



DEPARTMENT OF
GENERAL SERVICES

COMMONWEALTH OF VIRGINIA

DIVISION OF PURCHASES & SUPPLY (DPS)
1111 East Broad Street, Richmond, Virginia 23219

Contract Number E194-82899 PRE-QUALIFIED ENERGY SAVINGS CONTRACTORS (ESCOS) for ENERGY PERFORMANCE CONTRACTS

PRE-QUALIFICATION PERIOD	November 13, 2019 through November 12, 2029 Open enrollment period from July 1 – August 31 every two (2) years within the ten (10) year period
CONTRACT TYPE	Pre-Qualification
RENEWALS REMAINING	N/A
AUTHORIZED USERS	Commonwealth of Virginia state agencies, institutions of higher education & other public bodies as authorized and defined in the Code of Virginia §2.2-1110, 2.2-1120, and 2.2-4301
PRE-QUALIFIED CONTRACTOR & eVA ID #	See Overview/Instructions to Users
PRE-QUALIFIED CONTRACTOR(S) POINT OF CONTACT	See Overview/Instructions to Users
MINIMUM ORDER	N/A
PAYMENT TERMS	N/A
DELIVERY	N/A
DPS CONTRACT OFFICER	Calisha Williams, CPPB, VCO Phone # 804-786-5414 Calisha.Williams@dgs.virginia.gov
COMMODITY CODE(S)	90900, 91000, 91200, 96131
LAST UPDATE & PURPOSE	December 15, 2021 Updated Pre-Qualification list

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INFORMATION:

1. **Ordering Method:** All Authorized Users placing orders against this Contract must place purchase orders through eVA.
2. **Purchase Order Information:** When placing an eVA order, follow the Buyer Guide. This guide may be found on eVA (Click on "I Buy For Virginia", then on "eVA Buyer Training", then on "Buyer Guide").
3. **Authorized User Acceptance:** Inspection and acceptance upon delivery and approval of Contractor's invoice is the responsibility of the receiving Authorized User.

OVERVIEW

The following list of energy savings contractors (ESCOS) for energy performance contracts has been established based on a pre-qualification process that included the ability to be bonded, experience in providing services on similar contracts, references, judgements, claims and viability to support this program for the Commonwealth of Virginia.

1. **Eligibility:** State Agencies, Institutions of Higher Education, and local public bodies are responsible for determining if use of energy performance contracting versus use of other procurement methods is the appropriate approach to the project. Energy performance projects shall not include new construction.
2. **Utilization Determination:** Upon determination that an Energy Performance Contract may be in the best interest of the public body, they shall proceed by following the below instructions and with the Request for Proposal for the Back of the Envelope Proposal (RFP/BOE).
3. **VDE Notification:** **All public bodies** are required to notify Virginia Department of Energy of its decision to move forward with the Request for Proposal for the Back of the Envelope Proposal (RFP/BOE).
4. **Posting Requirements:** The RFP/BOE **shall be** publicly posted in eVA for state agencies and institutions. It is optional, but encouraged for local public bodies to post in eVA if local does not use eVA they must notify all pre-qualified ESCOS.
5. **Changes:** Any changes to the Pre-Qualified list, processes, procedures, terms or any other additional updates shall be communicated by the Division of Purchases and Supply (DPS) by amendment to this summary. Disputes between the using entity and the vendor will be resolved in accordance with the terms of their contract.

Definition: "using agencies" means state agencies, institutions of higher education, local and other public bodies.

1. Using agencies shall develop the Statement of Needs for the RFP/BOE using the current edition of the Request for Proposal for the Back of the Envelope.

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2. Using agencies shall provide, at a minimum: three years of utility bills, floor plans as needed, and maintenance records as needed to support the pre-qualified vendors in their response.
3. Using agencies shall provide the RFP/BOE to all vendors on the pre-qualified list via email notification. A minimum of 30 days shall be provided from the date of the email notification to the receipt of the proposals. **THIS REQUEST DOES NOT REQUIRE ANY PUBLIC POSTING OR POSTING ON EVA.**
4. Using agencies shall conduct a site visit for the pre-qualified vendors.
5. Using agencies shall evaluate the proposals received in response to the RFP/BOE, using a committee, (the agency shall invite VDE to participate) based on criteria which shall be included in the RFP/BOE. The criteria shall address the following in the evaluation criteria:
 - a. Team Qualifications and Staffing.
 - b. References/experience of similar projects (a minimum of five).
 - c. Costing/pricing which shall address costs of installation, maintenance, repairs, debt service, post installation project monitoring and reporting, and the cost of the Investment Grade Audit.
6. Using agencies shall conduct interviews and negotiations with two or more Offerors, based on the information provided in their proposals Investment Grade Audit shall not be accepted at no cost.
7. The highest scoring Offeror shall be selected to complete the Investment Grade Audit.
8. Prior to the start of the Investment Grade Audit, the Owner shall conduct a kick off meeting that will include the Owner, VDE and the Energy Service Company (ESCO) project managers, applicable Owner facility staff, and ESCO project staff. Owner security requirements and building access shall be addressed at this meeting.
9. Upon completion of the initial Investment Grade Audit, using agencies shall forward a copy of the Investment Grade Audit to VDE and the State Building Code Official, Division of Engineering & Buildings (DEB) for review.
10. VDE will notify State Building Code Official, DEB if the project is accepted.
11. State Building Code Official, DEB will notify the agency within 30 days of the VDE notification if the project meets the construction criteria requiring a building permit and if DEB review is required.

CONDITIONS THAT APPLY

FOR PROJECTS OVER \$7,000,000 THIS STEP SHALL BE COMPLETED BEFORE MOVING FORWARD

12. If the project cost is over \$7,000,000 then the using agencies shall submit a decision brief to the Department of Planning and Budget for approval as a Capital Outlay Project before proceeding.

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Capital Outlay appropriations inclusive of Central Capital Appropriations for Maintenance Reserve shall not be used in any Energy Performance Contract.

13. If the project cost is under \$7,000,000 then the using agencies may proceed, based upon VDE approval and review by the State Building Code Official for permitting requirements, with the development of the energy contract which is comprised of the following documents:
 - a. CO-9 ESCO Contract
 - b. CO-7DB Terms and Conditions of the Design Build Contract
 - c. Supplemental General Conditions for ESCO Contracts
 - d. Investment Grade Audit - final approval by VDE that defines the final negotiated scope of work
14. Using agencies shall compile the items in item 15 and complete the Treasury application process for financing. Using agencies shall submit the required documentation to Treasury for review and approval.
15. After approval of financing by Treasury, the using agencies may proceed with the submittal process as required for the building permit.
16. Using agencies shall provide design documents as required for the designated Energy Conservation Measures (ECMs) to DEB that comply with the Virginia Uniform State Building Code (VUSBC) and the Construction and Professional Services Manual (CPSM). Work requiring a building permit shall not commence until the building permit is issued. The design documents shall be developed by the ESCO and shall follow all criteria defined in the VUSBC and CPSM.
17. Using agencies shall pay DEB for these review services and shall include the costs for these reviews in their final cost proposal. It is important to note that incomplete documents cause additional reviews and their associated costs, therefore the ESCO shall be responsible for all costs above two reviews and shall reimburse the agency for any costs above two reviews. These costs shall not come from the project.
18. All Energy Performance Contracts require energy bonds as defined in the Code of Virginia section 11-34.3.F.2.
19. **All Energy Performance Contracts require an annual reconciliation as defined in the Code of Virginia section 11-34.3.F.3.** Owners shall involve VDE in the annual reconciliation. Owners may use a 3rd party energy consultant to review the annual audit for Measurement and Verification (M&V) and compliance with the payback model.

Owners shall use Federal Energy Management Program (FEMP) Measures guidelines related to M&V options for ESCO projects. Owners shall send a copy of the annual M&V to VDE.

Owners shall require the ESCO to enter all project data into DOE's eProject Builder M&V module for M&V and update as needed. The Owner shall not do this task. To access the project data template, go to <https://eprojectbuilder.lbl.gov> and select the "Help/Documentation" tab. Click the "New Project Override Template".

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20. § 11-34.3.A. excludes roof replacements for energy conservation or operational efficiency measures. However, repairs and alterations are allowed if an integral part of an ECM, such as area under a motor, cooling tower, etc. These roofing repairs and alterations shall not exceed 20% of the roof area.

21. The Investment Grade Audit shall consist of the following sections which shall be clearly defined:

a. **Summary section**

- i. Contact information.
- ii. Summary table of recommended energy and water savings measures, with an itemization of each measure for design and construction costs, annual maintenance costs, the first year cost avoidance (in dollars and energy units), simple payback, and equipment service life. iii. Summary of annual energy use and costs of existing or base year condition.
- iv. Calculation of cost savings expected if all recommended measures are implemented. Include total percentage savings.
- v. Description of the existing facility, mechanical, and electrical systems.
- vi. Summary description of measures, including estimated costs and savings for each, as detailed above.
- vii. Discussion of measures considered but not investigated in detail.
- viii. Conclusions and recommendations.

b. **Full description of each energy and water savings measure, including:**

i. **Written description:**

1. Existing conditions.
2. Recommendations. Include a discussion of facility operations and maintenance procedures that will be affected by installation/ implementation. Present the plan for installing or implementing the recommendations.

ii. **Base year energy use:**

1. Summary of all utility bills.
2. Base year consumption and how established.
3. Plan for reconciling end-of-the-year results with base year figures.
4. End year reconciliation with base year (include discussion of any unusual findings).

iii. **Savings calculations:**

1. Base year energy use and costs.
2. Projected post-retrofit energy use and costs.
3. Savings estimates, including analysis methodology, supporting calculations, and assumptions used.
4. Conclusions, observations, and caveats.
5. Savings estimates must be limited to energy use and dollar savings allowed by the Owner, as described above.

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6. Percent cost-avoidance projected.
 7. Description and calculations for any proposed utility rate changes
 8. Explanation of how savings interactions between retrofit options is accounted for in calculations.
 9. If computer simulation is used, include a short description and state key input data. Show all input data in an Appendix. If requested by Owner, access will be provided to the program and all assumptions and inputs used, and/or printouts shall be provided of all input files and important output files and included in the Technical Energy Audit with documentation that explains how the final savings figures are derived from the simulation program output printouts.
 10. If manual calculations are employed, formulas, assumptions, and key data shall be stated.
- v. **Cost estimates. Detailed scope of the construction work inclusive of material specifications and construction details, in a form that is suitable for cost estimating and review by DEB to determine construction needs. Include all anticipated costs associated with installation and implementation, including:**
1. Engineering and design costs.
 2. Contractor/vendor estimates for labor, materials, and equipment; include special provisions, such as overtime, etc., as needed to accomplish the work with minimum disruption to the operations of the facilities.
 3. Permit costs.
 4. Construction management fees.
 5. Commissioning costs.
 6. Other costs/fees.
 7. Company overhead/profit.
 8. Environmental costs of disposal, handling of hazardous materials, etc.
 9. Note that all markups and fees stated in the Technical Energy and Water Savings Audit, Memorandum of Understanding shall be used in the cost estimates, unless otherwise documented and justified (due to changes in scope or size of project or other unforeseen circumstances).
 10. Conclusions, observations, and caveats.
- vi. **Other:**
1. Estimate of average useful service life of equipment.
 2. Preliminary commissioning plan.
 3. Preliminary measurement and verification plan, explaining how savings from each measure is to be measured and verified (stipulated by agreement, utility bill analysis, end-use measurement and verification calculations, etc.). THESE COSTS SHALL BE OUTSIDE OF THE COST MODELS.
 4. Discussion of impacts that facility would incur after contract ends. Consider operations and maintenance impacts, staffing impacts, budget impact, etc.
 5. Develop an operations and maintenance plan. THESE COSTS SHALL BE OUTSIDE THE COST MODELS.

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6. Develop a training plan for building operators.
7. Develop a training plan for building occupants.

PRE-QUALIFIED CONTRACTORS CONTACT INFORMATION

Contractor Name	eVA Vendor ID#	Location Address(es)	Contact Information (Name, Phone, Fax and Email)
ABM Building Service, LLC	VS0000205154	3711 Saunders Avenue Richmond, VA 23230	Whit Blake Regional Director Phone: 804-297-5758 757-470-0045 Fax: 804-254-5799 whitley.blake@abm.com
Ameresco, Inc.	E58825	10024 Stonemill Road Richmond, VA 23233	Richard Ritter Senior Account Executive Phone: 804-762-4943 508-661-2200 804-376-5751 Fax: 508-598-3229 RRitter@ameresco.com
CEG Solutions	VS0000333082	4040 North Fairfax Drive Suite 700 Arlington, VA 22203	Bryon Krug President Phone: 703-294-4526 Fax: 703-294-5750 Bryon.krug@cegsolutions.com
CMTA, Inc.	VS0000167633	2751 Proseprity Avenue, Suite 570 Fairfax, VA 22031	Jeremy Smith Vice President Phone: 859-421-9603 FAX: 502-409-4604 jsmith@cmta.com
D E Kirby, Inc.	E71210	1050 Hodges Ferry Road Portsmouth, VA 23701	Daniel Kirby President Phone: 757-488-5065 FAX: 757-465-2781 dekirby@dekirby.com
Energy Systems Group, LLC. (ESG)	E5645	9097 Atlee Station Road Mechanicsville, VA 23116	David Ames, Jr. Regional Sales Manager, Northeast Region Phone: 804-442-3691 Mobile: 804-339-2487 FAX: 812-492-8304 Dames@energysystemsgroup.com

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Honeywell International, Inc.	VC0000139740	7870 Villa Park Drive, #900 Richmond, VA 23228	Adam Shuster Account Manager Phone: 443-204-9874 FAX: 804-515-1590 Adam.Shuster@honeywell.com
Johnson Controls, Inc	E2189	2315 Commerce Center Dr. Ste. D Rockville, VA 23146	John Poggi Area Genral Manager Phone: 410-382-4882 215-808-8265 FAX: 804-749-8803 john.j.poggi@jci.com
McClure Company	VS0000332729	4101 North Sixth Street Harrisburg, PA 17110	Mark Gallick Account Executive Phone: 717-232-9743 717-574-6539 Fax: 717-236-5239 markgallick@mcclureco.com
McKinstry Essention LLC	VS0000331753	5485 Bethelview Road Suite 360-343 Cumming, GA 30040	Marcus Craig Vice President Phone: 770-371-2198 813-553-6689 Fax: 206-762-2624 MarcusC@McKinstry.com
Noresco, LLC	VS0000208544	4948 Dominion Boulevard Glen Allen, VA 23060	Janet Tribble Senior Account Executive Phone: 804-278-7647 FAX: 804-346-9338 jtribble@noresco.com
Schneider Electric	E5973	2400 Old Brick Road Suite 70 Glen Allen, VA 23060	Barry Wilhelm Sales Team Leader Phone: 540-798-3220 FAX: 919-800-3660 Barry.wilhelm@se.com
Siemens Industry, Inc.	E2571	5106 Glen Alden Drive Richmond, VA 23513	John Kovach Vice President, Energy and Performance Services Phone: 678-986-6282 FAX: 804-226-4278 John.kovach@siemens.com
Southland Energy	VS0000017192	22340 Dresden Street, Suite 177 Dulles, VA 20166	Anthony Roner Vice President Phone: 760-994-7255 FAX: 703-834-5572 aroner@southlandind.com

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TEN	VS0000140513	1501 Reedsdale St., Ste 401 Pittsburgh, PA 15233	Troy Geanopulos CEO Phone: 412-429-8888 412-576-5002 FAX: 412-576-5002 Troy.geanopulos@tensaves.com
Trane U.S., Inc.	E14975	10408 Lakeridge Parkway Suite 100 Ashland, VA 23005	Larry Cummings District General Manager Phone: 804-836-7513 803-608-5808 FAX: 804-273-0119 Larry.Cummings@trane.com
Wendel Energy Services, LLC	VS0000030783	375 Essjay Road, Suite 200 Williamsville, NY 14221	Joseph DeFazio, PE Executive Vice President Phone: 877-293-6335 716-628-5406 FAX: 716-625-6825 jdefazio@wendelcompanies.com

COVA (ESCO) QUALIFICATION CONTACT INFORMATION

VDE Contacts

Charlie Barksdale

Utilities and Performance Contracting Manager
State Energy Office, Virginia Department of Energy
1100 Bank Street, 8th Floor
Richmond, Virginia 23219-3638
Tel: 804-840-1689
Email: Charlie.Barksdale@energy.virginia.gov

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