



8900 US Highway 14 Crystal Lake, IL 60012  
(815) 455-3700 | [www.mchenry.edu](http://www.mchenry.edu)

MCHENRY COUNTY COLLEGE  
REQUEST FOR PROPOSAL  
Community Solar Bill Credits for Commonwealth Edison Territory

You are invited to submit a proposal for COMMUNITY SOLAR BILL CREDITS FOR COMMONWEALTH EDISON TERRITORY. Please include delivery charges in your pricing. The College is exempt from all sales tax. Proposals are due by **December 16, 2024, AT 10:00 AM.**

McHenry County College reserves the right to award all items to one vendor or to multiple vendors depending on what is considered to be in the best interest of the College.

Bids must be in accordance with the instructions contained herein. All submittals are to contain a total of one (1) original, one (1) FOIA copy, and one (1) copy in a sealed opaque envelope. **EMAILS OR FAXES ARE NOT ACCEPTABLE**

***Vendors must submit their bid on the attached pricing sheet by U.S. Mail or dropping off completed sealed bid in the Business Office, Room A246.*** After the College has advertised for proposals, no pre-proposal vendor shall contact any College officer(s) or employee(s) involved in the solicitation process, except for interpretation of proposal specifications, clarification of proposal submission requirements or any information pertaining to pre-proposal conferences. Such bidder or sub-bidder making such request shall be made in writing at least seven (7) days prior to the date for receipt of proposals. No vendor shall visit or contact any College officers or employees until after the proposals are awarded, except in those instances when site inspection is a prerequisite for the submission of a proposal. Any such visitation, solicitation, or sales call by any representative of a prospective vendor in violation of this provision may cause the disqualification of such bidder's response. The sole point of contact is:

Sole point of contact: Dave Dammon  
Assistant Vice President of Facilities  
[ddammon@mchenry.edu](mailto:ddammon@mchenry.edu)

Mail, Drop Off proposal to: Maricella Garza  
Coordinator of Purchasing  
[purchasing@mchenry.edu](mailto:purchasing@mchenry.edu)  
McHenry County College  
Building A, Room 246  
8900 US Highway 14  
Crystal Lake, IL 60012

Mark Outside of Envelope:  
Community Solar Bill Credits for Commonwealth Edison Territory RFP#12162024

**GENERAL INFORMATION**

1. **Key Event Dates:** The following dates are set forth for informational and planning purposes; however, MCC reserves the right to change the dates.

MCC Issues RFP listed at <a href="http://www.mchenry.edu/bid">www.mchenry.edu/bid</a>	November 20, 2024
Last day for vendors questions via email <a href="mailto:ddammon@mchenry.edu">ddammon@mchenry.edu</a>	November 29, 2024
Response to vendor questions will be listed by addendum at <a href="http://www.mchenry.edu/bid">www.mchenry.edu/bid</a>	December 2, 2024
Bid End Date	December 16, 2024, 10:00 AM CST
Bid Opening Date	December 16, 2024, 10:00 AM CST Building A, Room 217
Reviewed by MCC Evaluation Team by	December 16-19, 2024
Recommendation to Board of Trustees	January 30, 2024
Notification of Award by	December 20, 2024

2. **Interpretation or Representations.** MCC assumes no responsibility for any interpretation or representations made by any of its officers or agents unless interpretations or representations are incorporated into a formal written addendum to the solicitation.
3. **Addendum:** Questions and requests for clarification are only accepted via e-mail. Official answers to questions will be provided via addendum. MCC is not responsible if a vendor does not receive the revision in time to include the information with the proposal. Any addendum will be posted to [www.mchenry.edu/bid](http://www.mchenry.edu/bid). The addendum shall be signed and included in your bid submission.
4. **Preparation Costs.** The costs for developing and delivering responses to this RFP are the responsibility of the bidder. The College is not liable for any expense incurred by the bidder in the preparation and presentation of their proposal, or any other costs incurred by the bidder prior to execution of a Purchase Order or Contract.
5. **Cancellation of RFP:** If the Coordinator of Purchasing determines that it is in MCC's best interest, he/she reserves the right to do any of the following:
- Cancel this RFP.
  - Modify this RFP in writing as needed.
  - Reject any or all proposals received in bid to this RFP.
6. **Taxes:** MCC is exempt from all federal excise, state and local taxes unless otherwise stated in this document. In the event taxes are imposed on the services purchased, MCC will not be responsible for payment of the taxes. The vendor shall absorb the taxes entirely.

7. **Late Bids.** *Regardless of cause, late bids will not be accepted and will automatically be disqualified from further consideration.* It shall be the bidder's sole risk to assure delivery at the designated office by the designated time. Late bids will not be opened and may be returned to the bidder at the expense of the bidder or destroyed if requested.
8. **Bidder's Signature.** The bid submission form must be signed in ink by an individual authorized to legally bind the business submitting the bid. The bidder's signature on a bid in response to this RFP guarantees that the offer has been established without collusion and without effort to preclude MCC from obtaining the best possible supply or service.
9. **Bid Opening:** MCC will open all bids that are submitted in a proper and timely manner. Submission will be recorded with the names and other information specified by law and rule. All bids become the property of MCC and will not be returned except in the case of a late bid submission.
10. **Responders' Costs:** The cost of developing a bid for this RFP belongs solely to the bidder and may not be charged to MCC.

BID SUBMISSION FORM

**Bid Submitted By and Authorized Signature:** The individual's signature below constitutes that the person is an officer of the company who is authorized to contractually obligate the company listed below. They further constitute that they have read and agree to all instructions and specifications listed in this bid document unless otherwise marked and listed in the "exception to bid" section.

Bid Submitted by: \_\_\_\_\_

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

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

- The Owner/  
Sole Proprietor       Member of the  
Partnership       Officer of the  
Corporation       Member of the  
Joint Venture

Company: \_\_\_\_\_

Address: \_\_\_\_\_

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

Email Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

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

Contract Person: \_\_\_\_\_

Contract Email: \_\_\_\_\_

**BID SPECIFICATIONS**

**BID SPECIFICATIONS:** McHenry County College (MCC) is seeking a community solar developer to provide bill credits or an advisor to guide in the process of identifying a community solar developer to provide bill credits through a community solar program in Commonwealth Edison Territory. MCC is looking to have bill credits issued for our MCC Main Campus account located at 8900 US Highway 14 in Crystal Lake, IL. Currently we are billed through MidAmerican for usage and cost. We use direct billing but can switch to consolidated billing should that yield a higher number of credits.

**BACKGROUND:** The Future Energy Jobs Act was passed on 2016 and created the Illinois Community Solar Program. The Climate and Equitable Jobs Act that was passed in 2021, further enhanced and strengthened the community solar program. Funding was allocated for 250 MW of pending community solar projects (currently in the process of being launched) and approval 150MW per year of community solar projects going forward.

Community solar is for residents and business that cannot install solar on their property. Through the subscription process, it allows consumers to save money on electric bills by purchasing energy produced but a large off-site community solar installation, The owner of the community solar installation pays the upfront costs to build, maintain and connect to the power grid. With a subscription you are obtaining a portion of that installations monthly output. Community solar provider will analyze and determine your energy needs to determine your subscription size. Each month you pay the solar provider for the amount generated by your subscription. The provider then reports the output of your subscription to the utility and the utility company adds credits equal to the output.

**BEP:** Is your organization a certified BEP vendor?    YES \_\_\_\_\_    NO \_\_\_\_\_

**Resources:**

Community Solar in the RPS - <https://illinoissolar.org/Community-Solar-RPS>

Community Solar: Developing Community Solar Projects - [https://libguides.law.illinois.edu/community\\_solar](https://libguides.law.illinois.edu/community_solar)

Guide to Community Shared Solar - <http://www.nrel.gov/docs/fy12osti/54570.pdf>

Solar in the Community - [Solar in the Community | Citizens Utility Board](#)

Business Enterprise Program (BEP) - <https://cei.illinois.gov/vendor-resources/get-bep-certified.html>

**BID PRICING SHEET**

A separate company proposal may be used as long as all minimum requirements, fees, specifications, technicians needed, lead time, etc. are included in bid package.

<b>Pricing Breakdown (Please be specific)</b>

<b>Other Information ETC. (Please include as much detail as possible)</b>

<b>SUBTOTAL</b>	
<b>MISC</b>	
<b>OTHER</b>	
<b>TOTAL</b>	

MCHENRY COUNTY COLLEGE  
 REQUEST FOR PROPOSAL RFP#12162024  
 Community Solar Bill Credits for Commonwealth Edison Territory  
**W9 FORM**

Form **W-9**  
 (Rev. March 2024)  
 Department of the Treasury  
 Internal Revenue Service

**Request for Taxpayer  
 Identification Number and Certification**

Go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9) for instructions and the latest information.

**Give form to the  
 requester. Do not  
 send to the IRS.**

**Before you begin.** For guidance related to the purpose of Form W-9, see *Purpose of Form*, below.

<b>Print or type.</b> See <i>Specific Instructions</i> on page 3.	<p>1 Name of entity/individual. An entry is required. (For a sole proprietor or disregarded entity, enter the owner's name on line 1, and enter the business/disregarded entity's name on line 2.)</p>	
	<p>2 Business name/disregarded entity name, if different from above.</p>	
	<p>3a Check the appropriate box for federal tax classification of the entity/individual whose name is entered on line 1. Check only one of the following seven boxes.</p> <p><input type="checkbox"/> Individual/sole proprietor    <input type="checkbox"/> C corporation    <input type="checkbox"/> S corporation    <input type="checkbox"/> Partnership    <input type="checkbox"/> Trust/estate</p> <p><input type="checkbox"/> LLC. Enter the tax classification (C = C corporation, S = S corporation, P = Partnership) _____</p> <p><b>Note:</b> Check the "LLC" box above and, in the entry space, enter the appropriate code (C, S, or P) for the tax classification of the LLC, unless it is a disregarded entity. A disregarded entity should instead check the appropriate box for the tax classification of its owner.</p> <p><input type="checkbox"/> Other (see instructions) _____</p>	<p>4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):</p> <p>Exempt payee code (if any) _____</p> <p>Exemption from Foreign Account Tax Compliance Act (FATCA) reporting code (if any) _____</p> <p style="text-align: right;"><i>(Applies to accounts maintained outside the United States.)</i></p>
	<p>3b If on line 3a you checked "Partnership" or "Trust/estate," or checked "LLC" and entered "P" as its tax classification, and you are providing this form to a partnership, trust, or estate in which you have an ownership interest, check this box if you have any foreign partners, owners, or beneficiaries. See instructions _____ <input type="checkbox"/></p>	
	<p>5 Address (number, street, and apt. or suite no.). See instructions.</p>	Requester's name and address (optional)
	<p>6 City, state, and ZIP code</p>	
	<p>7 List account number(s) here (optional)</p>	

**Part I Taxpayer Identification Number (TIN)**

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

<b>Social security number</b>								
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<b>or</b>								
<b>Employer identification number</b>								
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**Note:** If the account is in more than one name, see the instructions for line 1. See also *What Name and Number To Give the Requester* for guidelines on whose number to enter.

**Part II Certification**

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and, generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

<b>Sign Here</b>	Signature of U.S. person	Date
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**General Instructions**

Section references are to the Internal Revenue Code unless otherwise noted.

**Future developments.** For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9).

**What's New**

Line 3a has been modified to clarify how a disregarded entity completes this line. An LLC that is a disregarded entity should check the appropriate box for the tax classification of its owner. Otherwise, it should check the "LLC" box and enter its appropriate tax classification.

New line 3b has been added to this form. A flow-through entity is required to complete this line to indicate that it has direct or indirect foreign partners, owners, or beneficiaries when it provides the Form W-9 to another flow-through entity in which it has an ownership interest. This change is intended to provide a flow-through entity with information regarding the status of its indirect foreign partners, owners, or beneficiaries, so that it can satisfy any applicable reporting requirements. For example, a partnership that has any indirect foreign partners may be required to complete Schedules K-2 and K-3. See the Partnership Instructions for Schedules K-2 and K-3 (Form 1065).

**Purpose of Form**

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS is giving you this form because they