



03.22.24

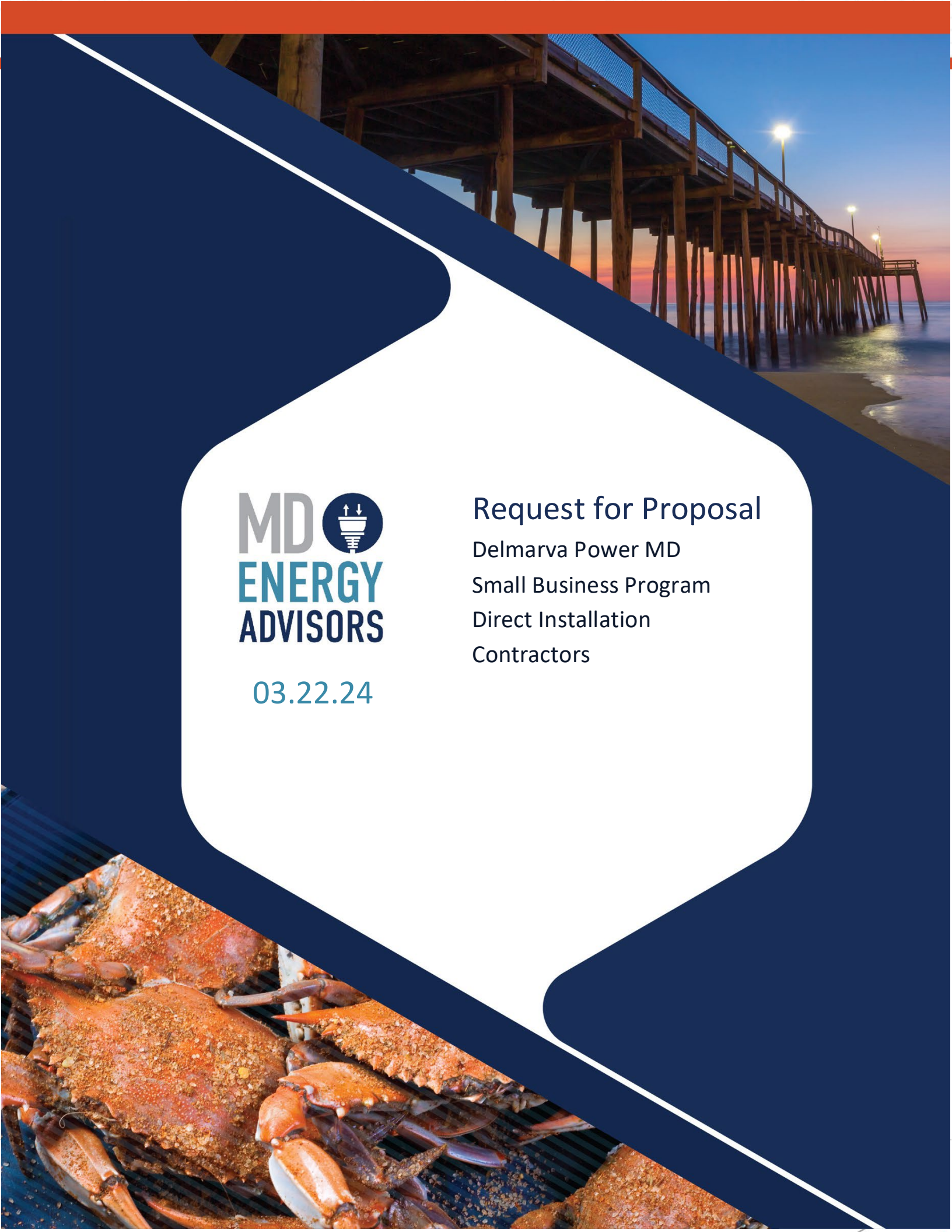
Request for Proposal

Delmarva Power MD

Small Business Program

Direct Installation

Contractors



Request for Proposal

DELMARVA MD SMALL BUSINESS PROGRAM
DIRECT INSTALLATION CONTRACTORS

Contents

1.	INTRODUCTION.....	5
2.	SMALL BUSINESS PROGRAM DESCRIPTION.....	9
2.1	Program Summary	9
2.2	Program Rationale	10
2.3	Budget and Installation Targets	11
2.4	Program Target Market and Technologies.....	11
2.5	Program Delivery Software and Tracking System.....	13
2.6	Contractor Performance Expectations and Data Accuracy.....	14
3.	SCOPE OF SERVICES	16
3.1	Administrative services.....	16
3.2	Marketing the Program	16
3.3	Performing Direct Sales Assessments.....	16
3.4	Presenting Proposals and Securing an Agreement to Proceed.....	17
3.5	Arranging Installations.....	17
3.6	Tracking, Reporting, and Invoicing.....	18
3.7	Work Standards and Warranties.....	19
3.8	Training and management meetings.....	20
3.9	Customer Incentives, payment terms, and financing.....	20
3.10	Program Management.....	20
4.	GENERAL PROPOSAL REQUIREMENTS.....	22
5.	PROPOSAL EVALUATION	22

6.	MISCELLANEOUS	24
6.1	Program Agreement Term.....	24
6.2	Confidentiality	24
6.3	M/V/W Diverse Business Enterprises (DBE)	24
6.4	MD-Based Businesses	24
6.5	Termination Right of MDEA	24
6.6	Termination Right of Contractor	24
	Appendix A: Description of Program Measures	26
	Appendix B: Measures and Eligibility List.....	32
	Appendix C: Examples of Provided Marketing Materials.....	36
	Appendix D: Examples Customer Report and Detailed Cost Report from ADI.....	39
	Appendix E: Subcontract General Terms & Conditions.....	42

REVISIONS

Revision Number	Section	Description
0	n/a	Release

Introduction

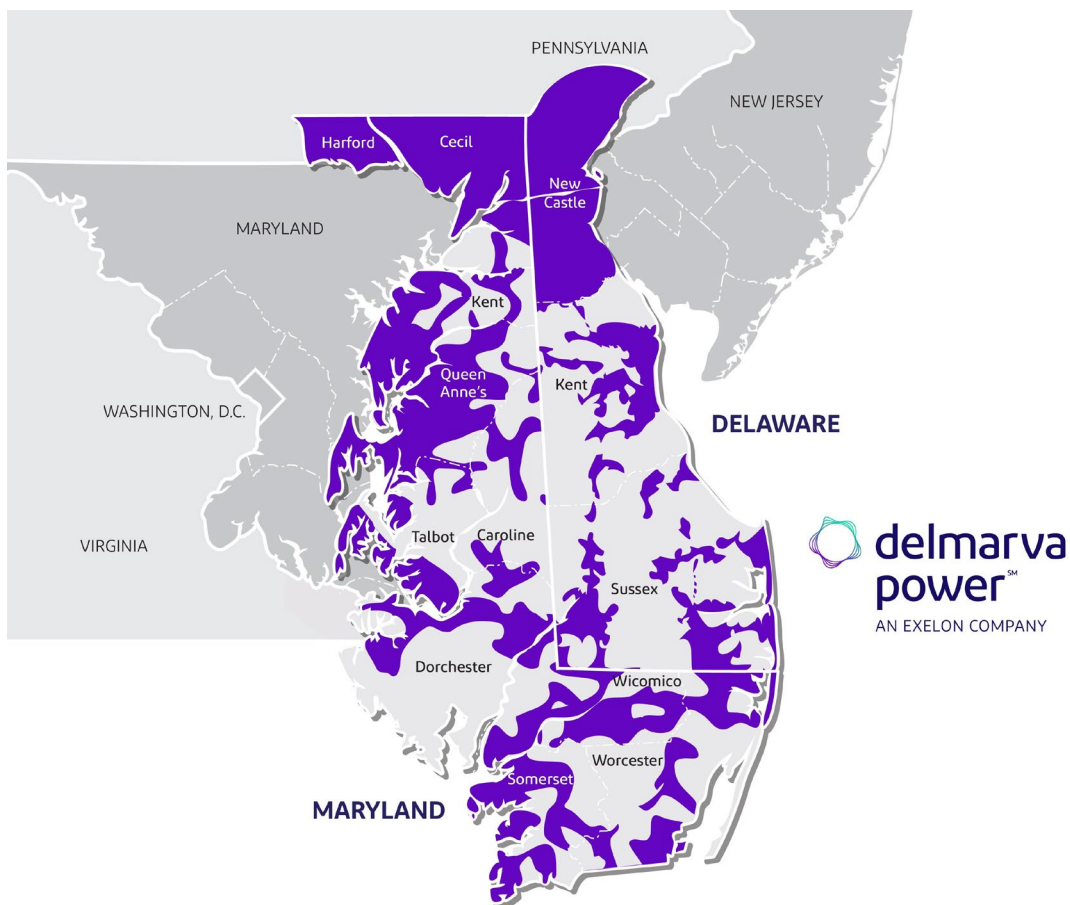
01



1. INTRODUCTION

Through this request for proposal (RFP) MD Energy Advisors (MDEA) is requesting proposals from qualified contractors (Contractors) to provide comprehensive turn-key implementation services to support the Delmarva Power & Light Company (Delmarva) Small Business Program (the Program) for program years 2024-2026 in Maryland. The Program targets electric energy retrofit opportunities for Delmarva Small Business Commercial Customers (monthly billing demand is less than 100 kW and in occupied facilities located in the counties of Caroline, Cecil, Dorchester, Kent, Queen Anne’s, Somerset, Talbot, Wicomico, and Worcester. The Program represents a comprehensive approach, promoting lighting, refrigeration, HVAC, and related measures within the context of a “direct install” turnkey service model using selected installation Contractors.

The map below illustrates Delmarva’s service territory for electric services in the counties listed above.



In 2024, Delmarva will launch its sixth three-year program cycle to implement a suite of conservation and energy efficiency programs to provide Residential, Small and Large Commercial and Industrial (C&I) customers with energy and cost saving opportunities in Maryland. These programs are offered through EmPOWER Maryland and will continue to allow Delmarva to make significant contributions to MD's energy efficiency goals. To achieve their goals, Delmarva has selected ICF and MDEA to assist in the Program design, implementation, and management of the Small Business Program. ICF's and MDEA's experience and proven approach in managing conservation programs for numerous utilities throughout the United States positions them to successfully deliver programs to Delmarva customers utilizing industry best practices.

Through this solicitation process, MDEA is requesting proposals from qualified Contractors to provide Lighting, HVAC, and Refrigeration services to support the Program for program years 2024-2026. For the purposes of responding to this RFP, Lighting, HVAC, and Refrigeration services refers primarily to specification, furnishing and installation and commissioning of qualifying equipment that meets or exceeds customers' performance needs. Bidders are required to demonstrate their qualifications and experience in providing the following turnkey implementation services to small business customers:

- **Project Sales and Field Services:** Supplying trained field and/or sales personnel to generate direct project sales opportunities, complete program applications on behalf of the Customers, and to support program-required field inspections for submitted projects.
- **Project Management:** Organizing and facilitating the project implementation process, including ordering, purchasing, maintaining inventory of materials required for Program installations, providing licensed electricians and other trades as necessary for installation and commissioning, and communicating with MDEA and the Customer throughout the project process.
- **Recycling:** Packaging and transporting all materials (for example fluorescent lamps and ballasts) that are removed from service back to the Contractor's facility for pickup by a recycling service provider or other disposal agency in accordance with local, state, and federal requirements at the Contractor's sole cost.
- **Customer Service/Problem Resolution:** Supporting MDEA program staff in resolving customer issues, by providing a point of contact, remaining involved in the resolution process, and implementing the agreed upon remediations.
- **Administrative Services:** Providing administrative staff for managing pipeline of active and new projects, completing program applications, and supporting the submitted applications throughout the project approval process as needed, including gathering required documentation and customer signatures.

- **Call Center Services:** Providing appropriate telephone services and staff during normal business hours to respond to direct customer inquiries.
- **Data Management:** Managing all Customer, MDEA, and ICF data according to the requirements outlined in this RFP.

Requirements for each of these services are described in detail in **Section 3.0 Scope of Work**.

It is expected that one or more Contractors will be selected through this RFP process. If more than one Contractor is selected for a specific service type, each selected firm will be assigned the semi-exclusive opportunity to deliver Contractor services to eligible customers in a defined territory. MDEA reserves the right to assign more than one Contractor to a territory based on customer demand or Contractor availability. For convenience, this RFP will use the term “Contractor”, although more than one Contractor may be selected to deliver services.

It should be noted that, while the Program is approved by the MD Public Service Commission (PSC) for 2024-2026 program cycle, the Program may incur changes subject to the outcome of PSC directed work groups and potential subsequent future Orders from the PSC. As a result, Delmarva and MDEA reserve the right to modify subcontracts as a result of such parties’ actions.

In addition, Delmarva and MDEA encourage registered minority, veterans, and women-owned businesses to participate in this opportunity as Diverse Business Enterprises (DBEs). Respondents must provide documentation of such status to be considered a DBE. It is our policy that DBEs shall have the maximum practicable opportunity to participate in the performance of contracts. However, this policy shall not be used to exclude qualified non-DBEs from participating in this opportunity. The awarded company is encouraged to fully carry out this policy in the award of subcontracts consistent with the efficient performance of this contract.

Should you have any questions regarding this RFP, you may submit them to the MDEA team directly at procurementteam@mdenergyadvisors.com. No questions will be accepted after April 3, 2024.

Small Business Program Description

02



2. SMALL BUSINESS PROGRAM DESCRIPTION

2.1 Program Summary

The Small Business Program is a direct install program that offers customers the opportunity to retrofit existing equipment with more energy efficient technologies. The Program targets discretionary retrofit opportunities among existing commercial customers in Maryland occupying buildings with an average billing demand of less than 100 kW per month.

The Program seeks to identify cost-effective efficiency retrofit opportunities in eligible customer sites. It provides direct installation, financial incentives, education, and other strategies to encourage the early replacement of existing equipment with high efficiency alternatives. The Program has a primary emphasis on lighting, refrigeration, and HVAC efficiency upgrades, although other end uses, and equipment are considered.

The Program is a turnkey process that offers customers a single source of information, technical assistance, and financial incentives. It will rely on one or more Contractors to deliver services as follows:

- Identifying eligible customers and conducting sales calls to describe the program's financial benefits
- Performing site visits, collecting all equipment and energy data, identifying efficiency opportunities, performing analyses, and making recommendations to customers
- Presenting recommendations to the customer and obtaining customer agreement to proceed with the installation
- Procuring and inventorying the required equipment and arranging for installation of eligible measures by licensed electricians and other trades as necessary
- Tracking all levels of Program activity in accordance with prescribed protocols through a Program data management system to be provided by MDEA
- Packaging lamps and ballasts removed from service, and bringing them back to the Contractor's site for pick up and disposal
- Providing follow-up warranty and customer service to resolve any issues that arise during or after the installation

Financial incentives will be provided directly to the Contractor to reduce the cost of installing energy-efficient equipment and to offset the additional costs of delivering the turnkey services listed above. Since incentive levels have always driven program participation, Delmarva will

offer incentives that may cover up to 80% of the total installed cost for existing program measures, while also continuing to offer no cost energy audits to identify available cost-saving opportunities. The Contractor shall be responsible for collecting the customer's share of project costs directly from the customer in compliance with normal business payment terms.

Under selected conditions, the customer can opt to enroll in the Small Business Energy Advance (SBEA) or Advance Program. SBEA is a program that allows customers to defer their portion of the project costs to their Delmarva bill, for up to 24 months.

Program Launch

The Small Business Program launch will include the selection of lighting, refrigeration, and smart thermostat contractors based on a competitive bidding process for the labor and materials. Labor and material costs were fixed for the Program and are consistent for all contractors selected.

Each contractor will be assigned a defined geographic territory of the service area where they will have the semi-exclusive opportunity to deliver Program services to eligible customers. MDEA reserves the right to assign more than one Contractor to a defined territory based on customer demand or Contractor availability. The Program was modeled after successful direct installation initiatives operated by electric utilities in the Northeast and elsewhere in the United States for the past thirty (30) years.

2.2 Program Rationale

Delmarva recognizes there is large potential in the small commercial sector based on its experience as an electric utility operating in Maryland. Many small commercial customers have minimal opportunity (educational or financial) to consider energy efficiency in operating their businesses. As such, the Small Business Program was designed to better serve small business customers.

Specific customer barriers include:

- Business owners and operators without the technical expertise or time to devote to energy efficiency improvements
- The diversity of the small commercial sector in terms of business types
- The involvement of diverse populations
- Limited access to financial resources to make investments in efficiency upgrades

These barriers often prevent participation in utility-sponsored programs geared toward larger or more generalized commercial and industrial markets. Because small commercial and

industrial customers generally face high transaction costs for efficiency projects and limited savings potential, they are not targeted by most energy service companies.

The Program is designed to overcome these barriers by providing significant financial incentives and a streamlined process for identifying and installing targeted improvements. In this context, the ability of the selected Contractor to demonstrate an ability to provide first-class customer service is crucial.

2.3 Budget and Installation Targets

As filed with PSC, the estimated 2024-2026 Program participation targets and energy savings goals are provided in Table 1. These numbers are provided solely for illustrative purposes.

Table 1: Delmarva MD Small Business Program Goals

	2024	2025	2026	Cycle
Participation	1,081	1,081	1,081	3,242
MW	1.54	1.53	1.53	4.60
MWh	11,486	11,454	11,454	34,394

To assist in reaching these goals, Contractors will be assigned Program targets to measure performance in several key areas including number of proposals, proposal closure rate, job average, kW & kWh savings and reporting accuracy.

2.4 Program Target Market and Technologies

The Program targets eligible small commercial customers with average monthly billing demand less than 100 kW in occupied buildings throughout the Delmarva MD service area.

While considering innovative and best practice approaches to motivate small businesses, providing turnkey services are critical. Turnkey programs (e.g. direct installation programs) are designed to have all program aspects, from initial marketing and ensuing energy assessment process through final equipment installation, conducted by third parties. Thus, Program participants are not responsible for the application process, hiring Contractors or developing project specifications. Features of the Program include:

- A turnkey approach through qualified Contractors
- Generous incentives to motivate participation
- An easy participation process for Customers
- Stability for participating Contractors
- Minimized transaction costs for Customers, Contractors, and Delmarva.

The Program will offer comprehensive services and target end uses common in most small businesses. The most common technologies for direct installation include:

Lighting Measures

- Retrofit or replacement of existing T12 and T8 fluorescent fixtures with linear LED lamps (TLEDs) and ballast, retrofit kits and fixture technologies
- Relamp of past program installed T8 lamps with TLEDs
- Retrofit or replacement of existing T12 fluorescent fixtures with high-performance T8

Lamp and Ballast Technologies

- Replacement of interior high-intensity discharge (HID) fixtures with Hi-Bay LED lamps or fixtures
- Relamp past program installed T5HO lamps with TLEDs
- Conversion or replacement of non-LED exit signs to LED units
- Replacement of exterior high intensity discharge (HID) and incandescent area lighting fixtures with LED lamps or fixtures
- Installation of lighting controls (e.g., photocells, timers, and occupancy sensors)
- LED cooler lights

Non-lighting Measures

- Smart thermostats
- Installation of HVAC replacement and tune-up measures including:
 - Split and packaged system AC and heat pump tune-ups
 - Split and packaged unitary system AC and heat pump replacements
 - Mini-split systems replacements or upgrades
 - Packaged and vertical terminal unit replacements
- Installation of refrigeration control technologies and efficiency measures including:
 - EC motors
 - Evaporator/compressor controls
 - Door gasket and strip curtain installation or replacement
 - Anti-sweat heat controls
 - Open display case door retrofits and night covers
- Heat pump water heaters
- Commercial kitchen appliances
- Consumer electronics and plug load controls
 - Smart strips
 - ENERGY STAR monitors
 - ENERGY STAR computers
 - ENERGY STAR imaging equipment
 - TBD

Delmarva may pay up to 80% of the total cost for eligible measures installed at a customer site upon completion of the project. As described elsewhere in Section 3.9, certain installation-related costs will not be eligible for a Program incentive, and these must be billed directly to the customer by the Program Contractor(s). The Delmarva incentive for each project will be paid directly by MDEA to the Program Contractor(s) in accordance with the terms described in Section 3.6.

2.5 Program Delivery Software and Tracking System

MDEA has partnered with ICF to support program delivery software and tracking systems. The selected Contractor will be provided with ICF's program management tracking system ("ADI") for use in the Program. The tracking system is a single integrated relational database package that allows the user to collect, store, and retrieve data from intake to project completion and billing. A master customer file stores all basic information about a customer (name, address, telephone numbers, account numbers, e-mail address, etc.), and is supplemented by related data files which address "work order" status and measure data. Once a customer is entered in the master file, multiple work orders can be created for that customer to allow tracking of multiple stages or projects.

ADI is designed to specifically support a direct installation program like Delmarva Maryland's Small Business Program. It offers full capability to provide comprehensive project pricing and energy savings calculations, along with standardized report options for both the customer and Delmarva/MDEA. ADI is a web-based system allowing proposals to be presented at the time of the assessment. The system produces detailed material supply and installation labor requirements for each project to assist the user in pricing and managing each project.

Program experience has shown that direct, face-to-face contact with customers is the most effective method of informing customers of the Program, proceeding with the initial audit and getting a commitment. Closure rate is higher when an auditor can generate a proposal on site. For the purpose of providing direct sales activity, selected Contractor(s) will require its field personnel to use wireless devices. The tablet PC mobile device must support HTML5 and CSS 3 and have a 4G connection. MDEA cautions against the use of iOS devices for the ADI tool due to their limitations on file uploading. The auditor will be able to collect data directly on the tablet, transmit the data into the ADI application, and produce a proposal on site. To support the use of the mobile-based tool, the Contractor must provide its own method of internet access via a cellular wireless enabled device. The Contractor shall be responsible for providing its own hardware and internet software.

The system produces activity files that will be regularly maintained in ADI. The files will also provide the necessary documentation in support of invoices to MDEA for completed projects. A brief demonstration of the software will be given during the bidders' conference.

2.6 Contractor Performance Expectations and Data Accuracy

Launch/Training

New Contractors selected and/or territories assigned for the Program will participate in program launch and training activities. Launch and training activities will include reviewing Contractor staffing, program guidelines and expectations, and resources or tools. Additional training will be provided as needed, and selected Contractors will be expected to participate.

Performance Expectations

Expectations of Contractor performance should be taken into consideration in the bid. In order to achieve Program goals, performance expectations for the Contractor may include but are not limited to:

- Program targets to measure progress in key areas including staffing, installation scheduling, average job size, kW and kWh savings and reporting accuracy
- Use of ADI to allow field personnel to generate proposals in support of direct sales activities

Accuracy of Contractor Data

The success of the Program rests on the Contractor's commitment to providing accurate data with the Program tracking system and data throughout the process for all projects including but not limited to:

- Customer information including Delmarva account name, electric account number, facility address, contact name, telephone, email address, business type and other data
- Audit data including description of existing equipment (e.g. lighting), wattage and hours of operation and proposed equipment
- Accurate kW and kWh savings estimates based on the difference between existing equipment and proposed equipment and hours of operation
- Sufficient administrative support that is required by the Contractors to meet these standards

Scope of Services

03



3. SCOPE OF SERVICES

3.1 Administrative services

The Contractor will be responsible for providing administrative staff to perform routine Program support tasks including scheduling installations, telephone coverage during normal business hours, customer relationship management, quality control of project data and invoices, data transfer for invoicing, and marketing and outreach support. The Contractor will be required to have a telephone answering service with live response that provides access to emergency calls that may arise outside of normal business hours.

3.2 Marketing the Program

The Program will be primarily marketed by the MDEA team and selected energy audit subcontractors. This direct marketing will be supplemented by more broadly based Delmarva print and broadcast marketing at times. However, The Contractor is also encouraged to market the program and generate project sales in their area of expertise. The Contractor can use their list of customers to determine eligible customers within the service territory. MDEA will provide the Contractor with a database to look up eligible Delmarva electric customers. Fields include electric account number, customer/company name, address, city, state, zip code and county. The customer database is updated regularly.

The selected Contractor will be assigned project leads by the program team for customers interested in installation projects. The selected Contractor may also obtain leads through their own direct sales marketing and outreach efforts.

3.3 Performing Direct Sales Assessments

The Contractor will be responsible for conducting an energy assessment at the customer's facility. Each assessment will include a complete inventory of all relevant systems at a customer's facility, for example including type, quantity, and wattage of existing fixtures, and their hours of operation regardless if some equipment is not upgraded for a Contractor providing lighting services. Inventories must be conducted in an organized manner that facilitates appropriate follow-up and quality control by other Program personnel at a later date. The Contractor will also be required to educate the customers on other opportunities such as smart thermostats and/or refrigeration controls.

The data collected from each site visit, coupled with the recommendations for efficiency upgrades, will be entered into ADI. The system will produce the reports that will be presented to the Customer that explain the project scope, cost, incentive, and payback.

The Contractor will ensure all recommended measures meet minimum requirements for savings, including minimum hours of operation and minimum changes in wattages or efficiencies, as set by the Program. All equipment installed shall be selected and approved for the intended purpose and duty. Alterations to building or system performance (e.g. altered lighting levels) shall be fully described to the customer and must be approved by the customer as a condition of the installation. The Contractor will seek to avoid fixture replacements where the new fixture may not cover the original fixture footprint.

3.4 Presenting Proposals and Securing an Agreement to Proceed

The Contractor will be responsible for presenting the energy assessment report to the customer during the initial site visit. The goal is to have the Customer sign up to implement the recommended improvements during the initial visit, thus, the Contractor is expected to explain the Program offerings and describe the customer's next steps to participating. In addition, Delmarva seeks to inform customers of time-dependent energy efficiency programs, when available and applicable.

The Contractor is responsible for obtaining the customer's signature on a Program Participation Agreement to be provided by MDEA.

3.5 Arranging Installations

The Contractor shall complete all installations in a proper manner and comply with any reasonable request by the customer regarding the manner of performing the installations. The Contractor will attempt to install the measures in each Customer's facility within thirty (30) business days of the customer signing the contract. It is expected that installations will occur during normal business hours unless special arrangements are made by agreement of the customer and the Contractor.

The Contractor shall provide all equipment and materials to be used for Program installations. Contractors are encouraged to inventory an "on hand" supply of common measures and are encouraged to propose an aggressive inventory strategy. Larger jobs may be drop-shipped to the installation site if prior arrangements are made, and the delivery is at the convenience of the customer. While not required to use one manufacturer's product line, to minimize product and customer confusion, lighting products must be the same manufacturer and have same warranty at the individual job site. Lighting products must meet their associated standards such as CEE, DLC and/or ENERGY STAR.

It is expected that most work performed in the Program will require a licensed electrician. It is the Contractor's responsibility to ensure that all work performed will be in accordance with all electrical, building, and safety codes. The Contractor shall be responsible for ensuring that all licensed electricians performing installations in the Program, whether they are employed by the Contractor or hired by the Contractor on a subcontracted basis, obtain all permits necessary to conduct installations in accordance with any local or state electrical code requirements.

The Contractor will be responsible for packaging all HID, ballasts and fluorescent lamps, as well as other hazardous material associated with the project implementation that is removed from service. The Contractor will transport all associated hazardous material including but not limited to HID, fluorescent lamps and ballasts removed from service in each facility back to the Contractor's site for pickup by a recycling service provider to be designated by MDEA. The Contractor shall be responsible for notifying the recycling provider that the material is ready for pickup. Packaging materials for recyclable equipment shall be provided to the Contractor. All fees paid to the designated recycling Contractor are reimbursable on a direct, pass-through basis. Recycling costs are captured in ADI for each project.

The Contractor shall be responsible for preparing all other non-hazardous waste materials resulting from the implementation of the project, including but not limited to fixtures, for disposal by the customer. The Contractor shall be responsible for ensuring that every worksite is left in a neat and orderly manner with no negative impact to the customer or the business operations. If the Contractor chooses for good customer service, the Contractor can remove the non-hazardous waste materials.

3.6 Tracking, Reporting, and Invoicing

The Contractor will maintain the ADI program tracking system, including requested milestone dates, on a current basis. Electronic records will be maintained on ADI by an ICF server.

The Contractor will be responsible for providing both electronic and maintain hard copy data for all projects. Final "as-built" project information must be entered in ADI to reconcile "as-proposed" project information with final installed quantities. Accuracy of the "as-built" is paramount to the Contractor remaining an active participant in the Program. See Appendix D for a sample customer report.

Invoicing of all completed projects will be accepted weekly. Electronic files will be created through ADI. Hard copy documentation of each completed project, including all back-up paperwork, signed Program agreements, and project completion forms should be retained at the contractor's facility. It is important the Contractor conduct a level of Quality Assurance (QA)

necessary before submitting invoices and supporting documentation to minimize errors in data submitted. Errors with invoicing documentation could delay processing or have it denied invoices for payment to Contractor.

In order to perform these functions, Contractors will need to have available:

- High speed internet access
- Computers, including internet browser software such as Chrome, Internet Explorer
- Scanner and printer: Scanning equipment is needed to convert paper documents such as signed customer contracts to electronic files
- A company email address
- Phone and fax service
- Office materials including printer paper

3.7 Work Standards and Warranties

The Contractor shall insure that all work will be performed by licensed personnel in a neat and workmanlike manner taking all reasonably necessary precautions to ensure a minimal impact to the customer's facility and operations. The Contractor and all subcontractors shall be professional and courteous in nature and shall execute the work in accordance with standard trade practices. The Contractor may subcontract the work performed; however, the Contractor shall be responsible for the acts and omissions of the subcontractor, as well as for the acts and omissions of any and all persons employed by the Contractor and its subcontractors.

The Contractor will always have at least one (1) licensed electrician in MD or a state with reciprocal licensing agreement on call. In addition to this electrician, the Contractor will be responsible for hiring additional licensed local electricians, as necessary, to meet the production level requirements determined by the Company. The Contractor will also have a telephone answering service with live response that provides access to emergency calls that may arise outside of normal business hours.

If MDEA determines that any employee of the Contractor or its subcontractors has acted in an inappropriate or undesirable manner, MDEA shall notify the Contractor. The Contractor shall immediately take the necessary steps to remedy the problem, including the cancellation of any subcontractor agreements or the removal of any persons performing the substandard work.

The Contractor shall offer a warranty that any defect in design, manufacture, or installation found within one (1) year from the date of installation shall be remedied without charge and within a reasonable time by the Contractor. The Contractor shall assist customers with claims made under manufacturer warranties for failures that occur after a year following the installation. Contractors who propose equipment with extended warranties and convenient

customer access to resources to address warranty claims will be strongly preferred. Lighting products are to include 5-year limited warranty as provided by the manufacturer. All other products will carry manufacturer's standard warranty.

The Contractor will notify MDEA of any unusual and/or recurring customer equipment performance problems. Contractors shall supply a sticker at the electric panel or another mechanism that will provide participants with an easy way to find Contractor contact information (name, address, telephone number and warranty information) for warranty service requests.

3.8 Training and management meetings

The Contractor's Program staff will be required to attend Program training sessions held at MDEA's discretion. At minimum, Contractors should expect to attend a Program kick-off meeting to review Program guidelines and to introduce the ADI tracking system prior to beginning the delivery of Program services. The Contractor's Project Manager will be required to attend periodic, typically quarterly, Contractor production meetings at MDEA's office.

3.9 Customer Incentives, payment terms, and financing

Since incentive levels have always driven program participation, Delmarva will offer incentive levels that cover up to 80% of the total installed cost for eligible program measures. Non-eligible measures such as updating to meet code are not covered by the Program and are billable 100% to the customer. The Contractor will be responsible for collecting the balance of the cost directly from the customer. Financing and flexible arrangements offered by the Contractor are encouraged.

Preference will be given to bidders who own their own lifts and who minimize any lift fees to customers. If lifts are not owned and/or required to be rented due to other conditions, Delmarva will set a limit the Program/Customer will be charged. Lifts are considered but not limited to articulating, scissor, scaffolding and/or a bucket truck.

3.10 Program Management

Contractors that are chosen to participate in this Program will be assigned to a specific geographic area. It is possible that it will be shared with another Contractor should the customer demand be higher than expected and Contractor availability is an issue. For purposes of implementing this Program, it is likely that the Delmarva Maryland service territory will be grouped by county. MDEA anticipates selecting more than one Contractor to implement this Program throughout these areas; however, MDEA reserves the right to decide on the actual number of Contractors selected. As such, Contractors may be awarded one or more of these geographic areas for Program implementation in the small commercial customer sector. Territories may be adjusted during the contract period based on performance.

General Proposal Requirements

04



4. GENERAL PROPOSAL REQUIREMENTS

To assist MDEA in its review of proposals, all bidders are required to complete the following Proposal Attachments. The Proposal Attachments file may be downloaded from the Procurement Portal. Be sure to completely fill out each attachment. If you are bidding on more than one service, you must address each as you fill in the Attachments.

- Attachment A: Company Information**
- Attachment B: Company Questionnaire**
- Attachment C: References**
- Attachment D: Proposed Pricing**
- Attachment E: Technical Exceptions**

5. PROPOSAL EVALUATION

Listed below are key milestones and dates for this solicitation.

MILESTONE	DATE
Release RFP	March 22, 2024
Intent to bid (Required)	March 29, 2024, at 5:00 PM EST
Bidders Conference	April 3, 2024, at 9:00 AM EST
Final Questions Due*	April 3, 2024, at 5:00 PM EST
Question Responses posted on Procurement Portal	April 5, 2024
Proposals due	April 19, 2024, at 5:00 PM EST
Review and Interviews	April 19 - May 17, 2024
Contractor Selection, Negotiations and Contracting	May 17 - June 14, 2024

*Questions may be emailed directly to procurementteam@mdenergyadvisors.com until April 3, 2024.

Evaluation Criteria

MDEA will take into consideration, and assign points for meeting the following criteria in its award of Program service contracts to selected firms:

Performance History (20)

Contractors shall provide references to customers who have recently completed projects with scope(s) similar to the services being proposed in the RFP response. Additionally, Contractors who have participated in EmPOWER programs shall be in good standing

Scope of Services (10)

Contractors must demonstrate a clear understanding of the services being solicited through this RFP and provide a complete and organized proposal as required.

Staffing and Qualifications (10)

Contractors shall display experienced staff resources who can initiate the delivery of services with minimal training and start-up. Additional points will be assigned to engaging staff who are residents of Maryland. An additional 5 points will be assigned for Minority or Veteran owned business.

Quality of Equipment (10)

Contractors shall provide backup documentation as requested concerning the manufacturer/supplier of the equipment they propose to install. The availability of extended and convenient warranty service will be a prime consideration.

Pricing (10)

Contractors must offer cost-effective pricing for products and services.

Experience (10)

Contractors shall have strong, practical hands-on experience and shall possess a sound understanding of the requirements of the project.

Marketing & Customer Service (10)

Contractors shall have demonstrated success in providing marketing/project acquisition to this sector and exceptional customer service.

6. MISCELLANEOUS

6.1 Program Agreement Term

The Program Agreement (Agreement), which results from this RFP, will be for services from the date of award through December 31, 2026. Contractor must offer the option of extending the contract at MDEA's sole discretion for an additional one year, at the rates quoted in the Contractor's proposal, subject to inflation adjustment per a defined price index for labor and materials. On a case-by-case basis there will be flexibility regarding price increases for materials due to circumstances beyond the Contractor's control (i.e. rare earth mineral issue).

6.2 Confidentiality

RFP responses are submitted on a non-confidential basis. Contractors may request certain limited and specific sections of RFP responses be kept confidential to the extent permitted by law, but such requests may disqualify responses.

6.3 M/V/W Diverse Business Enterprises (DBE)

MDEA encourages registered minority, veteran-owned and women-owned businesses to participate in this opportunity.

6.4 MD-Based Businesses

MDEA encourages businesses located in Maryland to participate in this opportunity.

6.5 Termination Right of MDEA

MDEA may terminate the Agreement with the selected Contractor at any time upon five (5) days written notice to Contractor for any reason. MDEA shall NOT be responsible for reimbursing the Contractor for any cost incurred in reliance on the expectation that the Agreement would remain in effect throughout the end of the term.

6.6 Termination Right of Contractor

The Contractor may terminate the Agreement upon thirty (30) day's advance written notice to MDEA if MDEA has materially breached the Agreement.

Appendix



Appendix A: Description of Program Measures

Appendix A provides additional measure level details to assist with developing per-unit pricing as required in this Request for Proposal.

LIGHTING MEASURES

1. Fluorescent / TLED Lamp Holders (Tombstones)

Replacement tombstones will be installed when existing units are broken or excessively worn.

2. Ballasts

Bids shall be submitted on a per-ballast installed basis, either up to or above twelve (12) foot fixture height. Tandem wired installations will be bid separately from non-tandem wired installations. Ballast disconnects will be used where required by local, state, federal law and/or electrical code requirements. Costs for ballast disconnects for these services should be incorporated in the pricing for this category.

The Contractor is responsible for removing the existing lamps and ballasts, and reinstalling new lamps and new ballasts. The Contractor shall be responsible for cutting off [all](#) excess wiring from the ballasts and packaging the removed fluorescent lamps and ballasts for recycling. The Contractor will wipe-clean the existing interior fixture housing, ballast cover, and lens.

Ballasts and TLEDs are expected to make up a significant portion of the equipment that will be installed by Program Contractors. Only ballasts listed on the Consortium for Energy Efficiency (CEE) may be installed through the Program (www.cee1.org). To the extent possible, lamp and ballast systems from the same manufacturer should be proposed.

Bidders are encouraged to propose equipment that is covered under extended manufacturer warranties for both material replacement and labor cost reimbursement. Electronic copies of manufacturer warranties should be included with each proposal.

3. LED Screw-in Units

Bids shall be submitted on a per-unit installed basis, regardless of the wattage or fixture height. All LED screw-in lamps and hard-wired fixtures proposed under the program shall be included on the Energy Star Qualified Products list of the US Environmental Protection Agency (www.energystar.gov).

4. LED Module Downlights

Bids shall be submitted on a per-fixture retrofit basis. This includes removal of the existing lamp(s) and replacement with a hard-wired LED retrofit kit according to manufacturer's instructions.

5. LED Fixtures

Bids shall be submitted on a per-fixture-installed basis. This will include the removal of the existing fixture and installation of the replacement fixture and lamp(s). The fixture housing will already have the associated ballast/driver installed within it. Bids should be submitted separately for both interior and exterior applications. Bids should also be submitted to relocate (physically move) an electrical source from an existing electrical source to be capped off to a new fixture where the use of wire mold or EMT conduit are required to be used to be in accordance with various local and/or state electrical codes. These relocation quotes should distinguish between interior and exterior applications.

Two qualified product lists serve as a guide for program compliance and LED luminaire product selection. Products contained on one or both lists are considered acceptable, provided they are acceptable luminaire types. Note that these lists change frequently, and that Delmarva will enforce the eligible fixtures in place at time of application.

- The ENERGY STAR qualified LED luminaire product list is found at http://www.energystar.gov/index.cfm?c=ssl_res.pt_ssl
- The DesignLights™ Consortium qualified product list is found at http://designlights.org/solidstate.about.QualifiedProductsList_Publicv2.php

6. LED Exit Sign Fixtures

Bids shall be submitted on a per-fixture-installed basis. This will include the removal of the existing fixture, and installation of the replacement fixture. Bids should also be submitted to relocate (physically move) an electrical source from an existing electrical source to be capped off to a new fixture where the use of wire mold or EMT conduit are required to be used to be in accordance with various local and/or state electrical codes.

7. Lighting Controls

Bids shall be submitted on a per control installed basis for the following applications:

- Wall Switch Unit
- Ceiling Mounted Unit including a power pack
- Additional power pack
- Fixture mounted sensor

MEASURE APPLICABLE FOR REFRIGERATION VENDORS

8. LED Lighting/5' and 6' Mullion and End Cap Strips

Pricing requested on the "Refrigeration Price Sheet" tab. Case lighting can be implemented by either a Lighting or Refrigeration Contractor.

Retrofit all T12, T10 and T8 fluorescent lighting systems with LED strips which appear on the Design Lights Consortium Solid State approved products list found on the NEEP website.

REFRIGERATION MEASURES

Refrigeration measures are defined below. Price and itemize these measures on a fixed-fee basis (inclusive of material and labor) in the Pricing Worksheet provided with this RFP. Please include additional energy savings measures and pricing separate from the Pricing Worksheet if you so desire. All equipment must be certified by Underwriters Laboratory (UL) and proper documentation must be provided regarding technical specifications, energy consumption and projected energy savings. Equipment must be installed according to local codes and standards. Refrigeration measures are defined as those listed below, but are not limited to:

9. Evaporator/Compressor Controller

The control unit, sensors and wiring required to measure the temperature of a walk-in and reach-in coolers or freezers in order to turn evaporator fans and compressors off and on based on the set-point and the inside temperature of the cooler.

10. Cooler/Freezer Door Heater/Anti-Sweat Controller

The sensors and wiring required to measure humidity levels in ambient area to automatically turn cooler and freezer door heaters on/off only when needed.

11. Retrofit High-Efficiency Evaporative Fan Motor

Replace existing shaded-pole evaporator fan assemblies in walk-in and reach-in coolers and freezers with unitary fan assemblies containing efficient EC (electronically commutated) motors.

HVAC MEASURES

HVAC measures are defined below. Price and itemize these measures on a fixed-fee basis (inclusive of material and labor) in the Pricing Worksheet provided with this RFP. Please include additional energy savings measures and pricing separate from the Pricing Worksheet if you so desire. All equipment must be certified by Underwriters Laboratory (UL) and proper documentation must be provided regarding technical specifications, energy consumption and projected energy savings. Equipment must be installed according to local codes and standards. HVAC measures are defined as those listed below, but are not limited to:

12. Unit Tune-up

The control unit, sensors and wiring required to measure the temperature of a walk-in and reach-in coolers or freezers in order to turn evaporator fans and compressors off and on based on the set-point and the inside temperature of the cooler.

13. Cooler/Freezer Door Heater/Anti-Sweat Controller

The sensors and wiring required to measure humidity levels in ambient area to automatically turn cooler and freezer door heaters on/off only when needed.

14. Retrofit High-Efficiency Evaporative Fan Motor

Replace existing shaded-pole evaporator fan assemblies in walk-in and reach-in coolers and freezers with unitary fan assemblies containing efficient EC (electronically commutated) motors.

HEAT PUMP WATER HEATERS

HVAC measures are defined below. Price and itemize these measures on a fixed-fee basis (inclusive of material and labor) in the Pricing Worksheet provided with this RFP. Please include additional energy savings measures and pricing separate from the Pricing Worksheet if you so desire. All equipment must be certified by Underwriters Laboratory (UL) and proper documentation must be provided regarding technical specifications, energy consumption and projected energy savings. Equipment must be installed according to local codes and standards. Refrigeration measures are defined as those listed below, but are not limited to:

15. Heat Pump Water Heater

Air-cooled heat pump water heater with storage tank up to 60 gallons for commercial service hot water needs replacing existing all electric or gas-fired storage tank heater. Must be ENERGY STAR certified.

KITCHEN APPLIANCE MEASURES

Kitchen appliance measures are defined below. Price and itemize these measures on a fixed-fee basis (inclusive of material and labor) in the Pricing Worksheet provided with this RFP. Please include additional energy savings measures and pricing separate from the Pricing Worksheet if you so desire. All equipment must be certified by Underwriters Laboratory (UL) and proper documentation must be provided regarding technical specifications, energy consumption and projected energy savings. Equipment must be installed according to local codes and standards. Kitchen appliance measures are defined as those listed below, but are not limited to:

16. ENERGY STAR certified reach-in refrigerators and freezers

Solid door and glass door reach-in refrigerators and freezers. Must be ENERGY STAR certified.

17. ENERGY STAR certified ice machines

Automatic commercial air-cooled continuous or batch ice machines meeting ENERGY STAR V3.0 standards.

18. ENERGY STAR certified electric fat fryers, steam cookers and griddles

Electric standard and large vat fat fryers, electric steam cookers, and electric griddles replacing existing electric or gas-fired systems or as a new appliance. Must be ENERGY STAR certified.

19. ENERGY STAR certified electric combination, rack, conveyor, and convection ovens

Electric combination, rack, conveyor, and convection ovens replacing existing electric or gas-fired systems or as a new appliance. Must be ENERGY STAR certified.

20. ENERGY STAR Electric Hot Foot Holding Cabinets

Electric half-size, three-quarter-size and full-size insulated cabinets replacing existing electric or gas-fired systems or as a new appliance. Must be ENERGY STAR certified.

PLUG LOAD MEASURES

Plug load and consumer electronic measures are defined below. Price and itemize these measures on a fixed-fee basis (inclusive of material and labor) in the Pricing Worksheet provided with this RFP. Please include additional energy savings measures and pricing separate from the Pricing Worksheet if you so desire. All equipment must be certified by Underwriters Laboratory (UL) and proper documentation must be provided regarding technical specifications, energy consumption and projected energy savings. Equipment must be installed according to local codes and standards. Plug load and consumer electronic measures are defined as those listed below, but are not limited to:

21. ENERGY STAR Certified Monitors

ENERGY STAR certified computer monitor replacing existing non-certified unit. Old monitor must be removed from site.

22. ENERGY STAR Certified Imaging Equipment

ENERGY STAR certified printers, copiers, and multifunction devices owned by customers replacing an existing non-certified unit. Old units must be removed from site.

23. Smart Plugs

Hard-wired or plug-in smart plug units for standard plug loads such as temporary or plug-in lighting, computers, and computer accessories, charging equipment, small appliances, and TVs.

OTHER MEASURES

TBD measures are defined below. Price and itemize these measures on a fixed-fee basis (inclusive of material and labor) in the Pricing Worksheet provided with this RFP. Please include additional energy savings measures and pricing separate from the Pricing Worksheet if you so desire. All equipment must be certified by Underwriters Laboratory (UL) and proper documentation must be provided regarding technical specifications, energy consumption and projected energy savings. Equipment must be installed according to local codes and standards. TBD measures are defined as those listed below, but are not limited to:

24. TBD

The control unit, sensors and wiring required to measure the temperature of a walk-in and reach-in coolers or freezers in order to turn evaporator fans and compressors off and on based on the set-point and the inside temperature of the cooler.

Appendix B: Measures and Eligibility List

Appendix B provides specific eligibility criteria for the program measures described in Appendix A and is intended to assist with developing per-unit pricing as required in this Request for Proposal. Unless specifically noted, lighting measure eligibility for the Delmarva Small Business program follows the criteria for Existing Building Prescriptive lighting measures as indicated below.

Measure Description	Eligibility Criteria
LED Fixtures – Refrigerated Display Cases ²	<ul style="list-style-type: none"> • Installation of LED strips to replace T12 and T8 sources in refrigerated display cases • LED strips must completely replace prior equipment; existing channel wiring may be re-used • Installation of recessed, surface, pendant or track luminaires to replace incandescent, halogen, linear fluorescent or CFL luminaires • Installation of recessed or surface luminaires in parking garages or gasoline canopies to replace HID or linear fluorescent luminaires
LED – Screw In ²	<ul style="list-style-type: none"> • Installation of PAR30 or PAR38 integral screw-in LED lamps to replace incandescent or halogen lamps of similar nominal size • Measure must save a minimum of 30w
LED – Integral ²	<ul style="list-style-type: none"> • Installation of MR16 integral LED replacement lamps to replace halogen lamps of similar nominal size • Measure must save a minimum of 25w
LED – Luminaires ²	<ul style="list-style-type: none"> • Installation of recessed, surface, pendant or track luminaires to replace incandescent, halogen, linear fluorescent or CFL luminaires • Measure must save a minimum of 35w • New fixtures and self-contained retrofit kits are acceptable • Installation of recessed or surface luminaires in parking garages or gasoline canopies to replace HID or linear fluorescent luminaires • Measure must save a minimum of 80w • Installation of parking lot, area, or wall pack luminaires to replace HID luminaires

<p>LED – Replacement or Retrofit of T12/T8 (Existing 1-4 lamps) fixtures with LED lamps, new LED fixtures, or self-contained LED retrofit</p>	<ul style="list-style-type: none"> • Existing luminaires can be fluorescent troffers, strips, industrials, wraps, etc. • Installation of retrofit kits or new fixtures, LED panels or TLEDs is permitted • TLEDs are acceptable, provided they meet the guidelines listed under note 3 • Measure must save a minimum of 20W (1-2 lamps) or 35W (3-4 lamps)
<p>LED Exit signs²</p>	<ul style="list-style-type: none"> • Eligible units must have input demand of 5 watts or less. • Entire sign must be new. • Exit sign retrofit kits are not eligible.
<p>Occupancy control – Wall mount</p>	<ul style="list-style-type: none"> • Hardwired, passive infrared or dual technology wall mounted switch plate type occupancy controls are eligible. • Installations must comply with manufacturer's guidelines on coverage and maximum controlled watts. • Occupancy controls or installations with manual "on" override capability are NOT eligible.
<p>Occupancy control – Remote mount (ceiling mount)</p>	<ul style="list-style-type: none"> • Hardwired, passive infrared or dual technology remote mounted occupancy controls are eligible. • Installations must comply with manufacturer's guidelines on coverage and maximum controlled watts. • Occupancy controls or installations with manual "on" override capability are NOT eligible. • Wall mounted switch plate type occupancy controls are NOT eligible.
<p>Occupancy Control - Fixture Mount</p>	<ul style="list-style-type: none"> • Hardwired, passive infrared or dual technology fixture mounted occupancy controls are eligible. • Installations must comply with manufacturer's guidelines on coverage and maximum controlled watts. • Occupancy controls or installations with manual "on" override capability are NOT eligible. • Wall mounted switch plate type occupancy controls are NOT eligible.

Refrigeration Measures	<ul style="list-style-type: none"> • All equipment must be certified by Underwriters Laboratory (UL) • Evaporative/Compressor Controller • Door Heater/Anti-Sweat Controller • Evaporative Fan Motor
HVAC Measures	<ul style="list-style-type: none"> • HVAC tune-up • HVAC unitary system replacement (split, packaged, and ductless mini-split) • Smart thermostat
Heat Pump Water Heater	<ul style="list-style-type: none"> • Replacement of existing electric or gas-fired storage tank hot water heater with heat pump water heater
Kitchen Appliances	<ul style="list-style-type: none"> • ENERGY STAR certified reach-in refrigerators and freezers • ENERGY STAR certified ice machines • ENERGY STAR certified fat fryers, steam cookers, and griddles • ENERGY STAR certified combination and convection ovens • ENERGY STAR certified hot food holding cabinets
Plug Load Measures	<ul style="list-style-type: none"> • ENERGY STAR certified monitors • ENERGY STAR certified imagine equipment • Smart plugs (hard-wired or plug-in)

Two qualified product lists serve as a guide for program compliance and LED luminaire product selection. Commercial LED products contained on one or both lists are considered acceptable, provided they are acceptable luminaire types. Note that these lists change frequently, and that Delmarva will enforce the eligible fixtures in place at time of application.

- The ENERGY STAR qualified LED luminaire product list is found at http://www.energystar.gov/index.cfm?c=ssl_res.pt_ssl
- The DesignLights™ Consortium qualified product list is found at http://designlights.org/solidstate.about.QualifiedProductsList_Publicv2.php

3 T8 LED (TLED) Requirements:

If proposing to install TLEDs in existing fixtures, using a delamping approach (e.g. Installing 2 TLEDs in place of 4 fluorescent lamps), the luminaires must be permanently delamped and the TLEDs re-centered in luminaires through the use of UL/CSA-listed retrofit kits specifically made for this purpose. Incentives are based on the installed lamp quantity.

Currently three unique types of TLED products are recognized. Each must adhere to the General LED Requirements above for DLC listing, and delamping, if applicable. Specific technical requirements for each TLED variant are listed below.

1. TLED (Type C) using dedicated external driver

- Existing fluorescent ballast shall be removed.
- Technical specifications for the power supply/driver supplied with the TLEDs must be submitted with application.

2. TLED (Type B) with no external driver

- Line voltage (120 / 277v) applied to TLED via existing fluorescent lampholder
- Existing fluorescent ballast must be removed
- Condition of existing lampholders must be verified; replace damaged, corroded, cracked lampholders as necessary
- It is encouraged that a label is affixed to the interior of fixture, in a prominent location. Label should indicate that fixture has been retrofitted with TLEDs and that fluorescent lamps should not be installed as replacements.

3. TLED (Type A) Replace Existing Instant or Rapid Start Fluorescent Ballast

- Replace ballast per manufacturer instructions
- It is encouraged that a label is affixed to the interior of fixture, in a prominent location. Label should indicate that fixture has been retrofitted with TLEDs and that fluorescent lamps should not be installed as replacements.

Appendix C: Examples of Provided Marketing Materials

pepco
AN EXELON COMPANY

pepco
AN EXELON COMPANY

Small Business Program

Ready to get started?
Call 866-353-5798 or visit pepco.com/SmallBusiness to learn more.

EmPOWER Maryland programs are funded by a charge on your energy bill. EmPOWER programs can help you reduce your energy consumption and save you money. To learn more about EmPOWER and how you can participate, go to pepco.com/EmPOWER.

© Potomac Electric Power Company, 2022. ESR 18 022

EmPOWER
MARYLAND

pepco
Small Business Program
866-353-5798
pepco.energy.savings@tricompanies.com



Saving you energy and money—**that's our business**



Making upgrades affordable

Are you interested in starting an energy efficiency project but worry about the cost? We can help you upgrade to energy-efficient equipment like HVAC systems, lighting, and more. Our incentives can cover up to 70% of project costs.

Small Business Energy Advance

Plus, you can get funds to pay for upfront project costs. The Small Business Energy Advance is repayable through your electric bill, with **zero interest for up to 24 months**.

Pay \$0 Upfront	Get 0% Interest	For up to 24 Months
Minimum project costs must be \$2,500, including materials and labor.		

Get started

To confirm your eligibility, have your account number ready and email pepco.energysavings@trccompanies.com or call **866-353-5798** and select option #4.

EmPOWER Maryland programs are funded by a charge on your energy bill. EmPOWER programs can help you reduce your energy consumption and save you money. To learn more about EmPOWER and how you can participate, go to pepco.com/Business.

© Potomac Electric Power Company, 2022

SMB-1022





Energy Savings When You Need It Most

SMALL BUSINESS PROGRAM



Businesses like yours are always looking for ways to cut costs. Pepco is here to help. The Small Business Program offers financial incentives on energy efficiency upgrades for lighting, HVAC, refrigeration, water heating, specialized controls, and more.

A Small Business Program With Big Benefits

- Covers up to 70% of total project costs for new energy-efficient equipment upgrades
- Reduces maintenance costs
- Lowers energy and water costs
- Enhances visibility indoors and out
- Improves indoor air quality
- Creates a more comfortable environment for customers and staff
- Delivers up to \$250 worth of new energy-efficient products at no additional cost

Savings Across the Board

Investing in energy-efficient equipment now can help keep your business competitive and weather whatever is ahead. With incentives that can cover **up to 70% of project costs**, upgrading your energy efficiency has never made more sense. You'll pay less upfront, reduce the costs associated with maintaining inefficient equipment, and save more over the long haul with lower utility costs.

Start With a No-cost Energy Check-up

To identify energy-saving opportunities at your business, schedule a no-cost Quick Energy Check-up with one of our approved Service Providers. In addition to sharing their findings, they'll install energy-efficient products like LED bulbs, smart power strips, and more—valued at up to \$250—at no additional cost.

Six Steps to Cashing In

- 1) Start by contacting an approved Service Provider and scheduling a Quick Energy Check-up.
- 2) Once the check-up is complete, review the report with your Service Provider. The report will highlight how you can save the most energy and money, plus provide a list of cash incentives currently available.
- 3) Next, work with your Service Provider to prepare and submit your program application.
- 4) After your application is approved, your Service Provider will perform the work and complete the upgrades.
- 5) Once the upgrades are complete, your Service Provider will submit the remaining paperwork.
- 6) Receive your incentive check.

Check Your Eligibility Now

Look at your Pepco bill to see what your business's average energy use is per month. If you use 100 kW or less, you qualify. To confirm your eligibility, have your account number ready and email pepco.EnergySavings@TRCCompanies.com or call **866-353-5798** and select option #4.



Need a Jumpstart?

Don't let upfront costs put your plans on hold. We offer a Small Business Energy Advance that is repayable through your electric bill, with zero interest for up to 24 months.*

*Minimum project costs must be \$2,500, including materials and labor.

Start Seeing the Savings

We're here to help you enhance your business and improve your bottom line. Contact your Service Provider today.

Name _____

Company _____

Phone _____

Email _____

Get the details

To learn more about Pepco's Small Business Program, visit pepco.com/SmallBusiness.

EmPOWER Maryland programs are funded by a charge on your energy bill. EmPOWER programs can help you reduce your energy consumption and save you money. To learn more about EmPOWER and how you can participate, go to pepco.com/Business.
© Potomac Electric Power Company, 2022 SB-0822



Appendix D: Examples Customer Report and Detailed Cost Report from ADI

Small Business Energy Solutions

Proposal Report for Small Business Shop

Small Business Customer's Address, Dec 1, 2022, 12:31:45 PM

Project Summary

Audit/Proposal:	MDEA23306161 / Generic	Account #:	1234567890
Contact Name:	Shana Robinson	Contact Phone:	202-718-4876
Auditor Name:	John Adelsberger	Audit Date:	2022-12-01

Audit Summary

Estimated Wattage Savings

Savings: 1,706 Watts

Estimated kWh Savings

Savings: 4,223 kWh

Estimated Annual \$ Savings (kWh * 0.13)

Savings: \$549.05

Estimated Job Costs

Total: \$2,230.25

Program Incentive: \$1,565.29

Customer Share: \$664.96

Simple Payback (Customer Share/Bill Savings)

Years: 1.21

This proposal is valid for 120 days from the audit date and may be withdrawn if it is not executed within this period.

Small Business Energy Solutions

Proposal Report for Small Business Shop

Small Business Customer's Address, Dec 1, 2022, 12:31:45 PM

Project Summary

Audit/Proposal:	MDEA23306161 / Generic	Account #:	1234567890
Contact Name:	Shana Robinson	Contact Phone:	202-718-4876
Auditor Name:	John Adelsberger	Audit Date:	2022-12-01

Detailed Energy Savings

Lighting												
Line	Location	Existing Description	Qty	Watts	Hrs/Wk	KWH	Proposed Description	Qty	Watts	Hrs/Wk	KWH	Savings
1	front lobby	4L 32W T8, HE elec low bf 4F32T8LBF-HE	6	95	50	1,482.00	LED 4ft Fixture 25W 4LED25FX, 4ft Flat Panel	6	25	50	390.00	1,092.00
2	Office 100	4L 32W T8, HE elec low bf 4F32T8LBF-HE	2	95	50	494.00	4L 12W TLED-T8, Type A LBF 4F12TLEDT8TALBF, 4ft RL/RB	2	58	50	301.60	192.40
3	Office 100 - Bathroom	Inc 60W 110060	2	60	10	62.40	LED Lamp 9W Screw-In 1LED09LP, A19	2	9	10	9.36	53.04
4	Warehouse	4L 54W T5 HO, elec normal bf 4F54T5NBF	10	231	50	6,006.00	4L 27W TLED-T5HO, Type A NBF, 4ft RL	10	120	50	3,120.00	2,886.00
Totals				3,190		8,044.40			1,484		3,820.96	4,223.44

Small Business Energy Solutions

Detailed Cost Report for Small Business Shop

Dec 1, 2022 12:37:04 PM

Audit/Proposal

MDEA23306161 / Generic

Account #

1234567890

Contact Name

Shana Robinson

Auditor Name

John Adelsberger

Contact Phone

202-718-4876

Audit Date

2022-12-01

Lighting

Location	Proposed Equipment	Component	Type	Quantity	Price	Program Share	Customer Share
front lobby	LED 4ft Fixture 25W 4LED25FX	4ft LED Flat Panel, 25W, 2500lm, 3500CCT	Material	6	\$660.00	\$462.00	\$198.00
front lobby	LED 4ft Fixture 25W 4LED25FX	2-4ft Fixture <15 ft no relocation LED	Labor	6	\$462.00	\$323.40	\$138.60
Office 100	4L 12W TLED-T8, Type A LBF 4F12TLEDT8TALBF	4ft TLED-T8 12W Type A Lamp 3500CCT	Material	8	\$72.56	\$50.80	\$21.76
Office 100	4L 12W TLED-T8, Type A LBF 4F12TLEDT8TALBF	4L, T8, High Eff Elec Blist - Low BF TLED	Material	2	\$26.00	\$18.20	\$7.80
Office 100	4L 12W TLED-T8, Type A LBF 4F12TLEDT8TALBF	Ballast, 4 Lamp <12 ft TLED	Labor	2	\$64.00	\$44.80	\$19.20
Office 100 - Bathroom	LED Lamp 9W Screw-In 1LED09LP	LED 9W A19, Omni, Dim, 3000CCT	Material	2	\$12.00	\$8.40	\$3.60
Office 100 - Bathroom	LED Lamp 9W Screw-In 1LED09LP	LED Screw In	Labor	2	\$10.00	\$7.00	\$3.00
Warehouse	4L 27W TLED-T5HO, Type A NBF	4ft TLED-T5HO 27W Type A Lamp 5000CCT	Material	40	\$640.00	\$448.00	\$192.00
Warehouse	4L 27W TLED-T5HO, Type A NBF	ReLamp, 2, 3, or 4 Lamp >12 ft TLED-T5 Type A	Labor	10	\$158.80	\$111.20	\$47.60
Totals					\$2,105.36	\$1,473.80	\$631.56
SubTotals					\$2,105.36	\$1,473.80	\$631.56
Recycling Fee					\$37.98	\$30.42	\$7.56
Sales Tax					\$86.91	\$61.07	\$25.84
Work Order Totals					\$2,230.25	\$1,565.29	\$664.96



Appendix E: Subcontract General Terms & Conditions

To be provided as a separate attachment on the Procurement Portal.



MDEA delivers energy solutions with unparalleled customer service. By infusing art into energy, we create dynamic customer-centric experiences. We deliver personalized solutions that matter to people and the world around them. For more information, please visit, mdenergyadvisors.com.