



**Request for Information  
Distributed Generation Pilot Program**

1.0 Corporate Profile

1.1 Company Name (Respondent)\_\_\_\_\_

1.2 Primary Contact Person for RFI/RFP \_\_\_\_\_

1.3 Street Address \_\_\_\_\_  
\_\_\_\_\_

1.4 Mailing Address (if different)\_\_\_\_\_

1.5 Email Address\_\_\_\_\_

1.6 Telephone number (\_\_\_\_)\_\_\_\_\_

1.7 Fax Number (\_\_\_\_)\_\_\_\_\_

1.8 Web site address if applicable

1.9 If applicable for the Tri-State Area area, list of local offices' addresses with names and contact numbers.

1.10 Type of Ownership

1.10.1 Type of Ownership (e.g. public, private, partnership, or corporation)

1.10.2 State of Incorporation \_\_\_\_\_

1.10.3 If Partnership, Office where filed \_\_\_\_\_

1.11 Name(s) of Principals, Officers, and Partners

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

1.12 Have the Officers, Partners, or Principles ever been convicted of a felony relating to business or financial matters?

2.0 Business Experience

2.1 Briefly describe the company history and the types of projects normally completed.

2.2 What is the average dollar value of projects completed by the company?

2.3 Provide descriptions of five (5) DG projects completed or currently in progress, with installations in parallel or interconnected with the utility grid. To the extent possible, please focus on projects that were completed in the Northeast region of the United States.

Project Number	Description	Location
1		
2		
3		
4		
5		

2.4 Provide customer references for the five (5) projects identified above and indicate if Respondent was a prime or sub-contractor in the following table. Include customer name, contact name, project dollar value, and telephone number. If Respondent was a sub-contractor, please provide a detailed description of the work completed and provide the contact information of the prime-contractor.

Project Number	Customer Name	Project Value(\$)	Contact Name	Telephone Number	Prime/Sub (circle)	Prime Name and Number (if Sub)
1					P / S	
2					P / S	
3					P / S	
4					P / S	
5					P / S	

2.5 List all types of your DG project permitting experience (i.e., siting, zoning, operations, interconnection, emissions, etc.) successfully completed. For one of the reference projects, describe which permits were obtained, the timeline, and the process.

2.5.1 Please provide details of your permitting experience within the Tri-State area.

2.6 Please fill out the table below with specific information about the technology solutions your company can offer for DG projects you operate and maintain: (Attach additional sheets if necessary)

	Technology Type	Maximum MW Output Available per Unit	Maximum MW Output Available per Project	Minimum Lead Time from Contract to Operational Status	Primary Fuel Source	Secondary Fuel Source	Anticipated forced outage rate (FOR%)
1							
2							
3							
4							
5							

2.7 Provide a copy of the quality assurance measures your company has in place.

2.8 Has your company ever completed any projects for ORU in the past?

2.8.1 Yes \_\_\_\_\_

2.8.2 No \_\_\_\_\_

2.8.3 If Yes, please provide a list of those projects.

2.9 Has your company ever failed to complete projects that were awarded or in progress?

2.9.1 Yes \_\_\_\_\_

2.9.2 No \_\_\_\_\_

2.9.3 If Yes, please explain the project and circumstances.

2.10 Have the Officers, Partners, or Principles of the company ever failed to complete projects that were awarded or in progress?

2.10.1 Yes \_\_\_\_\_

2.10.2 No \_\_\_\_\_

2.10.3 If Yes, please explain the project and circumstances.

2.11 Provide a list of any associations or trade unions with which your company are either a member or have agreements.

2.12 List any major suppliers.

- 2.13 Given that the project locations will ultimately be decided by ORU, please provide any preferential areas for your project installations within the ORU service territory. The ORU service area boundaries can be found at [www.oru.com](http://www.oru.com).

### 3.0 Financial Profile

- 3.1 Provide a copy of current and previous year's financial statements, including an independent auditor's statement. The financial information provided in this RFI will be used solely for evaluating the viability of the Respondent for the purposes of the DG Pilot program project and will not be made available to any other internal or external party.
- 3.2 Annual gross revenue for the last three years
- 3.2.1 2002 \_\_\_\_\_
- 3.2.2 2001 \_\_\_\_\_
- 3.2.3 2000 \_\_\_\_\_
- 3.3 List a Bank Reference
- 3.3.1 Name/Company \_\_\_\_\_
- 3.3.2 Telephone \_\_\_\_\_
- 3.4 List a Bond Reference
- 3.4.1 Name/Company \_\_\_\_\_
- 3.4.2 Telephone \_\_\_\_\_
- 3.5 List major assets owned by the Company associated with your distributed generation business.
- 3.6 Has the Company ever been reviewed by Dunn & Bradstreet?
- 3.6.1 Yes \_\_\_\_\_ D-U-N-S # \_\_\_\_\_
- 3.6.2 No \_\_\_\_\_
- 3.6.3 If no, why not? \_\_\_\_\_
- 3.6.4 Attach a copy of all credit ratings that have been issued in last three years.

### 4.0 Personnel

- 4.1 Provide company organizational chart.
- 4.2 For work described in this RFI, list all candidate project managers and supervisors, including number of years of experience and areas of expertise.
- 4.3 Provide the distribution of your company:
- Total # of permanent/full-time employees \_\_\_\_\_
- Total management/professional staff \_\_\_\_\_
- Engineers \_\_\_\_\_
- Sales & Marketing personnel \_\_\_\_\_
- Line personnel \_\_\_\_\_
- Other personnel \_\_\_\_\_
- 4.3.1 For your organization, how many of the company's offices and staff (split out between management and line) are no further than 100 miles from ORU's service territory.

4.4 If awarded an ORU contract, will you need to hire additional staff or sub-contractors?

4.4.1 If yes, provide a list of contacts for those subcontractors you have used in the past that would be likely candidates to fulfill similar roles on this project.

4.5 Do you perform your own engineering and drafting? If not, what company do you retain for these services?

5.0 Additional Information

5.1 Please provide any information, specifically related to DG projects that would help ORU evaluate your firm for future bidding opportunities.

Prepared by: \_\_\_\_\_

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Phone Number: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Date: \_\_\_\_\_