

Date: February 22, 2012

RE: Vendor Search for **DISCOUNTED SOLAR PANEL INSTALLATION AGREEMENT**

Dear Potential Respondent:

The State Board of Higher Education acting by and through the University of Oregon (University) is seeking to establish a solar photovoltaic employee discount program for University of Oregon employees. The program will allow University employees to contract ***directly*** with the manufacturer or installer to purchase solar photovoltaic systems to be installed on their homes. To do this, the University seeks offers from manufacturers and/or installers to provide complete solar packages. Equipment must include panels, racking, inverters, monitoring equipment, and balance of systems. Installations must use string or micro-inverters, be grid-tied, and meet all relevant code requirements.

This letter does not constitute a solicitation for bids or an offer of a contract. Responses will not bind you to the University (or the University to you) contractually or monetarily, or in any other way. Please do not respond exclusively by telephone or merely by sending marketing brochures. Please feel free to make suggestions, in addition to responding to the questions. Please submit your responses to Steve Mital, Sustainability Director, (phone: 541-346-0709, smital@uoregon.edu) no later than February 29, 2012. Responses submitted after this date may be considered if the University, in its sole discretion, deems appropriate or desirable.

Once the University receives all information it wishes to obtain, it will evaluate the information and determine whether to negotiate with you. The University intends to negotiate with more than one vendor, but it may negotiate with only one vendor or with no vendors. It is the University’s intent to contract with the vendors it deems, in its sole discretion, to provide the best value to the University, though the University may choose to contract with no vendors. Price will be one of many factors considered in any purchase. The factors considered are not limited to those addressed in this letter, the responses to this letter, or any other inquiries the University might make and responses it might receive. The University is under no obligation to share additional information with you beyond that contained in this letter but may do so if the University, in its sole discretion, deems it advantageous.

It is hoped that the result of this process will be binding contracts between the University and one or more vendors which will include terms and conditions substantially set forth in the draft contract enclosed with this letter. If you have questions, concerns or proposed revisions to any of the terms and conditions contained in the attached contract, you must address those in your response.

**A.** The University is seeking information to use in negotiating the **DISCOUNTED SOLAR PANEL INSTALLATION AGREEMENT** that includes all of the following options and specifications. You must provide a description of how your company can meet each requirement:

1. Offer must include four standardized packages ranging 1-5KW that include:
	1. Panels
	2. Racking
	3. Inverters (String and micro inverters options)
	4. Metering equipment (web-based preferred)
	5. Balance of systems
2. Installers must:
	1. Provide all labor and complete installations within one month of order
	2. Roof-mount system
	3. Grid-tie system
	4. Complete EWEB and state incentive documentation
3. Price expectations:
	1. Market analysis reveals target prices should be less than $5.00 per installed watt
	2. Price may exclude city of Eugene permit costs
	3. Price must be valid through July 30, 2012

**B. You must also provide the following information regarding installer qualifications.**

1. Firm must have experience installing solar PV systems and possess sufficient roofing expertise to evaluate participants’ roofs.
2. Firm must have status as residential general or residential specialty contractor registered and in good standing with the Oregon Construction Contractors Board (CCB).
3. Firm must employ one or more Oregon Department of Energy Tax Credit‐Certified technicians
4. Firm must maintain Workers’ Compensation and Employer’s Liability insurance.
5. All Installers must have a Limited Renewable Technician license or Electrician license or be an apprentice.
6. Provide following documentation:
	1. List of three references (named, address, telephone, email) on whose homes you have installed similar systems
	2. Equipment and installation warranty
7. Provide Applicable insurance and bonding coverages.

Responses to this letter will be retained by the University for a required retention period and made a part of a file or record that will be open to public inspection. If a response contains any information that is considered a “trade secret” under ORS 192.501(2), you must mark each page containing such information with the following legend: “TRADE SECRET”.

The Oregon public records law exempts from disclosure only bona fide trade secrets, and the exemption from disclosure applies “unless the public interest requires disclosure in the particular instance.” Non-disclosure of documents or any portion thereof or information contained therein may depend on official or judicial determinations made pursuant to law. An entire response to this letter marked as “trade secret” is unacceptable, and the response will be returned to you for modification.

Questions about this procurement should be directed to Steve Mital at 541-346-0709 or smital@uoregon.edu.

Thank you for your prompt attention to this letter and your interest in the University of Oregon.

Sincerely,

Steve Mital

Director of Sustainability

University of Oregon

541-346-0709
smital@uoregon.edu