or modify the RFP in any way, at its sole discretion, if the Project Organizer determines that it is in the interest of the Project Organizer.
10. The Project Organizer further reserves the right to make awards under this RFP without discussion of the proposals received. Proposals should be submitted on the most favorable terms from a technical, qualifications, and price standpoint. The Project Organizer reserves the right not to accept the lowest priced proposal.
11. The Project Organizer will not be responsible for any expenses incurred by any proposer in conjunction with the preparation or presentation of any proposal with respect to this RFP.
12. The Project Organizer's selection of a contractor through this RFP is not an offer and the Project Organizer reserves the right to continue negotiations with the selected contractor(s) until the parties reach a mutual agreement.
13. Bidder Representations: By responding, Contractor shall be deemed to have represented and warranted:
 - a. that the bid is not made in connection with any competing Contractor submitting a separate response to this RFP and is in all respects fair and without collusion or fraud;
 - b. that no employee of the Project Organizer participated directly or indirectly in the Contractor's bid preparation;
 - c. that the Bidder has not been convicted of bribery or attempted bribery for contract

- awards by and is not in default under any contract with another entity;
- d. that the Bidder agrees with all of the terms and conditions in this RFP;
 - e. that the information contained in the bid is true, accurate, and complete and includes all information necessary to ensure that the statements therein are not misleading; and
 - f. that the bid price is true and accurate, and based on an appropriate due diligence by the Contractor.
14. Bid Negotiations – Project Organizer may negotiate final technical and pricing specifications with the Contractor(s). The Project Organizer reserves the right to reject any bid in or to waive technical defects, qualifications, irregularities and omissions, if, in its sole judgment, the best interests of the Project Organizer will be served. All costs of developing bids and any additional expenses related to those negotiations are entirely the responsibility of the Contractor and will not be charged to Project Organizer.
 15. Bid withdrawal – Once submitted, all bids become the property of Project Organizer, which reserves the right to reject any and all bids. Bids must be firm and may not be withdrawn for 45 days, or until Project Organizer awards the contract, whichever comes first.
 16. Substitutions – Equipment differing in any respect from that specified will be considered only when ample proof is submitted with the proposal in the form of complete drawings, cuts, prints and descriptive literature indicating all essential requirements of the specifications are adhered to in design and construction. These specifications are intended to include the complete fabrication, finishing, delivery, and making ready to use, all equipment and services herein specified, all in accordance with these specifications. Any parts or accessories not specifically mentioned which are normally parts of the equipment, are necessary to complete the installation of same, or which are required for system operation in accordance with the full extent of these specifications, shall be included in the price.
 17. LEAP is not obligated as a result of the submission of a proposal to enter into a contract with any Contractor or proposer and has no financial obligation to any Contractor or proposer arising from this RFP.
 18. All PV installation contracts will be executed between the property owner client and the selected contractor. These contracts **must** state that LEAP is a not a party to the contract and that the selected contractor will be solely liable for any claims, losses, or damages arising out of the contract.
 19. Working Hours – The Contractor shall coordinate its installation schedule so that work is performed during normal business hours unless written permission is obtained from homeowner to work during other times. This condition shall not excuse the Contractor from timely performance under the contract.
 20. Workmanship – All workmanship, materials, and equipment, either at the site or intended for it, shall conform in all respects with the requirements of all the contract documents, shall be a strictly first class, workmanlike installation, and shall be the best obtainable from the crafts and trades. In all cases, the materials, equipment, and workmanship shall be equal to or better than the grade specified and the best of their kind that is obtainable for the purpose for which they are intended. All labor shall be performed by properly licensed mechanics skilled in their respective trades.
 21. Approval of Bid – Contractor understands and agrees that the terms of this RFP will be incorporated into any contract and that such terms shall be binding on and inure to the parties hereto. Execution of a contract pursuant hereto signifies Contractor’s acceptance of these terms.
 22. LEAP may reject proposals which modify the pricing grid located in attachment B. Compliance with

the pricing grid is necessary for the selection committee to fairly compare proposals – even though more diverse proposals may have some advantages to customers and installers.

Attachment A: Solarize Piedmont 2020 RFP Response Template

| | |
|----------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------|
| Company Name | |
| Company Address | <ul style="list-style-type: none"> • Provide location of Contractor’s nearest regional office. |
| Primary contact name | |
| Primary contact email and phone number | |
| Virginia Contractor License Number | <ul style="list-style-type: none"> • Contractor’s license must include the Alternative Energy Systems (AES) specialization. |

| | | |
|----|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------|
| 1. | Describe Contractor’s prior experience designing and installing solar PV energy systems. Detail the number of distinct projects the applicant has constructed or installed. | <ul style="list-style-type: none"> • Number of years in business • Total number of PV installs completed |
| 2. | Describe how the Contractor will meet the Scope of Services detailed in Section III, including Services, Warranties, Products, and Start Up. | |
| 3. | Describe and justify any planned deviations from the Scope of Services provided in Section III. | |
| 4. | Describe Contractor’s experience with state and local permitting and system interconnection. | |
| 5. | Provide three (3) customer references from Contractor’s previous PV installation customers. | |
| 6. | Provide staff’s NABCEP certification(s) type and license numbers. At least one staff member working on this Solarize Campaign must have a current NABCEP certification if installing solar PV systems. | |
| 7. | Describe how the Contractor will determine cost for non-standard upgrades or amendments to contracts in case of unusual electrical or construction requirements. | |

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|-----|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| 8. | Specify whether Contractor is able to perform roofing work or if Contractor has partnerships with a roofing company to have roof repair/replacement included as part of solar installation. If partnered with a roofing company, provide company's information. | |
| 9. | Provide names of key personnel and the number of staff members that will be working on this Solarize Campaign. Please indicate the role that each staff member will play within the Campaign and specifically who will handle customer service and updating LEAP's Aptivo software. Please note these individuals' industry certification(s), years in the industry, relevant training/education, and any other applicable details. | |
| 10. | Provide brief description of SREC trading process planned for clients (market, service provider, current value, etc.). | |
| 11. | Provide brief description of on-line monitoring services planned for clients (data availability, equipment, communication protocol, etc.). NOTE: If monitoring is not included in the fixed pricing, be sure prices and options are listed under the added cost section on Attachment B. | |
| 12. | Will Contractor offer loan financing to Solarize participants? If so, please specify loan products and application terms. | |
| 13. | Does Contractor have ability to install on slate or tile roofs? | |

| | | |
|--|------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| | <p>What are Contractor's standard milestone payments for a signed contract?</p> | <p>Example:</p> <ul style="list-style-type: none"> • 10% at contract signing • 40% permitting complete and installation scheduled • 40% installation complete and AHJ inspection complete • 10% final interconnection and system walk through |
| | <p>What counties from the geographic focus area will the Contractor prefer to participate?</p> | <ul style="list-style-type: none"> • Please list each county Contractor wishes to participate in, if all, simply say 'All Counties'. |

Required content to be included.

- SPEC sheets for each PV module and inverter(s) being proposed
- Copy of template sales proposal
- Copy of standard contract agreement
- Copy of insurance coverage documentation
- Copy of applicable jurisdiction licensing certificate(s)

Attachment B: Equipment and Pricing

All prices to include 5% referral fee to LEAP. Referral fee capped at \$3000 per PV installation. Minimum system size is 3kW. For larger systems (>15kW), Contractor is authorized to offer clients substitute equipment and modified pricing if appropriate.

Equipment

| | Make | Model (including Watt capacity) | Key specs (CEC rating, Weighted Efficiency) | Warranty |
|-----------------------------------------|------|------------------------------------|------------------------------------------------|----------|
| Standard Panel | | | | |
| Buy America Compliant Panel ("US Made") | | | | |
| String Inverter | | | | |
| Micro Inverter/DC Optimizer | | | | |
| Roof Mounting System | | | | |
| Production Meter | | | | |
| Level 2 EV Charger | | | | |

Resources

<http://www.gosolarcalifornia.ca.gov/equipment/inverters.php>

http://www.gosolarcalifornia.ca.gov/equipment/pv_modules.php

Solar PV Systems (Price in \$/W)

| | Roof Mount | | | Ground/Pole Mount | | |
|----------------------------------------|------------|--------|-------|-------------------|--------|-------|
| | 3-5kW | 5-10kW | >10kW | 3-5kW | 5-10kW | >10kW |
| Standard + String Inverter | \$ | \$ | \$ | \$ | \$ | \$ |
| Standard + Micro Inverter/DC Optimizer | \$ | \$ | \$ | \$ | \$ | \$ |
| US Made + String Inverter | \$ | \$ | \$ | \$ | \$ | \$ |
| US Made + Micro Inverter/DC Optimizer | \$ | \$ | \$ | \$ | \$ | \$ |

EV Charger (Price for charger and installation)

| | Without Solar System | With Solar System |
|--------------------|----------------------|-------------------|
| Level 2 EV Charger | \$ | \$ |

Increased Pricing Factors

This campaign is intended to simplify a PV and/or EV charger purchase. The prices are for *turnkey, grid-tied PV and/or EV Charger installations* with upcharges levied only for more extreme variables. Accommodation for steep roofs and installation on up to 2 roof planes **shall be included** in the above pricing. Inclusion of online monitoring should also be included in the above pricing. *Please note if online monitoring capabilities are not available.*

Contractor shall provide client and LEAP with detailed justification for any additional or increased charges. The following examples are conditions that may trigger additional charges, but please be sure to add any that are not listed:

- Panels installed on more than 2 roof planes
- Extensive/difficult cabling for on-line monitoring functionality
- Non-standard color panels or frames
- Flat roof ballasted arrays
- Service shut-down
- Electrical modifications to the existing service other than net-metered back feed breaker installation
- Battery back-up power
- Rocks in trenching line
- Installation on copper, slate, tile, or shake roofs
- Tilt legs for roof mounted arrays
- Any particular add-ons for EV chargers