**ATTACHMENT 10**

**Minimum Qualifications Submittal Form**

|  |  |
| --- | --- |
| **Bidder’s Name:** |  |

|  |
| --- |
| **Instructions:** |
| Please provide the information requested below in the boxes provided. Please note that any Bidder who fails to submit responses to the questions herein may be deemed non-responsive (See Solicitation *Section 2* *‘Bidder Qualifications’*), and denied further consideration for Contract award.  |

**Section 1: Lot 1 - Product**

1. The Bidder shall indicate whether they are a manufacturer or entity authorized by the manufacturer to sell Photovoltaic Systems and the product category(ies) that they are bidding on.

|  |
| --- |
| The Bidder is a manufacturer of the Photovoltaic Systems being bid on in the following categories (select all that apply): |
| Packaged Photovoltaic Systems | Solar Modules  | Racking Systems | Inverters | Charger Controllers | Battery Packs | Ancillary Products | Misc. Photovoltaic Products |
| [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| The Bidder is an entity authorized by a manufacturer to sell the Photovoltaic Systems being bid on in the following categories (select all that apply), and the Bidder has included a completed Attachment 9 ‘Manufacturer’s *Authorization Form’* for each Manufacturer:  |
| Packaged Photovoltaic Systems | Solar Modules | Racking Systems | Inverters | Charger Controllers | Battery Packs | Ancillary Products | Misc. Photovoltaic Products |
| [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |

1. The Bidder shall indicate which regions they are bidding on in Lot 1:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Region 1 | Region 2  | Region 3 | Region 4 | Region 5 |
| [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |

1. Has the Bidder maintained an organization, in continuous operation, for a minimum of three (3) years immediately preceding the bid opening date as either a manufacturer of Photovoltaic Systems or an entity authorized by a manufacturer to sell Photovoltaic Systems?

|  |
| --- |
|[ ]  Yes |
| [ ]  | No |

1. Does the Bidder have verifiable sales of at least $100,000 of Photovoltaic Systems to Government Entities or commercial entities in each of the three (3) years immediately preceding the bid opening date?

|  |
| --- |
|[ ]  Yes |
| [ ]  | No |

**Section 2: Lot 2 – Installation Services**

1. The Bidder shall indicate the regions and items they are bidding on in Lot 2:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Region 1 | Region 2  | Region 3 | Region 4 | Region 5 |
| Item 1: 0 to 100 kW Systems | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| Item 2: 101 to 500 kW Systems | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| Item 3: >500 kW Systems | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |

1. The Bidder must list five (5) PV projects that Bidder, either directly, or as prime contractor using subcontractors under Bidder’s direct control, completed for government and/or commercial (not residential) entities. All 5 PV projects must have been completed within the five years preceding the date of the Bid opening. For each project, Bidder, using Attachment 10, must list the name of the project, the size of the PV system in kW DC, the year the installation of the PV system was completed, the date the system was made operational, the name and address of the subcontractor(s) used for Installation Services (if applicable), the customer name, customer contact name, customer’s phone number and email address. These references will be evaluated in accordance with Section 5.2.2 *‘Reference Check – Lot 2’*.
2. At least one (1) reference (of the five required) shall meet the following minimum size requirement based on largest sized item for which Bidder is bidding:

Item 1: 0 to 100 kW systems – 50 kW, minimum

Item 2: 101 to 500 kW systems– 250 kW, minimum

Item 3: >500 kW systems – 500 kW, minimum

1. In addition, at least one of the PV Projects must have been completed and made operational three or more years prior to the Bid opening date of this Solicitation.

**Beginning on the following page, have you provided a list of five (5) completed PV projects for government and/or commercial (not residential) entities for which your company was responsible for Installation Services, either directly or as a prime contractor using subcontractors under Bidder’s direct control?**

|  |
| --- |
|[ ]  Yes |
| [ ]  | No |

**Of the five (5) completed PV projects provided on the following pages, have you provided a PV Project with a size equal to or greater than the ‘Minimum PV Project Size’ for the largest size item being bid on?**

|  |
| --- |
|[ ]  Yes |
| [ ]  | No |

**Of the five (5) completed PV projects provided on the following pages, was at least one of the PV Projects completed and made operational three or more years prior to the Bid opening date of this Solicitation?**

|  |
| --- |
|[ ]  Yes |
| [ ]  | No |

**PV Project #1**

|  |  |
| --- | --- |
| PV Project Name |       |
| Size of the PV system (kW, DC) |       |
| Year completed |       |
| Date System Made Operational |       |
| Subcontractor’s Name (If applicable) |       |
| Subcontractor’s Address (If applicable) |       |
| Customer’s Name |       |
| Customer’s Contact Name |       |
| Customer’s Contact Phone Number |       |
| Customer’s Contact email address |       |

|  |
| --- |
| Type of Government or Commercial Entity: |
|  |[ ]  Federal Agency |
|  |[ ]  State Agency |
|  |[ ]  Local Municipality (City, Town, County, etc.) |
|  |[ ]  College |
|  | [ ]  | School District |
|  | [ ]  | Commercial Entity |
|  | [ ]  | Other – provide description:       |

|  |
| --- |
| Type of System: |
|  |[ ]  Roof Mounted |
|  | [ ]  | Ground Mounted |
|  | [ ]  | Parking Canopy |
|  | [ ]  | Pole Mounted |

**PV Project #2**

|  |  |
| --- | --- |
| PV Project Name |       |
| Size of the PV system (kW, DC) |       |
| Year completed |       |
| Date System Made Operational |       |
| Subcontractor’s Name (If applicable) |       |
| Subcontractor’s Address (If applicable) |       |
| Customer’s Name |       |
| Customer’s Contact Name |       |
| Customer’s Contact Phone Number |       |
| Customer’s Contact email address |       |

|  |
| --- |
| Type of Government or Commercial Entity: |
|  |[ ]  Federal Agency |
|  |[ ]  State Agency |
|  |[ ]  Local Municipality (City, Town, County, etc.) |
|  |[ ]  College |
|  | [ ]  | School District |
|  | [ ]  | Commercial Entity |
|  | [ ]  | Other – provide description:       |

|  |
| --- |
| Type of System: |
|  |[ ]  Roof Mounted |
|  | [ ]  | Ground Mounted |
|  | [ ]  | Parking Canopy |
|  | [ ]  | Pole Mounted |

**PV Project #3**

|  |  |
| --- | --- |
| PV Project Name |       |
| Size of the PV system (kW, DC) |       |
| Year completed |       |
| Date System Made Operational |       |
| Subcontractor’s Name (If applicable) |       |
| Subcontractor’s Address (If applicable) |       |
| Customer’s Name |       |
| Customer’s Contact Name |       |
| Customer’s Contact Phone Number |       |
| Customer’s Contact email address |       |

|  |
| --- |
| Type of Government or Commercial Entity: |
|  |[ ]  Federal Agency |
|  |[ ]  State Agency |
|  |[ ]  Local Municipality (City, Town, County, etc.) |
|  |[ ]  College |
|  | [ ]  | School District |
|  | [ ]  | Commercial Entity |
|  | [ ]  | Other – provide description:       |

|  |
| --- |
| Type of System: |
|  |[ ]  Roof Mounted |
|  | [ ]  | Ground Mounted |
|  | [ ]  | Parking Canopy |
|  | [ ]  | Pole Mounted |

**PV Project #4**

|  |  |
| --- | --- |
| PV Project Name |       |
| Size of the PV system (kW, DC) |       |
| Year completed |       |
| Date System Made Operational |       |
| Subcontractor’s Name (If applicable) |       |
| Subcontractor’s Address (If applicable) |       |
| Customer’s Name |       |
| Customer’s Contact Name |       |
| Customer’s Contact Phone Number |       |
| Customer’s Contact email address |       |

|  |
| --- |
| Type of Government or Commercial Entity: |
|  |[ ]  Federal Agency |
|  |[ ]  State Agency |
|  |[ ]  Local Municipality (City, Town, County, etc.) |
|  |[ ]  College |
|  | [ ]  | School District |
|  | [ ]  | Commercial Entity |
|  | [ ]  | Other – provide description:       |

|  |
| --- |
| Type of System: |
|  |[ ]  Roof Mounted |
|  | [ ]  | Ground Mounted |
|  | [ ]  | Parking Canopy |
|  | [ ]  | Pole Mounted |

**PV Project #5**

|  |  |
| --- | --- |
| PV Project Name |       |
| Size of the PV system (kW, DC) |       |
| Year completed |       |
| Date System Made Operational |       |
| Subcontractor’s Name (If applicable) |       |
| Subcontractor’s Address (If applicable) |       |
| Customer’s Name |       |
| Customer’s Contact Name |       |
| Customer’s Contact Phone Number |       |
| Customer’s Contact email address |       |

|  |
| --- |
| Type of Government or Commercial Entity: |
|  |[ ]  Federal Agency |
|  |[ ]  State Agency |
|  |[ ]  Local Municipality (City, Town, County, etc.) |
|  |[ ]  College |
|  | [ ]  | School District |
|  | [ ]  | Commercial Entity |
|  | [ ]  | Other – provide description:       |

|  |
| --- |
| Type of System: |
|  |[ ]  Roof Mounted |
|  | [ ]  | Ground Mounted |
|  | [ ]  | Parking Canopy |
|  | [ ]  | Pole Mounted |