

**Commonwealth of Pennsylvania
Invitation to Qualify for the Guaranteed Energy Savings Program**

PART II – BID REQUIREMENTS

1. Contractors interested in doing business with the Commonwealth of Pennsylvania (COPA) through the Guaranteed Energy Savings Program ITQ Contract 4400016426 must develop and submit a proposal along with all required documentation electronically through the www.pasupplierportal.state.pa.us website. The Commonwealth will evaluate the proposal and supporting documentation to determine whether the supplier meets the minimum eligibility requirements. Suppliers must complete and submit the documentation specified below for their proposal bid to be considered complete and responsive.
2. A “How to Submit an ITQ Proposal” document is available in the “Document Library” at <https://www.dgs.internet.state.pa.us/ITQ/ITQLibrary/DocumentLibrary.aspx>. Choose your ITQ from the drop down menu.
3. In submitting a proposal, an interested contractor must provide/upload the following documentation/requirements at the “Additional Required Documentation” Step. These requirements are addressed in greater detail in Contract Clause “Minimum Eligibility Requirements” below. Failure to meet these requirements may result in the contractor’s proposal being rejected.
 - A. Contractor must be registered as a vendor through the PA Supplier Portal, www.pasupplierportal.state.pa.us
 - B. Contractor must submit/upload “Company Overview”
 - C. Contractor must submit/upload “References”
4. **Minimum Eligibility Requirements: These requirements apply to contractors for both the GESA Contracting Services and the GESA Project Consulting Services categories.** Contractors interested in submitting a proposal to become qualified for either Service Category must meet all of the eligibility requirements. **Contractors who fail to meet all the following eligibility requirements may result in bid rejection.**
 - A. A contractor must be determined as responsible by the Issuing Office. (Reference Section VI, Terms and Conditions, “Contractor Responsibility Program and Provisions” Clause
 - B. Contractors must substantiate a minimum of three (3) years of experience in the field of energy–related capital improvements and developing energy conversation measures.
 - C. The Contractor must identify that both a full time Professional Engineer (P.E.) licensed to practice in Pennsylvania as well as a full time Certified Energy Manager (C.E.M) are on staff.

- D. To demonstrate that the above requirements are satisfactorily met, the Contractors **must** submit as additional attachments with their proposal, the following (document attachments should be named appropriately and include the company name. i.e. Company Overview – Supplier Name):
- 1) **Company Overview:** A company overview providing a brief business history outlining the length of time in business, an outline of the management and operational structure, including number of senior staff professionals and other staff professionals, as well as resumes of key staff professionals who have experience energy related capital improvements and guaranteed energy savings projects.
 - 2) **References:** Three (3) quality client references from GESA projects or similar performance –based energy savings projects completed in the last ten (10) years within the project construction cost range for each service category selected. The references must meet the following requirements:
 1. The references should offer various projects that demonstrate the contractor’s ability to perform a full range of energy services and energy-related capital improvements with guaranteed savings.
 2. Each reference must provide the project title, a description detailing the project scope and size, the bonding requirements, the guaranteed savings and years to achieve it, the organization for whom the work was performed, and a point of contact at that organization.