

REQUEST FOR QUALIFICATIONS (RFQ)

Lighting Installers for Small and Medium Business Direct Install (SMBDI) Lighting Program

Para asistencia o preguntas en Español, por favor mande un correo electrónico a lighting@energytrust.org con el tema “SMBDI Lighting Installer RFQ”

1. Purpose

The purpose of this Request for Qualifications (RFQ) is to provide CLEAResult with a pool of qualified lighting installation contractors to deliver the Energy Trust of Oregon, Inc. Business Lighting Program's Small and Medium Business Direct Install (SMBDI) Lighting services to eligible customers.

2. Overview

Energy Trust is an independent nonprofit organization dedicated to energy efficiency and renewable power development.

CLEAResult is the program delivery contractor responsible for providing Energy Trust's Business Lighting program services and incentives to customers of Portland General Electric and Pacific Power in Oregon. The program provides no-cost lighting upgrades to eligible small and medium commercial, industrial, and multifamily customers.

CLEAResult is requesting qualifications, from lighting installation contractors across Energy Trust territory who are interested in participating in this program, with a preference for installers located in rural areas. Selected installers will be contracted with CLEAResult to:

- Install approved lighting and lighting controls measures listed in the application's pricing section, see section 6 below.
- Work with CLEAResult's outreach team for the SMBDI program, which will provide the installation contractors with audited and qualified projects from eligible customers that have agreed to participate in the program.
- Coordinate with CLEAResult's local distribution partner for material delivery to be installed at the customer's site.

The cost for the fixed agreed-upon installation costs will be paid out to the contractor by the program implementer, CLEAResult. The table in section 6 provides labor and other costs that are pre-determined and fixed to allow for a cost-effective program delivery.

3. RFQ Schedule and Contact

It is anticipated that CLEAResult will contract with a limited number of respondents through the RFQ process shortly after CLEAResult makes their selection. It is not expected that all Respondent

submissions will be selected for contracting. For selected respondents, contracts will have a term ending December 31, 2022.

Selected respondents are anticipated to start working in the SMBDI Lighting Program in 2022. Additional applications may be accepted on an ongoing basis throughout the 2022 Program Year to maximize opportunities for eligible contractors and ensure the Program has the necessary resources to meet its goals and efficiently serve the needs of eligible customers. The need for qualified candidates is greatest in the following regions:

- Southern Oregon
- Central Oregon
- Northeast Oregon

Initial application submissions to be considered as a program contractor are due by **5:00 p.m. Friday, May 13, 2022, for June contracting**. There is no formal application closing. Any applications received after the specified due date and time will be retained by CLEAResult and reviewed on a program need basis throughout the year. CLEAResult will initiate contract negotiations with selected respondents with a goal of finalizing contracts to begin installations on or after July 2022.

RFQ Release	April 18, 2022
RFQ questions submittal deadline	April 29, 2022, for May considerations
RFQ answers supplied by CLEAResult	May 6, 2022
RFQ Responses due to CLEAResult	May 13, 2022
Interviews begin	May 16, 2022
Awards Notice	May 31, 2022
Contracting/onboarding	June 1, 2022
Installations begin	July 2022

All submissions and questions must be emailed to lighting@energytrust.org with the subject line “SMBDI Lighting Installers RFQ”.

4. Participating Contractor Required and Preferred Qualifications

Required Qualifications:

- Registered Energy Trust Business Lighting trade ally or contractor capable of meeting Energy Trust’s requirements to become an enrolled Business Lighting trade ally by the time installations begin. <https://insider.energytrust.org/become-a-trade-ally/> For non-registered trade allies, CLEAResult will assist you with completing the application for becoming a trade ally during the final contracting process with CLEAResult.
- Relevant business and electrical licenses for performing lighting retrofit work.
 - Employment of Limited Maintenance Electricians for basic lighting installations is highly encouraged to meet the program’s cost-effective requirements.
- Experience installing lighting equipment in retrofit applications.

Preferred Qualifications:

- Active trade ally in the current Energy Trust of Oregon Business Lighting program.
- Multilingual staff.
- Located in Southern, Central, or North East Oregon.
- Oregon Certification Office of Business Inclusion and Diversity (COBID) certified or COBID **eligible** business. COBID certifies businesses that are:
 - Minority-owned,
 - Women-owned,
 - Service-disabled veteran-owned, or
 - Emerging small businesses, Tiers 1 or 2
 - *For more information:*
 - Qualifications by certification program can be found here: <https://www.oregon4biz.com/How-We-Can-Help/COBID/Get-Certified/>
 - Energy Trust offers a no cost service to support your business to obtain certification through the Certification Office of Business Inclusion and Diversity (COBID) of Oregon through the help of Professional Business Development Group (PBDG). <https://insider.energytrust.org/resources/pathway-to-certification/>

5. Description of Work

This section describes the roles and responsibilities of CLEAResult and the installation contractors. FCI Management has been contracted with CLEAResult to perform outreach and program management services for this program.

CLEAResult/FCI Management roles and responsibilities

- Perform all sales and outreach activities, provide installation contractors qualified projects ready for installation within that installation contractor's identified territory.
- Provide an electronic (PDF) copy of the individual work order documentation to the installation contractor via email.
- Ensure that the lighting materials specified in the application's pricing section is readily available via a local distribution partner. CLEAResult has negotiated pricing terms and will facilitate delivery of specified lighting equipment and supplies through a local distribution partner.

Installation contractor role and responsibilities

The selected contractors will be responsible for abiding by program participation requirements. The general scope is limited to the installation of a specific set of lighting and lighting controls equipment listed in the application's pricing section at prequalified/audited facilities that will be provided to the contractor. Specific contractor requirements related to this RFQ include:

Material and other costs

The installation contractor is responsible for paying the local distribution partner for specified lighting equipment and supplies used to deliver the program, which the local distribution partner will provide according to their agreed-upon CLEAResult pricing and payment terms.

Incidental materials required to complete the installation of the lamps, fixtures and ballasts must be provided by the contractor. This includes materials such as wire, conduit, hangers, and tombstones, which should be accounted for in the measure installation prices provided in Table 6 below.

Additional costs including aerial lifts, permits and recycling will be the responsibility of the installation contractor and costs are incorporated in the measures listed in Table 6 below.

Scheduling

Contractor will:

- Schedule the installation of the project with the customer,
- Coordinate the delivery or pickup of materials for the job with the selected distributor partner, and
- Manage the availability, rental and/or delivery of any necessary aerial lifts required to complete the job.

Installation

- The contractor will be required to complete all work in compliance with all local or national electrical codes, laws and requirements including, but not limited to:
 - Obtaining required permits
 - Recycling any required material from the jobsite
 - General cleanliness and professionalism on the job site is required
 - Adherence to any COVID-19 related safety regulations in effect, or site-specific requirements
- Work Verification: Systems installed are subject to work quality and accuracy verification inspections by CLEAResult staff.

6. Labor, materials and other cost table

Measure	Unit	Measure total
55W - 140W LED Highbay	fixture	\$230.00
165W - 265W LED Highbay	fixture	\$290.00
70W - 120W HID to LED Screw-in Interior	fixture	\$210.00
45W - 60W Parking Garage	fixture	\$250.00
20W - 60W HID to LED Screw-in Exterior	fixture	\$170.00
90W - 110W HID to LED Screw-in Exterior	fixture	\$210.00
Less than 25W Exterior Wallpack/Flood	fixture	\$210.00

25W - 55W Exterior Wallpack/Flood	fixture	\$220.00
70W - 160W Exterior Wallpack/Flood	fixture	\$420.00
280W - 320W Exterior Wallpack/Flood	fixture	\$770.00
55W - 145W Exterior Area	fixture	\$330.00
300W - 315W Exterior Area	fixture	\$570.00
23W - 33W LED Interior Fixture	fixture	\$99.00
34W - 46W LED Interior Fixture	fixture	\$125.00
20W - 30W LED Interior Fixture Strip	fixture	\$114.00
40W - 60W LED Interior Fixture Strip	fixture	\$187.00
23W - 46W LED Interior Fixture with LLLC	fixture	\$125.00
20W - 30W LED Interior Fixture Strip with LLLC	fixture	\$140.00
40W - 60W LED Interior Fixture Strip with LLLC	fixture	\$190.00
Type A or C TLED (per lamp) - <i>EXCLUDES 2' type C</i>	lamp	\$45.00
26W to 6W LED 2 pin	lamp	\$15.50
7W - 11W LED Pin-based Lamp	lamp	\$15.50
Vacancy Sensor (manual on), wall switch, 30W or greater	sensor	\$55.00
Occupancy Sensor, ceiling/corner/surface mount, 100W or greater	sensor	\$130.00
55W - 140W LED Highbay with Occupancy	fixture	\$270.00
165W - 265W LED Highbay with Occupancy	fixture	\$340.00
55W - 140W LED Highbay with LLLC	fixture	\$340.00
165W - 265W LED Highbay with LLLC	fixture	\$390.00
35W - 60W Parking Garage with Occupancy	fixture	\$290.00
Screw-in LED (A-lamp, Decorative, Globe, Reflector)	lamp	\$12.00
4W-8W LED Pin-Based Reflector	lamp	\$10.00

7. Application Submission Requirements

This section describes the requirements for the different parts of the application. To simplify the application process, CLEAResult has created a Microsoft Excel version of the application that is available for download or print at <https://www.energytrust.org/about/explore-energy-trust/rfps-rfqs/>. All applications must be submitted using this template and returned via email to lighting@energytrust.org with the subject line "SMBDI Lighting Installers RFQ". Please submit your: **RFQ applications by May 13th, 2022, for June contracting. Applications will be reviewed on a continual basis throughout 2022.**