

# REQUEST FOR QUOTATION

*For*

Spectrum Community Services, Inc.  
2020 Electrical Contractor for Residential Panel  
Upgrade Installations for Solar Photovoltaic Systems

## RESPONSE DEADLINE

February 6, 2020

4:00 pm

Spectrum Community Services Office

2621 Barrington Court

Hayward, CA 94561

510-881-0300

[www.SpectrumCS.org](http://www.SpectrumCS.org)

## ELECTRICAL CONTRACTOR FOR SOLAR PHOTOVOLTAIC SYSTEMS

Issued By: Spectrum Community Services, Inc.  
Issuance Date: January 14, 2020  
Response Due: February 6, 2020  
Estimated Quantity: Five residential dwellings starting March through September 2020

Spectrum Community Services, Inc. (SCS) seeks a qualified Electrical contractor to provide electrical panel upgrades for residential solar photovoltaic systems.

1. Qualified respondents should review the attached specifications and submit one (1) unbound original response and (1) pdf version no later than 4:00 p.m. on February 6, 2020 to:

Spectrum Community Services, Inc.  
Attn: Mark Smith, Energy Program Manager  
2621 Barrington Court  
Hayward, CA 94545

PDF version submitted via e-mail: [msmith@SpectrumCs.org](mailto:msmith@SpectrumCs.org)

2. Technical assistance questions regarding the RFQ should be addressed to SCS via email to [msmith@SpectrumCS.org](mailto:msmith@SpectrumCS.org) prior to February 6, 2020 at 4:00 pm. unauthorized contact regarding this RFQ with other SCS employees or board members may result in disqualification. Oral communications are unofficial and non-binding. The specifications in this notice shall be considered a part of any agreement made pursuant thereto. **Spectrum Community Services, Inc. is an equal opportunity and affirmative action employer. Women owned businesses, minority owned businesses, disabled veterans and individuals with disabilities are encouraged to apply.** You can also find the complete Request for Quotation (RFQ) on the SCS website [www.SpectrumCs.org](http://www.SpectrumCs.org)

## **PURPOSE**

This Request for Quotation (RFQ) will result in the selection of the most qualified and cost effective subcontractor to provide electrical panel upgrades for solar photovoltaic systems and support services to Spectrum Community Services, Inc. Demonstrated electrical contractor ability to achieve high customer satisfaction results, warranty support, and superior electrical for solar system performance will be important factors in the selection process.

### **I. SCOPE OF PROGRAM SERVICES**

Spectrum Community Services, Inc. Energy Program is scheduled to install solar photovoltaic systems on approximately 5 single family residential homes in various locations throughout Alameda County California. These solar system installations will be completed over a six month process period ending in September 2020. The electrical contractor will supply, and install electrical upgrades to the panels for the solar systems to various locations throughout Alameda County, and therefore will need the capacity to support the five dwellings needing the electrical upgrades to the panels to the solar installations for this contract. The electrical subcontractor will pull all permits needed to upgrade the electrical panel. The subcontractor selected will be required to provide follow-up services in the event the customer or SCS or its subcontractor initiates a warranty claim.

### **II. FEE SCHEDULE FOR SCOPE OF SERVICES**

A fixed fee per watt including warranty services is being requested and the price provided will be guaranteed for six (6) months.

## **TO BE SUBMITTED WITH RESPONSE**

### **III. RESPONSE FORMAT**

All responses must include the following items and this information will be used to select the most qualified cost effective vendor. Please package your RFQ in the following order:

1. Narrative outlining:
  - a. Company background information including years in electrical industry
  - b. Business model detailing internal operations relating to how orders are placed, shipping process including lead time to receive orders submitted, invoicing system, payment terms and how warranty issues are handled and resolved.
  - c. Customer Service – Please provide an overview of how your company handles return of defective parts, customer service issues or inquiries.
2. Please provide three (3) references and contact information
3. Completed contractor Cost Proposal.

#### 4. Copy of Contractor License

Responses should be concise and include the information requested within this RFQ. Generic promotional or product information materials are not required however can be provided.

A submittal will be deemed unresponsive if the information requested is not provided or if the RFQ and supporting requested documentation is submitted late.

Please submit the required specifications and related information as follows:

One (1) unbound original,  
And one (1) PDF version of the proposal

No later than 4:00 p.m. on February 6, 2020 to:

Spectrum Community Services, Inc.  
Attn: Mark Smith  
2621 Barrington Court  
Hayward, CA 94545

PDF version submitted via e-mail: [msmith@SpectrumCS.org](mailto:msmith@SpectrumCS.org)

The selected contractor must have the ability to electronically submit the completed proposal package along with all attachments in a PDF format.

#### IV. SOLICITATION CAVEAT

Contractors submitting a response understands and agrees that SCS shall have no financial responsibility for any costs incurred in preparing their response to this RFQ and shall not be liable for any costs incurred until the successful vendor has executed an agreement with SCS.

Spectrum Community Services, Inc. reserves the right to terminate this RFQ and will provide notice to all interested contractors. The submission of a response shall be deemed that the contractor has investigated and understands, to its own satisfaction, the conditions to be encountered and materials and services to be provided.

#### V. REJECTION OF RESPONSES AND SELECTION PROCESS

The contractor acknowledges the right of SCS to reject any or all responses, to waive any non-material informality or irregularity in any response received, and to accept the contractor's RFQ deemed most favorable to SCS after all have been examined and evaluated. In addition, the contractor recognizes the right of SCS to reject a response for incomplete or irregular submittal.

## **VI. COST PROPOSAL**

1. Hourly rate when additional services are needed
2. Fixed fee per (Main Panel Upgrade) – MPU to include labor & material costs)

## **VII. AWARD CRITERIA**

Any award to be made pursuant to this RFQ will be based upon the proposal with appropriate consideration given to operational, cost and management requirements. Evaluation of offers will be based upon the Contractor's responsiveness to the RFQ and the total price quoted for all items covered by the RFP. All items requested in this RFQ, will be the primary considerations in evaluating all submitted proposals and in the selection of a Contractor or Contractors.

- Overall cost of Contractor's proposal.
- Quality or technical competency of product or service. The Contractor's stability, experiences, and record of past performance in delivering such services.
- Capacity to provide required documentation and reports
- Worker certifications, training/continuing education programs Cost or price analysis of service(s). Availability of sufficient high quality Contractor personnel with the required skills and experience for the specific approach proposed.
- Insurance coverage and/or bonding as required in RFQ or RFP
- Business licenses and/or certifications, including contractors' licenses.
- Spectrum is committed to encouraging the participation of small businesses and will ensure that small businesses are used to the fullest extent practicable.
- Spectrum is committed to making best effort to assist certified Disabled Veteran Business Enterprise (DVBE) firms to participate in the contracting process, and to ensuring that (DVBE) businesses are used to the fullest extent practicable.
- Spectrum is committed to encouraging the participation of women-owned businesses and minority-owned businesses and will ensure that women- and minority-owned businesses are used to the fullest extent practicable.
- Natural resource conservation, ability to provide American made products.