




Phone:
Espanola 505-753-2105
Cuba 575-289-3241
Jemez Springs 575-829-3550

Your Touchstone Energy® Cooperative 
The power of human connections®

Electric Cooperative, Inc.
P.O. Box 128, Espanola, New Mexico, 87532

Invitation to Bid (ITB): ITB Number 20-0731-0001
RFP Title: JMEC Residential Solar Program
Issue Date: July 15,2020
Bid Due Date: July 20,2020
Bid Opening Date: July 21,2020

Important Note: Indicate Company Name and Invitation to Bid on envelope

Jemez Mountains Electric Cooperative, Inc. (JMEC) is issuing an Invitation to Bid for licensed and bonded contractors specializing in solar residential installations for a new residential solar program for the JMEC consumers. JMEC will select a panel of qualified residential solar installers to recommend to the participants in the JMEC program. (See Scope of Work)

Requirements:

- **Professional References**
- **Residential solar installation contractor requirements: Hold a valid Business License. Hold a valid license issued by the State of New Mexico construction industries division (CID) in the EE-98 or ER-1 license classification-subject to the provisions of 14.6.6.9 A (1) NMAC. Must be registered to do business in the State of NM and present a valid NM Tax ID number.**
- **Provide Certifications of Staff that will be involved in the SOW.**
- **Hold a valid Certificate of General Liability Insurance no less than One Million Dollars (\$1,000,000); and business auto liability insurance covering owned, hired and non-owned vehicles with minimum combined bodily injury and property damage limit of One Million Dollars (\$1,000,000) per occurrence. Worker's Compensation Insurance, to cover obligations imposed by Federal and State statutes pertaining to Contractor's employees engaged in the performance of any services, and Employer's Liability Insurance with a minimum limit of One Million Dollars (\$1,000,000). Contractor shall provide to JMEC current certificates of such coverage. The JMEC Board of Trustees, Management, and Employees must be listed as additional insured under the Contractor's Liability Insurance.**
- **A Notarized Letter of Surety for Bonding Capacity is required.**

- Contractor will be required to enter into an Agreement with each JMEC consumer.

Primary Contact – JMEC Contract Administrator – Karen Wisdom:

Submittal:

Please submit a Bid no later than COB July 20,2020 to Karen Wisdom, Contract Administrator, at 19365 US 84/285, Hernandez, NM 87537 or PO Box 128, Espanola, New Mexico, 87532.

Bids submitted via email will be accepted.

Jemez Mountains Electric Cooperative, Inc. reserves the right to accept and/or reject any and all proposals. In ALL cases, any award resulting from the ITB shall always be in the best interests of Jemez Mountains Electric Cooperative, Inc. and our members.

**Scope of Work for Participation in the JMEC Installation Services for Solar Residential Installations
ITB 20-0731-0001**

The following criteria will be heavily evaluated:

- **Overall Reputation (references will be checked)**
- **Quality of Materials (List Materials you install)**
- **Dependability: List average amount of residential solar installations timelines**

- **JMEC will chose a panel of providers of solar installations to recommend to the participants in JMEC residential solar installation initiative. The JMEC consumer participants will have the ability to choose from the pre-vetted panel the solar company they want to install their project.**

- **Strict adherence to NM CID Title 14 Chapter 5 Part 2 Housing and Construction Industries General Provisions Permits and Requirements**

- **Name licensed engineer who works with your firm who provides structural analysis of rooftop mounted solar voltaic panels, if required NM CID criteria is present for analysis. Send sample of engineer sealed structural documents provided to residential consumers.**

- **Number of years in business**

Bid Sheet and Certification

JMEC desires to engage a licensed and bonded contractor specializing in the installation of residential solar voltaic systems to participate in the JMEC residential solar program.

Please attach a current rate sheet

Please include an average cost of stamped engineering plans for analysis of structural analysis

Please attach a list of manufacturers of solar voltaic panels and parts your firm currently uses.

Please attach a list of structural engineers that provide analysis of load factors in rooftop installations that you currently engage for your installations.

List employees and their qualifications who will participate in the SOW.

I certify that this bid is made without prior understanding, agreement, or connection with any corporation, firm or person submitting a bid for the same materials, supplies, equipment or service, that it meets or exceeds all the specifications contained herein, and is in all respects fair and without collusion or fraud. I understand collusive bidding is a violation of state and federal law, and can result in fines, prison sentences, and civil damage awards. I agree to abide by all conditions of this bid, all specifications as stated, all bid prices, and certify that I am authorized to sign for the bidder.

Company Name: _____

Company Address: _____

Taxpayer Identification Number (T.I.N): _____

Telephone No. _____

Fax No. _____

Email Address: _____

Print Name: _____

Signature: _____

Bidder Reference Form

The Contractor shall supply, with its bid, professional references of companies or organizations for which it has performed similar engineering and analysis work within the last (24) months. At least three (3) references shall be included with a contact name and telephone number.

Reference 1:

Company Name: _____

Contact Name: _____

Contact Phone: _____ Contact Email: _____

Date(s) of Services Rendered: _____

Brief Description of Specific Services Rendered:

Reference 2:

Company Name: _____

Contact Name: _____

Contact Phone: _____ Contact Email: _____

Date(s) of Services Rendered: _____

Brief Description of Specific Services Rendered:

Reference 3:

Company Name: _____

Contact Name: _____

Contact Phone: _____ Contact Email: _____

Date(s) of Services Rendered: _____

Brief Description of Specific Services Rendered:

Local Vendor Preference

The JMEC Board of Trustees has approved and supports a local vendor preference which applies to all competitive *bids* for equipment, materials, supplies and *contractual services* in which the *contractual services* are procured using a *bid* solicitation process based solely on price. No consideration *shall* be given to any other factors such as qualifications, references or experience in determining contract award, provided the vendor whose price is determined to be the lowest has met all the bid *specifications* and requirements. The preference does not apply to *public Works/construction* projects which *must* be awarded to the low responsive, responsible bidder to specification per Public Contract Code. A preference *will* apply to *professional service* contracts awarded by means of the *RFP* process.

Local Vendor *shall* mean any business which: Has had a fixed office or distribution point located in and having a street address within the JMEC service area for at least six months immediately prior to the issuance of the request for competitive *bids* by the purchasing agent, and;

Employs at least one full-time or two part-time employees whose primary residence is located within Jemez Mountains Electric Cooperative service area, or if the business has no employees, *shall* be at least fifty percent owned by one or more persons whose primary residence(s) is located within Jemez Mountains Electric Cooperative service area; and Will credit all sales taxes generated pursuant to the contract awarded as a result of the application of this local vendor preference to its business location in the Jemez Mountains Electric Cooperative service area.

If the low bidder is not a local vendor, any local vendor that submitted a *bid* that is within ten percent of the low *bid shall* be awarded the bid, provided the local vendor has met all of the bid specifications and requirements.

Gratuities and Anti-kickback Provisions.

Contractor shall not, under any circumstances, extend any gratuity or special favor to members of the JMEC Board of Trustees or employees that might be reasonably construed as an attempt to influence the recipients in the conduct of their official duties.