**Appendix D - Mini-Bid Project Definition Template**

**Authorized User Instructions**

**How to Use this Template**

* Text Fields highlighted in grey must be updated with information relevant to your project.
* *Explanatory comments are in (parenthesis) and italic text and should be removed*.

Tailor this template to meet your needs. Some sections of this template may not be relevant to all Authorized Users. Those sections may be changed or removed. Remove explanatory comments as you go along. Where you decide to omit a section, you might keep the header, but insert a comment saying why you omitted the data.

*Delete this page prior to distribution.*

Insert Authorized User Name

Insert Authorized User Street Address

Insert Authorized User City, State, Zip Code

**Mini-Bid #** **INSERT Mini-Bid REFERENCE NUMBER**

**Insert Project Name**

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| **Contract Category:**  **Group: 05302 Award Number: 23137**  **Photovoltaic Systems and Installation Services (statewide)** | |
| **DESIGNATED CONTACTS** | |
| Primary Contact: **Insert First and Last Name**  E-mail address: **Insert E-Mail Address** | Secondary Contact: **Insert First and Last Name**  E-mail address: **Insert E-Mail Address** |
| New York State Governmental Entities must indicate if Procurement Lobbying Law/Restricted Period is in effect:  Yes  No | |

If different than above, please mail the signed and notarized original of this document and any completed attachments to the following address:

**Insert First and Last Name**

**Insert Authorized User Name**

**Insert Authorized User Street Address**

**Insert Authorized User City, State, Zip Code**

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| MWBE Goals, Utilization and Staffing Plans |
| (*OGS has determined that the overall minority and women owned business enterprise (“MWBE”) participation rate for MWBEs on the Contracts resulting from this solicitation shall be equal to or greater than 30% of the State Agency and Authority (as defined in New York State Executive Law §310 and hereinafter referred to as “State Agency”) spend. These goals have been applied at the Centralized Contract level, as a result State Agency Authorized Users do not need to collect MWBE Utilization Plans for the Mini-Bids.*  *Other Authorized Users may have their own internal policies and procedures regarding MWBE participation goals to which they should adhere.)*  OGS has determined that the overall minority and women owned business enterprise (“MWBE”) participation rate for MWBEs on the Photovoltaic Systems and Installation Services Contracts shall be equal to or greater than 30% of the State Agency and Authority (as defined in New York State Executive Law §310 and hereinafter referred to as “State Agency”) spend. As part of this Mini-Bid, the Contractor agrees to fulfill the requirements contained in Section \_\_\_\_ of the Executed Contract. |

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| SDVOB Goals, Utilization and Staffing Plans |
| (*OGS has determined that the overall Service Disabled Veteran Owned Business (SDVOB) participation rate for SDVOBs on the Contracts resulting from this solicitation shall be equal to or greater than 6% of the State Agency and Authority (as defined in New York State Executive Law §310 and hereinafter referred to as “State Agency”) spend. These goals have been applied at the Centralized Contract level, as a result State Agency Authorized Users do not need to collect SDVOB Utilization Plans for the Mini-Bids.*  *Other Authorized Users may have their own internal policies and procedures regarding MWBE participation goals to which they should adhere.)*  OGS has determined that the overall *Service Disabled Veteran Owned Business (SDVOB)* participation rate for SDVOBs on the Photovoltaic Systems and Installation Services Contracts shall be equal to or greater than 6% of the State Agency and Authority (as defined in New York State Executive Law §310 and hereinafter referred to as “State Agency”) spend. As part of this Mini-Bid, the Contractor agrees to fulfill the requirements contained in Section \_\_\_\_ of the Executed Contract. |
| Best Value Award Methodology |
| (The OGS Centralized Contract requires that a Mini-Bid be completed and an award made on the basis of “best value”. Thus, a Mini-Bid award must be made to the Contractor who offers the best value solution. State Finance Law § 163(4)(d) mandates that a contract for services be awarded on the basis of best value which takes into consideration cost as well as technical or non-cost factors. For certain service and technology procurements, best value can be equated to lowest price, where all requirements have been met by the Contractor.  For procurements where best value is equated to lowest price, the following methods may be used to determine lowest price:   |  |  | | --- | --- | | Type of PV System | Recommended Method  of Determining Lowest Price  (See Note 1) | | PV Systems | Lowest Levelized Cost of Energy (LCOE) | | PV Systems with Battery Storage Systems | Lowest Levelized Cost of Energy (LCOE) | | Stand-Alone Battery Storage Systems | Lowest Levelized Cost of Energy (LCOE) |   Note 1: See Section 1.11 ‘Definitions’ for definitions of Lowest Levelized Cost of Energy and Lowest Net Cost.  Authorized Users may also choose to award Mini-Bids using weighted technical and cost evaluations, however it is the Authorized User’s responsibility for developing proposal requirements, identifying the relative weights for the administrative, technical and cost proposals, developing evaluation criteria, developing scoring methodologies and developing evaluation tools. Should a weighted evaluation be used, the evaluation weight assigned to the Technical evaluation shall not exceed 70% of the total score, and Cost evaluation shall be no less than 30% of the total score.  In addition, if the Authorized User elects to develop technical evaluation criteria and is subject to the requirements of Article 11 of the State Finance Law, State Finance Law Section 163(1) (j) allows the inclusion of a quantitative factor for offerers that are small businesses or certified minority- or women-owned business enterprises (MWBEs) as defined in subdivisions one, seven, fifteen and twenty of section three hundred ten of the Executive Law. It is recommended that up to 5% of the total technical evaluation scale be awarded to a Proposer who meets one of these criteria. In addition, if the Authorized User includes a quantitative factor in its evaluation as part of the Mini-Bid process, it must obtain a certification from each Contractor indicating whether such Contractor is a small business pursuant to Executive Law Section 310(20). The Authorized User must use the directory of New York State Certified MWBEs to verify a Contractor’s status as a MWBE.  The Authorized User may choose to provide additional Technical evaluation point components for the Contractor to provide more focused proposals (e.g. 5% Key personnel interviews).  The Technical Proposal requirements for the Mini-Bid Project Definition may include items such as the submission of a site plan, a technical description of the proposed photovoltaic system, pricing data, a customer service/system support plan, a project implementation plan, management plan, references, monitoring and data acquisition system, data presentation/educational display, operations and maintenance plan, PV system performance guarantee, equipment warranties, environmental considerations, and any other documentation necessary for the Authorized User to conduct a full and complete evaluation. The Contractor will provide a proper analysis of power generation so that actual utility rates and system cost can be compared with expected/derived hourly solar production to determine the cost effectiveness of the project. The Authorized User may determine, at its discretion, whether or not to make an award for the Mini-Bid after review and evaluation of Mini-Bid responses.) |
| (NOTE: Authorized Users may use the following award methodology or provide their own evaluation criteria. See Executed Contract Section \_\_\_ for information on developing evaluation criteria.)  An award will be made to the Contractor who offers the best value solution. For this Mini-Bid, best value will be equated to lowest cost, with lowest cost determined using the following method:   1. PV Systems, PV Systems with Battery Storage and Stand-Alone Battery Storage Systems:   PV Systems and Battery Storage Systems award methodology is the lowest Levelized Cost of Energy (LCOE). LCOE is defined as the average amount that will be paid for the electricity generated by the Photovoltaic System over its lifetime. LCOE is calculated by dividing the sum of the Net Cost of the Photovoltaic System plus and the estimated cost of maintenance and operations over the system’s lifetime by the total amount of electricity (in kWh) produced over the system’s lifetime.  Net Cost is defined as the cost of the Photovoltaic System including the cost of all components and Installation Services but excluding any incentives, rebates or credits.   1. Other Solar Products   Other Solar Products award methodology is the lowest Net Cost.  Net Cost is defined as the cost of the Photovoltaic System including the cost of all components and Installation Services but excluding any incentives, rebates or credits.   1. Evaluation Weights:   Technical\*: Pass/Fail (\* indicate pass/fail when Financial is 100%)  Financial/Cost: 100%  MWBE Technical evaluation weight\*: Pass/Fail |

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| Mini-Bid Proposal Validity |
| All Contractor responses to the Authorized User Mini-Bid Project Definitions must remain open and valid for at least 60 days from the Mini-Bid opening date, unless the time for awarding the Mini-Bid is extended by mutual consent of the Authorized User and the Contractor. A Contractor’s Mini-Bid response shall continue to remain an effective offer, firm and irrevocable, subsequent to such 60 day period until either tentative award of the Mini-Bid by the Authorized User is made or withdrawal of the Contractor Submission in writing by the Contractor. Tentative award of the Mini-Bid shall consist of written notice to that effect by an Authorized User to a successful Contractor, who shall there upon be obligated to honor a Purchase Order resulting from the Mini-Bid Contract. |

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| Introduction |
| *(An Authorized User may use this section to introduce their organization to the Contractor pool. The introduction should be kept brief and contain the information in the box below.)* |
| The purpose of this Mini-Bid is to obtain Proposals for Insert Project Name as detailed in this document and any attachment(s) that may be included for Insert Authorized User Name, an Authorized User of OGS Centralized Contract Award 23137.  Responses will only be accepted from Contractors awarded the following Region, Lots and Items:  Region: <List either 1, 2, 3, 4 or 5>  Lot 1 - Product  Lot 2 – Installation Services, Item(s): <List either Lot 2 Items or "N/A" if not using Lot 2>  Responses which include pricing in excess of the “maximum Not-To-Exceed prices” awarded to the Contractor must be rejected by the Authorized User. |

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| Authorized User Procurement Rights |
| *(An Authorized User should use this section to identify any additional reserved rights that they wish to include in order to provide additional protections. Additional rights are those beyond the rights included in the OGS Centralized Contract.)* |
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| Key Events and Dates |
| *(An Authorized User should use this section to identify all dates and times associated with this Mini-Bid. There may be additional key events the Authorized User may wish to add.)* |
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| **Event** | **Date** | **Time** |
| Mini-Bid Release | **Enter Date** | **Enter Time** |
| Pre-Bid Conference/Site Visit | **Enter Date** | **Enter Time** |
| Contractor Question Period End | **Enter Date** | **Enter Time** |
| Authorized User Answer Issuance Deadline | **Enter Date** | **Enter Time** |
| Intent to Bid Deadline *(if included, mandatory or optional at Authorized User’s discretion)* | **Enter Date** | **Enter Time** |
| Bid Opening / Mini-Bid Response Due Date | **Enter Date** | **Enter Time** |
| Please note: **Insert Authorized User Name** will not accept any Mini-Bid responses received after **[****Enter Day, Date and Time Bids are Due].** | | |

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| Pre-Bid Conference Site Visit |
| *(Pre-bid Conferences/Site Visits may be held at the discretion of the Authorized Users. Authorized User must enter the details for the Pre-Bid Conference/Site Visit in the Mini-Bid Project Definition. Please include details such as: Date, Time and Location of the conference; whether participation is mandatory for Contractors; how to register; any requirements for advanced submission of questions in writing; and any building access requirements.)* |
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| Intent to Bid |
| *(With the release of the Mini-Bid Project Definition to all Contractors in the appropriate Region and Lot 2 Item(s), an Authorized User may request that Contractors submit a notice of their Intent to Bid. If requested, a deadline date for the Intent to Bid submission must be included in the Key Events and Dates section. Submission of the Intent to Bid may be mandatory or optional at the Authorized User’s discretion. Contractors that submit an Intent to Bid are not required to submit a response to a Mini-Bid.)* |
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| Debriefings |
| *Pursuant to Section 163(9)(c) of the State Finance Law, any unsuccessful Bidder may request a debriefing regarding the reasons that the Bid submitted by the Bidder was not selected for award. Requests for a debriefing must be made to the Authorized User within 15 calendar days of notification by the Authorized User that the Bid submitted by the Bidder was not selected for award. Requests should be submitted in writing to the Authorized User designated contact identified in the Mini-Bid.* |
| *(Debriefings will be conducted by the Authorized User. Use this box to provide instructions on how to request a debriefing.)*  Pursuant to Section 163(9)(c) of the State Finance Law, any unsuccessful Bidder may request a debriefing regarding the reasons that the Bid submitted by the Bidder was not selected for award. Requests for a debriefing must be made to the Authorized User within 15 calendar days of notification by the Authorized User that the Bid submitted by the Bidder was not selected for award. Requests should be submitted in writing to the Authorized User designated contact identified in the Mini-Bid. |
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| Mini-Bid Protests |
| *(All Mini-bid protests will be decided by the Authorized User. Use this box to provide instructions on how to file a bid protest.)* |
| All Mini-bid protests will be decided by the Authorized User. Should a Contractor wish to file a protest regarding a Mini-bid, the protest shall be submitted to the Authorized User for consideration at the following address: |

**Insert Project Name**

*(Provide information on the project. Fields may be modified or updated as required.) [Enter text in the clear boxes provided.]*

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| Project Background |
| (Please provide a short summary of the project including the following:   * A general description of the type of Photovoltaic System being sought; * Details on the mounting requirements for the system such as whether it will be a ground system, mounted to a roof or mounted to a parking canopy; * Details on any battery storage requirements; * Details on interconnection requirements such as whether the system will be grid tied or off grid; * The location/address where the system will be installed) |

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| 1.2 Structural Considerations for roof or canopy mounted systems |
| (Please provide information on the structure that the Photovoltaic System will be mounted to, including:   * *A description of the type of structure that the system will be mounted on (i.e. building, parking canopy, etc.)* * *A description of the existing roof on the structure (asphalt, rolled roofing, concrete canopy, etc.)* * *Details on the age and condition of the roof* * *Details on the roof framing (beam/rafter material, sizes & spacing)* * *Details on the pitch of the roof* * *Details on the height of the roof* * *The azimuth that the roof is oriented towards)* |

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| 1.3 Electrical Considerations |
| (Please provide as much information as possible on the existing electrical system that the Photovoltaic System will be connected to:   * *The type of electricity to be produced by the Photovoltaic System (AC or DC)* * *Data on the electrical usage at the site where the system will be installed including estimated monthly and yearly usage (kWh)* * *The current average price being paid for electricity at the site ($ per kWh)* * *The location, age, capacity and condition of the existing service panel* * *The location where interconnection will be made* * *The space available for breakers in the existing service panel* * *The location of the existing ground electrode conductor (GEC)* |

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| 1.4 Construction Considerations |
| (Please provide information on the construction procedures that will need to be followed for the project:   * *The requirements and procedures for obtaining building and/or environmental permits* * *Requirements for Quality Assurance Inspections to be conducted by the Authorized User* * *Requirements for obtaining system acceptance by the contract Authorized User* |

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| 1.5 Other Considerations |
| (Please provide information on other considerations that may affect the scope and cost of the project, for example:   * *The need for trenching;* * *Large distances between the solar array and the GEC or service panel;* * *Safety concerns;* * *Access issues* * *The need for specialized access equipment* * *Environmental concerns or issues* * *Unique administrative or reporting requirements* |

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| 1.6 Prevailing Wage Rate and supplemental benefit information |
| *(The Authorized User must provide an assumed Prevailing Wage Rate (PWR) and Supplemental Benefit Rate (SB) that will be used for the evaluation of the Mini-bid Project Definition. Work being bid is subject to the prevailing wage rate provisions of New York State Labor Law Article 8. The applicable Prevailing Wage Rate Schedule for this project is* ***PRC # \_2017013213)***  The following assumed prevailing wage rates and supplemental benefits will be used by the bidder when preparing their costs for Lot 2 – Installation Services:  Assumed Prevailing Wage Rate for Electrician =  Assumed Supplemental Benefit Rate for Electrician =  Assumed Prevailing Wage Rate for Laborer =  Assumed Supplemental Benefit Rate for Laborer = |

*[Enter text in clear boxes provided.]*

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| CONTRACTOR RESPONSE TEMPLATE |

**Contractor: When the Authorized User provides for electronic submission, please convert this executed document to PDF, attach this PDF with the Contractor’s full submission, and e-mail before the date of the bid opening.**

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| **The Contractor Submission must be fully and properly executed by an authorized person.  By signing you certify your express authority to sign on behalf of yourself, your company, or other entity and full knowledge and acceptance of this Mini-Bid (including any Questions/Answers or addendums), the OGS Centralized Contract and that all information provided is complete, true and accurate.**  *(Where Procurement Lobbying Law is determined to be applicable by the Authorized User, by signing, Contractor affirms that it understands and agrees to comply with the Authorized User’s procedures relative to permissible contacts.  Information may be accessed at: Procurement Lobbying:* [*http://www.ogs.ny.gov/aboutOgs/regulations/defaultAdvisoryCouncil.html*](http://www.ogs.ny.gov/aboutOgs/regulations/defaultAdvisoryCouncil.html)*)* |
| **The Authorized User will not be held liable for any cost incurred by the Contractor for work performed in the preparation of a response to this Mini-Bid or for any work performed prior to the award of a Mini-Bid. Responses to the Mini-Bid must be received as specified in Key Dates and Events. Contractor assumes all risks for timely, properly submitted deliveries of this Mini-Bid response. A Contractor is strongly encouraged to arrange for submission of Mini-Bid responses prior to the date of the bid opening. LATE MINI-BID RESPONSES may be rejected. The received time of Mini-Bid responses will be determined by the clock at the Authorized User’s location.** |

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| **Contractor’s Federal Tax Identification Number**  *(Do Not Use Social Security Number)* | **Contractor’s NYS Vendor Identification Number** | |
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| Legal Business Name of Company Responding (must match the OGS Centralized Contract): | | |
| D/B/A – Doing Business As (if applicable): | | |
| OGS Centralized Contract Number: | | |
| Contractor’s Signature:  Title: | | Printed or Typed Name:    Date: |
| * CONTRACTOR DECLINES TO RESPOND TO THE MINI-BID for the following reasons: | | |
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**INDIVIDUAL, CORPORATION, PARTNERSHIP, OR LLC ACKNOWLEDGMENT**

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| **STATE OF**       **}**  **} SS.:**  **COUNTY OF**       **}**  On the     \_\_\_\_\_\_day of      \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ in the year 20   \_\_, before me personally appeared      \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, known to me to be the person who executed the foregoing instrument, who, being duly sworn by me did depose and say that \_ maintains an office at      \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, and further that: | |
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| **[Check One]** | |
| ☐ | **If an individual): \_\_** executed the foregoing instrument in his/her name and on his/her own behalf. |
| ☐ | **If a corporation): \_\_** is the **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** of **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**, the corporation described in said instrument; that, by authority of the Board of Directors of said corporation, \_\_ is authorized to execute the foregoing instrument on behalf of the corporation for purposes set forth therein; and that, pursuant to that authority, **\_\_** executed the foregoing instrument in the name of and on behalf of said corporation as the act and deed of said corporation. |
| ☐ | **If a partnership): \_\_** is the **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** of **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**, the partnership described in said instrument; that, by the terms of said partnership, \_he is authorized to execute the foregoing instrument on behalf of the partnership for purposes set forth therein; and that, pursuant to that authority, \_he executed the foregoing instrument in the name of and on behalf of said partnership as the act and deed of said partnership. |
| ☐ | **If a limited liability company): \_\_** is a duly authorized member of **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** LLC, the limited liability company described in said instrument; that \_he is authorized to execute the foregoing instrument on behalf of the limited liability company for purposes set forth therein; and that, pursuant to that authority, \_he executed the foregoing instrument in the name of and on behalf of said limited liability company as the act and deed of said limited liability company. |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Notary Public**  **Registration No.** | |

**AUTHORIZED USER APPROVAL OF AWARD:**

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| Mini-Bid Contract Number: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |
|  | *(to be provided by OGS Procurement Services)* | |
| Authorized User Signature: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |
| Date: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |
| Print Name: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |
| Title: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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| 2.0 Scope of Work |
| *The Contractor proposes to design and install the following Photovoltaic System at the location(s) listed in the Mini-Bid in accordance with the terms and conditions of OGS award 23137.* |

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| 2.1 Lot 1: Product (Components) |
| *The Contractor shall list the components of the Photovoltaic System and their cost (Note: Contractor may add additional rows to the table or remove unused rows. The price for each component shall be less than or equal to the awarded NYS Net Price):*   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | Component | Manufacturer | Mfr. Model # | Qty. | Price (Each) | Price | | Solar Modules |  |  |  |  |  | | Inverter |  |  |  |  |  | | Racking System |  |  |  |  |  | | Battery Pack |  |  |  |  |  | | Charge Controller |  |  |  |  |  | | Ancillary Products |  |  |  |  |  | | Other Solar Products (Identify) |  |  |  |  |  | |  |  |  |  |  |  |   *The total Cost of all System Components is $* |

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| 2.2 Lot 2: Installation Services |
| *In accordance with Section 3.2 of the Executed Contract, all installation services shall be performed by companies who appear on the New York State Energy Research and Development Authority’s (NYSERDA) list of Commercial/Industrial Solar Electric Installers located at:* [*https://www.nyserda.ny.gov/All-Programs/Programs/NY-Sun/Customers/Guide-to-Evaluate-and-Install-Solar/Commercial-Installer*](https://www.nyserda.ny.gov/All-Programs/Programs/NY-Sun/Customers/Guide-to-Evaluate-and-Install-Solar/Commercial-Installer)*.*  *Installation Services for this Mini-Bid shall be performed by:* <Provide name of Company>  *The Contractor shall provide a maximum, Not to Exceed Price for Installation Services which will include Labor Markup Rates for Electricians and Laborers. These Labor Markup Rates shall not exceed the rates established in the centralized contract:*   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | |  | Column A | Column B | Column C | Column D | Column E | | Title | Labor Markup Rate *(%)* | Hourly Labor Rate *(PWR + SB)* | Qty | Number of Hours | Total Cost  ((1+Col A) x Col B) x Col C x Col D | | Electricians |  |  |  |  |  | | Laborers |  |  |  |  |  |     *The total Not to Exceed Price for Installation Services is: $* |

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| 2.3 Pass-Through Costs |
| *The Contractor shall provide a maximum, Not to Exceed Price for pass-through costs. For a list of permissible pass through costs, See Section 3.2 of the executed contract.*   |  |  | | --- | --- | | Description of pass-through cost | Amount | |  |  | |  |  |     *The total Not to Exceed Price for pass-through costs is $* |

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| 2.3 Cost Summary |
| *The Contractor shall provide a summary of the project costs including the cost of the PV System components (Lot 1), the cost of Installation Services Labor (Lot 2), any incentives, credits or rebates; and the Net Cost of the project.*  ***Cost of the Project:***  *The total cost of the PV system components (Lot 1) is: $*  *The total cost of Installation Services (Lot 2) is: $*  *The total cost of pass-through costs is: $*  *The combined cost of the PV system components (Lot 1), Installation Services (Lot 2) and pass-through costs is:*  *$*  ***Incentives, Credits and Rebates:***   |  |  | | --- | --- | | Description of incentive, credit or rebate | Amount | |  |  | |  |  | |  |  | |  |  | | Total of all Incentives, Credits and Rebates = |  |     ***Net Cost of the Project (Cost of the Project – Incentives, Credits and Rebates)***  *The Net Cost of the project is: $* |

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| 2.4 Financial Analysis |
| **(NOTE: The Authorized User may use the following analysis methods or provide requirements for an alternative analysis at its discretion. Analysis methods that aren’t used or don’t apply to the Mini-Bid should be removed prior to distribution.)** |
| **Photovoltaic Systems**  The Contractor shall provide the following information for the PV System:  Photovoltaic System:   1. The total size of the system, in kW DC is: 2. The solar panels will be oriented on the following azimuth: 3. The tilt of the solar panels will be: 4. The total estimated energy production for year 1 is:       kWh   Monthly Energy Production and Avoided Utility Costs:  Based on the average current utility rate of $     per kWh (Provided by the Authorized User), the amount of energy produced by the Photovoltaic System and avoided utility costs are estimated to be:   |  |  |  | | --- | --- | --- | |  | Column A | Column B | | Month | PV System Energy Production (kWh) | Estimated Avoided Utility Costs (Column A x Cost per kWh) | | January |  |  | | February |  |  | | March |  |  | | April |  |  | | May |  |  | | June |  |  | | July |  |  | | August |  |  | | September |  |  | | October |  |  | | November |  |  | | December |  |  | | **Year 1 Totals** |  |  |     Levelized Cost of Energy:  Based on the following assumptions, calculate the Levelized Cost of Energy using the formula provided below:   1. Maintenance costs are estimated to be 25% of the Net Cost of the project. 2. The estimated energy production will degrade an average of 8% over 25 years   The Net Cost of the project is: *$*      (From Section 2.3)  The total estimated energy production for year 1 is:       kWh (from above)  The Levelized Cost of Energy (LCOE) is:  LCOE = (Net Cost x 1.25) / (Estimated Energy Production in Year 1 x 25 years x 0.92)  LCOE =       kWh  Simple Payback Period Calculation:  The Net Cost of the project is: *$*      (From Section 2.3)  The Estimated Avoided Utility Costs in Year 1 is: *$*      (From above table)  Simple Payback Period = (Net Cost x 1.25) / (Estimated Avoided Utility Costs in Year 1)  Simple Payback Period =       years |
| **Battery Storage Systems**  The Contractor shall provide the following information for the Battery Storage System:  Battery Storage System:   1. The storage capacity of the battery bank is:       kWh 2. The array to load ratio is: 3. The minimum autonomy of the battery storage is:       days   Levelized Cost of Energy Storage:  Based on the following assumptions, calculate the Levelized Cost of Energy using the formula provided below:   1. Battery replacement costs are estimated to be 25% of the Net Cost of the project. 2. The estimated energy storage will degrade an average of 10% over the life of the system   The Net Cost of the project is: *$*      (From Section 2.3)  The storage capacity of the battery bank is:       kWh (from above)  The Levelized Cost of Energy Storage (LCOES) is:  LCOES = (Net Cost x 1.25) / (Storage Capacity x 80% x 365 days x 25 years x 0.90)  LCOES =       kWh |

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| 2.4 Staffing Information |
| *(At the discretion of the Authorized User, the Contractor can be required to submit proposed staffing information (names of Project Manager, Electricians, Laborers, years of experience, etc.) with their response. If required by the Authorized User, the evaluation of this information must be included in the Authorized User’s evaluation methodology. If not required, then this section should be deleted.)*  The Contractor shall provide the following information for the staff proposed to be used during the project:   |  |  |  | | --- | --- | --- | | **Employee Name** | **Title** | **Years of Experience** | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |

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| 2.5 Recommended Maintenance Requirements |
| The Contractor shall provide a summary of the maintenance requirements for the system including inspections, testing and cleaning of the system. Please note that these services are outside the scope of this contract and are provided for informational purposes only: |

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| 2.6 Warranty Information |
| The Contractor shall provide warranty information for the following. Please note that all warranties must meet or exceed the requirements contained in the executed contract:   * Solar modules * Inverters * Charge controllers * Battery packs * Balance of system components * Installation Services |