

# **Southern California Edison Company**

(Proposed) Request for Proposals  
**FOR COMPACT FLUORESCENT LAMP PURCHASE**

September 17, 1999

**"This program is funded by California utility customers and administered by Southern California Edison Company, under the auspices of the California Public Utilities Commission."**

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## **APPENDICES**

Appendix A – ENERGY STAR® Specifications for CFLs

Appendix B – Subcontractor Information

## **ATTACHMENTS**

Attachment 1 – Intent to Bid Form (optional)

Attachment 2 – Company Information Form

Attachment 3 – CFL Bid Worksheet

Attachment 4 – Subcontracting Plan and Reporting Requirements

Attachment 5 – Sample Contract – SCE Purchase Order

# 1. Introduction

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## 1.1 Overview

This Request for Proposals relates to the purchase of compact fluorescent lamps<sup>1</sup> (“CFL”) to be used in conjunction with Southern California Edison (SCE)’s low-income energy efficiency programs for Program Years 2000 and 2001. The goal of the CFL program (“Program”) is to help low income customers lower their energy bills. SCE is offering low-income customers CFLs for indoor and outdoor usage at no charge. In the event that a CFL will not fit in an outdoor fixture, SCE will provide a new light fixture which features a light sensor, provided that new wiring is not required. This Request for Proposals (“RFP”) seeks bids from manufacturers to provide the CFLs.

SCE is issuing this RFP pursuant to 2000 program designs filed with the California Public Utilities Commission (“CPUC”) on July 1, 1999, and as approved in Decision **TBD**.

The expected contract award date is **TBD**, with contract signing expected to occur by **TBD**. The Program will run through the end of 2000. Depending on regulatory approval of the Program and funding authorization, the Program may be extended through 2001. The anticipated start date for the implementation of this Program is **TBD**.

## 1.2 Terms and Conditions

The parties agree that this RFP will not establish an exclusive contract between SCE and the bidder. SCE expressly reserves all rights, including but not limited to the following: the right to utilize others to perform or supply work of the type contemplated by this RFP; the right to request proposals from others with or without requesting proposal(s) from bidders for work of the type contemplated by this RFP; and finally the unrestricted right of SCE to re-bid or perform any such work.

SCE reserves the right to negotiate with qualified bidders to clarify technical or contractual issues which may arise, to reject any and all responses which are deemed incomplete and/or non-responsive, and to terminate negotiations at any time after determining that a proposal is incomplete and/or non-responsive.

All questions relating to this RFP must be submitted in writing to the official contact person designated in Section 3 of this RFP. All proposals must be prepared in accordance with the requirements discussed in Section 3. All costs of preparing and submitting proposals will be

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<sup>1</sup> Also known as compact fluorescent bulbs.

borne by bidders. Bidders will also bear any costs incurred during negotiations preceding the execution of a contract relating to this solicitation.

### **1.3 Eligibility**

Manufacturers of CFLs that meet ENERGY STAR® Specifications are eligible to bid. In addition, the following criteria must be met:

- Demonstrated skills and experience in performing the type of work proposed in response to this RFP.
- Sufficient financial strength to implement its proposal.

It is within SCE's sole judgment to determine whether a manufacturer meets these eligibility criteria. Any proposal submitted by a manufacturer that does not meet the eligibility criteria listed above shall be rejected without review.

## 1.4 Schedule

The schedule for this solicitation is shown in Table 1 below. The dates commence on the effective date of the CPUC's decision approving SCE's low-income program plans and this RFP.

TABLE 1

Event	Deadline (Business Days after CPUC approval)
Request for Proposals Issued	8 days
Deadline for Intent to Bid	12 days
Deadline for Written Questions	15 days
Responses to Questions	20 days
Deadline for Receipt of Proposals	34 days
Interviews with Short-Listed Manufacturers (if needed)	39 days
Selection of Manufacturers	44 days
Signing of Contract by Manufacturers	51 days
Signing of Contract by SCE	61 days
Start of Implementation of Program	71 days

## 1.5 Organization of the RFP

The remainder of this RFP is organized as follows:

- Section 2 describes the technical specifications and discusses the services to be provided by the Manufacturer;
- Section 3 provides detailed instructions for preparing a proposal in response to this RFP.
- Section 4 enumerates and explains the criteria that will be used to evaluate proposals;
- Various other documents and forms pertinent to preparing a response to this RFP are presented in Appendices A and B, and Attachments 1 through 5.

## 2. Description of the Program

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### **2.1 Program Design Summary**

SCE is soliciting bids from compact fluorescent lamp (CFL) manufacturers to supply screw-base CFLs and porchlight fixtures which include a CFL for SCE's low-income CFL Program in 2000. ENERGY STAR® CFL specifications will be used as the minimum specifications for the program. Based on customer satisfaction and Program experience, SCE anticipates selecting CFLs that produce lumen output equivalent to 60, 75, and 100 watt incandescent bulbs. Acceptable lumen ranges for the three lamps are detailed in the ENERGY STAR® Compact Fluorescent Lamp Specification, **Appendix A**. An estimated 100,000 CFLs will be needed annually for the Program. Based on program experience, the majority of CFLs to be installed are expected to be 75 and 100 watt equivalents. All products submitted under this bid must have Underwriters Laboratory approval and should meet the criteria and specifications describe in this bid request.

The CFL specifications required by this Program are minimum requirements for consideration. Bidders are encouraged to propose products, warranties, and logistic plans that go beyond the minimum requirements described herein.

Porchlight fixtures to be considered for purchase must provide lumen output equivalent to a 60 watt incandescent bulb. The fixture must include a CFL, and the fixture must have a light sensor. Porchlight fixture volume is forecasted to be approximately 200 porchlight fixtures.

### **2.2 Program Design**

Separate from this RFP, SCE is competitively bidding the installation portion of the CFL Program, in conjunction with Southern California Gas Company ("SoCalGas"). Installation of CFLs will be an eligibility measure included in contract award(s) for weatherization services. In 1999, customers were offered up to 4 CFLs for indoor use, with an average 3.6, or 90% installation rate, and one CFL for outdoors, with an average 33% installation rate. A pilot porchlight program was launched in 1999 with an installation rate of about 5% of single family or mobile homes.

Program experience has shown significant satisfaction with the current wattage mix of CFLs used in the Program. This is due mainly to the high lumen output of the higher wattage CFLs and the compactness and easy installation characteristics of CFLs with the lowest wattage. Based on this Program experience, SCE will pay particular attention to lumens and ease of installation when evaluating the lowest cost bidders.

## **2000 PROJECTED CFL DISTRIBUTION**

**The CFL estimates below are subject to change based on pricing and customer demand. The estimates are a based on a twelve month period.**

HOMES TO BE SERVICED	25,000
AVERAGE CFL INDOOR INSTALLATION	3.6/home
AVERAGE CFL OUTDOOR INSTALLATION	0.3/home
60 WATT INCANDESCENT EQUIVALENT	5,000
75 WATT INCANDESCENT EQUIVALENT	35,000
100 WATT INCANDESCENT EQUIVALENT	60,000
ESTIMATED TOTAL CFL VOLUME	100,000
ESTIMATED TOTAL VOLUME OF PORCH LIGHT FIXTURE WITH 60 WATT INCANDESCENT EQUIVALENT CFL	200

## **2.3 Geographic Scope**

The Program will encompass SCE's service territory, which includes the following counties:

- Los Angeles
- Orange
- Santa Barbara (Southern part of county)
- Oxnard
- San Bernardino
- Visalia
- Bishop (small portions of county)
- Riverside

## **2.4 Contract Length**

This Program is intended to be a two year program. It is SCE's intention that the Program run through December 2001, and that any contract arising from this solicitation will cover the Program term. The contract will provide for annual renewals and will allow SCE to terminate for cause. Annual renewals will be contingent upon CPUC approval and appropriation of funds for the Program.

## **2.5 Program Tasks**

Specific CFL specifications will be at the discretion of bidders. However, the successful bidder will be responsible for performing the following tasks.

1. Making multiple monthly shipments to contractors in any or all of the counties within SCE's territory.
2. Shipping product within a short timeframe from the order date, preferably within 2 weeks.
3. Having enough product on hand to not have to backorder deliveries.
4. Being able to support small order quantities, for example, under 100 units.
5. In addition to a one year warranty, replacing defective CFLs upon request, or the equivalent pricing offset, including any requirement for returned bulbs to be at the manufacturer's expense.
6. Providing CFLs that will fit into enclosed fixtures.

## **2.6 Payment of Manufacturer(s)**

The Manufacturer will be paid on the basis of shipments made to contractors and invoiced to SCE. Tax will be charged at the tax rate established by the county to which the CFLs were delivered.

### 3. Proposal Instructions

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#### **3.1 Overview/Submittal of Proposals**

This section outlines the procedures to be followed in this solicitation process. The bidder is responsible for reading and following these provisions. All communications regarding this RFP must be conveyed in writing to:

Southern California Edison  
GO-3 1<sup>st</sup> Floor  
2131 Walnut Grove Avenue  
Rosemead, CA 91770  
Attention: \_\_\_\_\_

All revisions to this RFP will be made in writing by SCE.

#### **3.2 Schedule**

The schedule for this solicitation is shown in Table 1 in Section 1.4.

#### **3.3 Written Responses to Questions**

All questions submitted in writing by **TBD** will be answered by SCE in writing by **TBD**. Questions may also be submitted via fax or via e-mail.

SCE  
Attention: \_\_\_\_\_  
Fax:  
e-mail address:

Responses will be sent to all parties who have indicated that they will submit a proposal by returning the Intent to Bid Form in **Attachment 1** or who have notified SCE of intent to bid through other written or electronic means.

### **3.4 Submission of Proposals**

Proposals must be **received** by SCE no later than 4:30 p.m. on **TBD**. Proposals received after this deadline may not be considered at SCE's sole discretion. Bidders are encouraged to take all necessary steps to ensure that proposals are received on time.

One unbound original and three (3) bound copies must be submitted in a sealed envelope or carton to:

Southern California Edison  
GO-3 1<sup>st</sup> Floor  
2131 Walnut Grove Avenue  
Rosemead, CA 91770  
Attention: \_\_\_\_\_

The outside envelope of your proposal should be labeled clearly as follows:

#### **2000 LOW INCOME CFL PURCHASE**

Proposals must be prepared according to the instructions provided below in this section.

Proposals are prepared at the bidder's expense. SCE assumes no liability for any expenses associated with proposal preparation or delivery.

### **3.5 Initial Bid Screening**

SCE will review bids to ensure that directions have been followed and that required information has been included. SCE will notify bidders who have made errors or omissions that can be easily corrected. These bidders will be given three days to submit corrections to the address shown for submission of proposals. After this process, proposals that fail to meet minimum criteria for completeness will be eliminated from further considerations.

### **3.6 Interviews with Short List**

If considered necessary by SCE, the top-ranked bidders will be interviewed. If required, interviews will be scheduled for the period \_\_\_\_\_ to \_\_\_\_\_ (**TBD**). The interviews will focus on clarifying proposals, rather than offering bidders an opportunity to revise proposal terms.

### **3.7 Selection of The Winning Bidder(s)**

SCE will select one or more manufacturer(s) to provide CFLs for the Program and will notify the selected manufacturer(s) in writing by **TBD**. SCE and the winning bidder(s) will sign a contract on or before **TBD**. A sample contract is attached (**Attachment 5**).

The manufacturer(s) may commence work on the date that the contract has been signed by SCE and the manufacturer(s).

### **3.8 Proposal Instructions**

#### **3.8.1 Format for Proposals**

Bidders are required to submit proposals in three (3) parts: (1) a technical qualifications, (2) a cost proposal and Company Profile, and (3) sample products. The written proposals should be bound separately, and should be organized as follows.

It should be noted that a manufacturer may bid on both the CFLs and the porchlight fixture, or the CFLs alone or the porchlight alone. Due to the low volume of porchlights, only one porchlight manufacturer and one fixture manufacture will be selected.

#### **A. Technical Proposal**

The *technical qualifications* have two components, Product and Logistics, and should include, but not be limited to, the following information:

##### Product:

1. verification of compliance with ENERGY STAR® for each CFL proposed for use in this program
2. actual wattage of CFL with equivalent lumens to 60, 75 and 100 watt incandescent bulbs
3. actual lumens for each proposed bulb
4. rated lamp life
5. dimensions of each CFL
6. provide any test results exceeding ENERGY STAR® specification compliance such as average rated lamp life, lumen output, or advanced technologies.

Logistics:

1. availability of each product over the term of the Program, with particular attention to the second and third quarters
2. how much lead time is required for product delivery
3. minimum order quantities
4. number of CFLs contained in the standard container
5. container dimensions.

**B. Cost Proposal**

The *cost proposal* should contain a complete explanation of the proposed costs of the product and logistics. A CFL Bid Worksheet is provided in **Attachment 3**.

The cost proposal should include the following elements: a description of the CFLs, the CFL specifications, logistics and additional specifications which are important for consideration in the selection process.

**C. Additional Requirements**

A Company Information form (**Attachment 2**) and a Subcontracting Plan (**Attachment 4**) must also be provided. A bidder must also describe any prior contracts entered into with SCE during the past 5 years. Include a brief description of the nature of the work, the contract amount, the status of the work (ongoing or completed); and any significant problems or disputes which arose between the contracting parties. Identify any actual or potential conflicts of interests.

**D. Sample Submittal**

Bidder is required to submit six (6) samples of each CFL product being proposed and two (2) samples of each porchlight fixture, with bulb. The samples shall be shipped to the following location on the bid due date and shall be clearly marked as indicated.

Southern California Edison  
GO-3 1<sup>st</sup> Floor  
2131 Walnut Grove Avenue  
Rosemead, CA 91770  
Attention: \_\_\_\_\_  
Re: 2000 Low Income CFL Purchase

### **3.9 Signature Required**

The proposal and accompanying documents must each be signed by a person authorized to commit the manufacturer to the terms of the proposal. The original signed pages should be included in the unbound copy of the proposal. Failure to sign the proposal as required may result in rejection of the proposal.

### **3.10 Confidential Information**

Proposals, including copies and supporting documents submitted in response to this RFP, shall become the property of SCE. Information provided in the proposal package may be made available to the public. SCE will make reasonable efforts to protect any information clearly indicated as confidential by bidders. Confidential information must be clearly identified and designated as “**Proprietary**” or “**Confidential**” on each page where sensitive or confidential information appears in the proposal. Upon prior notice to the bidder, confidential information may be made available to the CPUC. Required information withheld from proposals due to confidentiality claims may result in disqualification of the bid.

## 4. Proposal Evaluation Criteria

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### 4.1 Overview

The evaluation process will consist of three steps:

1. Review of all proposals to identify bids deemed to be non-responsive;
2. Scoring of all responsive proposals; and
3. Ranking the proposals based on the numerical scores.

In order to be considered responsive, a proposal must meet the following minimum requirements:

- The CFLs must meet ENERGY STAR® Specifications for CFLs. Documentation must be provided.
- The proposal must propose services that meet the requirements specified in Section 2.
- The proposal must follow the proposal preparation instructions given in Section 3.

SCE will notify bidders who have made errors or omissions that can be easily corrected, and these bidders will be given three days to submit corrections. After this grace period, proposals failing to meet the minimum requirements will be eliminated from further consideration.

### 4.2 Scoring Proposals That Meet Minimum Requirements (CFL Only)

The proposals will be scored on a 100 point system based on the following six general criteria:

1. Ability to fit existing light fixtures;
2. Lumen output of CFLs;
3. Rated lamp life;
4. Price;
5. Service and logistics; and
6. Plan for implementing the required one year warranty.

These criteria are discussed below.

### **4.2.1 Fitting Existing Light Fixtures**

Most incandescent bulbs are 4.5 inches in length or less. Some light fixtures will accommodate bulbs which may be slightly longer. The intent of this RFP is to find CFLs which can be used in the greatest number of light fixtures. Therefore, the closer the length of the CFL is to 4.5 inches long, the greater the points in this category. This category will be ranked by length of bulb.

### **4.2.2 Lumens**

All CFL candidate bulbs must meet minimum ENERGY STAR® specifications for lumen output. More points will be given for greater lumens within each of the 3 wattage categories of 60, 75, and 100 watt equivalents to incandescent bulbs.

### **4.2.3 Rated Lamp Life**

All CFL candidate bulbs must meet minimum ENERGY STAR® specifications for lamp life of 6,000 hours. More points will be given for greater lamp life.

### **4.2.4 Price**

Once minimum specifications are verified, pricing will be the single most important criteria for selection. This category will be force ranked in 5 point increments until 0 is reached.

### **4.2.5 Service and Logistics**

Manufacturers will be judged on the following criteria:

- Package quantities
- Minimum shipping quantities
- Shipping lead-times
- Ability to ship full orders
- Flexibility in changes to forecasted program quantities and product mix
- Flexibility in shipping charges.

### **4.2.6 One Year Warranty**

The minimum ENERGY STAR® specifications for warranty is one year. Points will be awarded in this category based on how the manufacturer will administer this warranty. Examples include up front discounts or bulb replacement via drop-ship. Points will be awarded based on ease of implementing and convenience to SCE, contractors, and customers.

### **4.3 Porchlight Fixtures**

Porchlight fixtures, due to their low volume, will be judged based on the minimum criteria of providing the equivalent of 60 watts of incandescent lumen output, having a CFL as part of the light fixture, and having a light sensor, and price.

### **4.4 Right to Reject**

SCE reserves the right to reject any or all proposals submitted in response to this RFP, if they are deemed untimely, incomplete and/or nonresponsive.