



Proposal Attachments

PEPCO MD SMALL BUSINESS PROGRAM DIRECT
INSTALLATION CONTRACTORS

March 15, 2024

To assist MDEA in its review of proposals, all bidders are required to complete the following Proposal Attachments. Be sure to completely fill out each Attachment. If you are bidding on more than one service, you must address each service as you fill in the Attachments as applicable. These Attachments are fillable forms. If you need more room, you may upload additional documents when submitting your proposal; please be sure to indicate which attachment that additional information corresponds with.

Attachment A: Company Information

Attachment B: Company Questionnaire

Attachment C: References

Attachment D: Proposed Pricing

Attachment E: Technical Exceptions

Attachment A: Company Information
Pepco MD
Small Business Program

1. Company Details

Company Name:

Company Point of Contact:

Address with Zip:

Phone:

Email:

Fax:

Website:

2. Insurance Minimum Requirements

Worker's Comp – Employer's Liability		Can you meet requirement?
<i>Bodily injury by each accident</i>	\$1,000,000	
<i>Bodily injury by disease policy limit</i>	\$1,000,000	
<i>Bodily injury by disease each employee</i>	\$1,000,000	
Commercial General Liability		
<i>Each Occurrence</i>	\$1,000,000	
<i>Products/Completed Ops Limit</i>	\$1,000,000	
<i>Adv/Personal Injury</i>	\$1,000,000	
<i>General Aggregate</i>	\$2,000,000	
Auto Liability <i>(owned and not owned) minimum limit</i>	\$1,000,000	
Professional Liability, Errors and Omissions <i>Amount not less than each claim</i>	\$1,000,000	
Excess or Umbrella Liability <i>Limit is in excess of Employers' Liability, Commercial General Liability, and Business Auto Liability</i>		
<i>Each Occurrence</i>	\$1,000,000	
<i>Aggregate</i>	\$1,000,000	
Personal Liability <i>Each Occurrence</i>	\$1,000,000	
Cyber Insurance <i>Each Occurrence</i>	\$2,000,000	
Property Insurance <i>Covering the full replacement value of any and all property of the Subcontractor that may be used on premises in connection with the Subcontractor's duties.</i>		
Commercial Crime <i>Involves access, handling, processing, possession of MDEA property, money, securities, or those of a 3rd party involved in the Subcontractor's duties.</i>		

3. Appointment Availability

Please check all times you can provide appointments to customers

Day	7-8am	8am-6pm	after 6pm
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Saturday			
Sunday			

7. Company History and Performance

Please denote any prior experience with Pepco's Commercial/Residential or Energy Efficiency Programs related to the service/services you are bidding on. Please be sure to address each service you are bidding on.

8. Staff Credentials

In the table below, list the names of your installation or technician staff, and certifications: (apprentice, journeyman, master technician licenses, etc.).

Name	License

9. Submission Certification

I understand this application, including Attachments A-E, is to determine my eligibility to participate in the Pepco MD Small Business Program and does not constitute any formal agreement to participate in the Small Business Program. I further understand that if my company is selected to participate, it will require signing a standard task order agreement with MDEA on behalf of Pepco MD outlining all terms, program policies, and procedures to deliver Small Business services.

Authorized Company Representative:

Title:

Signature:

Date:

Attachment B: Company Questionnaire

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Small Business Program

Please provide answers to all questions below. Should you need additional space, you may attach a Word document when you upload this packet to the Procurement Portal.

If you are applying for more than one service, please ensure you address each service when answering the questions as applicable; failure to do so will null your bid for that service.

1. Is your business registered in Maryland? If so, describe your business.
2. Does your business currently participate in the Pepco's MD Small Business Program? If so, is your business currently in good standing with the Program?
3. How many customers does your business serve in Pepco's MD Service Territory?
4. Describe your Company's experience with energy efficiency service selected in Section V. of Attachment A. Please provide examples for each service you are bidding on.

Attachment C: References

Pepco MD Small Business Program

Reference 1

Reference Name	Title	Telephone #	Email	Value of Work
Location or Facility of Project				
Description of Project				
Services Provided				

Reference 2

Reference Name	Title	Telephone #	Email	Value of Work
Location or Facility of Project				
Description of Project				
Services Provided				

Reference 3

Reference Name	Title	Telephone #	Email	Value of Work
Location or Facility of Project				
Description of Project				
Services Provided				

Attachment D: Proposed Pricing Workbook

Pepco MD

Small Business Program

The Contractor will perform the services specified in the scope of work. Proposed Pricing should be based on a per-unit-installed basis, and should include all marketing, installation, taxes, tracking, warranty, recycling, and other related services. MDEA will share the final approved pricing with the selected Contractors.

The Pricing Workbook is available for download on the Procurement Portal and will include instructions for completing the Workbook.

Reminder: *If bidding on more than one service, you will need to fill out the corresponding sheet for each in the Pricing Workbook for each service. Failure to provide information for each service will null your bid for that service.*

Attachment E: Technical Exceptions
Pepco MD
Small Business Program

Please clearly state any exceptions that are taken to the technical requirements of this RFP. Bidders must state the exception(s), the reason for the exception(s) and proposed alternate language. All technical exceptions must be clearly defined only in this section.

Service You are Bidding on	Exception	Reason	Proposed Change