



Hamilton County Department of Education  
**Request for Qualifications for Energy Management Services and Energy Savings  
Company (ESCO)**

RFQ File 21-11

Hamilton County Department of Education (HCDE) is accepting Request for Qualifications from Energy Savings Companies, (ESCO's) for the purpose of investing in an Energy Conservation Measure Program in our School District Facilities. The energy management services will be potentially utilized at approximately 77 facilities within the district. Envelopes containing bids must be sent to the Purchasing Department and addressed to the Hamilton County Department of Education, 3074 Hickory Valley Road, Chattanooga, Tennessee 37421. Attach RFQ Response Package Cover Sheet page 42 to the front of the envelope. Bidders must provide original RFQ bid, one (1) copy, and an electronic version on a thumb drive in one sealed envelope. RFQ bid documents may be secured from the Purchasing Department at the above address or on website @ [www.hcde.org](http://www.hcde.org) via [vendorregistry.com](http://vendorregistry.com).

Prospective bidders may submit questions concerning this solicitation until September 2, 2020 at 4:00 pm. EST. Submit questions to [doe\\_purchasing@hcde.org](mailto:doe_purchasing@hcde.org). All RFQ/bids will be opened publicly.

RFQ/Bid must be received in the Purchasing Department prior to the designated time for opening. **RFQ/Bids received after the designated time of opening will be considered late and will not be accepted.** RFQ/Bid opening date will be September 22, 2020 at 2:30 pm. Absolutely no proposals will be accepted after this time. Faxed or emailed proposals will not be accepted.

A **mandatory pre-bid meeting** will be held on August 18, 2020 at 2:00 pm, for all those interested in submitting a proposal for the project. This meeting is a requirement for RFQ Statement Submittals. The meeting will be conducted at the Hamilton County Department of Education, Central Office Complex 3074 Hickory Valley Road, Chattanooga, TN 37421

**THE FOLLOWING INFORMATION MUST BE PRINTED ON THE OUTSIDE OF THE SEALED RFQ ENVELOPE or CONTAINER**

- Completed RFQ Envelope Cover Sheet

**RFQ STATEMENTS/ SEALED ENVELOPES or CONTAINERS MUST INCLUDE THE FOLLOWING MATERIALS INSIDE THE ENVELOPE/PACKAGE**

- Signed cover letter stating that the requirements of the RFQ Statements have been thoroughly reviewed and the included material fully satisfies those requirements.
- Certificate Of Compliance)
- Non-Collusion Affidavit
- Drug-Free Workplace Affidavit
- Compliance With Tennessee Public Chapter 587
- Certification Of Compliance With The Iran Divestment Act
- Addendum To Agreement
- Vendor Information Form And W9

**SECTION I QUALIFICATION PREPARATION AND SUBMISSION**

**1.1 ACCEPTANCE:**

All Proposers shall hold their price firm and subject to acceptance by HCDE for a period of one hundred eighty (180) business days from the date of the RFQ closing, unless otherwise indicated in their Qualification.

**1.2 AWARD:**

Award will be made to the most responsive, responsible qualifier(s) meeting specifications, whom present the product or service that are in the best interest of Hamilton County Department of Education. HCDE reserves the right to award this RFQ on an "all or none" basis or by multiple award. HCDE also reserves the right to not award this RFQ. The award criteria are listed herein.

**1.3 CONFLICT OF INTEREST:**

Vendors must have read and complied with the "non-conflict of interest" statement provided in the vendor registration process prior to the closing of this solicitation.

**1.4 DECLARATIVE STATEMENTS:**

Any statement or words (e.g. must, shall, will) are declarative statements and the proposer must comply with the condition. Failure to comply with any such condition may result in your submittal being deemed non-responsive and disqualified.

**1.5 INCURRED COSTS:**

HCDE will not be responsible for any costs incurred by the vendor in the preparation of their qualifications.

**1.6 NON-COLLUSION:**

By submitting a signed submittal, proposers certify that the accompanying submittal is not the result of, or affected by, any unlawful act of collusion with any other person or company engaged in the same line of business or commerce, or any other fraudulent act punishable under Tennessee or United States law.

**1.7 OPEN RECORDS ACT:**

HCDE is subject to the Tennessee Open Records Act 10-7-503 et seq. Vendors are cautioned that all documents submitted on behalf of this Request for Qualifications shall be open to the public for viewing and inspection and HCDE will comply with all legitimate requests.

**1.8 POSSESSION OF WEAPONS:**

In accordance with Tennessee State Law, all persons are prohibited from possessing any weapons on HCDE property, either on their person or in their vehicles(s) or in their tools/ equipment.

**1.9 PROOF OF FINANCIAL AND BUSINESS CAPABILITY:**

Qualifiers must, upon request, furnish satisfactory evidence of their ability to furnish products or services in accordance with the terms and conditions of these specifications. HCDE will make the final determination as to the qualifier's ability.

**1.10 QUALIFICATION DELIVERY:**

All RFQ submittals must be hand delivered, mailed, or shipped by the deadline to the HCDE Central Office Address listed in this document. Upon receipt of a RFQ package HCDE will stamp the time and date on the envelope to verify authenticity of receipt. HCDE will not be responsible for any lost or misdirected mail sent by common carrier.

**1.11 SEALED ENVELOPE or CONTAINERS:**

All RFQ Statement submittals must be in a sealed envelope/container prior to entering the Purchasing Division office. The outside of the packages must be marked as indicated on the first page of this document.

**1.12 SIGNING OF QUALIFICATIONS:**

When submitting your Qualifications, in order to be considered all Qualifications must be signed. Please sign the original in ink.

**1.13 USE OF QUALIFICATION FORMS:**

Vendors are to complete the Qualification forms contained in the RFQ package. Failure to complete the Qualification forms may result in rejection of your submittal.

**1.14 WAIVING OF INFORMALITIES:**

HCDE reserves the right to waive minor informalities or technicalities when it is in the best interest of the Hamilton County School District.

**SECTION II OBLIGATIONS, RIGHTS AND REMEDIES**

These terms and conditions shall be part of the Contract. HCDE reserves the right to negotiate other terms and conditions it deems appropriate and necessary under the circumstances to protect the public's trust.

**2.1 ALTERATIONS OR AMENDMENTS:**

No alterations, amendments, changes, modifications or additions to this Contract shall be binding on HCDE without the prior written approval of the HCDE Purchasing Manager.

**2.2 APPROPRIATION:**

In the event no funds are appropriated by HCDE for the goods or services in any fiscal year or insufficient funds exist to purchase the goods or services, then the Contract shall expire upon the expenditure of previously appropriated funds or the end of the current fiscal year, whichever occurs first, with no further obligations owed to or by either party.

**2.3 ASSIGNMENT:**

The Awarded Contractor shall not assign or sub-contract this agreement, its obligations or rights hereunder to any party, company, partnership, incorporation or person without the prior written specific consent of HCDE Purchasing Manager.

**2.4 DRUG FREE AFFIDAVIT & BACKGROUND CHECK AFFIDAVIT:**

The Proposer must provide to HCDE a completed Tennessee Drug Free Workplace Affidavit (as required by TCU 50-9-113) and a Criminal Background Compliance Affidavit (as required by TCU 49-5-413). Affidavits are attached to this document: they must be completed **and included inside of the proposal sealed envelope.**

**2.5 BOOKS AND RECORDS:**

Contractor shall maintain all books, documents, accounting records and other evidence pertaining to the goods and services provided under this Contract and make such materials available at its offices at all reasonable times during the Contract period and for three (3) years from the date of the final payment under this agreement for inspection by HCDE or by any other governmental entity or agency participating in the funding of this agreement, or any authorized agents thereof; copies of said records to be furnished, if requested. Such records shall not include those books, documents and accounting records that represent the Contractor's costs of manufacturing, acquiring or delivering the products and services governed by this agreement.

**2.6 COMPLIANCE WITH ALL LAWS:**

Contractor is assumed to be familiar with and agrees to observe and comply with all federal, state, and local laws, statutes, ordinances, and regulations in any manner affecting the provision of goods and/or services, and all instructions and prohibitive orders issued regarding this work and shall obtain all necessary permits.

**2.7 DEFAULT:**

If Contractor fails to perform or comply with any provision of this Contract or the terms or conditions of any documents referenced and made a part hereof, HCDE may terminate this Contract, in whole or in part, and may consider such failure or noncompliance a breach of Contract. HCDE expressly retains all its rights and remedies provided by law in case of such breach, and no action by HCDE shall constitute a waiver of any such rights or remedies. In the event of termination for default, HCDE reserves the right to purchase its requirements elsewhere, with or without competitive bidding.

**2.8 GOVERNING LAW:**

The laws of the State of Tennessee shall govern this Contract, and all obligations of the parties are performable in Hamilton County, Tennessee. The Chancery Court and/or the Circuit Court of Hamilton County, Tennessee, shall have exclusive and concurrent jurisdiction of any disputes, which arise hereunder.

**2.9 INDEMNIFICATION/HOLD HARMLESS:**

The Awarded Contractor shall indemnify, defend, save and hold harmless Hamilton County Department of Education, its officers, agents and employees from all suits, claims, actions or damages of any nature brought because of, arising out of, or due to breach of the agreement by Contractor, its subcontractors, suppliers, agents, or employees or due to any negligent act or occurrence or any omission or commission of Contractor, its subcontractors, suppliers, agents or employees.

**2.10 RIGHT TO INSPECT:**

HCDE reserves the right to make periodic inspections of the manner and means the service is performed or the goods are supplied.

**2.11 TERMINATION:**

HCDE may terminate this agreement with or without cause at any time. In the event of termination by either party, fees due for services satisfactorily performed or goods accepted prior to the termination date shall be paid.

## **SECTION III SPECIAL TERMS AND CONDITIONS**

### **3.1 INTENT PROJECT OVERVIEW:**

Hamilton County Department of Education (herein referred to as HCDE) is requesting qualifications from proven, qualified Energy Savings Companies (ESCO) or a team with an ESCO component, to provide energy management services through a "performance based contract". The intent is to hire a qualified ESCO firm to conduct an energy audit of all HCDE owned facilities and execute an energy savings performance contract that will identify and implement energy conservation measures (ECM) to reduce the Energy Usage Index (EUI) at the school district's facilities.

All ECMs implemented should provide an annual cost savings that will exceed the annual costs of the measures. Such ECMs may include renewable energy generation if found to be cost-effective. HCDE desires to execute this contract on a guaranteed performance contract basis for those projects which have a positive return-on-investment and reduce energy consumption for natural gas, electricity, and water. HCDE intends to use future energy savings to pay for the up-front costs energy-savings projects eliminating the possible need to utilize future capital budgets. Overall goals of the Energy Savings Performance Contracting Project are:

- a) To increase energy efficiency and building performance to reduce energy usage and demand.
- b) To reduce facilities life-cycle costs, such as maintenance, equipment replacement, energy gas and water utilities, waste disposal emergency outages etc...
- c) To promote and demonstrate cost effective renewable technologies.
- d) To improve indoor environmental quality for Staff, Students and Visitors.
- e) To address deferred repair and maintenance projects.
- f) To instill a culture of energy conservation in HCDE Staff and Students through an energy awareness program that is tied to and supportive of the academic objectives (Scope & Sequence) established by Hamilton County Department of Education.

HCDE is prepared to enter into a contract with the successful contractor for a maximum allowable term of 15-years. Additionally, HCDE intends to reduce overall environmental impacts associated with energy use, including direct and indirect greenhouse gas emission and to achieve "Energy Star" status on eligible facilities where it is cost-effective to do so.

**3.1.1** Through the issuance of this Request for Qualifications, HCDE is soliciting qualifications from firms for the following:

- a) *Select an ESCO company or team with an ESCO component to develop, assess and implement a comprehensive facility energy solutions services program for HCDE.*
- b) *An Investment grade audit*
- c) *Design, acquisition, installation, modification, maintenance and operation of existing and new equipment*
- d) *Commissioning and savings measurement services*
- e) *Documentation of modification "as built"*
- j) *Training and Energy Education of HCDE personnel, staff and students.*

### **3.1.2 QUALIFICATIONS:**

All provided in response to this RFQ must comply with the submittal requirements set forth in Section VI Qualification Requirements, including all forms and certifications. Submittals will be evaluated in accordance with the criteria and procedures described in Section VII – Evaluation Criteria.

**3.2 BACKGROUND INFORMATION:**

The Hamilton County School system has approximately eighty-two (82) buildings with two more currently under-construction and several more in our 5-Year Capital Outlay Plan. These buildings range in age from one (1) year old to approximately ninety-eight (98) years old. With the addition of the two new schools, HCDE will maintain over 7,600,000 square footage of buildings with associated utilities, roads and athletic field infrastructure. The addresses of Hamilton County Department of Education Buildings can be found on the District website at [WWW.HCDE.ORG](http://WWW.HCDE.ORG). Some of our schools have additional land owned by HCDE adjacent to them that is currently not developed and may be available for energy generation ECMs. A representative sampling of the energy system descriptions and annual consumption of three of our schools is provided. The HVAC systems of seven of our newer schools (including one under construction) are supported by extensive geothermal well fields.

**3.3 UTILITIES:**

HCDE spends approximately ten million, six hundred thousand dollars (\$10,600,000) on utilities each year. The primary utility providers include:

- Volunteer Electric
- EPB
- Chattanooga Gas
- Tennessee American Water
- Savannah Valley Utility
- Eastside Utility
- Various City & Independent water services/ districts

**3.4 CONTRACT EXECUTION:**

The award of this RFQ may result in a Contract between HCDE and the successful awarded vendor(s). The Contract must be voted on by the Hamilton County Board of Education and receive a majority vote. The successful Awarded Vendor(s) may be required to be present at the Hamilton County Board of Education Regular Session meeting to answer questions relating to the services performed. Adequate notification will be given by HCDE Purchasing Division if the Vendor(s) will need to attend this meeting(s). The HCDE Purchasing Division will draft this Contract and no vendor forms, (e.g.: Terms and conditions, service agreements, or other standard Company forms) will be accepted as Contract documents or as Contract attachments. Potential Vendors are hereby cautioned that Hamilton County Department of Education, through the Superintendent, is the only individual who can legally bind HCDE to a contractual agreement.

**3.5 HCDE OBJECTIVES:**

The ESCO shall provide HCDE a comprehensive energy solutions services program including: (a) review of complete energy audits; (b) review of designs and subsequent installation of equipment and systems; (c) monitoring of energy conservation; (d) financing options for the project(s); and (e) a written energy conservation guarantee that total program costs, including required services, may be one hundred percent (100%) covered by program energy conservation.

**3.6 RFQ OBJECTIVES:**

This RFQ requests the services of an ESCO or firm with an ESCO component to develop, assess and implement a comprehensive energy solutions services program for HCDE. The intent is to provide HCDE with the means to realize maximum utility savings and energy related improvements which will be fully financed by the ESCO firm without the requirement of upfront capital funds from the District. Timely implementation of this project is of the essence.

### **3.7 AWARENESS PROGRAM**

The energy solutions will also include and Educational/ Awareness program for the District educators that is tied to the academic standards and supports the scope and sequence of the curriculum. The goal is to complement the academic program by using energy conservation equipment, programs, instruction, etc... to supplement HCDE project-based learning goals. The District's Scope and Sequence objective can be found on the District's website under the "Teaching & Learning" click.

### **3.8 SAVING AND GUARANTEES:**

EMCs must result in a guaranteed minimum energy savings with the ESCO payments linked to actual documented energy and cost reductions. Any stipulated energy and / or operational cost savings that may be attributed to this project will be rigorously reviewed and if agreed to, will be limited to those that can be thoroughly documented and verified by the ESCO and approved by the District. Reductions in operations and maintenance costs will require the definition and quantification of baseline costs from documented operations and maintenance cost records. The savings achieved by the ECMs must be sufficient to cover all project cost including service maintenance cost and monitoring fees on an annual basis for the duration of the contract term. The contract must provide that the savings in any year as guaranteed to the extent necessary to make payments under the contract during that year. ESCO will be required to guarantee energy and cost savings on an annual basis. No credit for achievement of savings above and beyond the annual guarantee will be used to satisfy performance guarantees in the future years of the contract. Annual reconciliation of the achieved savings will be required.

### **3.9 CONFIDENTIALITY**

The contents of any RFQ response shall not be disclosed to parties other than the HCDE Evaluation Team during the review, evaluation, discussion, or negotiation process. Once the contract has been executed with the successful proposers, all RFQ submissions, successful and unsuccessful, become available for public inspection. An RFQ submission may contain financial information, legitimate trade secrets or other proprietary data which the respondent may consider to be confidential. If the respondent desires such trade secrets or proprietary data to be held in confidence by HCDE the proposer shall specifically designate and identify the portion(s) of the response which they desire to be held in confidence and the reason the section should be held in confidence. HCDE will consider the proposer's designation and the basis for such a designation request. If HCDE disagrees with the proposer designation or the basis thereof, then HCDE will inform the proposer. Any dispute between the proposer and HCDE over such designation or the basis thereof will be resolved in accordance with the applicable statutes and ruled of the state of Tennessee. The portion of the RFQ which is designated as confidential by the Proposer shall be readily separable from the RFQ submission in order to facilitate eventual public inspection of the non-confidential portion of the RFQ submission. The total contract price is not considered confidential and will not be withheld from public inspection. Proprietary information, such as all copyrighted material, trade secrets or other proprietary information that proposer claim should be held in confidence should be separately bound and labeled with the words "PROPRIETARY INFORMATION". Appropriate references to this separately bound information must be made in the body of the response. Designating all or nearly all of the RFQ submittal Proprietary Information, may result in the rejection of the submission. In the event a respondent claims that any portion of the RFQ should be held in confidence by HCDE the proposer is required to certify to HCDE that:

*"The respondent shall indemnify, defend and hold harmless HCDE from and against any and all claims, demands, suits action, causes of action, judgments, liabilities, losses, damages, costs and expenses (including reasonable attorney's fees and litigation costs) arising/ram or related to HCDE refusal to disclose copyright material, trade secrets, or other information claimed to be proprietary by the proposer to any person making a request therefore".*

Failure to include such a statement in its RFQ statement shall constitute a waiver of any right the Proposer may have to prevent HCDE from disclosing information deemed proprietary by the proposer.

### **3.10 DELIVERY REQUIREMENTS:**

Any RFQ submittal received after Tuesday, September 22, 2020 @ 2:30 pm will not be considered, and will be rejected not to be returned. It shall be the sole responsibility of the RFQ Statement Proposer to have the submittal delivered to the HCDE Purchasing Department and received on or before the above stipulated due date and time. If a submittal is sent by U.S. Mail, the Proposer shall be responsible for its timely delivery to the HCDE Purchasing Department.

### **3.11 DESCRIPTION OF THE PROJECT:**

- Refer to Section VIII General Project Summary for additional information.
- Security related to implementation of the work in confidential areas during non-regular working hours in HCDE facilities shall be the responsibility of the Proposer to coordinate with the proper HCDE Officials.
- Management of the contract and project for HCDE shall be through the HCDE Purchasing Department.
- Proposers shall be willing and able to arrange for the capital investment required to fund this project. The cost of RFQ generation shall be borne by the proposer at no obligation to HCDE. The project shall be financed and paid from savings or shall be at no cost to the HCDE. The proposed agreement shall not constitute a debt, liability, or obligation of HCDE, nor is it a pledge of the faith and credit of the Hamilton County Board of Education.
- ENVELOPE COVER SHEET: Proposers must attach the RFQ envelope cover sheet to their submittal envelope. Complete all blanks on the cover. Insert "not applicable" if category does not apply. Request for Qualifications received without the envelope cover sheet information will not be considered.

### **3.12 IDENTIFICATION:**

Employees of the Proposer shall have proper identification displayed, at all times, while on HCDE property.

### **3.13 INSURANCE:**

Contractor must provide a copy of their Certificate of Liability Insurance. The policy will be amended to include as additional named insured: Hamilton County Department of Education. The contractor must provide current insurance policies at all times during this contract period. Workmen's compensation insurance must cover all employees of the contractor who are involved in performance of the contract. Coverage Amount Comprehensive Automobile Liability - Bodily Injury and Property Damage Combined Single Limit \$1,000,000, Comprehensive General Liability - Bodily Injury and Property Damage Combined Single Limit \$1,000,000, Workmen's Comprehensive - Employer's Liability \$500,000, Excess Liability for all Insurance Risks \$5,000,000.



**3.14 INVOICING:**

Mail Invoices To:  
 Hamilton County Department of Education  
 3074 Hickory Valley Rd  
 Chattanooga, Tennessee 37421  
 Attn: Accounts Payable Dept  
 Or email invoices to: doe\_ap@hcde.org

**3.15 MANDATORY PRE-BID CONFERENCE:**

HCDE will hold a Mandatory Pre-Bid Conference on August 18th at 2:00 pm. Attendance at the Pre-Qualification Conference is mandatory for purposes of responding to this RFQ. Only qualifications from those firms attending the mandatory conference will be considered.

Location:

Hamilton County Department of Education  
 3074 Hickory Valley Rd  
 Chattanooga, Tennessee 37421

**3.16 MINIMUM QUALIFICATION EXPECTATIONS:**

- Proposer must address all submittal requirements as defined under Section VI.
- Proposer must have experience assessing and working within operating facilities and possess the resources and capabilities to assess, finance, bond, insure and construct building system projects with a construction value between \$ 1,000,000 and \$15,000,000.
- Proposer must have the experience and capabilities in carrying out the work contemplated and equipment and personnel available for the work.
- The Proposer shall be National Association of Energy Service Companies (NAESCO) accredited.
- The Proposer shall have accreditations, certifications and memberships related to comprehensive energy efficiency projects involving multiple technologies including: lighting, motors and drives, HVAC systems, control systems and building infrastructure improvements.
- Proposer must have the capability to provide and manage comprehensive warranty and maintenance agreements on all material and labor. Warranties shall commence upon owner certification of completed work.
- Proposer shall be licensed in the State of Tennessee to conduct construction services, if required by state law, at the time the Respondent submits qualifications and continued throughout the term of the contract.
- Proposer shall comply with all State and Local regulations for professional and trade licensing and certification in the performance of the Work. The Respondent must possess, or have a Sub-Contractor within the team who possess a State of Tennessee Contractors License.

**3.17 OWNERSHIP OF DOCUMENTS:**

All drawings, reports and materials prepared by ESCO specifically in the performance of this Contract shall become the property of HCDE. Unless waived by HCDE in writing, within thirty (30) days following the Performance Commencement Date, ESCO shall provide to HCDE as-built record drawings of the equipment installation and all specifications therefor. ESCO shall verify the applicable format desired for each HCDE department or division prior to furnishing any electronic files.

All owners' manuals, warranties, software and other product documentation, obtained or prepared by ESCO that is applicable to equipment provided by ESCO to HCDE pursuant to this Contract shall become the property of HCDE.

**3.18 PATENTS AND COPYRIGHTS:** The Vendor shall pay all royalties and assume all costs arising from the use of any invention, design, process, materials, equipment, product or device in performance of the work, which is the subject of patent rights or copyrights. Vendor shall, at his own expense, hold harmless and defend HCDE against any claim, suit or proceeding brought against HCDE which is based upon a claim, whether rightful or otherwise, that the work, or any part thereof, furnished under this Agreement, constitutes an infringement of any patent or copyright of the United States. The Vendor shall pay all damages and costs awarded against HCDE.

**3.19 REMOVAL OF VENDORS EMPLOYEES:** The successful vendor(s) agrees to utilize only experienced licensed, responsible and capable people in the performance of the work. HCDE may require that the successful vendor(s) remove from the job covered by this contract, employees who endanger persons or property or whose continued employment under this contract is inconsistent with the interest of HCDE.

**3.20 SAFETY AND PROTECTION:**

The successful vendor shall be solely and completely responsible for initiating, maintaining and supervising all safety precautions and programs in connection with the work. Furthermore, the contractor is solely responsible for the training of all their employees on all safety issues as required by OSHA regulations for the project. The contractor shall take all necessary precautions for the safety of, and shall provide the necessary protection to prevent injury to, all employees on the work site and other persons, including but not limited to, the general public who may be affected thereby. All work is to be done as required as by OSHA, EPA and AHERA. The successful vendor shall be responsible for providing and for the placement of barricades, tarps, plastic, flag tape and other safety/traffic control equipment required to protect the public, surrounding areas, equipment and vehicles. The flow of vehicular traffic shall not be impeded at any time during the project. The safety of the public is of prime concern to HCDE and all costs associated are the responsibility of the awarded successful vendor. HCDE does not assume any responsibility for the protection of or for loss of materials, from the time that the contract operations have commenced until the final acceptance of the work by HCDE. The awarded vendor is responsible for training their employees in Safety and Health Regulations for the job, assuring compliance with Tennessee Occupational Safety and Health Regulations and any other Regulatory Agency.

**3.21 VALUE ADDED RELATIONSHIP:**

HCDE intends for this RFQ statement to result in a relationship with a vendor. The District desires a long-term relationship with a vendor in which common goals are shared. Among those goals are:

- Fair and equitable treatment of vendor and owner.
- Vendor expertise in methods of cost reduction. Vendors are encouraged to suggest ways in which costs can be reduced by product substitution or process modification.
- Vendor involvement in the District on a non-business basis.

**SECTION IV SPECIAL TERMS AND CONDITIONS FOR HAMILTON COUNTY  
DEPARTMENT OF EDUCATION**

**4.1 SCHEDULING OF SCHOOL WORK:**

The awarded vendor shall cooperate with School officials in performing work so that interference with the normal program will be held to a minimum. Vendor shall not commence work until Hamilton County Department of Education has approved the work schedule.

**4.2 COMPLIANCE WITH INSTRUCTIONS FROM SITE BASED ADMINISTRATORS:**

Should a site-based administrator (typically a principal or assistant principal but also the maintenance supervisors and other designated persons) request a cessation of work, work shall immediately stop. Vendor is to immediately call the Hamilton County Department of Education' Maintenance Supervisor in charge of the project for further instruction. Should a site-based administrator request a change of scope, function, and design, etcetera of the project, such request is to be reported to Hamilton County School's Maintenance Director, Justin Witt at 423-498-7262 prior to any changes being affected.

**4.3 SIGN-IN:**

Awarded Vendors must sign the Vendor Check-In Log at each school site where work is to be performed. Failure to sign-in will negate HCDE responsibility to pay the resulting invoice.

**4.4 ENTRANCE TO HCDE SITES:**

Only authorized employees of the successful vendor(s) are allowed on the premises of Hamilton County School Buildings. Vendor's employees are NOT to be accompanied in their work area by acquaintances, family members, assistants or any person unless said person is an authorized employee of the Vendor(s). All employees must wear a company uniform, identified with the Company name at all times.

**SECTION V INSTRUCTIONS TO QUALIFIERS****5.1 ACCURACY OF RFQ AND RELATED DOCUMENTS:**

The School District assumes no responsibility that the specified technical and background information presented in this RFQ, or otherwise distributed or made available during this procurement process, is complete or accurate. Without limiting the generality of the foregoing, HCDE will not be bound by or be responsible for any explanation or interpretation of the Submittal documents other than those given in writing as an addendum to this RFQ.

Should a recipient of this RFQ find discrepancies in or omissions from this RFQ and related documents, the recipient of this RFQ shall immediately notify the Purchasing Division Representative at the phone number and e-mail address provided on page one.

**5.2 PROCUREMENT PROCESS:**

The procurement will be formally and publicly advertised. All technical requirements, unless otherwise specified, must be met, or be capable of being met by the Qualifier or their submittal will be disqualified as being non-responsive.

**5.3 QUALIFICATIONS EVALUATION:**

All submittals will be evaluated using the criteria specified in Section VII Qualifications Evaluation.

**5.4 REQUIRED SUBMITTALS:**

Refer to Section VI - Qualification Requirements for detailed submittal requirements.

**5.5 RESERVED RIGHTS:**

HCDE reserves the right to accept or reject any and/or all submittals, to waive irregularities and technicalities, and to request resubmission. Any sole response that is received may or may not be rejected by HCDE depending on available competition and timely needs of the School District. There is no obligation on the part of HCDE to award the contract to the lowest Qualifier and HCDE reserves the right to award the contract to the responsible proposer(s) submitting responsive submittals with resulting agreements most advantageous and in the best interest of HCDE. HCDE shall be the sole judge of the submittals and whether the resulting agreements are in its best interest. Its decision shall

be final. Also, HCDE reserves the right to make such investigation as it deems necessary to determine the ability of any proposer to perform the work or service requested. Information HCDE deems necessary to make this determination shall be provided by the proposer. Such information may include, but shall not be limited to, current financial statements by an independent CPA, verification of availability of personnel and past performance records.

#### **5.6 RESPONSIBILITY OF PROPOSER:**

Each proposer is encouraged to conduct all necessary investigations and review the complete RFQ and any addendum prior to the submittal of its qualifications. Proposers are reminded of HCDE "No Contact during Procurement" policy and may only contact the person designated by the RFQ.

### **SECTION VI QUALIFICATION REQUIREMENTS**

#### **6.1 SUBMISSION REQUIREMENTS:**

The required content of the submittal is further specified in this section of the RFQ.

**6.2 OVERVIEW OF RFQ REQUIREMENTS:** Proposers shall submit Qualifications in accordance with the content and format requirements set forth in this RFQ. Submittals should be clearly organized and structured in a manner allowing materials included in the document to be located easily.

- Each of the instructions set forth in this section must be followed for a submittal to be deemed responsive to this RFQ. In all cases, HCDE reserves the right to determine, at its sole discretion, whether any aspect of the Submittal meets the requirements set forth in this section. HCDE reserves the right to reject any Submittal, which in its judgment, does not comply with these RFQ submission requirements.
- Submittals will be evaluated according to percentage weights, assigned to the following criteria, listed in order of relative importance.

#### **6.3 QUALIFICATIONS SUBMITTAL FORMAT AND CONTENT: Executive Summary**

**Cover Letter:** Provide a cover letter. The cover letter shall be prepared on the letterhead of the prime firm within the Proposers Team and signed by a representative who is empowered to enter into contract with HCDE on the Proposers behalf. The cover letter is intended to introduce the Proposer. (Pass/Fail for Responsiveness)

It should contain at least the following information:

- Designation of the business/venture that will contract with HCDE.
- Identification of the firms that comprise the Respondent's team.
- An unqualified statement confirming by signature that the Respondent possesses all the resources to implement a performance contract and meets the financial criteria under Financial Capability.
- A statement that the Respondent team's prime firm has provided a copy of this RFQ and related documentation issued by HCDE to each team member and that each team member is aware of the requirements of this RFQ process.

**Table of Contents:** Provide a table of contents. A table of contents shall be included at the front of each binder, conforming to the organization of information listed below, and all binder sections shall be tabbed with clearly labeled or numbered tabs directly correlating to the table of contents. Submittals shall be bound, and the cover shall clearly indicate the RFQ number, prime Respondent's name, and submittal date. (Pass/Fail for Responsiveness)

**Executive Summary:** The purpose of the Executive Summary is to provide an overview of the Respondent's qualifications to accomplish the project and demonstrate an understanding of the goals and objectives. At a minimum, the Executive Summary shall contain the following information: (Pass/Fail for Responsiveness)

1. Name and corporate headquarters' location of prime Proposers firm.

2. Description of Proposer's team.
3. Description of legal structure (e.g.: corporation, LLC, joint venture, sub-contractor, sub-consultant).
4. The Proposer team's ability to commit necessary resources to successfully complete the project.
5. Indicate NAESCO accreditation status (ESP, ESCO, EEC) category for the Prime and any other member of the team.
6. The general and specific capabilities and experience of the Proposers team that the Respondent believes will benefit the District.

#### **6.4 QUALIFICATIONS AND EXPERIENCE:**

This section of the RFQ must present information about the Proposing ESCO Firm. The RFQ Statement submittal shall include details about the type of firm or organization such as; Corporation, Partnership, Limited Liability Company, Joint Venture Design or Construction Prime that will execute and deliver the Project, including ownership and management structure. The use of the term Proposer refers to all members of the proposing entity. This does not include sub-contractors unless the proposed team is structured with either the design or construction firm as the prime and the other as a sub-contractor. In this case the qualifications for the design or construction sub-contractor are significant and should be included.

**A. Corporate Profile, Firm Experience, References, Organization, and Experience of Proposed Team Personnel & Availability:** Note: Only submit information directly related to this contract type. (Fifty (50) points maximum):

1. Corporate Profile & Recent Project Type Experience for Proposing Firm and Sub-Consultants and Sub-Contractors: (Two (2) pages maximum for each firm): Provide information exhibiting the corporate profile and services of each firm on ESCO's proposed team. Include the following: (Five pages maximum for each firm)
  - a) General History: Include a brief history of the Proposers business activities, including ownership, markets, organization, and background organized by individual company.
  - b) Business Location: Include the location and address of corporate and regional offices of all members of the proposing team.
  - c) Project Type Experience: Describe facility type projects where the Proposer and team members were contracted for projects in existing operating facility complexes.
  - d) NAESCO accreditation status (ESP, ESCO, EEC): Identify the NAESCO accreditation category for the Prime Contractor and any other member of the Contractor's team.
  - e) Recent Experience: Provide a summary of the six (6) most recent government and corporate facility projects similar to this project in which the Respondent's (submitting office location) and Sub-Contractors participated during the last five (5) years, including:
    1. Provide the name, type (building type) and location of project
    2. Provide the names, telephone numbers, fax number(s) and email addresses of the owner's point of contact
    3. State the year the project was completed
    4. Number of buildings or sites and total square footage or acreage
    5. A photo of the building or site before and after installation (if available)
    6. Provide the total contract amount and the total project capital expenditure amount
    7. State the percentage of total contract dollar amount that was funded by guaranteed savings, and the contract term over which savings were guaranteed.
    8. State the source of funds used for the project and your firm's role if any, in securing those funds.
    9. Include name(s) of primary technical design personnel.

10. List the retrofits and operational improvements related to energy, water and O&M cost savings. Identify which improvements were implemented/constructed by your employees and which improvement were implemented by sub-contractors.
  11. State the actual annual energy, water and O&M savings (Therms, kWh, kW, gallons). Also describe if savings were measured or stipulated.
2. Client References for Submitting ESCO Firm: (One (1) page maximum per team member) Provide name, title, address, phone number and fax number of clients; minimum of four (4) clients other than HCDE where similar performance contract services have been provided.
  3. Project Team & Local Resources Organization: (Six (6) pages maximum)
    - a) Organization Chart. Provide an organization chart for your team including: Proposing Firm, financing company, and Sub-Contractors. Your team must include each discipline or sub-contractor required for the work. Clearly indicate each discipline, the company name, address, phone number, fax number, principal-in-charge and project manager(s) assigned for each discipline. Provide a team directory and include the information as follows.
    - b) Team Member List. Provide a listing of all members or partners of the proposing entity. Indicate the following in the list:
      1. Company Names: Identify each firm on Proposers team
      2. Company Type: Indicate status of general or limited partner. If the Qualifier or joint venture is a subsidiary of a parent company, provide information about when the subsidiary was formed and its place in the corporate structure of the parent company. If a subsidiary is or will be created for the purposes of responding to this RFQ, the reasons for this action must be fully disclosed.
      3. Parent Companies (if any): Identify parent company, if any, and executives, affiliates and subsidiaries that Proposers firm(s) may directly or indirectly utilize to supply goods, materials, labor, services, financial guarantees, or other resources in connection with this RFQ.
      4. Ownership: Indicate ownership of each firm showing the names of individuals with direct and indirect interest in the firm or, in the case of a public company, those individuals or entities who beneficially own or control, directly or indirectly, at least ten percent (10%) of the shares of voting stock.
        - Business Structure Organizational Chart. Submit a second organizational chart of the business structure of the proposing team. (One (1) page maximum)
        - Assigned Staff. Resumes of Personnel Assigned to the Project: (Two (2) pages maximum each)
  4. Enclose brief resumes indicating staff responsibility, previous and current experience, educational and professional history, certifications and length of time employed by their current firm as a full-time employee.
    - a) Contractor's Team Personnel Assigned.
      1. Full-Time Personnel: Indicate the number of full-time personnel employed by your firm and the number available to work on this project.
      2. Qualifications and Experience: Identify who will have the primary responsibility for each task and phase of the project including technical analysis, engineering design, construction management, construction, training and post-contract monitoring. For each of the individuals listed, indicate the following: name, title, intended role and responsibilities for the duration of the contract. Include information regarding educational background, specific qualifications related to role and responsibilities, certifications (e.g.: registered professional engineer, architect, CEM,) and issuing boards, past relevant experience, number of years of relevant experience, and supervisory responsibilities.

3. Organizational Chart: Provide an organizational chart of the individuals listed.
4. Areas of Expertise: List all areas of expertise related to potential energy conservation. Include specialized areas of expertise in areas that might be relevant to the project.
5. Key Personnel: Specify the name and title of the principal personnel that will be assigned to this project and their specific project responsibilities. Indicate their qualifications, including degrees, special training, licenses, years of experience, and special areas of expertise that will enable them to meet these responsibilities effectively. Include a one page resume for each assigned person, and a statement committing that person to this project.
6. Subcontracting: Describe the nature of work generally performed by subcontractors. Clearly delineate work performed by Qualifier's employees versus subs.
7. Availability of Personnel & Other Commitments: (Two (2) pages maximum) Provide information on the availability of all personnel proposed for this project. Include other commitments by all the team member firms, including estimated completion dates and current status by project, and how this will affect HCDE's project.
8. Training Provisions: Describe your firm's capabilities in providing technical training for County's facility personnel in a HCDE - based training facility. Describe the qualifications of training instructors.

**B. Quality Assurance/Quality Control: (Twenty (20) points maximum)**

1. Assessments & Savings Projections:
  - a) Indicate your firm's approach to assessments and project energy conservation.
  - b) Describe the methodology, formulas, and reporting of energy conservation.
  - c) Describe the processes and tools used to effectively project energy conservation.
2. Contract & Project Management Approach: (Two (2) pages maximum)
  - a) Describe the contract and project management approach and controls that will be implemented for the project, include the following:
    1. Guarantee
    2. Establishing kilowatt hour usage including anticipated degradation
    3. Measurement & Verification
    4. Training
  - b) Describe other management procedures and controls in existing operating facilities and complexes.
  - c) Sub-Contractors & Sub-Consultant Management: Describe how the Respondent team **will** coordinate, oversee and provide quality control for work performed by sub-contractors and sub-consultants required for the project.
3. Project Schedule & Cost Management & Control: (Two (2) pages maximum)
  - a) Schedule Management: Describe the schedule control you will provide in completing the services on schedule.
  - b) Cost Management: Describe the cost control you will provide to demonstrate cost control. Show special cost control milestones and events through each phase of the work.
4. Project Safety Management & Control: (Two (2) pages maximum)
  - a) Describe your safety management program and implementation plan for all team member levels.
  - b) Indicate the Respondent's team member's performance with respect to accidents, injuries, lost-time-on-job, worker's compensation claims (overall number of claims and number of claims paid) and safety awards.

**6.5 QUALIFIER FINANCIAL INFORMATION The Proposers Financial Information section shall include the following: (Thirty (30) points maximum):**

**A. Financing Capability**

1. Bank/Financial Institution Firm Profile: (Five (5) pages maximum)
  - a) Cover letter from bank or financial institution on official letterhead indicating commitment to provide financing for the Respondent.
  - b) Information about the corporation
  - c) Whether privately or publicly owned
  - d) Overall financial capability
  - e) Audited financial statement from last three (3) years
  - f) Identify three (3) projects minimum where financing for similar projects has been provided for performance contracting and a brief summary of the financial structure.
2. Financial Structure Options: Suggested financial structure for this performance contract shall be borne by the proposer at no obligation to HCDE. The project shall be financed and paid for from energy conservation, any available grants, and available programs through the Tennessee Valley Authority (TVA).
  - a) Identify compensation structures used on other performance contracts.
3. Bank/Institutional Lender References: Provide references from at least two (2) banks or other institutional lenders for each of the proposer's team members. Indicate the number of times and amounts the lender has extended credit to the firm over the last three (3) years.

**B. Proposing Firms Financial Capability: (Six (6) pages maximum)**

1. Signed Statement: Provide a signed statement from a bank or institutional lender on official letterhead committing to the financial capability and to financing the project to accommodate a total cost between One million dollars (\$1,000,000) to Fifteen million dollars (\$15,000,000).
2. Letter of Authorization: Provide a single letter of authorization to the ESCO firms team Member's banks or to a joint venture contractor's banks, authorizing the HCDE Finance Department to ask for and receive a written account history and activity information; provide a copy to each bank to facilitate communication.
3. Bankruptcy: Submit a certified statement indicating whether any proposer team members during the past ten (10) years and the current year have ever filed for bankruptcy, sought protection of bankruptcy or insolvency laws, or had projects repossessed or foreclosed upon. Provide a brief summary and result for each instance.
4. Litigation & Claims: Submit a certified statement indicating whether any proposers team members during the past ten (10) years and the current year have had a claim in excess of Two Hundred Fifty Thousand Dollars (\$250,000) made against them, had a claim or injunctive relief filed against them, or have themselves filed for injunctive relief.
5. Proposing Firm's Financial References:
  - a) Provide name, title, address, phone number, fax number, and email address of four (4) financial references where similar financial services have been provided. (One (1) page maximum)
  - b) Latest Dun and Bradstreet Report.
  - c) Bonding Capability
6. Bonding Commitment: Submit signed statement from bonding company stating capability and commitment to bond project and method of accommodating Payment & Performance Bond for the project such as General Contractor bonding the entire project or each contractor bonding their own work. (Two (2) pages maximum)
  - a) Bonding Profile: Provide a statement indicating the Respondent's current bonding profile, including:



1. Current bonding capacity
2. Unencumbered bonding capacity. (Three (3) pages maximum)
  - b) Bonding Capability: Provide information demonstrating the capability to bond projects between One Million Dollars (\$1,000,000) to Fifteen Million Dollars (\$15,000,000). (Two (2) pages maximum)
  - c) Paid Claims: Indicate whether Payment & Performance Bond claims have been paid in the past three (3) years and current year. Indicate the claim, name of company making claim and the resolution of the claim and a brief summary of the claim. (Pages as required.)
  - d) Surety Companies Directory: For each company used by the Respondent (or joint venture, if applicable) identify the following: (Two (2) page maximum)
    1. Company name, address, contact name, contact phone number
    2. The AM. Best rating for the named surety

**SECTION VII: QUALIFICATIONS EVALUATION**

**7.1 EVALUATION CRITERIA:**

A. The following criteria will be used to evaluate the proposals submitted in response to this RFQ. Evaluation will include an analysis of proposals by a selection committee composed of five (5) voting members from HCDE and other subject matter experts. The committee may request oral interviews and/or site visits.

B. Weighted Evaluation Criteria

	<b>CATEGORY</b>	<b>POINTS</b>
<b>ONE</b>	<b>Experience, Organization and Experience of Proposed Team</b>	
A.	Corporate Profile & Experience	10
B.	Client References for Proposing Firm	20
C.	Project Team & Local Resources	20
	<b>Point Sub - Total:</b>	<b>50</b>

	<b>CATEGORY</b>	<b>POINTS</b>
<b>TWO</b>	<b>Quality Assurance / Quality Control</b>	
A.	Assessments & Savings Projections	5
B.	Contract & Project Management Approach	5
C.	Schedule & Cost Management & Control	5
D.	Safety Management & Control	5
	<b>Point Sub-Total:</b>	<b>20</b>

<b>THREE</b>	<b>Financial Responsibility</b>	
A.	Financing Capability	10
B.	Proposing Firms Financial Capability	10
C.	Bonding Capability	10
	<b>Point Sub-Total:</b>	<b>30</b>
	<b>Total Points</b>	<b>100</b>

- C. The RFQ Responses will be evaluated on a "pass/ fail" basis.
1. Proposers scoring ninety (90) points or above are considered passing.
  2. Proposers scoring less than (90) points are considered failing.
- D. Only those Proposers that are deemed passing will be able to participate in follow-on oral presentations if required.
- E. Investigating Proposers references and other submittal content may continue after the proposer has been invited to participate and, where findings are inconsistent with or absent from the RFQ statements made in the original submittal may be considered grounds for disqualification from the process at the sole discretion of the HCDE Purchasing Department. Similarly, adverse material changes in Proposer's financial or other status from those at the time of submittal may also be considered grounds for disqualification at the sole discretion of the Purchasing Department.
- F. The Proposer will be required to establish to the satisfaction of HCDE, the reliability and responsibility of all persons or entities proposed to furnish and perform the Work described in the RFQ.

- G. After receiving the RFQ Statements, the HCDE evaluation team will evaluate the proposals, including the ESCO firms references, financial statements, experience and other data relating to the qualifications. If requested by the HCDE evaluation team, proposers may be required to submit additional or supplemental information to determine whether the proposer meets all of the qualification requirements.
- H. The HCDE evaluation team will determine the proposers' responsiveness to the material terms and conditions of this RFQ and then determine which proposers are technically, financially and otherwise capable to perform the project satisfactorily and who meet all other requirements of the project.
- I. Any RFQ statement submittal may be rejected if determined by the HCDE evaluation team to be non-responsive. HCDE reserves the right to waive any irregularities or technicalities when determined in its sole discretion, to be minor in nature and in the best interest of HCDE. Furthermore, any submittal may be rejected if determined by the HCDE evaluation team in its sole discretion, that the Proposer or ESCO firm is not capable of executing the proposed project satisfactorily or fails to provide information relating to such determination.

## **SECTION VIII GENERAL PROJECT SUMMARY**

**8.1** The objective of HCDE in issuing this RFQ is to upgrade HCDE facilities with energy, water and O&M conservation equipment and programs to improve cash flow through "Performance Contracting."

**8.2** The ESCO shall develop and implement an energy management program for HCDE. The intent is to provide the means of realizing maximum energy savings and energy related improvements which may include financing without the requirement of upfront capital funds. Timely implementation of this project is of the essence.

**8.3** The ESCO shall provide HCDE energy-related services program including: (a) review of completed energy audits; (b) review of designs and subsequent installation of energy equipment and systems; (c) monitoring of energy conservation; (d) financing for the project; and (e) a written energy guarantee that total program costs, including required services, may be one hundred percent (100%) covered by program energy conservation and operational services.

**8.4** This project is expected to reduce water consumption, wastewater usage, hot water energy usage, HVAC and lighting energy usage through the installation of state of - the- art, highly efficient, plumbing, electrical, lighting and HVAC products and controls.

**8.5** General Summary of the Work to be Performed:

A. The ESCO shall be responsible for:

1. Utility assessments including establishing the energy baseline from which savings will be measured computing the annual energy savings utilizing International Performance Measurement & Verification Protocol (**IPMVP**).
2. Mechanical and electrical upgrade surveys to determine necessary improvements for the district's facilities as stipulated by HCDE.
3. All financing and up-front costs associated with installation, maintenance and repair of equipment.
4. Project management for all services to include project tracking, documentation, reports and project schedule and cost management.
5. Design, engineering and permitting for each ECM system.
6. Temporary Facilities.
7. Cutting, coring, electrical and plumbing disconnect, temporary cap, ceiling removal and reassembly, wall and ceiling patching and painting, wiring, piping, insulation rigging, etc.
8. Safety
9. Security related to implementation of the work.
10. Test and Balance
11. As-built drawings and electronic files of drawings, O&M manuals and warranties.

**PROPOSED PROJECT SCHEDULE**

<b>ACTIVITY</b>	<b>DATE</b>
Issue RFQ	7/28/2020
Mandatory Pre-Bid Conference	8/18/2020
Deadline for Questions to HCDE Maintenance Director	9/2/2020
RFQ Addendums (if any)	9/11/2020
RFQ Statements Due to HCDE Purchasing	9/22/2020
Oral Interviews and Presentations	10/2020
Select ESCO Firm ( <i>Depends on Comptroller, HCBOE &amp; HC Commission actions</i> )	TBD
Negotiate & Award Energy Performance Contract	TBD

**CONTRACT TERMS AND CONDITIONS**

This attachment provides information concerning the required response from the ESCO. The first section provides details about submitting the RFQ Statement, including what must be sent, the number of copies and the time and date of the deadline.

The next two sections, ESCO Profile and ESCO Qualifications & Approach to Project, provide forms that must be completed and submitted inside the sealed ESCO submittal package.

The ESCO must address all questions. If not applicable, enter "N/A".

ESCO's are to use the following format for the preparation and submission of their RFQ Statements. Failure to follow this format may be cause for rejection of the RFQ Statement submittal.

**SUBMIT THE FOLLOWING**

1. ESCO Profile and ESCO Qualifications & Approach to Project
2. Sample Technical Energy Audit

**ESCO PROFILE**

1. General Firm Information

Firm Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Physical Address: \_\_\_\_\_

Names, Titles and Phone Numbers of two principal contact persons:

Name \_\_\_\_\_ Title \_\_\_\_\_

Phone \_\_\_\_\_ E-Mail \_\_\_\_\_

Name \_\_\_\_\_ Title \_\_\_\_\_

Phone \_\_\_\_\_ E-Mail \_\_\_\_\_

Submittal is for:

\_\_\_\_\_ Parent Company                      \_\_\_\_\_ Division Branch

\_\_\_\_\_ Subsidiary                              \_\_\_\_\_ Office Branch

**List any Division or Branch Offices** that will participate materially in the development of the RFQ, in its evaluation process, and/or in the conduct of any services provided.

Name of Office \_\_\_\_\_

Address: \_\_\_\_\_

Name and Address of Parent Company (if applicable)

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Former Name(s) of Firm (if applicable)

Name: \_\_\_\_\_

Address: \_\_\_\_\_

2. Date Prepared: \_\_\_\_\_

3. Type of Firm: \_\_\_\_\_ Corporation \_\_\_\_\_ Partnership \_\_\_\_\_ Sole Proprietorship Joint Venture

4. Federal Employer Identification Number: \_\_\_\_\_

5. Year Firm Established: \_\_\_\_\_

6. Five-year summary of contract values for energy related services:

2019:\$ \_\_\_\_\_

2018:\$ \_\_\_\_\_

2017:\$ \_\_\_\_\_

2016:\$ \_\_\_\_\_

2015:\$ \_\_\_\_\_

Estimate of total value for all ESCO-related contracts that are currently in force:

\$ \_\_\_\_\_ (total value) as \_\_\_\_\_

## 7. Corporate Background

- a) Years Under Present Name. How many years has your firm been in business under its present business name? \_\_\_\_\_ Years
- b) Former Names. Indicate all other names by which your organization has been known and the length of time known by each name.  
 Name: \_\_\_\_\_ Years: \_\_\_\_\_  
 Name: \_\_\_\_\_ Years: \_\_\_\_\_
- c) Years in Energy Business. How many years has your firm been providing energy-efficiency related business? \_\_\_\_\_ years. How many years your firm has offered performance-contracting services? \_\_\_\_\_ Years.
- d) Number of Contracts. Indicate the number of conservation performance contracts actually implemented by your firm. (NOTE: If this response is submitted by a branch office or division of a parent company, indicate the number of projects that have been managed directly by the specific branch or division.
- e) State Qualification. Identify all states in which your firm is legally qualified to do business.
- f) Lawsuit Involvement. Has your firm been involved in a construction related lawsuit (other than labor or personnel litigation) during the past five (5) years \_\_\_\_\_ Yes \_\_\_\_\_ No. If yes, please explain in detail the nature of the claim, circumstances, amount in dispute, date the suit was filed, and the outcome of the case.

Note: If your company is currently under suspension or debarment, your submittal may not be accepted or considered.

- g) Construction Arbitration Involvement. Has your firm been involved in any construction arbitration demands during the past five (5) years? \_\_\_\_\_ Yes \_\_\_\_\_ No. If yes, identify the nature of the claim, amount in dispute, parties, and ultimate resolution of the proceeding.
- h) National Labor Relations Board or Similar Involvement. Has your firm been involved in any lawsuits, administrative proceedings or hearings initiated by the National Labor Relations Board or a similar state or federal agency during the past five (5) years regarding your firm's safety practices? \_\_\_\_\_ Yes \_\_\_\_\_ No. If yes, identify the nature of the claim and the ultimate resolution of the proceeding.
- i) OSHA-Type Proceedings. Has your firm been involved in any lawsuits, administrative proceedings or hearings initiated by the Occupational Safety and Health Administration or a similar state or federal agency during the past five (5) years regarding the safety of one of your firm's projects? \_\_\_\_\_ Yes \_\_\_\_\_ No. If yes, identify the nature of the claim and the ultimate resolution of the proceeding.
- j) Bankruptcy Involvement. Has your firm, or any of its parents or subsidiaries, ever had a bankruptcy petition filed in its name, voluntarily or involuntarily? \_\_\_\_\_ Yes \_\_\_\_\_ No. If yes, explain in detail the circumstances, date the protection order was filed and the resolution of the case (or current status, if still ongoing).



8. Financial Information:

- a) Financial Statement. Attach your firm's most recent financial statement or annual report for each of the last three (3) years.
  
- b) Statement of Financial Conditions. Attach the most recent annual Statements of Financial Conditions, including balance sheet, income statement and statement of cash flows, dated within the past twelve (12) months. Provide the name, address, and the telephone number of firm(s) that prepared the Financial Statements:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone \_\_\_\_\_

- c) Accounting Firm Information. If these financial documents were not produced in-house, indicate the name, address and phone number of the firm(s) that prepared these financial statements.

9. Authorization by Qualifier to submit Qualification for Energy Solutions Services

Dated at \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_

Name of Organization: \_\_\_\_\_

By: \_\_\_\_\_

Title: \_\_\_\_\_

## **ESCO Qualifications and Approach to the Project**

Please provide answers to each category listed below. Provide your responses on 8-1/2" x 11" sheets of paper and number and title each answer to the corresponding category. All pages in your response to this attachment are to be numbered sequentially.

### 1. General Qualifications

- a) **Project History.** Briefly describe all ESCO performance contracts, which your firm has managed within the last three (3) years. Preference is desired to include projects managed by the company office submitting the RFQ. (Do not include projects/contracts managed by team members or subcontractors.) In addition, describe at least three (3) ESCO performance contract projects your firm has managed for the entire term of a performance guarantee. Identify those project references involving school districts and buildings similar to the buildings and sites described in the technical appendices.

**NOTE:** If this response is submitted by a branch office or division of a parent company, please provide project histories for those that have been managed directly by the specific branch or division. Projects that have been managed by individuals who will be specifically assigned to this project should also be included and identified.

### **Include the following information on each project:**

1. **Project Identification.** Name the project owner, state the type of project (e.g.: generic building type such as hospital or school), provide the location (city, state).
2. **Project Dates.** Project Actual Construction Start and End Dates
3. **Project Size.** Number of buildings and total square footage. Number of sites and total acreage.
4. **Project Dollar Amount.** Provide the total contract amount and the total project capital expenditure amount.
5. **Source of Funds.** State the source of funds used for the project and your firm's role, if any, in securing those funds.
6. **Contract Terms.** State the type of Contract (e.g.: shared-savings, lease purchase, guaranteed savings), the duration of the contract term, and the financing arrangement.
7. **Technical Design Personnel.** Include name(s) of primary technical design personnel.
8. **Project Schedule.** Indicate if the project was completed on schedule. If not, please explain.
9. **List of improvements.** List the retro fits and operational improvement (ECMs) related to energy, water and O& M cost savings.
10. **Projected Annual Savings.** State the projected annual energy, water and O&M savings in (Therms, kWh, Kw, gallons etc...) see sample form below
11. **Guaranteed Savings.** State the amount of the guarantee (see sample form below). Also describe how the guarantee functioned and if your firm was required to pay funds to meet the guarantee.
12. **Actual Annual Savings.** State the actual energy, water and O & M savings (Therms, kWh, kW, gallons, etc...) Also describe if savings were measured or stipulated. (see sample form below)
13. **Summarize savings results** in a format similar to that shown on the next page:

**Project Name:**

Projected Annual Energy Savings	Guaranteed Energy Savings	ACTUAL ENERGY SAVINGS				
		Year 1	Year2	Year 3	Year4	Year5
KwH						
kW						
Therms						
Gallons						

1. Comments. Comment on any special features, service, conditions, etc...
2. References. Provide the names and phone numbers of the owner(s) representatives that can supply references.
3. Personnel Information. Provide the following information as it relates to your approach to the proposed project.
  - a) Full-Time Personnel. Indicate the number of full-time personnel employed by your firm and the percent available to work on this project.
  - b) Qualifications and Experience. Identify who will have the primary responsibility for each task and phase of the project including technical analysis, engineering design, construction management, construction, training and post-contract monitoring. For each of the individuals listed, indicate the following: name, title, intended role and responsibilities for the duration of the contract, educational background, specific qualifications related to role and responsibilities, past relevant experience, number of years of relevant experience, supervisory responsibilities (if relevant to role), list of projects individual was associated with during the last five (5) years including type of project and project cost, resume.
  - c) Areas of Expertise. List all areas of expertise related to potential energy improvements in facilities. Include specialized areas of expertise in areas that might be relevant to the project. Also, describe the professional and skilled trades that your firm customarily performs with employees.
  - d) Contract Negotiations Personnel and Legal Counsel. Give the name and address of the person who will have primary responsibility for contract negotiations. Also identify your firm's legal counsel for this project.
  - e) Subcontractors. Describe the nature of work generally conducted by subcontractors and discuss your flexibility in hiring subcontractors recommended by County or in selecting local subcontractors in County's geographic area.

## 2. General Approach

- a) Project Summary (not to exceed five (5) pages): Summarize the scope of services (e.g.: auditing, design, construction, monitoring, operations, maintenance, training, financing) that would be offered for this project. Include a brief description of your firm's approach to management and the specific benefits your firm can offer HCDE. Propose a preliminary project schedule.
- b) Training Provisions. Describe your firm's capabilities in providing technical training for HCDE facility personnel and experience on past projects. Describe your firm's involvement in developing training manuals for facility staff.
- c) Engineering Design. Describe your firm's approach to the technical design of this project.
- d) Monitoring and Verification. Describe the methodology proposed for ongoing monitoring and conservation verification of each recommended project's performance, including the frequency of such efforts. Note if an industry standard such as the International Monitoring and Verification Protocol is used and describe the preferred method.
- e) Cost of Audit. Estimate the total cost, on a per square foot basis of the technical audit to HCDE. This will be the reimbursable cost if no performance contract is negotiated, providing the audit meets the requirements described in the Attachment E to this RFQ.
- f) Baseline Calculation Methodology. Describe in detail the methodology your firm normally uses to compute baseline of energy and water use as well as performance.
- g) Adjustment to Baseline Methodology. Describe the method(s) used to adjust the energy, water and O & M baseline due to such factors as weather and facility use changes. Describe factors that would necessitate adjustments.
- h) Savings Calculations. List all procedures, formulas and methodologies including special metering or equipment, your firm will use to calculate energy, water and O & M savings. Include assumption (e.g. equipment degradation) made in the calculations.
- i) Dollar Savings Calculation. Describe the procedure to assign dollar values to energy, water and O&M savings.
- j) ESCO fee Calculation. Describe your methods for calculating your firms' fees as a function of the project's total combined conservation. Describe the specific services for which your firm will be paid over the contract term. Describe the method by which your firm will be paid for those services and how often payment will be made.
- k) Maintenance Contract Flexibility. Describe the types of services included in the maintenance contract. Comment on whether HCDE's maintenance staff can perform some of these duties if desired, and describe any impact on the guarantee. (These duties could include programming and maintaining the control system installing retrofits, maintaining HVAC equipment etc.) Describe the required length of the maintenance contract and the relationship with the guarantee in the event that HCDE

chooses to terminate the maintenance contract prior to the end of the performance contract.

- l) Cost Savings Guarantee Calculations. Describe your firm's procedures and schedule for measuring financial performance of projects. Describe how the guarantee provisions work in the event that project results vary from projections. Also describe how excess conservation will be documented for HCDE benefit.
- m) Open Book Pricing. Describe your firm's approach and experience in providing open-book pricing.
- n) Billing and Invoices. Describe your standard billing procedures and attach a sample invoice.
- o) Provision of Financing. Briefly describe the types of financing arrangements provided by your firm for past energy performance contracting projects. Include a brief description of the source of funds and the potential dollar amounts currently available to your firm to finance these types of projects. Indicate what representative interest rates may be available, financing terms and other variable economic factors associated with each method. Please comment on how you would work with HCDE to utilize tax-exempt financing or other methods to keep financing costs at a minimum.
- p) Provision of Insurance. Describe level and types of all insurance policies applicable to the project.
- q) Environmental Liability. State your firm's position with respect to the acceptance of liability for any hazardous materials encountered during the course of the project. If the firm is willing to accept any level of environmental liability, state the level and provide a cost analysis.
- r) Provision of Warranties. State the nature and term of all warranties that will apply to the project.
- s) Equipment Ownership and Service Responsibility. Describe the status of equipment ownership and service responsibility at contract expiration.
- t) Sample Technical Energy Audit and Project Development Agreement. Describe any recommendations you may have relative to a Technical Energy Audit and Project Development agreement. Provide a sample of such an agreement.
- u) Sample Contract Agreement. Briefly explain how your Master Contract Agreement and Performance Contract Agreements for Specific improvement work. Attach a sample of both types of contracts offered by your firm.
- v) Sample Technical Audit. Briefly describe your approach to auditing a facility. Submit a sample technical audit conducted by your firm for a similar project (as described in the Qualifications Submitted Information). This audit must include detailed energy and economic calculations.

### 3. Site Specific Approach

- a) Technical Site Analysis. Based on your preliminary assessment of the information provided, describe any equipment modifications installations or replacements at the facility that your firm would consider installing as part of this project. Address energy water and O & M opportunities. Also describe any special features, renewable technologies or advanced technologies that might be applicable. Describe your approach to achieve standardization of equipment in the facilities to be addressed. Describe any special features or services associated with your proposed installations that would add value to HCDE.
- b) Operations and Maintenance. Describe any major changes in operations or maintenance of HCDE facilities that your firm foresees based on the information provided. Briefly describe the maintenance responsibilities of your firm and County. Describe how your firm would provide appropriate training in operations and maintenance of installed installations.
- c) Construction Management. Describe how your firm would work with current building management and maintenance personnel in order to coordinate construction and avoid conflicts with the building's operation and use. Describe your flexibility and/ or any limitations regarding possible HCDE activities such as: HCDE management of additional energy and water projects, HCDE monitoring of installation and performance of ESCO projects, HCDE integration of other identified capital needs with ESCO projects which may or may not contain energy and water saving opportunities.
- d) Project Financing. Describe your firm's preferred approach to providing or arranging financing for the proposed project. Describe the mechanics of the financing arrangement, including projected interest rate, financing terms with formulas used to determine periodic payments, equipment ownership, responsibilities / liabilities of each party, security interest required and any special terms and conditions that may be associated with the financing of this project.

## **FACILITY PROFILE**

The information in this facility profile is intended to provide the ESCO some insight into HCDE facilities. Providing this information for all 82 facilities would make this RFQ un-necessarily voluminous. The four facilities that the below information addresses are characteristic of our older structures. This attachment was pulled from a previous survey of buildings. While the information was prepared with diligence by the HCDE Maintenance Department, it is solely intended to be used to provide ESCOs some insight to the types of systems HCDE facilities have. HCDE is not purporting that this info is totally accuracy nor complete. The ESCO would be responsible for verifying the accuracy of this and other information, as necessary.

### **A. Big Ridge Elementary School (BRES)**

#### **BRES SECTION I: GENERAL FACILITY DATA**

1. Name of Building: ***Big Ridge Elementary School***
2. Address of Building: 5210 Cassandra Smith Road, Hixson, TN 37343

#### **BRES SECTION II: OPERATING DATA**

1. Please describe the manufacturer(s), age, type and condition of the HVAC control system(s) used in the building(s).
  - a. *The HVAC system is a two-pipe boiler/ chiller system. The mechanical room was upgraded approximately 15 years ago.*
  - b. *Trane RTAC air cooled chiller and Burnham boilers.*
  - c. *The classrooms have unit ventilators and the large areas have central station air handlers.*
2. If you have an operating Energy Management System (EMS) controlling your building, please list the manufacturer, year installed and operating conditions.
  - a. *Automated Logic EMS system installed about 15 years ago.*
  - b. *Used to control mechanical system changeover and hot water reset based on outside air temperature.*
  - c. *There are 8 zones in the building. Zone Occupied/Unoccupied controlled from the EMS. The zones are enabled and the zones are controlled by pneumatic stats.*

#### **BRES SECTION III: PHYSICAL DATA**

1. Year Built -1979
2. Gross floor area (SF)- *63,141 ft<sup>2</sup>*
3. Weekly operating hours - *7:30 am, 3:30 pm*
4. # of daily occupants - *890*
5. # of personal computers -*145*
6. .Percent of floor area that is air conditioned ( $\geq 50\%$ ,  $< 50\%$ , or none) - *100%*
7. .Percent of floor area that is heated ( $\geq 50\%$ ,  $< 50\%$ , or none) - *100%*

**BRES SECTION IV: ENERGY SYSTEMS DATA**

*Please provide as much of the following information as is available.*

Briefly describe the major type(s) of HVAC system(s) serving your building (i.e., terminal reheat, multi-zone, variable air volume, etc.) Indicate the main fuels used to operate the heating and cooling systems.

*Tow pipe auto change over water loop based on outside air temp and zone demand, Gas Boiler, Fan coil units serving classrooms*

*Central station air handlers serving gym, cafeteria, kitchen, Office and corridor.*

Estimate the percentage of total area lighted by fluorescent ballasts and bulbs, and incandescent bulbs. Estimate the approximate annual hours of operation for each predominant type of lighting. If you have a significant amount of HID lighting, please describe it in similar terms. Indicate the percentage of fluorescent lighting, if any, which has been upgraded to electronic ballasts and T-8 lamps. Describe the age of existing fixture and ballast systems for each lighting type.

*Lighting in classrooms, offices and hallways consist of T-8 fixtures Gym has High output T-8 fixtures.*

**BRES SECTION V: IMPROVEMENT OPPORTUNITIES**

1. Briefly describe any serious equipment, operating, or comfort problems in your building(s). Identify any major mechanical, control or electrical systems scheduled for replacement during the next five years. *EMS control system upgrade*
2. Briefly list any major energy conservation options identified by a previous analysis of your building.

*Lighting upgrade to LED with motion sensors*

*Full DDC Control replacement*

*Water Conservation*

**BRES SECTION VI: UTILITIES USAGE DATA**

2018/2019 total utilities cost **\$65,496.05**

2018/2019 total utility usage **2,102,985.70 kBTus**



**B. LOOKOUT VALLEY HIGH SCHOOL (LVHS)****LVHS SECTION I: GENERAL FACILITY DATA**

1. Name of Building: Lookout Valley High School
2. Address of Building: 350 Lookout High Street Chattanooga, TN 37419

**LVHS SECTION II: OPERATING DATA**

1. Please describe the manufacturer(s), age, type and condition of the HVAC system(s) used in the building(s).
  - *Auditorium Addition AHU', DX with Gas Heat- Conventional Thermostat control, Classrooms have fan coil units for heating only and wall mounted ac or window units for cooling, Library has DX cooling with hydronic heat, Cafeteria Wall mounted DX with hydronic heat, Gym Roof top DX with Gas Heat, Administration Gas Package unit with DX cooling*
2. If you have an operating Energy Management System (EMS) controlling your building, please list the manufacturer, year installed and operating conditions.
  - *Delta Controls installed in 2015 for boiler and zone heating pump control. Gym units have full DDC control all cooling in the building (except the gym) is controlled by individual thermostats.*

**LVHS SECTION III: PHYSICAL DATA**

1. Year Built – *1957 additions in 1980 and 1986*
2. Gross floor area (SF) - *92,533 j<sup>2</sup>*
3. Weekly operating hours - *6:00 am, 3:00 pm*
4. # of daily occupants - *521*
5. # of personal computers - *214*
6. Percent of floor area that is air conditioned ( $\geq 50\%$ ,  $< 50\%$ , or none) - *100%*
7. Percent of floor area that is heated ( $\geq 50\%$ ,  $< 50\%$ , or none) - *100%*

**LVHS SECTION IV: ENERGY SYSTEMS DATA**

*Please provide as much of the following information as is available.*

Briefly describe the major type(s) of HVAC system(s) serving your building (i.e., terminal reheat, multi-zone, variable air volume, etc.) Indicate the main fuels used to operate the heating and cooling systems. See Section 2, item 1

- *Auditorium Addition AHU', DX with Gas Heat- Conventional Thermostat control, Classrooms have fan coil units for heating only and wall mounted ac or window units, Library has DX cooling with hydronic heat, Cafeteria Wall mounted DX with hydronic heat, Gym Roof top DX with Gas Heat, Administration Gas Package unit with DX cooling*

1. Estimate the percentage of total area lighted by fluorescent ballasts and bulbs, and incandescent bulbs. Estimate the approximate annual hours of operation for each predominant type of lighting. If you have a significant amount of HID lighting, please describe it in similar terms. Indicate the percentage of fluorescent lighting, if any, which has been upgraded to electronic ballasts and T-8 lamps. Describe the age of existing fixture and ballast systems for each lighting type.
  - *Lighting in classrooms, offices and hallways consist of T-8 fixtures*
  - *High output T-8 Lighting in the Gym*

#### **LVHS SECTION V: IMPROVEMENT OPPORTUNITIES**

1. Briefly describe any serious equipment, operating, or comfort problems in your building(s). Identify any major mechanical, control or electrical systems scheduled for replacement during the next five years. *None.*
2. Briefly list any major energy conservation options identified by a previous analysis of your building.
  - *Lighting upgrade to LED with motion sensors*
  - *Full EMS installation*
  - *Water Conservation*

#### **SECTION VII UTILITIES USAGE DATA**

2018/2019 total utilities cost **\$153,356.29**

2018/2019 total utility usage **4,947,119.76** kBtus

**C. BROWN MIDDLE SCHOOL (BMS)****BMS SECTION I: GENERAL FACILITY DATA**

1. Name of Building: ***BROWN Middle School***
2. Address of Building: 5716 Highway 58, Harrison, TN 37341

**BMS SECTION II: OPERATING DATA**

1. Please describe the manufacturer(s), age, type and condition of the HVAC system(s) used in the building(s).
  - *Two pipe chiller / boiler system. Single zone central station air handlers serving multiple classrooms, Air handlers are original to the building*
  - *2019 Chiller Change out*
  - *2010 gym rooftop heat and air units added*
2. If you have an operating Energy Management System (EMS) controlling your building, please list the manufacturer, year installed and operating conditions.
  - *Automated Logic EMS system installed 2008.*
  - *EMS system monitors classroom temperatures and averages for unit discharge reset. This results in a poorly controlled environment.*
  - *Changeover and hot water reset are based on zone demand and outside air temperature*

**BMS SECTION III: PHYSICAL DATA**

1. Year Built - 1967
2. Gross floor area (SF) - 89,956.ft<sup>2</sup>
3. Weekly operating hours - 5:30 am, 3:00 pm
4. # of daily occupants - 508
5. # of personal computers -135
6. Percent of floor area that is air conditioned ( $\geq 50\%$ ,  $< 50\%$ , or none) - 100%
7. Percent of floor area that is heated ( $\geq 50\%$ ,  $< 50\%$ , or none) - 100%

**BMS SECTION IV: ENERGY SYSTEMS DATA**

*Please provide as much of the following information as is available.*

Briefly describe the major type(s) of HVAC system(s) serving your building (i.e., terminal reheat, multi-zone, variable air volume, etc.) Indicate the main fuels used to operate the heating and cooling systems.

*Two pipe chiller / boiler system with central station air handlers serving multiple classrooms*

1. Estimate the percentage of total area lighted by fluorescent ballasts and bulbs, and incandescent bulbs. Estimate the approximate annual hours of operation for each predominant type of lighting. If you have a significant amount of HID lighting, please describe it in similar terms. Indicate the percentage of fluorescent lighting, if any, which has been upgraded to electronic ballasts and T-8 lamps. Describe the age of existing fixture and ballast systems for each lighting type.
  - *Lighting in classrooms, offices and hallways consist of T-8 fixtures*
  - *High output T-8 fixtures in the gym*

**BMS SECTION V: IMPROVEMENT OPPORTUNITIES**

1. Briefly describe any serious equipment, operating, or comfort problems in your building(s). Identify any major mechanical, control or electrical systems scheduled for replacement during the next five years. The classrooms would be more comfortable if they had individual zone control.
2. Briefly list any major energy conservation options identified by a previous analysis of your building.
  - *Lighting upgrade to LED with motion sensors*
  - *Water Conservation*

**SECTION VII UTILITIES USAGE DATA**

2018/2019 total utilities cost \$ **139,031.24**

2018/2019 total utility usage **4,279,613.59** kBtus

**D. SODDY DAISY HIGH SCHOOL (SDHS)****SDHS SECTION I: GENERAL FACILITY DATA**

1. Name of Building: **Soddy Daisy High School**
2. Address of Building: 618 Sequoyah Access Road, Soddy Daisy, TN 37379

**SDHS SECTION II: OPERATING DATA**

1. Please describe the manufacturer(s), age, type and condition of the HVAC control system(s) used in the building(s).  
Two pipe chiller /boiler system. Chillers are Trane 20+years old  
Classrooms have fan coil units  
Gyms are served by indoor air handlers  
Kitchen, commons, and office are served by rooftop units with Dx cooling and gas heat
2. If you have an operating Energy Management System (EMS) controlling your building, please list the manufacturer, year installed and operating conditions.  
*Automated logic EMS system installed when the building was built.*  
*Loop water reset based on outside air temperature and change over based on outside air and demand.*  
*Fan coil units and air handlers are controlled by the EMS*

**SDHS SECTION III: PHYSICAL DATA**

1. Year Built - 1981
2. Gross floor area (SF) - 187,987 ft<sup>2</sup>
3. Weekly operating hours - 5:30 am, 4:00 pm
4. # of daily occupants – 1,289
5. # of personal computers -343
6. Percent of floor area that is air conditioned (>=50%, <50%, or none) - 100%
7. Percent of floor area that is heated (>=50%, <50%, or none) - 100%

**SDHS SECTION IV: ENERGY SYSTEMS DATA**

*Please provide as much of the following information as is available.*

Briefly describe the major type(s) of HVAC system(s) serving your building (i.e., terminal reheat, multi-zone, variable air volume, etc.) Indicate the main fuels used to operate the heating and cooling systems.

*Two pipe chiller boiler system with hot water reset and auto change over*

*Fan coil units serving classrooms*

*2 gyms are served by central station air handlers*

*RTU's serving commons, kitchen, office. DX cooling and gas heat.*

1. Estimate the percentage of total area lighted by fluorescent ballasts and bulbs, and incandescent bulbs. Estimate the approximate annual hours of operation for each predominant type of lighting. If you have a significant amount of HID lighting, please describe it in similar terms. Indicate the percentage of fluorescent lighting, if any, which has been upgraded to electronic ballasts and T-8 lamps. Describe the age of existing fixture and ballast systems for each lighting type.

*Lighting in classrooms, offices and hallways consist of T-8 fixtures*

*High output T-8 lighting in the gyms.*

**SDHS SECTION Y: IMPROVEMENT OPPORTUNITIES**

1. Briefly describe any serious equipment, operating, or comfort problems in your building(s). Identify any major mechanical, control or electrical systems scheduled for replacement during the next five years. Chillers will need to be replaced in the next few years
2. Briefly list any major energy conservation options identified by a previous analysis of your

building.

- *Lighting upgrade to LED with motion sensors*
- *Water Conservation*

**UTILITES SECTION VI: UTILITIES USAGE DATA**

2018/2019 total utilities cost \$ **309,260.52**

2018/2019 total utility usage **9,778,120.15** kBtus

**E. ADDITIONAL FACILITY INFORMATION**

Below are the names, ages and estimated gross square-footage of all HCDE facilities. This information is provided to inform the ESCO about the District's facilities. The information was prepared with diligence by the HCDE Maintenance Department. The ESCO is responsible for verifying the accuracy, as necessary.

	<b>YEAR</b>	<b>ADDITIONS</b>	<b>SQ. FT.</b>	<b>PORT</b>	<b>SQ.</b>	<b>SQ. FT.</b>
<b>HIGH SCHOOLS</b>	<b>BUILT</b>	<b>YEAR</b>	<b>BLDG.</b>	<b>BLDGS.</b>	<b>PORT.</b>	<b>TOTAL</b>
BRAINERD HIGH	1960	80, 93, 95	157,925	4	6,096	164,021
CENTRAL HIGH	1967	95	121,640	4	5,784	127,424
CSAS	1922	54,85	208,900			208,900
CHATTANOOGA HIGH	1963		139,149			139,149
EAST HAMILTON HIGH	2009		274,262			274,262
EAST RIDGE HIGH	1958	59,61,78,84,93	181,229			181,229
HARRISON BAY VOC.	1975		60,392	1	1,008	61,400
HIXSON HIGH	1966	86, 93	154,577	4	5,568	160,145
HOWARD HIGH	1954	92, 04, 19	264,933	1	7,040	271,973
L.V.HIGH	1957	80, 86	87,565	3	4,968	92,533
OOLTEWAH HIGH	1975	82,84,88,95	203,365			203,365
RED BANK HIGH	1960	82,84,88	187,888			187,888
SALE CREEK HIGH	1973	64, 02	111,071			111,071
SEQ. VOCATIONAL	1975		134,607			134,607
SIGNAL MTN. M/H	2008		262,250			262,250
SODDY DAISY HIGH	1981	95, 2005	187,987			187,987
TYNER HIGH	1938	87,92	134,461			134,461
<b>TOTAL HIGH</b>			<b>2,872,201</b>	<b>17</b>	<b>30,464</b>	<b>2,902,665</b>

<b>MIDDLE SCHOOLS</b>	<b>YEAR BUILT</b>	<b>ADDITIONS YEAR</b>	<b>SQ FT BLDG</b>	<b>PORT BLDGS</b>	<b>SQ FT PORTS</b>	<b>SQ FT TOTAL</b>
BROWN	1967	91	89,956			89,956
DALEWOOD	1963	2005	97,990			97,990
EAST HAMILTON MIDDLE	2020		180,000			180,000
EAST LAKE	1999		89,500			89,500
EAST RIDGE	1962	73	69,198			69,198
HIXSON	2009		150,724			150,724
HOWARD CONNECT	2019	2019	50,555			50,555
HUNTER	1995	2007	148,800			148,800
LOFTIS	1995		111,000	4	4896	115,896
NORMAL PARK Upper	1931	68, 96	73,330			73,330
OOLTEWAH	1978	88	98,002	1	1584	99,586
ORCHARD KNOB	1961	92	81,000	1	1,632	82,632
RED BANK	2013	48, 55, 64	166,340			166,340

MIDDLE SCHOOLS	YEAR BUILT	ADDITONS YEAR	SQ FT BLDG	PORT BLDGS	SQ FT PORTS	SQ FT TOTAL
SODDY DAISY	1960		77,679	2	3,264	80,943
TYNER	1959	80	89,996			89,996
WASHINGTON	1958	97	25,000			25,000
<b>TOTAL MIDDLE</b>			<b>1,599,070</b>	<b>8</b>	<b>11,376</b>	<b>1,610,446</b>

ELEM. SCHOOLS	YEAR BUILT	ADDITONS YEAR	SQ FT BLDG	PORT BLDGS	SQ FT BLDGS	SQ FT TOTAL
ALLEN	2002		75,780			75,780
ALPINE CREST	1957		39,599	1	816	40,415
APISON/MTN. OAKS	2001		75,700			75,700
BARGER	1954	56,58,94	40,643	5	5,472	46,115
BATTLE ACADEMY	2002		84,979			84,979
BROWN ACADEMY	2002		82,079			82,079
BIG RIDGE	1979		63,141			63,141
CSLA (ELEM)	1949	56	41,798	4	4,896	46,694
CLIFTON HILLS	1964	90	51,651	4	4,896	56,547
DAISY	1979		55,746			55,746
DONALDSON & ANNEX	1995		69,286	ANNEX		69,286
DUPONT	1959	64	45,936			45,936
EAST BRAINERD	2015		158,637			158,637
EAST LAKE	2000		63,500			63,500
EAST RIDGE	2010		127,482			127,482
EAST SIDE	2000		72,752			72,752
HARDY	2001		77,018			77,018
HARRISON (NEW)	2020		120,000			120,000
HARRISON (OLD)	1939	64,77	38,872	7	9,288	48,160
HILLCREST	1948	53,58,69,85	39,005	1	816	39,821
HIXSON	1961	89	78,672			78,672
LAKESIDE	1959	64,96	41,327	9	9,932	51,259
LOOKOUT MTN.	1929	50,68,99	57,393	1	1,008	58,401
LOOKOUT VALLEY	1961	91,94,19	55,134			55,134
MCCONNELL	1972	74,76,78,84	54,895	2	2,448	57,343
MIDDLE VALLEY	2016		149,089			149,089
NOLAN	1999		91,356			91,356
NORMAL PARK	1939	94	53,550			53,550
N. HAMILTON COUNTY	1995	2000	57,966			57,966
OOLTEWAH ELEM.	2013		136,698			136,698
ORCHARD KNOB	2008		86,217			86,217
RED BANK	1999		75,780			75,780
RIVERMONT	1954	56,83	50,489			50,489
SHEPHERD	1937	50,61,67,89,91	56,000	4	3,264	59,264
SMITH	1992	2007	86,392	1	1,680	88,072
SNOW HILL	1981	87, 19	85,328			85,328
SODDY	2008		91,714			91,714
SPRING CREEK	1993		65,140	2	3216	68,356



ELEM. SCHOOLS	YEAR BUILT	ADDITONS YEAR	SQ FT BLDG	PORT BLDGS	SQ FT BLDGS	SQ FT TOTAL
THRASHER	1961	61,90	57,281			57,281
WESTVIEW	2000		70,647	4	6576	77,223
WHITE OAK	1959		35,591	1	2,304	37,895
WOLFTEVER CREEK	1988	98	94,428			94,428
WOODMORE	1954	58,89	58,457			58,457
AGENCY SCHOOLS						
<b>TOTAL ELEMENTARY</b>			<b>3,113,148</b>	<b>46</b>	<b>56,612</b>	<b>3,169,760</b>
<b>SCHOOL TOTALS</b>			<b>7,584,419</b>	<b>71</b>	<b>98,452</b>	<b>7,682,871</b>

SERVICE & NIS BLDGS	YEAR BUILT	ADDITIONS YEAR	SQ FT BLDG	PORT BLDGS	SQ FT BLDGS	SQ FT TOTAL
C. O. 40TH ST.	1932		57,497			57,497
C. O. VAAP	1942		73,298	3	3,904	77,202
DAWN (OAKWOOD)	1977		0	4	3,072	3,072
GARBER	1954		28,309			28,309
HIXSON CLINIC	1950		3,364			3,364
OLD SODDY GYM	1968		15,939			15,939
SERVICE CENTER	1965		75,563	5	4,316	79,879
<b>SERVICE BLDG TOTAL</b>			<b>253,970</b>		<b>11,292</b>	<b>265,262</b>
			<b>7,838,389</b>	<b>83</b>	<b>109,744</b>	<b>7,948,133</b>

**COST FOR TECHNICAL AUDIT**

PLEASE INDICATE YOUR PRICE PER SQUARE FOOT FOR THE DISTRICT TECHNICAL AUDIT

\$ \_\_\_\_\_ Square Foot

**RFQ Response Package Cover Sheet**

Name of Project: **Request for Qualifications for Energy Management Services and Energy Savings Company (ESCO)**

**Request For Qualification Responses Will Be Received By:**

**Hamilton County Department Of Education**

**3074 Hickory Valley Rd**

**Chattanooga, Tennessee 37421**

*Attn: Purchasing Department*

**Deadline for RFQ Statement Submittals: 2:30 pm, September 22<sup>nd</sup>, 2020**

Proposer \_\_\_\_\_

Address \_\_\_\_\_

Tennessee Contractor's License Number \_\_\_\_\_

License Classification (Applicable To This Project) \_\_\_\_\_

Dollar Limit \_\_\_\_\_

License Expiration Date \_\_\_\_\_

**Subcontractors to Be Used On This Project**

(If No Subcontract Work Is Required, Write, "None Required" In Each Blank.)

Plumbing \_\_\_\_\_

License No \_\_\_\_\_

Classification \_\_\_\_\_

Expiration Date \_\_\_\_\_

HVAC \_\_\_\_\_

License No \_\_\_\_\_

Classification \_\_\_\_\_

Expiration Date \_\_\_\_\_

Electrical \_\_\_\_\_

License No \_\_\_\_\_

Classification \_\_\_\_\_

Expiration Date \_\_\_\_\_

Gas Utility \_\_\_\_\_

License No \_\_\_\_\_

Classification \_\_\_\_\_

Expiration Date \_\_\_\_\_

### CERTIFICATE OF COMPLIANCE

By indication of the authorized signature below, the Proposer/Bidder does hereby make certification and assurance, under penalty of perjury, of the Proposer's/Bidder's compliance with all provisions of this bid/proposal and the following items:

1. the laws of the State of Tennessee and Hamilton County;
2. Title VI of the Civil Rights Act of 1964;
3. Title IX of the Education Amendments of 1972
4. that to the best of its knowledge and belief that each proposer/bidder is not on the list created pursuant to T.C.A. §12-12-106 regarding the Iran Divestment Act;
5. the Drug Free Workplace statement;
6. the condition that no amount shall be paid directly or indirectly to an employee or official of Hamilton County Department of Education as wages, compensation, or gifts in exchange for acting as an officer, agent, employee, subcontractor, or consultant to the Proposer/Bidder in connection with the procurement under this Bid/RFP.

Signed \_\_\_\_\_ Dated \_\_\_\_\_  
Print Name \_\_\_\_\_ Email \_\_\_\_\_  
Company \_\_\_\_\_ Telephone No. \_\_\_\_\_  
Address \_\_\_\_\_ Fax No. \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

## **INSTRUCTIONS FOR NON-COLLUSION AFFIDAVIT**

This non-collusion affidavit is material to any contract awarded pursuant to this bid.

1. This non-collusion affidavit must be executed by the member, officer, or employee of the bidder who makes the final decision on prices and the amount quoted in the bid.
2. Bid rigging and other efforts to restrain competition, and the making of false sworn statements in connection with the submission of bids are unlawful and may be subject to criminal prosecution. The person who signs the Affidavit should examine it carefully before signing and assure himself or herself that such statement is true and accurate, making diligent inquiry, as necessary, of all other persons employed by or associated with the bidder with responsibilities for the preparation, approval or submission of the bid.
3. In the case of a bid submitted by a joint venture, each party to the venture must be identified in the bid documents, and an affidavit must be submitted separately on behalf of each party.
4. The term "complementary bid" as used in the Affidavit has the meaning commonly associated with that term in the bidding process, and includes the knowing submission of bids higher than the bid of another firm, and intentionally high or noncompetitive bid, and any other form of bid submitted for the purpose of giving a false appearance of competition.
5. Failure to file an Affidavit in compliance with these instructions will result in disqualification of the bid.

### Non-Collusion Affidavit

State of \_\_\_\_\_

County of \_\_\_\_\_

I state that I am \_\_\_\_\_ of \_\_\_\_\_  
(Title) (Name of Firm)

and that I am authorized to make this affidavit on behalf of my firm, and its owners, directors, and officers. I am the person responsible in my firm for the price(s) and the amount of this bid.

I state that:

- (1) The price(s) and amount of this bid have been arrived at independently and without consultation, communication or agreement with any other contractor, bidder, or potential bidder.
- (2) Neither the price(s) nor the amount of this bid, and neither the approximate price(s) nor approximate amount of this bid, have been disclosed to any other firm or person who is a bidder or potential bidder, and they will not be disclosed before bid opening.
- (3) No attempt has been made or will be made to induce any firm or person to refrain from bidding on this contract, or to submit a bid higher than this bid, or to submit any intentionally high or noncompetitive bid or other form of complementary bid.
- (4) The bid of my firm is made in good faith and not pursuant to any agreement or discussion with, or inducement from, any firm or person to submit a complementary or other noncompetitive bid.
- (5) \_\_\_\_\_, its affiliates, subsidiaries, officers, directors  
(Name of my Firm)

and employees are not currently under investigation by any governmental agency and have not in the last three years been convicted or found liable for any act prohibited by State or Federal law in any jurisdiction, involving conspiracy or collusion with respect to bidding on any public contract, except as follows:

I state that \_\_\_\_\_ understands and acknowledges that  
(Name of my Firm)

the above representation are material and important and will be relied on by Hamilton County Department of Education in awarding the contract(s) for which this bid is submitted. I understand and my firm understands that any misstatement in this affidavit is and shall be treated as fraudulent concealment from Hamilton County Department of Education of the true facts relating to submission of bids for this contract.

\_\_\_\_\_  
(Signature and Company Position)

SWORN TO AND SUBSCRIBED  
BEFORE ME THIS \_\_\_\_\_ DAY  
OF \_\_\_\_\_, 20 \_\_\_\_\_

\_\_\_\_\_  
NOTARY PUBLIC  
My Commission Expires:

## **Drug-Free Workplace Affidavit Requirements**

- (1) Each Contractor or Subcontractor with no less than five (5) employees receiving pay shall submit an affidavit stating that such employer has a drug-free workplace program in effect at the time of submission of bids.
- (2) If it is determined that an employer subject to the provisions of this section has entered into a contract for this Project and does not have a drug-free workplace pursuant to the referenced requirements, such employer shall be prohibited from entering into another contract with any local government or state agency until such employer can prove compliance.
- (3) The written affidavit shall be submitted with the Contractor's Proposal Form, and the Bid shall not be considered complete if said affidavit is not included, and the Bid shall be rejected as Non-Responsive.
- (4) For purposes of compliance with this section, any private employer shall obtain a certificate of compliance with the applicable portions of the Drug-Free Workplace Act from the Department of Labor and Workforce Development.

**AFFIDAVIT OF COMPLIANCE**

**WITH**

**DRUG-FREE WORKPLACE REQUIREMENTS**

(To be submitted with bid by vendor/contractor with 5 or more employees)

I, \_\_\_\_\_, president or other principal

Officer of \_\_\_\_\_, swear or affirm that the  
(Name of Company)

Company has a drug-free workplace program in effect at the time of this bid submission. I further swear or affirm that the company has a drug-free workplace program that at a minimum meets the requirements similar to that of the Federal Drug Free Workplace Act of 1988.

\_\_\_\_\_  
President of Principal Officer

For: \_\_\_\_\_

**STATE OF TENNESSEE }  
COUNTY OF }**

Subscribed and sworn before me by \_\_\_\_\_,

President or principal officer of \_\_\_\_\_,

on this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_.

\_\_\_\_\_  
NOTARY PUBLIC

My Commission Expires: \_\_\_\_\_

## Certification of Compliance with Tennessee Public Chapter # 587

The General Assembly of the State of Tennessee requires any person, corporation or other entity who enters into or renews a contract with a local board of education comply with Tennessee Public Chapter #587 (TPC587).

TPC587 requires persons, employees of the person or corporation that have direct contact with school children or access to school grounds when children are present to have supplied to the corporation a fingerprint sample and have conducted a criminal history records check by the Tennessee Bureau of Investigation and the Federal Bureau of Investigation prior to permitting the person to have contact with such children or enter school grounds. (The Public Chapter 1080, (D) was amended to: “A person whose contract is for the performance of a service at a school-sponsored activity, assembly or even at which school officials or employees are present when the service is performed and where the activity, assembly, or event is conducted under the supervision of school officials or employees.”

TPC587 provides guidance for employees who have been convicted of an offense that is classified as a sexual offense or a violent sexual offense.

**I have read the attached TENNESSEE PUBLIC CHAPTER # 587 and certify compliance with the regulations.**

---

Name/Address of Organization

---

Name/Title of Submitting Official

---

Signature

---

Date



**CERTIFICATION OF COMPLIANCE WITH  
THE IRAN DIVESTMENT ACT**

Effective July 1, 2016, this form must be submitted for any contract that is subject to the Iran Divestment Act, Tenn. Code Ann. § 12-12-101, et seq., (“Act”). This form must be submitted with any bid or proposal regardless of where the principal place of business is located.

Pursuant to the Act, this certification must be completed by any corporation, general partnership, limited partnership, limited liability partnership, joint venture, nonprofit organization, or other business organization that is contracting with a political subdivision of the State of Tennessee.

**Certification Requirements.**

No state agency or local government shall enter into any contract subject to the Act, or amend or renew any such contract with any bidder/contractor who is found ineligible under the Act.

Complete all sections of this certification and sign and date it, under oath, in the presence of a Notary Public or a person authorized to take an oath in another state.

**CERTIFICATION:**

I, the undersigned, certify that by submission of this bid, each bidder and each person signing on behalf of any Respondent certifies, and in the case of a joint bid or contract each party thereto certifies, as to its own organization, under penalty of perjury, that to the best of its knowledge and belief that each bidder is not on the list created pursuant to Tenn. Code Ann. § 12-12-106.

Respondent represents it has the full power, knowledge, and authority to make this Certification and that the signatory signing this Certification on behalf of bidder/contractor has been duly authorized to do so on behalf of the bidder/contractor.

Sworn as true to the best of my knowledge and belief, subject to the penalties of false statement.

\_\_\_\_\_  
Printed Respondent Name Printed Name of Authorized Official

\_\_\_\_\_  
Signature of Authorized Official

\_\_\_\_\_  
Company Name

**ADDENDUM TO AGREEMENT**

This addendum shall be considered part of and incorporated into the Agreement between the Hamilton County Department of Education, hereinafter referred to as "Department" and \_\_\_\_\_ Company (Company) dated \_\_\_\_\_. Notwithstanding any other language to the contrary in the Agreement, the following terms shall be controlling:

- 1. The Agreement shall be governed by the laws of the State of Tennessee. Any action brought in law or in equity to enforce any provision of the entire Agreement shall be filed in the appropriate state court in Hamilton County, Tennessee.
- 2. In any action to enforce this Agreement, the prevailing party shall be entitled to recover its costs and expenses, including reasonable attorney's fees.

By our signatures we have read the above terms of this Addendum and agree with the terms.

\_\_\_\_\_  
Superintendent  
Hamilton County Department of Education

\_\_\_\_\_  
Authorized Representative  
  
\_\_\_\_\_  
Company

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date



## Vendor Information Form

Please complete all of the following information, where applicable:

Tax ID # (FEIN or SSN): \_\_\_\_\_

Organization Type:    ( ) Corporation                    ( ) Individual/Sole Proprietor                    ( ) Non Profit\*  
                                   ( ) LLC    ( ) Partnership/Limited Partnership

Tax Exempt

Name of Company/Firm (as shown on Federal Tax return): \_\_\_\_\_

Alternate name, if applicable (doing business as): \_\_\_\_\_

Mailing address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Contact person: \_\_\_\_\_ Business Ph#: (\_\_\_\_)\_\_\_\_ - \_\_\_\_\_

Fax #: (\_\_\_\_)\_\_\_\_ - \_\_\_\_\_ E-mail address (for E-notifications): \_\_\_\_\_

Company / Firm's website address: \_\_\_\_\_

Payment address (if different from address above): \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip+4: \_\_\_\_\_ - \_\_\_\_\_

Accept Purchasing Card (i.e. VISA): ( ) Yes or ( ) No    Fee for using Purchasing Card? \_\_\_\_\_

Business E-mail address (for e-notifications): \_\_\_\_\_

Banking Info: Account #: \_\_\_\_\_

Routing and transit # (Via ACH): \_\_\_\_\_

Are you currently employed by HCDE? ( ) Yes or ( ) No

Requestor/Vendor's Signature: \_\_\_\_\_ Date requested/sent: \_\_\_\_\_

### For Accounting Use Only:

\_\_\_\_ New Vendor (A completed and signed W-9 form from the vendor (Required))

\_\_\_\_ Vendor Change (Provide changes below, where applicable)

Vendor #: \_\_\_\_\_ Date received by Purchasing: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_ Date completed: \_\_\_\_\_

www.hcde.org | 423.498.7030 | Email: doe\_purchasing@hcde.org | 3074 Hickory Valley Rd., Chattanooga, TN 37421

Form **W-9**  
 (Rev. November 2017)  
 Department of the Treasury  
 Internal Revenue Service

## Request for Taxpayer Identification Number and Certification

**Give Form to the  
 requester. Do not  
 send to the IRS.**

▶ Go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9) for instructions and the latest information.

Print or type.  
See Specific Instructions on page 3.

<b>1</b> Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.	
<b>2</b> Business name/disregarded entity name, if different from above	
<b>3</b> Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes. <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____ Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner. <input type="checkbox"/> Other (see instructions) ▶ _____	<b>4</b> Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <small>(Applies to accounts maintained outside the U.S.)</small>
<b>5</b> Address (number, street, and apt. or suite no.) See instructions.	Requester's name and address (optional)
<b>6</b> City, state, and ZIP code	
<b>7</b> List account number(s) here (optional)	

### Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

**Note:** If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

<b>Social security number</b>					
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	-		-		
<b>or</b>					
<b>Employer identification number</b>					
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%; border: 1px solid black; height: 20px;"></td> <td style="width: 5%; border: 1px solid black; text-align: center;">-</td> <td style="width: 25%; border: 1px solid black; height: 20px;"></td> <td style="width: 5%; border: 1px solid black; text-align: center;">-</td> <td style="width: 40%; border: 1px solid black; height: 20px;"></td> </tr> </table>		-		-	
	-		-		

### Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

**Certification Instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

<b>Sign Here</b>	Signature of U.S. person ▶	Date ▶
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### General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.  
**Future developments.** For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9).

### Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
  - Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
  - Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
  - Form 1099-S (proceeds from real estate transactions)
  - Form 1099-K (merchant card and third party network transactions)
  - Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
  - Form 1099-C (canceled debt)
  - Form 1099-A (acquisition or abandonment of secured property)
- Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.  
*If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.*