

NEXANT, INC. ON BEHALF OF ROCKY MOUNTAIN POWER

Bid Request

Rocky Mountain Power

7/23/2014

INTRODUCTION

This is a request for bids from lighting Contractors interested in offering services for the wattsmart Small Business Lighting Enhanced Incentive, a **proposed** lighting offer to promote the purchase and installation of select high-efficiency lighting measures for Rocky Mountain Power's small business customers in Idaho. Approved Contractors will identify and work with small business customers to help identify and implement lighting efficiency upgrade opportunities in all areas of the Rocky Mountain Power service territory, including remote locations.

The expected effective date of the wattsmart Small Business Lighting incentive is no sooner than September 1, 2014, and is contingent upon approval by the Idaho Public Utility Commission.

This offer is proposed to provide enhanced incentives for qualifying customers and equipment to encourage participation beyond the existing standard incentive participation. These incentives may be paid directly to Approved Contractors via assignment by the customer within 30 business days of approval of a completed project. Only Approved Contractors may offer these incentives. Approved Contractors will be required to identify and solicit eligible customers, perform onsite pre-installation lighting assessments, and complete all required paperwork for customers. wattsmart Small Business lighting incentives do not affect incentives or processes currently in place for typical measures through wattsmart Business. Additional responsibilities are included in the *wattsmart Business Small Business Lighting Contractor Agreement and the wattsmart Business Small Business Lighting Handbook*.

A limited number of Approved Contractors will be selected through a competitive bid process outlined in this document and delivered in the bid request package. This document contains the bid response instructions and form for completion to be submitted with proposed pricing by interested lighting contractors.

PROPOSAL SUBMITTAL INSTRUCTIONS

One copy of your complete bid is required and shall be delivered electronically to:

- wattsmartsmallbusiness@nexant.com no later than August 12, 2014 by 5:00 p.m. MST

It is the sole responsibility of the respondent to see that their bid is received by the date stated in the Bid Request notice. Any bids received after the stated due date may be rejected.

All bids shall be prepared and submitted in accordance with these instructions.

BID SUBMITTALS

Respondent shall submit the following items with its proposal:

- a. Signed wattsmart Small Business Lighting Contractor bid response form
- b. Rocky Mountain Power EEA Letter of Agreement

BID EVALUATION

Several factors will be considered in the bid evaluation and contractor selection process. Some critical elements considered include:

- a. Pricing offered to customers
- b. Territory served
- c. Previous EEA participation and performance
- d. Quantity of projects committed to for this incentive
- e. Marketing support provided for this incentive

Preference may be given to locally based contractors who commit to selling and completing qualifying projects among eligible small customers in rural communities.

COMPLIANCE WITH BID REQUEST

The respondent shall carefully examine the bid documents to understand all conditions that can in any way affect the work or the cost thereof. Should the respondent find discrepancies in, or omissions from, the bid

documents, or should the respondent be in doubt as to their meaning, the respondent should at once notify Nexant, Inc. ("Nexant"), the administrator of the bid process, and obtain clarification prior to submitting the bid. Bids that lack specific details and commitments or are incomplete may be considered unacceptable.

COMMUNICATION

A question and answer period will be open July 23 – August 11. Inquiries regarding all aspects of this bid request should be directed to wattsmartsmbusiness@nexant.com. Questions and responses considered material will be provided to all participants, without identifying the source of the question. Contact with others concerning this bid request, unless specifically directed, is forbidden, and may be considered as grounds for disqualification to bid. Attachments to emails will not be opened or accessed until the bid close. As such, any questions must be included in the body of the email not an attachment.

WITHDRAWAL OR MODIFICATION OF BIDS

The respondent may, without prejudice, modify or withdraw a proposal by written request, provided that the proposal and any request is received prior to the closing time for receiving bids. Following withdrawal of its bids, the respondent may submit a new bid, provided that it is received prior to the closing time.

PRIVATE BID OPENING/ACCEPTANCE

A private bid opening will be held. Personally identifying information will not be disclosed to either the public or other respondents.

BID DOCUMENTS

The bid documents and other data appended or related to it are the property of Nexant and Rocky Mountain Power and are delivered only for the purpose of enabling each respondent to prepare and submit a bid. The information contained or referred to in the bid documents or appended to them are not to be disclosed or released for any other use or purpose and must be returned when requested.

CONFIDENTIALITY

The Respondent shall not disclose any portion or description of the bid. The Respondent shall protect all confidential information in a manner no less consistent than it would use to protect its own confidential information.

COSTS RELATED TO BID COMPLETION, CLARIFICATIONS, MEETINGS AND NEGOTIATIONS

All costs related to the compilation, preparation completion, submittal, phone calls, meetings, negotiations and all other cost related to this bid are the sole responsibility of the Respondent. All bids are submitted at the respondent's own free will. The respondent will not be reimbursed for any cost associated with this bid.

BID RETENTION

Nexant retains the right to hold all bids received for a period of sixty (60) days after the date of opening. Nexant reserves the right to waive irregularities and reject any and all bids.

BUSINESS ETHICS

Rocky Mountain Power and Nexant are committed to conducting all aspects of their business with integrity and responsibility in keeping with the highest legal and ethical standards. Rocky Mountain Power and Nexant expect all persons and Contractors performing and conducting business with Rocky Mountain Power and Nexant to uphold this professional commitment.

Rocky Mountain Power and Nexant employees are required to conduct business in an ethical manner and in accordance with all applicable laws, regulations and company policies. Should you become aware of any illegal or unethical behavior by a Nexant or Rocky Mountain Power employee, you are expected to report such misconduct to Nexant's Compliance Department at 415-369-1096, a confidential and anonymous reporting hotline.

Bidder Contact Information		
Business name		
Contact name	Contact title	
Contact phone(s)	Contact email	
Address		
City	State	Zip
Business website		

Business Information			
Contractor license # (s)			
Business License # (s)			
Does your company hold at least the minimum insurance required by Idaho Statue 54-5210?			<input type="checkbox"/> Yes <input type="checkbox"/> No
Percentage of work:	% New buildings	% Existing buildings	% Service
Percentage of work:	% Residential	% Non-Residential	
Year company founded:	# of employees:	# of service trucks:	
Years in business in Idaho:	Years of business under current company name		
Is your company already an EEA participant?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Don't Know		
What are the primary business types your company serves?			
<input type="checkbox"/> Retail/Shops	<input type="checkbox"/> Restaurants		
<input type="checkbox"/> Churches/Religious Institutions	<input type="checkbox"/> Manufacturing		
<input type="checkbox"/> Medical	<input type="checkbox"/> Warehouse		
<input type="checkbox"/> Office	<input type="checkbox"/> Other: _____		
<input type="checkbox"/> Hotel/Motel			
What is your company's primary supply source for lighting equipment? Please provide company names as appropriate.			
Please check the most common size of lighting projects your company completes (please check one):	Small ($\leq 10,000$ ft ²) <input type="checkbox"/>	Medium (10,000 – 50,000 ft ²) <input type="checkbox"/>	Large (>50,000ft ²) <input type="checkbox"/>
Number of completed projects receiving Rocky Mountain Power incentives in the last 6 months:	<input type="checkbox"/> 0 <input type="checkbox"/> 1 <input type="checkbox"/> 2-5 <input type="checkbox"/> 5-10 <input type="checkbox"/> 10-25 <input type="checkbox"/> 25-50 <input type="checkbox"/> More than 50		

Approach to Work	
Please indicate the number of qualifying small business lighting incentive projects you will install per region(s) August 2014 – August 2015:	
	Northeast (Rigby, Rexburg, St. Anthony area)
	Eastern (Idaho Falls area, incl. Ammon, Shelley)
	Southeast (Blackfoot / Pocatello area)
If you only serve areas not aligned in the regions above, please list here:	

Describe your staffing plan to support this work (will you need to hire additional staff / will existing staff support this work/how many staff members will support this work / will you hire a subcontractor):
Identify the primary staff member(s) who will oversee this work and be the primary point of contact for this incentive offer. Describe their experience in lighting, years with your company, accreditations, etc.
Explain what changes within your business would be necessary for your business to perform as a wattsmart Small Business Lighting Approved Contractor. How will this affect your current participation in offering wattsmart® Business incentives for typical lighting measures?

Marketing Plan

This offering will primarily be supported through contractor outreach to qualifying customers. Outline your proposed marketing and outreach strategy to solicit potential program participants and encourage participants to proceed with installation of identified cost-effective lighting system improvements between August 2014 – August 2015. Please include any specifics on target cities or technologies where you would focus efforts. Please be specific as to your intended marketing tactics to promote this offer. Please address the fields below, either in the table format provided, or you may attach written marketing plans. An example response is in the first line of the table.

Target Audience & region	Lighting Technology Targeted	Delivery (mail, email, phone, etc.)	Frequency
(EX: Office building / Pocatello)	(EX: T8)	(EX: Door-to-door fliers & Mailing)	(EX: Monthly)

References

Customer references: Please list three (3) **small commercial customers** (<10,000 ft² facilities) that you have sold and installed lighting equipment for in the last year:

Company name	Contact name	Contact phone	Building size (ft²)	Date of project

Exceptions

Bidders must identify any exceptions with the wattsmart Small Business Lighting Contractor Agreement.

Please complete pricing survey on following page

Pricing Survey

Please complete the below 2014 Small Business Lighting Cost Survey. Please list the pricing you agree to offer customers participating in the program for all listed measures. **Your pricing should include materials, labor, fuel/trip charges, recycling charges, and sales tax.** Partially completed cost surveys will not be accepted.

Bidders selected as Approved Vendors are required to offer participating program customers pricing consistent with the costing submitted in their approved cost survey, which will be included in their *wattsmart Small Business Lighting Contractor Agreement*. Bidders should review the *wattsmart Small Business Lighting Contractor Agreement* and the *wattsmart Small Business Lighting Contractor Handbook* for a complete listing of all applicable program rules, warranty obligations, and equipment eligibility requirements.

If your pricing varies by the regions you serve, please mark the region(s) where the pricing in this sheet applies. If necessary, fill out a separate price sheet for each region served.

<input type="checkbox"/>	Northeast (Rigby, Rexburg, St. Anthony area)
<input type="checkbox"/>	Eastern (Idaho Falls area, incl. Ammon, Shelley)
<input type="checkbox"/>	Southeast (Blackfoot / Pocatello area)

PLEASE NOTE: All pricing entered below should include applicable miscellaneous charges (fuel, lamp/ballast recycling, sales commissions, etc.) for the region indicated above.

CEE T8 Linear Fluorescent

4' T8 Lamps (CEE)	Equipment Cost/Unit	
≤ 28W T8 lamp	\$0.00	
32W High Lumen T8 lamp (high bay and T12 HO conversion only)	\$0.00	
T8 U-Lamps (CEE)	Equipment Cost/Unit	
<32W T8 U-lamp	\$0.00	
4' T8 Electronic Ballasts (CEE) – BF = Ballast factor	Instant Start Equipment Cost/Unit	Programmed Start Equipment Cost/Unit
2 Lamp Ballasts		
RLO (0.75 < BF ≤ 0.85)	\$0.00	\$0.00
NLO (0.85 < BF ≤ 0.95)	\$0.00	\$0.00
HLO (0.95 < BF ≤ 1.1)	\$0.00	\$0.00
3 Lamp Ballasts		
RLO (0.75 < BF ≤ 0.85)	\$0.00	\$0.00
NLO (0.85 < BF ≤ 0.95)	\$0.00	\$0.00
HLO (0.95 < BF ≤ 1.1)	\$0.00	\$0.00
4 Lamp Ballasts		
RLO (0.75 < BF ≤ 0.85)	\$0.00	\$0.00
NLO (0.85 < BF ≤ 0.95)	\$0.00	\$0.00
HLO (0.95 < BF ≤ 1.1)	\$0.00	\$0.00
4' T12 to T8 Retrofit Labor (2x2/2x4 troffer, 1 for 1 retrofit)	Labor Cost/Unit	
2 lamp fixture	\$0.00	
3 lamp fixture	\$0.00	
4 lamp fixture	\$0.00	
4' T12 to T8 or T8 to T8 Delamp Kit (2x2/2x4 troffer)	Kit Equipment Cost/Unit	
Kit — average for various lamp qty.	\$0.00	
4' T8 Relamp Installation (lamp replacement only)	Labor Cost/Unit	
Per lamp replaced	\$0.00	
8' T12 strip to T8 conversion kit	Equipment Cost/Unit	Labor Cost/Unit
two 8' T12 slimline to two 4' T8	\$0.00	\$0.00
two 8' T12 slimline to four 4' T8	\$0.00	\$0.00
two 8' T12 HO to four 4' T8	\$0.00	\$0.00

Please continue to next page

4' T8 Fixture Replacement (HID to T8 Highbay)	Equipment Cost/Unit	Labor Cost/Unit
<6 lamp fixtures	\$0.00	\$0.00
6+ lamp fixtures	\$0.00	\$0.00
T5 Linear Fluorescent		
4' T5 Lamps	Equipment Cost/Unit	
54W T5 HO lamp	\$0.00	
47-51W T5 HO lamp	\$0.00	
≤28W T5 lamp	\$0.00	
4' T5 Electronic Ballasts – BF = Ballast factor	Programmed Start Equipment Cost/Unit	
2 Lamp Ballasts		
NLO (0.85 < BF ≤ 0.95)	\$0.00	
HLO (0.95 < BF ≤ 1.1)	\$0.00	
VHLO (BF >1.1)	\$0.00	
3 Lamp Ballasts		
NLO (0.85 < BF ≤ 0.95)	\$0.00	
HLO (0.95 < BF ≤ 1.1)	\$0.00	
VHLO (BF > 1.1)	\$0.00	
4 Lamp Ballasts		
NLO (0.85 < BF ≤ 0.95)	\$0.00	
HLO (0.95 < BF ≤ 1.1)	\$0.00	
VHLO (BF > 1.1)	\$0.00	
4' T5 Fixture Replacement (2x2/2x4 troffer)	Equipment Cost/Unit	Labor Cost/Unit
2-lamp Standard T5 fixture	\$0.00	\$0.00
2-lamp Standard T5 volumetric kit	\$0.00	\$0.00
4' T5 Fixture Replacement (HID to T5 HO Highbay)	Equipment Cost/Unit	Labor Cost/Unit
<6-lamp T5 HO fixtures	\$0.00	\$0.00
6-lamp T5 HO fixture	\$0.00	\$0.00
4' T5 Relamp Installation (lamp replacement only)	Labor Cost/Unit	
Per lamp replaced	\$0.00	
LED		
Exit Sign and Can Light Replacement	Equipment Cost/Unit	Installation Cost/Unit
LED Exit Sign	\$0.00	\$0.00
LED retrofit kit for incandescent can fixtures*	\$0.00	\$0.00
LED downlight fixture*	\$0.00	\$0.00
Sensors		
Occupancy Sensors	Equipment Cost/Unit	Installation Cost/Unit
Wall-mounted occupancy sensor	\$0.00	\$0.00
Ceiling-mounted occupancy sensor	\$0.00	\$0.00
Integral occupancy sensor	\$0.00	N/A
Miscellaneous		
Lift equipment (cost per day)	Equipment Cost/Unit	
Scissor lift/scaffolding	\$0.00	

*LED lights must be listed on the qualified equipment lists posted on the Idaho energy efficiency program section at wattsmart.com.

Please continue to next page

Bid Response Signature

By signing below, Bidder certifies that

- Bidder Representative has the authority to bind Bidder to the terms of this RFP Response Form;
- Bidder has read this Request for Proposal in its entirety;
- Bidder has read and understands the role and requirements of selected wattsmart Small Business Lighting Contractors as identified in the *wattsmart Small Business Lighting Contractor Agreement* and the *wattsmart Small Business Lighting Contractor Handbook*;
- All information provided in this proposal is true and accurate and Bidder will notify Nexant immediately of any changes to the information;
- Bidder understands and accepts that the selection of a bidder's proposal to provide services as a participating contractor for the wattsmart Small Business lighting program is within the sole discretion of Rocky Mountain Power and is contingent upon the satisfactory completion of all due diligence and the selected bidder completing and signing the *wattsmart Small Business Lighting Contractor Agreement* and being approved as an Approved Contractor.

Bidder representative name:

Written signature:

Today's date

Title: