****

**Arizona Public Service Company**

**(APS)**

**APS Solar Communities**

**Request-for-Proposal**

**Bidder Instructions**

This Request for Proposal contains proprietary and confidential information that shall not be used, disclosed, or duplicated– in whole or in part – for any purpose other than to evaluate and/or respond to this Request for Proposal. The recipient of this document agrees to – limit the disclosure to those who have a need to know the confidential information contained in this document for purposes of this Request for Proposal, and who are bound in writing by confidentiality terms, policies or procedures no less restrictive.

**REQUEST FOR PROPOSAL**

1. **Project Summary/Scope of Work**

APS is seeking a partnership in implementing its residential rooftop solar program for limited and moderate income Arizonans, which has been re-named APS Solar Communities be included as part of the package.

1. **Supplier Safety Program**

The scope of work associated with this project, installation, removal, maintenance of radio microwaves (antenna), is considered high risk. As “**HIGH RISK**” work, Arizona Public Service (APS) will monitor and maintain evidence of the Contractor’s safe work practices via a safety assessment system.

ISNetworld is a third party safety assessment system utilized by Arizona Public Service Company. The awardee (“Contractor”) for this scope of work, if not already a subscriber, will be required to subscribe to ISNetworld (subscribe at [www.ISNetworld.com](http://www.ISNetworld.com)); will be required to furnish ISNetworld with the information requested by ISNetworld in connection with each subscription; and, will be required to maintain a subscription with ISNetworld with a “GREEN” status for the duration of the agreement with APS. Subscribing to ISNetworld and furnishing such information shall be a condition precedent to the full execution of an agreement unless otherwise waived by APS at its sole discretion. There is a fee for this subscription which shall be paid by the Contractor.

No bidders for high risk work will be awarded business if they are not registered in ISNetworld with an acceptable scorecard status for the APS portal (APS uses a color-based system of “GREEN”, “YELLOW”, or “RED” to reflect supplier status in the system.

Your status in ISNetworld will be used to assess your company’s adherence to APS safety standards and will be a primary consideration during the evaluation phase.

Any bid responder must accept the APS safety standards set forth in ISNetworld in order to be considered for award past the evaluation phase.

Any bid responder not registered in ISNetworld (ISN) and connected to the APS portal at the time they are notified of their status for consideration, will be expected to be fully registered in the ISN system with an acceptable status within the proscribed timeline.

If you have questions regarding the APS standards please contact the ISN support desk.

The ISNetworld Customer Service Support Team, which is available 24-hours a day, Monday through Friday:

* Email: [customerservice@isn.com](mailto:customerservice@isn.com)
* Call (800) 976-1303
* There is also a live chat feature on ISNetworld.com

APS makes no representation about the quality of services being performed by ISNetworld. APS use of ISNetworld in connection with the project shall not constitute or be construed as APS assuming responsibility or liability for safety under the Agreement or at law, and does not relieve Contractor from full compliance with its legal and contractual obligations. ISNetworld is a third party contracting with APS, and any acts or omissions by ISNetworld shall not be considered an act or omission of APS. ISNetworld is not an agent of APS.

1. **Projected Schedule of Events**

Listed below are important dates and times by which **actions related to this** t be completed. In the event that the Company finds it necessary to change any of these dates and times it will do so by issuing an addendum to this RFP. All times listed below are applicable to Arizona Mountain Time.

REPLACE TABLE WITH ATTACHED SCHEDULE

|  |  |
| --- | --- |
| **Date of Issue of the RFP** | **October 11, 2017** |
| **Pre-bid Meeting (APS will send out WebEx info)** | **October 16, 2017 (2:00 PM to 3:00 PM)** |
| **Confirm Intent to Bid** | **October 18, 2017 (via Power Advocate)** |
| **Last day for Submitting Questions** | **October 25, 2017** |
| **APS Response to Supplier Questions** | **October 31, 2017** |
| **Proposal Due Date** | **November 3, 2017 (12:00 PM AZ time)** |
| **Anticipated Award Date** | **Week of December 4th 2017** |

1. **Single Point of Contact**

During the bidding period, the Bidder’s point of contact will be limited to the contact listed below. Any communication regarding this bid with any other individual other than the point-of-contact may be grounds to disqualify you for this or future proposals.

APS manages its RFP process using a web-based, eRF(x) platform tool, PowerAdvocate. **Communicate with the Bid Team using the ‘Messaging’ tool on** [**www.PowerAdvocate.com**](http://www.PowerAdvocate.com) **(‘PA’) to submit any questions and/or to request clarifications on the contents of this RFP.** This tool is the primary medium of communication for this RFP and will be monitored and answered by the point of contact. If you have any trouble communicating with the point of contact through the tool, additional contact information is available below:

Arizona Public Service Company

**Attention: Ea Tsai**

**Email: Ea.Tsai@aps.com**

**Phone: (602)250-3588**

Respondents may submit questions regarding this RFP process and project scope at any time during the RFP timeline but must submit questions via the ‘Messaging’ tool. APS **does not guarantee** that questions submitted after the deadline will be answered. A list of questions (submitted as an attachment document) is acceptable; **however, APS will not accept** **questions submitted in PDF format**.

APS will accumulate all questions submitted and will make every effort to provide a timely, written response. The question(s), along with the appropriate response(s) will be forwarded to all Bidders without reference to the company or representative who submitted it.

In addition, significant changes to this RFP will be communicated via the PowerAdvocate tool to all participating respondents and posted in the ADDENDA area under the ‘Download Documents’ tab.

1. **RFP Documents**

All documents pertaining to this RFP can be found under **Tab 1** ‘Download Documents’ on the PA platform. Each document can be downloaded from the system. Changes/Revisions to the original documents will be posted under the ADDENDA section. Documents may be referenced by description name - completely or in part - throughout this document:

1. **RFP Response Instructions**

The RFP response should be simple and concise. Emphasis should be placed on accuracy, completeness, and clarity of content. In order to consistently analyze responses to this RFP, respondents are required to prepare their responses in accordance with the instructions outlined in this section. Failure to do so may result in elimination of the respondent from consideration for the RFP.

Any documents provided by APS for bidders to: download from Tab 1; to fill out; and, to upload under **Tab 2** ‘Upload Documents’ must not be altered, copied or unlocked. Documents that have been provided (such as Excel files, Drawing files, the red-lined version of the APS Agreement, etc.) must remain in the same format-type when uploaded or it will not be accepted. If exceptions are to be made, there will be explicit instructions on how to upload the document in question.

The Proposal must address the following items:

* Proposal cover letter
* Solution strategy
* Project methodology
* Tools, materials required
* Identify Project Team Members
* Relevant firm experience/ References (3 minimum)
* Experience of key personnel - resume(s)
* Safety Manual
* Proposal assumptions
* List of all subcontractors identifying their scope of work

Discussions may be conducted with respondents for the purpose of clarifications to assure full understanding of and responsiveness to the proposal submitted. These discussions may be related to any portion of the proposals.

**Response to Proposal Questions on PowerAdvocate (datasheet questions)**

PowerAdvocate uses online forms that we refer to as datasheets. Bidders shall enter their online responses to the questions for commercial, technical, or pricing datasheet questions if requested. There may be **multiple** sets of datasheets under any tab. If the Tab is grayed out, it is not active and no information needs to be entered.

**Commercial Questions (Need to fill out)**

*Found under Tab 3 ‘Commercial Data’*

* **Supplier Financial Summary Tab**
* **Installer Consent Tab**
* **APS High Risk Work, Contractor Safety questionnaire Tab**
* **Vendor Profile and Experience Tab**
* **APS Intent to Bid Tab**
* **Performance Bond and Insurance Tab**

**Technical Questions (Intentionally blank)**

*Found under Tab 4 ‘Technical Data’*

* ***Equipment Tab***

**Pricing (Need to fill out)**

*Found under Tab 5 ‘Pricing Data’*

* **Pricing Tab**

1. **Proposal Expectations**

**Proposal Submission**

The proposals must be submitted via the [www.PowerAdvocate.com](http://www.PowerAdvocate.com) platform. Any response submitted by postal mail, facsimile, or electronic mail **will not be accepted**.

**Evaluation Criteria**

1. Safety
2. Price
3. Adherence to Terms and Conditions
4. Bidders Exceptions to the RFP
5. Ability to Meet Project Schedule
6. Meets Specification
7. Understanding of Scope of Work
8. Delivery
9. Innovation of Solution
10. Additional Criteria for Evaluation (as needed)

**Expenses**

With respect to expenses associated with the preparation, submittal, presentation or evaluation of any proposal, the respondent shall be responsible for all of its own costs, fees and expenses including any and all costs, fees and expenses attributable to in-house legal counsel and/or outside legal counsel. APS shall be held harmless and free from any and all liability, claims, or expenses whatsoever incurred on behalf of any person or respondent to this RFP. **APS will not reimburse any of the Bidder’s costs.**

**Late Proposals**

Late proposals will not be considered.

**Withdrawal of Proposals**

At any time prior to the Due Date, a respondent (or designated representative) may withdraw its proposal.

**Amendments of Proposals**

The Proposal may be amended at any time prior to the close date of the RFP so long as such amendments are submitted on or before the Due Date.

1. **APS Agreement**

Attached in Tab 1 ‘Download Documents’ is the Master General Services contract.

Review this document in its entirety. Bidders will be asked to affirm that they have read and will abide by the terms of the APS Agreement on a section-by-section basis. If there are any exceptions noted, Bidders will also be asked to upload [under Tab 2 ‘Upload Documents’] a red-lined version of the Agreement that specifies in detail how the section shall be modified to be acceptable to Bidder. Exceptions which make reference to Bidder's terms and conditions will be considered nonresponsive and may be subject to rejection.

**Do not complete the signature process for the Agreement**; that procedure will be completed only after APS has reviewed any redline items and stated its intent to award the business from this RFP.

1. **Presentations/Interviews**

At its discretion, APS may require presentations or interviews to supplement Bidder proposals. Should they be required, APS will make every reasonable attempt to schedule such activities at a time and in a format agreeable to the Bidder and Company.

1. **Award of Contract**

Notwithstanding any other provision of this RFP, APS expressly reserves the right to:

1. Waive any material defect or informality;
2. Reject any and/or all proposals or questions thereof;
3. Reissue an RFP.

Any proposal tendered in response to this RFP will be considered as an offer to contract with APS - based upon the terms, conditions, scope and specifications contained therein. Proposals do not become contracts unless and until they are accepted by APS and a formal Agreement is executed by both parties.

Contract award, if any, will be made to the respondent whose proposal is determined to be most advantageous to APS. **The Company is under no obligation to respondents to provide specific details regarding the award decision.**

1. **Company Background - Introduction to APS**

Arizona Public Service Company (APS or ‘Company’) is Arizona’s largest and longest serving electric utility company, providing power to more than one million customers in 11 of the state’s 15 counties. Headquartered in Phoenix, APS is the primary subsidiary of the Pinnacle West Capital Corporation, which has consolidated assets of approximately $12 billion.

Since its founding in 1886, APS has demonstrated a strong commitment to its customers in one of the country’s fastest growing states, earning a reputation for achieving customer satisfaction, contributing shareholder value, striving for operational excellence and exhibiting business integrity. Its vision is centered around, “Creating a sustainable energy future for Arizona.”

Key Facts:

* APS has about 6,000-6,500 employees
* APS operates the second largest generation fleet in the western United States
* APS owns 10 power plants to meet its customer’s energy needs through a mix of resources: about one-third nuclear, one-third coal, and one-third natural gas/oil
* APS diligently explores the use of solar and other renewable generation technology
* APS has more than 33,000 miles of transmission, distribution lines and underground cable
* APS website: [www.aps.com](http://www.aps.com)
* Pinnacle West Corporation website: [www.pinnaclewest.com](http://www.pinnaclewest.com)

APS buys a wide variety of products and services to meet the needs of our business units:

* **Transmission & Delivery and Customer Service** (‘TD&C’) – Electrical power line, sub-station, garage and service center products and services. TD&C is the most recent term (as of 2014) for this business unit, but in the past it was referred to as ‘T&D’ (transmission and delivery) or ‘Delivery’.
* **Corporate** (‘CHQ’) - General business support products and services
* **Fossil Generation** (‘FosGen’ or ‘Non-Nuclear’) – Products/services supporting the operational needs of the APS fleet of Power Generation Plants excluding the Nuclear Plant.
* **Nuclear** (‘Palo Verde’ or ‘PV’) –Products/services supporting the fleet’s operational needs of the Nuclear Plant

1. **Supplier Diversity and Development**

APS has a strong commitment of strengthening communities by reaching out to diverse suppliers. APS’ commitment to Supplier Diversity is achieved through many strategic activities and relationships. The goal of Supplier Diversity and Development (SDD) is to maximize procurement opportunities for diverse businesses and APS sets utilization goals for Direct Diverse Spend. Direct spend is defined as a horizontal procurement relationship with a certified diverse supplier from which APS purchases goods or services.

In addition, APS has a 2nd Tier Subcontracting Initiative that applies to non-diverse suppliers. Second Tier spend is defined as a vertical procurement relationship in which the certified diverse supplier invoices the Prime or First Tier supplier for goods and services to fulfill APS contracts.

1. **PowerAdvocate Sourcing Platform**

All responses to this RFP must be submitted electronically using the PowerAdvocate Online Sourcing Platform, accessible via [www.PowerAdvocate.com](http://www.PowerAdvocate.com). The PowerAdvocate ‘Messaging’ tool will serve as the means for communication between respondents and the Company. All documents for the RFP documents will be downloaded using the online platform. The Bidder response to the RFP and all necessary attachments and/or addenda to the RFP must be uploaded using the online platform.

Technical questions about using the system should be made directly to the PowerAdvocate Help Desk at 857-453-5800 or via email at [support@poweradvocate.com](mailto:support@poweradvocate.com). Please have your event number ready when requesting help from PowerAdvocate.

At any time during the bid event, you may return to [www.PowerAdvocate.com](http://www.PowerAdvocate.com) to Logon to the event, download the RFP documentation, enter/complete/edit the online datasheet information and/or upload your proposals.

1. **General Conditions and Confidentiality**

This RFP and all materials submitted by APS must be considered confidential. The Confidential Information shall be administered and stored in secure locations that are not accessible to those who do not have a need to know their contents.

This RFP is not an offer to contract but is instead an invitation to make offers to contract with the Company for the services described herein. Company may, at its sole discretion, accept or disregard proposals submitted to it and will not be legally bound to enter into a contract with any Bidder until it formally accepts in writing a proposal submitted to it, in accordance with the terms and conditions of this RFP.

APS reserves the right to make a partial award as APS deems favorable. Furthermore, APS reserves the right, to at any time unilaterally revise, suspend, or terminate this RFP and any schedule related hereto in its sole discretion without any liability to any Bidder. APS also reserves the right to accept or reject any or all proposals for any reason any time after submittal, at any time to a Bidder that, in the sole opinion and discretion of APS, provides a proposal that APS deems favorable. Bidders that submit proposals do so without legal recourse against APS or its directors, management, employees, agents or contractors based on APS’ rejection, in whole or in part, of the proposal or for failure to execute any agreement tendered by APS. APS shall not be liable to any Bidder or to any other party, in law or equity, for any reason whatsoever relating to APS’ acts or omissions arising out of or in connection with this RFP. None of the materials received by APS from Bidders in response to this RFP will be returned. All proposals and exhibits will become the property of APS.

Further, this RFP and Bidder’s response will be the basis for and be incorporated into the contract between APS and the successful Bidder(s). Proposals submitted in response to the RFP shall represent a firm offer to contract on the terms and conditions described in such proposals.

When submitting confidential materials to APS, the Bidder must clearly indicate the proprietary information by marking “confidential” for each section.

**Bidders are not permitted to make any public announcement or release any information regarding this RFP or subsequent award without prior written approval from APS.**

1. **Supplier Ethical Conduct**

PNW and its primary subsidiary, APS adhere to high standards of corporate responsibility and doing business ethically. As part of APS’ strong commitment to its customers and communities, it has developed expectations for supplier ethical conduct. Click on the link below to view and print the PNW and APS expectations for supplier ethical conduct. [PNW AND APS EXPECTATIONS FOR SUPPLIER ETHICAL CONDUCT](http://www.aps.com/library/supply%20chain/ExpectationsforSuppliers.pdf)

**[End of Bidder Instructions]**

**Appendix A** - **Scope of Work**

See attached scope of work below or attach a separate document.