



November 21, 2025

Respondent:

Traverse City Light & Power is issuing a Request for Qualifications (RFQu) to seek the viability of establishing a contractor network that will help facilitate change in the Traverse City area. We are seeking contractors who prioritize carbon-reducing equipment and installations to help their customers achieve energy savings while lowering carbon emissions.

Traverse City Light & Power (TCLP) will receive sealed bids in the office of TCLP, 1131 Hastings Street, Traverse City, Michigan, 49686, until **Friday, January 9, 2026, at 2:00 PM EST** for the following project: **Request for Qualifications for Contractor Network.**

It is the sole responsibility of the Respondent to check the website for updates and addenda prior to the bid being submitted. Updates can be found using the following link:
<http://www.tclp.org/Display/Items/RFPs>.

TCLP reserves the right to accept or reject any or all bids, waive irregularities, and to accept the bids either on an entire or individual basis that is in the best interest of TCLP.

TCLP accepts no responsibility for any expenses incurred by the Respondent in the preparation and presentation of a bid. Such expenses shall be borne exclusively by the Respondent.

Only the successful Respondent(s) will be notified. If you desire, you may call for results.

You must indicate on the outside of the sealed envelope that the bid is for the “**Request for Qualifications for Contractor Network.**”

You must submit **TWO (2) SEALED COPIES** of the bid to TCLP prior to the above-indicated time and date or the bid will not be accepted. Telefaxed or E-Mail bids will not be accepted. [Alternatively, E-Mailed bids will be accepted. Please indicate in the subject line of the e-mail that you are submitting a “Sealed Bid” together with the project description “**Request for Qualifications for Contractor Network**” and submit your e-mailed bid to jschwarz@tclp.org.

Please note that if you have previously submitted an informal quote, you will still need to submit a sealed bid prior to the date and time specified above in order to be considered. Please ensure that all requirements listed in the specifications are met.

Please direct ALL questions to: Jeff Schwarz, Procurement Administrator, Traverse City Light & Power, at jschwarz@tclp.org. The deadline for questions and/or clarifications is **Friday, December 12, 2025 at 2:00 PM EST.**

PLEASE SUBMIT BID TO: **Jeff Schwarz, Procurement Administrator**
Traverse City Light & Power
1131 Hastings Street
Jschwarz@tclp.org



A. SPECIFICATIONS

1. Scope of Work

Qualified contractors will have to demonstrate their ability and willingness to provide customers with information and options on efficient electrification equipment and installation. This would include reasons why one would make the choice to electrify as well as long term benefits and savings. Upon installation of the new system, training would be provided by the contractor to the customer showing how setup and scheduling aligns with TCLPs time-of-use rates when applicable.

To qualify for this program a contractor will need to:

- Designate a point person from their organization that will complete training, attend TCLP meetings, and provide training for contractor staff.
- Show that the point person providing training to the contractor's staff and be responsible for providing TCLP with verification as requested.
- Provide the ways in which the contractor promotes beneficial electrified options to customers when quoting projects.
- Be able to show 2 beneficial electrification projects completed throughout the year in Traverse City Light and Power's territory (this requirement will start in 2026)
 - o Equipment must meet the minimum requirements of TCLP's My Clean Choice Incentive Programs
- Provide proof of electrification training throughout the year.
 - o Training will be defined by Traverse City Light and Power as well as requirements for contractor staff to qualify.
- Participate in at least one TCLP/Michigan Saves contractor breakfast throughout the year.
- Provide beneficial electrification educational material to TCLP that is being used with customers.
- Must go through Michigan Saves On-Bill financing training and receive electrification badge.
- Contractor must meet licensing and insurance minimum requirements
 - o i.e. State certified master electrician or HVAC
- o Insurance requirement listed below

For being a part of Traverse City Light and Powers contractor network, you will receive:

- Listing on TCLP's website with contact information
- Would become preferred contractor for lead generation in TCLP's Energy Coaching program.
- Preferred contractor status with TCLP's On-Bill financing program
- Contractors that are qualified through the State of Michigan MiHers rebate program will receive special designation through TCLP's contractor program
- A TCLP My Clean Choice Preferred Contractor badge
 - o Window labels, vehicle decals
- Cross promotional marketing opportunities



2. Instructions to Respondents

- a. All bids must be submitted on the forms provided. Complete and return ONLY the following forms:
 1. Section C – Iran Economic Sanctions Act
 2. Section E – Submission Form

B. INSURANCE REQUIREMENTS

The following insurance requirements must be met throughout the project:

- a. The Successful Respondent shall file with Traverse City Light & Power (TCLP) satisfactory certificates of insurance prior to commencement of construction. The form, content and limits of such insurance, together with the insurer thereof in each case, shall be acceptable to TCLP (Best rating of A or better.) Advance written notice will be given to TCLP before any material modification, cancellation, or expiration of any policy covered thereby. Notice of policy material modification, cancellation, or expiration shall be made by certified mail to TCLP.
- b. Should any of the insurance requirements stated herein be terminated by the Insurer, the Insurer will mail thirty days written notice to TCLP. Failure to mail by the Insurer will not waive the obligation or liability of any kind upon the insurer affording coverage. These requirements must be stated on all certificates of insurance. Modifications of the standard cancellation clause is acceptable.
- c. All certificates shall list any exclusions which are nonstandard within the industry as they appear on the policy.
- d. Each insurance policy shall have an Additional Insured endorsement naming TCLP, its officers, agents, directors, and employees (including the Engineer). The issuing company for comprehensive general liability and excess liability shall waive subrogation of all claims against parties named as additional insureds.
- e. The worker's compensation, automobile liability, and general liability insurance specified shall apply to all Successful Respondents on site.
- f. For insurance purposes, the title of ownership of the equipment, if any, furnished by the Successful Respondent shall remain with the Successful Respondent until official acceptance of the work by TCLP.
- g. Third Party Beneficiaries. If the Successful Respondent is doing all or a part of the work in public rights-of-way, the City of Traverse City and Grand Traverse County, including their Departments and Commissions, are third party beneficiaries of the Successful Respondent's obligations under this RFP and they shall be added as named Additional Insureds in all required insurance policies. Except for those entities, there are no other third-party beneficiaries intended by the parties.
- h. Insurance types and coverages:



1. Workers' Compensation: The parties shall maintain suitable workers compensation insurance pursuant to Michigan law and Successful Respondent shall provide a certificate of insurance or copy of state approval for self-insurance to TCLP upon execution of this Contract.

2. Comprehensive General Liability Insurance Coverage: Naming the City Of Traverse City and TCLP as additional insured's:

Limits for bodily injury or death not less than \$2,000,000 for each person \$2,000,000 for each incident.

This insurance must cover timber trespass

3. Owners and Successful Respondents Protective Liability Insurance Coverage \$2,000,000.00 minimum coverage.

The Successful Respondent agrees not to change such insurance and agrees to maintain such insurance throughout the period of performance of this Agreement. Successful Respondent will upon execution of this Agreement provide a certificate of insurance to the TCLP Controller. Such certificate shall name TCLP as an additional insured with the broad form endorsement for ongoing operations and completed operations on the insurance policies for general liability, excess liability, and Successful Respondent liability. Successful Respondent shall also provide Additional Insured Endorsement CG 20330413 or its equivalent. If any of the required insurance is not renewed or canceled, the Successful Respondent and all subSuccessful Respondents shall cease operations and shall not resume until new insurance is obtained. Successful Respondent shall obtain Third Party Notice Endorsement IL 79901010 for each required policy requiring the insurer to give Owner 30 days' notice of non-renewal or cancellation.

4. Comprehensive Automobile Liability Insurance Coverage: On all self-propelled vehicles used in connection with the contract whether owned, non-owned, or hired in the minimum coverage amount of \$2,000,000.

Property damage limit shall not be less than \$1,000,000 for each incident.

By signing below, the respondent to the [Distributed Energy Resources RFQ / Contractor Network RFQ] agrees and acknowledges:

- Respondent has no legal right to be selected for the TCLP list or to TCLP's application of the selection criteria in any particular manner.
- Respondent agrees, and will inform any customers it obtains as a result of appearing on the TCLP list, that Inclusion on the list does not constitute endorsement, recommendation, or warranty by TCLP.
- Respondent agrees, and will inform any customers it obtains as a result of appearing on the TCLP list, that TCLP does not control or direct the manner or timing of respondent's work for customers.



- Respondent agrees, and will inform any customers it obtains as a result of appearing on the TCLP list, that TCLP assumes no liability for the performance or conduct of respondent's work.
- Respondent agrees to indemnify and hold TCLP harmless for any breaches of the above requirements.
- Respondent agrees to indemnify and hold TCLP harmless for any claims against TCLP related to work respondent performed for customers that respondent obtained as a result of appearing on the TCLP list.



C. IRAN ECONOMIC SANCTIONS ACT

Sworn and Notarized Affidavit of Compliance
Iran Economic Sanctions Act
Michigan Public Act No. 517 of 2012

All solicitors must submit the following certification statement in compliance with Public Act No. 517 of 2012 (the “Iran Economic Sanctions Act”) and attach this form to the Response. **Traverse City Light & Power shall not accept any Response that does not include this sworn and notarized certification of statement.**

The undersigned, the owner or authorized officer of _____ (the Solicitor), hereby certifies, represents and warrants that the Solicitor (including its officers, directors and employees) is not an “Iran linked business” within the meaning of the Iran Economic Sanctions Act, and that in the event the Solicitor is awarded a contract for the **Request for Qualifications for Contractor Network RFQu**, the Solicitor will not become an “Iran linked business” at any time during the course of performing the work or any services under the contract. The Solicitor further acknowledges that any person who is found to have submitted a false certification is responsible for a civil penalty of not more than \$250,000.00 or 2 times the amount of the contract or proposed contract for which the false certification is made, whichever is greater, the cost of Traverse City Light & Power’s investigation, and reasonable attorney fees, in addition to the fine. Moreover, any person who submitted a false certification shall be ineligible to Response on a Request for Proposal for 3 years from the date it is determined that the person has submitted the false certification.

SOLICITOR

By: _____
Its: _____
Date: _____

STATE OF _____)
COUNTY OF _____)

This instrument was acknowledged before me on the _____ day of _____ , _____ ,by
_____ .

_____, Notary Public
_____, County, _____
My Commission Expires: _____
Acting in the County of: _____



D. BID SUMMARY

Respondent – Please complete and return

TITLE: Request for Qualifications for Contractor Network

DUE DATE: Friday, January 9, 2026, at 2:00 PM EST

Having carefully examined the specifications and any other applicable information, the Respondent proposes to furnish all items necessary for and reasonably incidental to the proper completion of this bid. Respondent submits this bid and agrees that the bid may not be withdrawn for a period of thirty (30) days from the actual date of the opening of the bid.

Respondent understands and agrees, if selected as part of this program to provide proof of any required insurance and licensing.

Respondent submits this bid and agrees to meet or exceed all TCLP's requirements and specifications unless otherwise indicated in writing and attached hereto.

Bid forms are to be completed, including bid sheet, and submitted. Items not meeting specifications must be noted in the "comply" column and Respondent shall fully describe every variance, exception, and/or deviation. Additional sheets may be used and submitted with bid.

Respondents are also required to submit, with the bid, the latest printed manufacturer's specifications and advertising literature on the equipment (including components) to be provided. Completed unit MUST be equipped in compliance with all applicable ANSI, OSHA, State and Federal Motor Vehicle Safety standards and regulations in effect at time of manufacture.

Respondent understands that TCLP reserves the right to accept any or all bids in whole or in part and to waive irregularities in any bid in the best interest of TCLP. The bids will be evaluated and awarded on the basis of the best value to TCLP. Criteria used will include, but not be limited to, Respondent/Successful Respondent's ability, qualifications, experience, type and amount of equipment, purchase price, maintenance cost(s), insurance, resale, license and permits and overall capability meeting the needs of TCLP. TCLP is sales tax exempt – Government.

Respondent shall pay all sales, consumer, use and other similar taxes required to be paid by Respondent in accordance with the Laws and Regulations of the place of the Project which are applicable during the performance of the work.

The Respondent certifies that it is in compliance with the City of Traverse City's Nondiscrimination Policy as set forth in Administrative Order No. 47 and Chapter 605 of the City's Codified Ordinances.

The Respondent certifies that none of the following circumstances have occurred with respect to the Respondent, an officer of the Respondent, or an owner of a 25% or more share in the Respondent's business, within 3 years prior to the bid:

- a) conviction of a criminal offense incident to the application for or performance of a contract;



- b) conviction of embezzlement, theft, forgery, bribery, falsification or destruction of records, receiving stolen property, or any other offense which currently, seriously and directly reflects on the Respondent's business integrity;
- c) conviction under state or federal antitrust statutes;
- d) attempting to influence a public employee to breach ethical conduct standards; or
- e) conviction of a criminal offense or other violation of other state, local, or federal law, as determined by a court of competent jurisdiction or an administrative proceeding, which in the opinion of the City indicates that the Respondent is unable to perform responsibility or which reflects a lack of integrity that could negatively impact or reflect upon TCLP, including but not limited to, any of the following offenses or violations of:
 - i. The Natural Resources and Environmental Protection Act.
 - ii. A persistent and knowing violation of the Michigan Consumer Protection Act.
 - iii. Willful or persistent violations of the Michigan Occupational Health and Safety Act.
 - iv. A violation of federal, local, or state civil rights, equal rights, or non-discrimination laws, rules or regulations.
 - v. Repeated or flagrant violations of laws related to the payment of wages and fringe benefits.
- f) the loss of a license or the right to do business or practice a profession, the loss or suspension of which indicates dishonesty, a lack of integrity, or a failure or refusal to perform in accordance with the ethical standards of the business or profession in question.

Pre-delivery Inspection: Successful Respondent shall make a complete inspection of vehicle (and/or equipment) to ensure it meets specifications and perform any pre-delivery service(s) required before the vehicle is delivered. Acceptance shall be subject to complete inspection and approval of TCLP.

Terms: Payment will be made as soon as possible after delivery/acceptance of vehicle/equipment. Price quoted shall include any title fee and all delivery costs to TCLP, 1131 Hastings Street, Traverse City, MI 49686.

Respondent certifies that as of the date of this bid, Respondent's company or Respondent is not in arrears to TCLP or the City of Traverse City for debt or contract and is in no way a defaulter as provided in Section 152, Chapter XVI of the Charter of the City of Traverse City.

TCLP may require an in-house equipment demonstration for your bid to be considered.

Respondent agrees that the bid may not be withdrawn for a period of thirty (30) days from the actual date of the opening of the bid.

Please direct ALL questions to: Jeff Schwarz, Procurement Administrator, Traverse City Light & Power, jschwarz@tclp.org



E. SUBMISSION FORM

By submitting a response to this RFP you acknowledge that TCLP may be required from time to time to release records in its possession under the Michigan Freedom of Information Act. By submitting a response, you hereby give permission to TCLP to release any records or materials submitted by you as TCLP may be requested to do so as permitted by the Freedom of Information Act, MCL 15.231 et seq.

Submitted by:

_____ Signature		_____ Company Name	
_____ Name and Title (Print)		_____ Company Address	
_____ Phone	_____ Fax	_____ City,	_____ State, Zip
		_____ Sole proprietorship/partnership/corporation	
		_____ If corporation, state of corporation	

The Successful Respondent's name shall appear as follows on any Contract or Purchase/Service Order documents:

_____ Company Name		
Contract or Purchase/Service Order documents shall be mailed to:		
_____ Attention		
_____ Street Address		
_____ City ,	_____ State,	_____ Zip
_____ Email Address		



SAFETY QUESTIONNAIRE:

Please provide responses to the following:

1. Recordable injury incidence rate for the last three (3) years.

2. Lost workday incidence rate for the last three (3) years.

3. Experience Modification Rating (EMR).

4. Safety citations, violations or warnings from regulatory agencies over the last five (5) years.



REFERENCES: (include name of organization, contact person, and daytime phone number).

1.

Name of Organization

Contact Person

Phone Number

2.

Name of Organization

Contact Person

Phone Number

3.

Name of Organization

Contact Person

Phone Number