

SCHOOL BOARD  
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July 22, 2019

To Whom It May Concern:

**Charles City County Public Schools** is seeking qualifications for a potential Energy Performance Contract (EPC) in our facilities. The intent is to solicit four or more Energy Service Companies (ESCOs) for the “Back of the Envelope” estimate for one or more projects as outlined in the EPC process put forth by the Commonwealth of Virginia. At this time, we would like to evaluate the qualifications and experience of interested pre-qualified ESCOs listed by the Virginia Department of General Services that would like to participate in this process.

If you are interested in participating and sharing your firm’s information, we request the following:

- Your qualifications;
- A single point of contact who will represent your ESCO during this process;
- Your similar project experience in the Commonwealth of Virginia with performance contracting efforts; and
- A list of references from the facilities in the bullet item above this one.

**This information should be submitted as one electronic file (Word or PDF format) emailed to Jerome M. Tyler, Director of Operations [jmtyler@ccps.net](mailto:jmtyler@ccps.net) no later than 2:00pm on Friday, September 6, 2019.**

**There will be a MANDATORY kickoff meeting on Tuesday, August 6, 2019 at 9 AM. The meeting will be held at the Charles City County Public Schools, 10035 Courthouse Road, Charles City, VA 23030.**

Thanks for your time, and I look forward to hearing from those interested in participating in this effort.

Thanks,

Jerome M. Tyler  
Director of Operations