2026 Request for Proposals for Energy Efficiency
Bid Application Form – Spring Round

How to participate:

1. Review the Terms & Conditions and Application Process on the reverse side of this application.
2. Complete the application form and submit all required documentation and attachments no later than March 20, 2026.
3. The bid materials should be submitted in hard copy format directly to a WPPI Energy Services Manager or sent via U.S. Mail to: WPPI Energy, RFP for Energy Efficiency, 1425 Corporate Center Drive, Sun Prairie, WI 53590. Fax and electronic submittals will only be accepted with pre-approval from WPPI Energy.

APPLICANT INFORMATION

Business Legal Name _____

Business Classification: ☐ Proprietorship ☐ Corporation ☐ Partnership ☐ LLC ☐ Other _____

Tax Identification Number OR Social Security Number (list only one) _____

Contact Name _____ Contact Title _____

Contact Phone _____ Contact Email _____

Address of proposed project _____

City _____ State _____ Zip _____

Business Legal Mailing Address _____

City _____ State _____ Zip _____

PROPOSED PROJECT INFORMATION

Proposed project(s) may not be started and equipment may not be purchased until written approval is received in the form of an acceptance letter from WPPI Energy. Funding is not guaranteed for all project bids. Successful awards will be announced April 17, 2026.

The proposed project will:

☐ Reduce the site annual energy consumption by 100,000 kWh or more
and/or

☐ Reduce the site electrical demand by 20 kW or more during the months of June, July, August and September from 2PM to 5PM, Monday - Friday

Project Bid Requested: $_____ Proposed State Date: _____ Proposed Completion Date: _____

The following must be included with the bid application:

☐ Project Background ☐ Statement of Need ☐ Estimate of Savings
☐ Project Timeline ☐ Vendor Proposals (if applicable)

WPPI ENERGY

WPPI Energy is a regional power company serving 51 local not-for-profit utilities. Through WPPI Energy, these public power utilities share resources and own generation facilties to provide reliable, affordable electricity to homes and businesses in Wisconsin, Michigan and Iowa.

CUSTOMER SIGNATURE AND APPLICATION PROCESS

CUSTOMER SIGNATURE (Read and Sign)

I certify that, to the best of my knowledge, all statements made in this application are true and correct, and all information about the proposed project is representative of the energy efficiency measures my business expects to implement if WPPI Energy awards incentive funding for the proposed project(s). I agree to the terms and conditions set forth in this bid application. I UNDERSTAND THAT WPPI ENERGY MAKES NO WARRANTIES, EXPRESS OR IMPLIED, WITH RESPECT TO ANY EQUIPMENT PURCHASED AND/OR INSTALLED AS A RESULT OF THE PROGRAM, INCLUDING, BUT NOT LIMITED TO, ANY WARRANTY OR MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE.

Under penalties of perjury, I certify that:
1. The number shown on this form is my correct taxpayer identification number,
2. I am not subject to withholding due to failure to report interest and dividend income, and
3. I am a U.S. person, as defined in the instructions to IRS Form W-9.
The Internal Revenue Service does not require your consent to any provision of this document other than the certifications required to avoid backup withholding.

APPLICANT'S NAME DATE AUTHORIZED SIGNATURE

APPLICATION PROCESS

- Bidders must complete the Bid Application Form and submit all requested documentation to be considered for an incentive through the RFP for Energy Efficiency program. Bids must be received by the end of business on March 20, 2026. The bid materials should be submitted in hard copy format directly to a WPPI Energy Services Representative, or sent via U.S. Mail to: WPPI Energy, RFP for Energy Efficiency, 1425 Corporate Center Drive, Sun Prairie, WI 53590. Fax and electronic submittals will only be accepted with pre-approval from WPPI Energy.
- To maintain eligibility for an incentive award, Proposed Project(s) may not be started and equipment may not be purchased until written approval is received in the form of an acceptance letter from WPPI Energy.
- If a bid is approved for an incentive award, the applicant will have 90 days to start the Proposed Project(s) and adhere to the Proposed Completion Date submitted in the Bid Application Form. Failure to complete the project within the proposed timeline may result in the loss of incentive payment. A written request for an extension may be granted contingent on the project scope, complexity and equipment lead time.
- Depending on the scope and cost of the Proposed Project(s), WPPI Energy or a program evaluator may conduct an inspection of the facility before the Proposed Start Date and/or after the Proposed Completion Date.
- Bidders should note in their Bid Application if any other outside grants or funding sources will be received or have been requested and what impact such funds will have on the economics of the Proposed Project(s).
- Bidders and/or contractors must obtain prior written consent from WPPI Energy before the WPPI Energy name or logo, or reference to the WPPI RFP for Energy Efficiency, can be used in any marketing, advertising or promotional materials.

PROGRAM INFORMATION AND PROJECT IMPACTS

PROGRAM INFORMATION

The following must be attached to the Bid Application:

•**Project Background** – Attach a detailed description of the proposed project. Include background detailing how this project was chosen (e.g. energy audits, planned maintenance upgrades, efficiency management plan). Describe other energy efficiency opportunities that were explored, and if the completion of this project could lead to similar projects if this one is successful. Include information on non–energy saving project benefits, how the project affects the facility, and if there are plans to measure the energy savings. Higher ranking projects are comprehensive and combine multiple energy saving measures.

•**Statement of Need** – This will describe how the requested incentive is necessary to support your company's financial goals. It may include ROI, corporate hurdle rates, high risk factors, project paybacks, or other barriers. Also, provid--e details on any other funding sources for the project such as incentives, grants, low interest loans, manufacturer's discounts, etc.

•**Vendor Proposals** – Attach copies of the vendor proposals for the project to the Bid Application, including a description of the equipment to be installed, technical details with copies of manufacturer specifications, and total cost of the project.

•**Project Timeline** – Attach a project schedule that shows necessary management and budget approval dates, vendor contract negotiations, engineering and design, equipment delivery and installation, and project completion.

•**Estimate of Savings** – Attach an estimate of the electrical demand and energy savings to the Bid Application, with all the equations and assumptions clearly stated. Estimates of savings include a detailed examination of the baseline energy use and projected energy and demand reductions, as well as a plan for verification of saving after project completion. The use of electronic spreadsheets is encouraged. If a simulation is used, please provide a description of how the simulation calculates the savings. Documentation of a baseline condition is required.

Energy Estimation Tips

To achieve higher scores and minimize requests for additional information please:

•Include all formulas used and break calculations into easy to follow steps.

•Document any inputs, reports, or assumptions used during calculations.

•Explain any software used for estimations and any inputs used for simulations.

•Attach any manufacturer's spec sheets, vendor estimates, or electrical metering used to determine energy usage.

Establishing a Baseline for Energy Consumption

The electrical baseline for energy consumption is the total kilowatt–hours (kWh) used annually by the existing (or standard efficiency) equipment that is proposed to be replaced. This amount may be measured or estimated. If estimated show all calculations, formulas, and assumptions. Annual kWh usage = annual equipment load (kW) x operating hours per year (hours).

Estimating Energy Savings

To reduce energy consumption, equipment load or operating hours must be reduced. Be thorough in explaining estimate of how the proposed project or technology will affect load and usage.

Peak Demand Reductions

Peak demand reduction is determined by the total electrical load (kW) reduced during the on–peak hours of 2PM to 5PM, Monday through Friday, during the months of June, July, August and September. If your proposal is qualifying as a demand reduction project their must be a minimum of 20 kW measurable during these operating hours. Proposals qualifying under the net energy consumption (over 100,000 kWh) criteria will score higher if they include any peak demand reduction associated with the project.

PROJECT IMPACTS

Document the results of the estimate of savings in the table below. Your Energy Services Representative or the program administrator may be contacted for advice on estimating specific projects.

		Project impacts compared to baseline.		
Description of Energy Efficiency Measures	Total Project Cost ($)	Peak Demand Reduction (kW)	Energy Reduction (kWh/year)	Annual Savings ($/year)

TERMS AND CONDITIONS AND DISCLAIMERS

TERMS AND CONDITIONS

- Proposed Projects may combine multiple measures as long as the combination of those measures meet one of the following requirements: 1) Reduce annual site total electrical consumption by 100,000 kilowatt–hours or more, and/or 2) Reduce site electrical demand by 20 kilowatts or more during the months of June, July, August and September between 2PM to 5PM, Monday through Friday.
- All Proposed Projects must be planned for facilities that are receiving electric service from a WPPI Energy member utility. Aggregating energy efficiency measures from multiple facilities is allowed as long as all of the facilities are owned and operated by the same parent company.
- Equipment vendors, engineering consultants, independent contractors and other third–party providers are invited to propose qualifying energy efficiency projects in conjunction with an eligible utility customer, but only commercial, industrial, and institutional customers receiving electric service from a WPPI Energy member utility may sign the Bid Application Form and receive incentive payments. Incentives cannot be assigned to any other party.
- Fuel switching strategies will be considered if the Proposed Project can produce a measurable electrical energy consumption and/or demand reduction, they produce a total reduction in consumed energy across all fuel sources, and the economic analysis takes into account the net energy cost saving benefits.
- All energy efficiency measures proposed must meet or exceed the minimum efficiency requirements set by WPPI Energy and the Wisconsin Focus on Energy program.
- The following projects will be excluded from this program: Bid Applications with 50% or more of the annual energy savings derived from lighting measures, and projects with prior budgetary approval or that have already commenced.
- The following measures are excluded from this program: Measures that rely solely on human behavior changes, measures that require no capital investment, measures that are required by State or Federal law, building codes, or are standard industry practice, measures that involve plug loads, measures that achieve savings through equipment maintenance or operational changes without an equipment efficiency upgrade, and measures that involve the purchases of used or rebuilt equipment.

DISCLAIMERS

- WPPI Energy does not endorse any particular manufacturer, product or system design within this program.
- WPPI Energy will not be responsible for any tax liability imposed on the bidder as a result of an incentive payment.
- WPPI Energy does not expressly or implicitly warrant the performance of equipment purchased and/or installed for this program.
- WPPI Energy is not responsible for the proper disposal or recycling of any waste generated as a result of a proposed project.
- WPPI Energy is not liable for any damage caused by the installation of proposed equipment, nor for any damage caused by the malfunction of such equipment.
- WPPI Energy reserves the right to modify or withdraw this RFP, to reject any or all bids, to waive any informalities or technical defects in bids, and to accept any item or group of items in the bid, as may be in the best interest of WPPI Energy.
- This RFP does not commit WPPI Energy to award a contract, pay any costs incurred in the preparation of a bid in response to this RFP, or to produce or contract for services.