

Issue Date: August 15, 2019
RFP# OPS20190815

REQUEST FOR PROPOSAL (RFP)

Title: Solar Power Purchase Agreement Services for **Charles City County School Board**

Issuing Agency: Charles City County School Board 10035
Courthouse Road
Charles City, VA 23030

Period of Contract: December 1, 2019 – November 30, 2049

Sealed proposals will be received until **2:00 p.m. on Monday, September 16, 2019** at the address listed above for furnishing the services described herein. Proposals received after the announced time and date for receipt will not be opened or considered. **No telephoned, faxed, or emailed proposals will be considered.**

The face of the envelope or shipping container shall be clearly marked in the lower left-hand corner as follows:

RFP#:	OPS20190815
TITLE:	SOLAR POWER PURCHASE AGREEMENT SERVICES
PROPOSAL DUE:	September 16, 2019 BY 2:00 PM

All inquiries for information should be submitted in writing and be directed to: Michael Perry at perrynd@wmlcps.org

PREPROPOSAL CONFERENCE: An optional pre-proposal conference will be held on Tuesday, July 22, 2019 at 11:00 a.m. at the Charles City County School Board Office, 10035 Courthouse Road Charles City, VA 23030.

In compliance with this Request for Proposal and to all the conditions imposed therein, the undersigned offers and agrees to furnish the goods/services at the price(s) indicated.

By my signature on this solicitation, I certify that the undersigned firm is properly licensed to provide the goods/services specified.

Name and Address of Firm

Date: _____

By: _____

(Signature in Ink)

Name: _____

Telephone Number: _____

(Please Print)

Fax Number: _____

Title: _____

Email Address: _____

I have the authority to bind the corporation.

Virginia Contractor License No.: _____

Class: _____ Specialty Codes _____

SMALL, WOMAN, MINORITY, AND SERVICE-DISABLED VETERAN-OWNED BUSINESS:

___ YES; ___ NO; ___ IF YES: ___ SMALL; ___ WOMAN; ___ MINORITY; ___ SERVICE DISABLED VETERAN-OWNED

This public body does not discriminate against faith-based organizations or against a bidder or offeror because of race, religion, color, sex, national origin, age, disability, or any other basis prohibited by state law relating to discrimination in employment.

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I. PURPOSE:

The purpose of this Request for Proposal (RFP) is to solicit sealed proposals to establish a contract through competitive negotiation for Solar Power Purchase Agreement Services for Charles City County School Board (CCPS). The services will include financial design (FD), Building-Ownership-Operations-Management (BOOM), and Engineering-Procurement-Construction (EPC) for one or more solar photovoltaic systems on CCPS facilities.

II. BACKGROUND:

On March 18, 2013, Governor Bob McDonnell signed into law, power purchase agreement (PPA) legislation, directing the State Corporation Commission (SCC) to conduct a solar and wind PPA pilot program in Dominion Power service territory. A third-party financier owns the solar equipment, while the customer purchases renewable energy at a fixed rate.

The legislation includes the following limitations:

- Applies to Dominion territory
- Only applies to solar and wind energy
- Project size minimum of 50kW
- Maximum of 1 MW (tax-exempt entities are exempt from any minimum)
- Total cap of 50 MW on PPAs as a sub-cap of the overall 1% net-metering cap (about 30% of the 1%).

The intent of this RFP is to obtain the services of a qualified Solar PPA provider.

III. STATEMENT OF NEEDS:

- A. Conduct investigations as needed in addition to the Solar Feasibility Study (Attachment G) to confirm sizing and potential solar PV projects on CCPS properties. Proposal can include all the following potential facilities or a subset thereof:
- 1) Charles City Elementary School – 10049 Courthouse Road Charles City, VA 23030
 - 2) Charles City High School – 10039 Courthouse Road Charles City, VA 23030
 - 3) Charles City Bus Garage – 9071 Courthouse Road Charles City, VA 23030
 - 4) Wastewater Plant – 10047 Courthouse Road Charles City, VA 23030
 - 5) Wellhouse & Machine Shop – 10045 Courthouse Road Charles City, VA 23030
- B. Provide comprehensive financial design (FD) services for CCPS, to include design of Solar Power Purchase Agreement. The goal of the RFP is to identify the Proposer who will enable the most cost-effective energy production over the entire PPA term. Capital funds are not available, and CCPS will only purchase the solar-generated electricity under a Power Purchase Agreement.
- C. Provide complete Building-Ownership-Operations-Management (BOOM) and Engineering-Procurement-Construction (EPC) services for 30 years for each project, including, but not limited to, engineering, designing, authoring and preparing design, financing, and contract documents for the work, including, but not limited to, the installation of solar PV arrays at the proposed locations. The successful Offeror will design the array, using the space available at each facility to provide the optimal amount of solar generation available.
- D. Provide proposals concerning electrical generation outputs and draft solar power purchase agreement for the project(s). Proposals will include options for purchase and pricing for electrical costs savings.
- E. Provide construction administration services to oversee the construction for all work indicated in the contract documents including, but not limited to, submittal of all plans, budgets and schedules and attendance at required project meetings during construction, review, and approval of shop drawings, response to construction “requests for information” and preparation of clarification responses where required.

- F. Construct the approved facility (ies) based upon specific design approval by CCPS and all other code and regulatory authorities having jurisdiction. Complete all necessary interconnection agreements for each project between CCPS and Dominion Virginia Power.
- G. The successful Offeror shall provide all material, labor, equipment, supervision, management, and administration for accomplishment of the design and construction of solar facilities as approved and authorized by CCPS and code/regulatory authorities having jurisdiction.
- H. Provide all required services for the testing and balancing, maintenance, and performance guarantees for the solar photovoltaic array system.
- I. Assist with communications and public relations services to foster public awareness and education about the solar PV projects.

IV. PROPOSAL PREPARATION AND SUBMISSION INSTRUCTIONS:

A. GENERAL INSTRUCTIONS:

1. RFP Response: To be considered for selection, offerors must submit a complete response to this RFP. One (1) original and four (4) copies of each proposal along with an electronic copy of the proposal on CD either in Microsoft Word or PDF format must be submitted to CCPS as a complete sealed proposal. No other distribution of the proposal shall be made by the offeror.
2. Proposal Preparation:
 - a. Proposals shall be signed by an authorized representative of the offeror. All information requested should be submitted. Failure to submit all information requested may result in CCPS requiring prompt submission of missing information and/or giving a lowered evaluation of the proposal. Proposals which are substantially incomplete or lack key information may be rejected by CCPS. Mandatory requirements are those required by law or regulation or are such that they cannot be waived and are not subject to negotiation.
 - b. Proposals should be prepared simply and economically, providing a straightforward, concise description of capabilities to satisfy the requirements of the RFP. Emphasis should be placed on completeness and clarity of content.
 - c. Proposals should be organized in the order in which the requirements are presented in the RFP. All pages of the proposal should be numbered. Each paragraph in the proposal should reference the paragraph number of the corresponding section of the RFP. It is also helpful to cite the paragraph number, sub letter, and repeat the text of the requirement as it appears in the RFP. If a response covers more than one page, the paragraph number and sub letter should be repeated at the top of the next page. The proposal should contain a table of contents which cross-references the RFP requirements. Information which the offeror desires to present that does not fall within any of the requirements of the RFP should be inserted at an appropriate place or be attached at the end of the proposal and designated as additional material. Proposals that are not organized in this manner risk elimination from consideration if the evaluators are unable to find where the RFP requirements are specifically addressed.
 - d. As used in this RFP, the terms "must", "shall", "should" and "may" identify the criticality of requirements. "Must" and "shall" identify requirements whose absence will have a major negative impact on the suitability of the proposed solution. Items labeled as "should" or "may" are highly desirable, although their absence will not have a large impact, and would be useful, but are not necessary. Depending on the overall response to the RFP, some individual "must" and "shall" items may not be fully satisfied, but it is the intent to satisfy most, if not all, "must" and "shall" requirements. The inability of an offeror to satisfy a "must" or "shall" requirement does not

automatically remove that offeror from consideration; however, it may seriously affect the overall rating of the offeror's proposal.

- e. Each copy of the proposal should be bound or contained in a single volume where practical. All documentation submitted with the proposal should be contained in that single volume.
 - f. Ownership of all data, materials, and documentation originated and prepared for CCPS pursuant to the RFP shall belong exclusively to CCPS and be subject to public inspection in accordance with the *Virginia Freedom of Information Act*. Trade secrets or proprietary information submitted by an offeror may not be subject to public disclosure under the *Virginia Freedom of Information Act*; however, the offeror must invoke the protections of *Virginia Code § 2.2-4342(F)*, in writing, either before or at the time the data or other material is submitted. To be considered, the written notice must specifically identify the data or materials to be protected and state the reasons why protection is necessary. The proprietary or trade secret material submitted must be identified by some distinct method such as highlighting or underlining and must indicate only the specific words, figures, or paragraphs that constitute trade secret or proprietary information. The classification of an entire proposal document, line item prices, and/or total proposal prices as proprietary or trade secrets is not acceptable.
 - g. All costs of proposal preparation and presentation shall be borne by each offeror. CCPS is not liable for any cost incurred by the offeror prior to issuance of a contract.
3. Oral Presentation: Offerors who submit a proposal in response to this RFP may be required to give an oral presentation of their proposal to CCPS. This provides an opportunity for the offeror to clarify or elaborate on the proposal. This is a fact finding and explanation session only and does not include negotiation. CCPS will schedule the time and location of these presentations. Oral presentations are an option of CCPS and may or may not be conducted.

B. SPECIFIC PROPOSAL INSTRUCTIONS:

Proposals should be as thorough and detailed as possible so that CCPS may properly evaluate your capabilities to provide the required goods/services. Offerors are required to submit the following items as a complete proposal:

1. Section 1 – Methodology/Specific Plan: Provide a description of methodology of the offeror's design and management processes incorporating an understanding of the goals and criteria of this project and how the offeror intends to meet those goals and criteria. Provide a specific plan for providing the service including:
 - Preliminary project schedule with milestones for design, permitting, material delivery, installation, commissioning, operation, and project closeout.
 - Preliminary system description, performance and warranties. Photovoltaic Energy Equipment must meet the requirements outlined in Attachment F.
 - Preliminary equipment selection, layout and mounting mechanisms.
 - Specifications for equipment procurement and installation.
 - Integration of solar PV systems with other power sources.
 - Electrical grid interconnection requirements.
 - Controls, monitors, and instrumentation.
 - System performance monitoring and verification.
 - Guidance on how to assist CCPS with any needed roof structural certifications, warranties, repairs, and structural engineer certification for each roof with a proposed solar array.
 - Discussion of allowances specified for removing and re-installing solar panels for roof repairs on any roof where the roof warranty is less than years.
 - Ownership of the solar renewable energy certificates (SRECs) should be retained by CCPS
 - Financing proposal including turnkey (design/build) PV systems to include price per kWh for 30 years without an annual escalator. The proposal should have the same contract as a fixed price for

- each year with no escalation. The financing proposal should include an early purchase option(s).
- The financing proposal must include a net benefit calculation showing the benefits of the service agreement for each year of the agreement. Costs must include the cost of the service agreement plus any and all allowances. Costs should be expressed in total dollars and costs per kWh of the aggregated output from the proposed solar arrays. Benefits must include the projected avoided kWh costs, projected fuel and other electric rider avoided costs and projected avoided peak demand savings where applicable. Responses should be submitted in Excel format to allow for data validation and include the following information:
 - i. Annual benefits must use the most recent 12 months' average cost of electricity, fuel, riders and cost per peak KW charges. Electricity data is included as Attachment G.
 - ii. Use a 3% cost escalation over the 30 years for Dominion's electricity rate
 - iii. Annual panel degradation should be 0.5%
 - iv. Use a de-rate factor of 0.83 on PV-Watts to calculate system kWh output.
- Demonstrate ability to expeditiously register the system capacity under the Dominion Solar PPA Pilot Program with the State Corporation Commission or other program should legislation change the Dominion Solar PPA Pilot Program.

2. Section 2 – Experience: A written narrative statement to include:

- Experience in providing the services described herein
- Staffing: Provide the names, qualifications, degrees, certifications such as NABCEP PV Installation Professional, experience and licenses of key employees, consultants, and sub-consultants to be assigned to the project. Provide the length (time and number of projects) of relationship the offeror has with the proposed employees, consultants, and sub-consultants.
- Resumes of staff to be assigned to the project.
- References: Provide at least four references for which work of a similar nature to that described herein was performed within the past three years. The reference should include the name, title, address, phone number, and email for the person on the owner's team most intimate with the details of project being referenced. See Attachment A - Offeror Data Sheet. Pursuant to *Virginia Code* §2.2-4311.2(B), a bidder or offeror organized or authorized to transact business in the Commonwealth pursuant to Title 13.1 or Title 50 is required to include in its bid or proposal the identification number issued to it by the State Corporation Commission (SCC). Any bidder or offeror that is not required to be authorized to transact business in the Commonwealth as a foreign business entity under Title 13.1 or Title 50 or as otherwise required by law is required to include in its bid or proposal a statement describing why the bidder or offeror is not required to be so authorized.

3. Section 3 – Additional Information: This section is to be used to provide the following information. In addition, you may add any other relevant information to this section.

- **Describe any planned use of small businesses and businesses owned by women and minorities and veterans with service-connected disabilities in fulfilling this contract.**
- Return the RFP cover sheet and all addenda acknowledgments, if any, signed and filled out as required.
- Attachment A – Offeror Data Sheet
- Attachment B – State Corporation Commission Form
- Attachment C – Certificate of No Collusion
- Attachment D – Proprietary/Confidential Information Identification
- Attachment E – Certification of Crimes Against Children and Acts of Moral Turpitude
- Attachment F – Photovoltaic Energy Equipment Requirements
- Attachment G – Solar Feasibility Study
- Attachment H – Usage and Demand History for Potential Sites; VEPGA Rate Schedule
- Insurance: See General Terms and Conditions Section. Insurance for required coverages and limits.

V. EVALUATION AND AWARD CRITERIA: This section is in two parts. The first part, “Evaluation Criteria,” explains how the proposals will be evaluated. The second part is the “Award of Contract” clause that states how the award will be made.

A. EVALUATION CRITERIA: Proposals shall be evaluated by CCPS using the following criteria:

<u>Criteria</u>	<u>Point Value</u>
Demonstrated ability to comprehensively perform all services detailed in this RFP	25%
Offeror's approach/methodology employed in performing solar PPA services.	25%
Overall qualifications and capacity of the firm to perform the services required. Experience and qualifications of the proposed personnel assigned to provide the services, to include experience administering similar agreements and partnering organizations.	35%
Proposed schedule for performing services indicating the ability to meet required deadlines and geographic location of principal business office and any partnering organizations.	15%

- B. AWARD OF CONTRACT: CCPS shall engage in individual discussions with two or more offerors deemed fully qualified, responsible and suitable, if any, on the basis of initial responses and with emphasis on professional competence, to provide the required services. Repetitive informal interviews shall be permissible. The offerors shall be encouraged to elaborate on their qualifications and performance data or staff expertise pertinent to the proposed project, as well as alternative concepts. At the discussion stage, CCPS may discuss nonbinding estimates of total project costs, including, but not limited to, life-cycle costing, and where appropriate, nonbinding estimates of price for services. Proprietary information from competing offerors shall not be disclosed to the public or to competitors. At the conclusion of discussions, outlined in this subdivision, on the basis of evaluation factors published above and all information developed in the selection process to this point, CCPS shall select in the order of preference two or more offerors whose professional qualifications and proposed services are deemed most meritorious. Negotiations shall then be conducted, beginning with the offeror ranked first. If a contract satisfactory and advantageous to CCPS can be negotiated at a price considered fair and reasonable, the award shall be made to that offeror. Otherwise, negotiations with the offeror ranked first shall be formally terminated and negotiations conducted with the offeror ranked second, and so on until such a contract can be negotiated at a fair and reasonable price. Should CCPS determine in writing and in its sole discretion that only one offeror is fully qualified, or that one offeror is clearly more highly qualified and suitable than the others under consideration, a contract may be negotiated and awarded to that offeror.

VI. REPORTING AND DELIVERY INSTRUCTIONS:

A schedule of implementation milestones should be included in the implementation plan.

Appropriate reports indicating progress towards the defined milestones should be delivered to CCPS' project manager at the end of each month throughout the implementation period or as may be directed by the project manager.

VII. GENERAL TERMS AND CONDITIONS:

- A. ADVERTISING: In the event a contract is awarded resulting from this RFP, no indication of such contract will be used in product literature or advertising. The contractor shall not state in any of its advertising or product literature that CCPS has purchased or uses any of its products or services, and the contractor shall not include CCPS in any client list in advertising and promotional materials, unless the contractor has been given written permission by an CCPS representative who is authorized to sign on behalf of CCPS.

- B. ANNOUNCEMENT OF AWARD: Public notice of the award of this contract, or the announcement of the decision to award this contract, shall be given in the following manner: posting of a written notice on the official CCPS website.
- C. NON-DISCRIMINATION: By submitting their proposals, offerors certify to CCPS that they will conform to the provisions of the Federal Civil Rights Act of 1964, as amended, as well as the Virginia Fair Employment Contracting Act of 1975, as amended, where applicable, the Virginias with Disabilities Act, the Americans with Disabilities Act and Virginia *Code* § 2.2-4311. If the award is made to a faith-based organization, the organization shall not discriminate against any recipient of goods, services, or disbursements made pursuant to the contract on the basis of the recipients religion, religious belief, refusal to participate in a religious practice, or on the basis of race, age, color, gender or national origin and shall be subject to the same rules as other organizations that contract with public bodies to account for the use of the funds provided; however, if the faith-based organization segregates public funds into separate accounts, only the accounts and programs funded with public funds shall be subject to audit by the public body. (*Virginia Code* § 2.2.4343.1(E)).

The contractor shall be subject to the following provisions:

1. During the performance of this contract, the contractor agrees as follows:
 1. The Contractor will not discriminate against any employee or applicant for employment because of race, religion, color, sex, national origin, age, disability or any other basis prohibited by law relating to discrimination in employment, except where there is a bona fide occupational qualification reasonably necessary to the normal operation of the contractor. The Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.
 2. The Contractor, in all solicitations or advertisements for employees placed by or on behalf of the contractor, shall state that it is an equal opportunity employer.
 3. Notices, advertisements and solicitations placed in accordance with federal law, rule or regulation shall be deemed sufficient for the purpose of meeting these requirements.
 2. The contractor will include the provisions of No. 1 above in every subcontract or purchase order over \$10,000, so that the provision will be binding upon each subcontractor or vendor.
- D. ANTITRUST: By entering into a contract, the contractor conveys, sells, assigns, and transfers to CCPS all rights, title and interest in and to all causes of action it may now have or hereafter acquire under the antitrust laws of the United States and the Commonwealth of Virginia, relating to the particular goods or services purchased or acquired by CCPS under said contract.
- E. APPLICABLE LAWS & COURTS: This procurement transaction, and any resulting contract, shall in all aspects be governed by the laws of the Commonwealth of Virginia, notwithstanding conflicts of laws, provisions, and any litigation with respect thereto shall be brought in the state courts for the County of Charles City. The contractor shall comply with all applicable federal, state and local laws, rules and regulations in fulfilling the requirements of the contract.
- F. ASSIGNMENT OF CONTRACT: A contract shall not be assignable by the contractor in whole or in part without the written consent of CCPS.
- G. AVAILABILITY OF FUNDS: It is understood and agreed between the parties herein that CCPS shall be bound under the contract only to the extent of the funds available or which may hereafter become available for the purpose of paying CCPS' obligations under the contract.
- H. PROPOSAL ACCEPTANCE: Proposals must be submitted by the date and time stated in this solicitation. Proposals will be date and time stamped upon receipt and retained unopened in a secure location until proposal opening. No consideration will be given to date of postmark or error in delivery to incorrect address. It is the responsibility of the offeror to ensure timely and correct delivery of proposal.

- I. **PROPOSAL ACCEPTANCE PERIOD:** Each proposal submitted must be and remain valid for a period of at least sixty (60) days from opening date.
- J. **CLARIFICATION OF TERMS:** CCPS will assume no responsibility for oral instructions, suggestion or interpretation. Any question regarding the proposal documents and/or scope of work/specifications shall be directed to the Superintendent and any material change will be submitted to all offerors through issuance of an addendum. **Any questions related to this RFP MUST be submitted in writing to the Superintendent no fewer than seven (7) workdays prior to the proposal opening date specified.** Questions should be in writing and electronic transmission is preferred. Questions submitted beyond the time specified above may be left unanswered if sufficient time does not allow a response to all prospective offerors without causing an unacceptable delay in the process. Any contact with any CCPS representative, other than the Superintendent, concerning this RFP is prohibited. Such unauthorized contact may disqualify your firm from this procurement.
- K. **CONTRACTOR'S FORMS / BOILERPLATE CONTRACTS:** All written agreements, contracts, service agreements, account applications, forms and other documents, of any nature, that the Contractor would require CCPS to sign in connection with any contract resulting from this procurement transaction, or the performance thereof by the Contractor, must be submitted along with the Contractor's proposal. Under no circumstances shall CCPS be required to agree to any contractual provision (i) that would materially conflict with any provision of this request for proposals, (ii) that would affect the price, quality, quantity or delivery schedule for any goods or services, or (iii) that would, in CCPS' sole discretion, materially alter the overall combination of quality, price and various elements of required services that in total are optimal relative to CCPS' needs, and the Contractor shall not condition its performance or delivery upon any such agreement by CCPS.
- L. **COOPERATIVE CONTRACTING:** This procurement is being conducted by CCPS in accordance with the provisions of Virginia *Code* § 2.2-4304. If agreed to by the contractor, other public bodies may utilize this contract. The Contractor shall deal directly with any public body it authorizes to use the contract. CCPS, its officials and staff are not responsible for placement of orders, invoicing, payments, contractual disputes, or any other transactions between the Contractor and any other public bodies, and in no event shall CCPS, its officials or staff be responsible for any costs, damages or injury resulting to any party from use of CCPS' contract. CCPS assumes no responsibility for any notification of the availability of the contract for use by other public bodies, but the Contractor may conduct such notification.
- M. **DEBARMENT STATUS:** By submitting their proposals, offerors certify that they are not currently debarred by the Commonwealth of Virginia from submitting bids or proposals on contracts for the type of goods and/or services covered by this solicitation, nor are they an agent of any person or entity that is currently so debarred.
- N. **DESIGNATED PERSONNEL:** The personnel designated in the management summary for key positions shall not be changed except with the permission of CCPS. Contractor may not substitute other staff or individual(s) without the prior, express written consent of CCPS. CCPS shall not be required to consent or accept any substitution(s) if to do so would require an increase in the compensation due the Contractor under this Agreement, or a reduction in the quantity or quality of the Service by this Agreement, as determined in CCPS's sole discretion.
- O. **DRUG-FREE WORKPLACE:** During the performance of the resulting contract, the contractor agrees as follows: (i) to provide a drug-free workplace for the contractor's employees; (ii) to post in conspicuous places, available to employees and applicants for employment, a statement notifying employees that the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana is prohibited in the contractor's workplace and specifying the actions that will be taken against employees for violations of such prohibition; and (iii) state in all solicitations or advertisements for employees placed by or on behalf of the contractor that the contractor maintains a drug-free workplace; and (iv) include the provisions of the foregoing clauses in every subcontract or purchase order of over \$10,000, so that the provisions will be binding upon each subcontractor or vendor. For the purposes of this paragraph, "drug-free workplace" means a site for the performance of work done in connection with the contract awarded to a contractor in accordance with this RFP.

- P. ETHICS IN PUBLIC CONTRACTING: Pursuant to *Virginia Code* § 2.2-4367: By submitting a proposal, the offeror certifies that their proposal is made without collusion of fraud and that they have not offered or received any kickbacks or inducements from any other offeror, supplier, manufacturer or subcontractor in connection with their proposal, and that they have not conferred on any public employee having official responsibility for this procurement transaction any payment, loan subscription, advance, deposit of money, services or anything of more than nominal value, present or promised, unless consideration of substantially equal or greater value was exchanged.
- Q. HEADINGS: Section, article and paragraph headings contained within this Request for Proposals have been inserted only as a matter of convenience and for reference, and they in no way define, limit, or describe the scope or intent of any term, condition or provision of this Request for Proposals.
- R. IMMIGRATION REFORM AND CONTROL ACT OF 1986: By entering into a written contract with CCPS, the Contractor certifies that the Contractor does not, and shall not during the performance of the contract for goods and services in the Commonwealth, knowingly employ an unauthorized alien as defined in the federal Immigration Reform and Control Act of 1986.
- S. INCLEMENT WEATHER/CLOSURE OF COUNTY OFFICES: If the Charles City County Public School Board Office is closed for business at the time scheduled for receipt of proposals, for whatever reason, sealed proposals will be accepted and opened on the next scheduled business day, at the originally scheduled time.
- T. INDEMNIFICATION: Pursuant to Virginia law, CCPS will not indemnify any party for any purpose.
- U. POMPT PAYMENT REQUIREMENTS FOR SUBCONTRACTORS. If subcontractors are used in the performance of the Agreement:

Contractor shall take one of the two following actions within seven days after receipt of amounts paid to it for work performed by a subcontractor:

- a. Pay the subcontractor for the proportionate share of the total payment received from CCPS attributable to the work performed by the subcontractor; or
- b. Notify CCPS and subcontractor, in writing, of Contractor's intention to withhold all or a part of the subcontractor's payment with the reason for nonpayment.

Contractor shall provide CCPS with its federal employer identification number prior to receiving any payments hereunder.

Contractor shall pay interest to the subcontractor on all amounts owed by it that remain unpaid after seven days following receipt by it of payment from CCPS for work performed by the subcontractor under the contract, except for amounts withheld as allowed in subparagraph b above.

Unless otherwise provided under the terms of the contract, interest shall accrue at the rate of one percent per month for amounts owed to a subcontractor.

Contractor shall include in each of its subcontracts a provision requiring each subcontractor to include or otherwise be subject to the same payment and interest requirements with respect to each lower-tier subcontractor.

Contractor's obligation to pay an interest charge to a subcontractor pursuant to the payment clause in this paragraph shall not be construed to be an obligation of CCPS. The contract shall not be modified for the purpose of providing reimbursement for the interest charge. A cost reimbursement claim shall not include any amount for reimbursement for the interest charge.

AA. **INSURANCE:** By signing and submitting a proposal, the offeror certifies that if awarded the contract, it will purchase and maintain, at its sole expense, and from a company or companies authorized to do business within the Commonwealth of Virginia, insurance policies containing the following types of coverages and minimum limits, protecting from claims which may arise out of or result from the offeror's performance or non-performance of services under the Contract, or the performance or non-performance of services under the Contract by anyone directly or indirectly employed by the offeror or for whose acts it may be liable:

- a. Workers' Compensation - Statutory requirements and benefits. Coverage is compulsory for employers of three or more employees, to include the employer. Contractors who fail to notify CCPS of increases in the number of employees that change their workers' compensation requirements under the Code of Virginia during the course of the contract shall be in noncompliance with the contract. This policy shall specifically list Virginia as a covered state.
- b. Employer's Liability - \$100,000. This policy shall specifically list Virginia as a covered state.
- c. Commercial General Liability - \$2,000,000 aggregate per location. Commercial General Liability is to include bodily injury and property damage, personal injury, advertising injury, contractual liability, and products and completed operations coverage. CCPS and its officers, employees, agents and volunteers must be named as additional insureds and be so endorsed on the policy.
- d. Automobile Liability - \$1,000,000 per occurrence
- e. Umbrella or Excess Liability Coverage (endorsed)
- f. Professional Liability Insurance

All insurance coverage:

1. shall be issued by an insurance carrier authorized to do business within the Commonwealth of Virginia and rated A – VIII or better, by A. M. Best Company or equivalent rating from an alternate recognized ratings agency, and otherwise acceptable to CCPS;
2. shall be kept in force throughout performance of services;
3. shall be an occurrence-based policy;
4. shall include completed operations coverage;
5. shall contain a cross liability or severability of interest clause or endorsement. Insurance covering the specified additional insured shall be primary and non-contributory, and all other insurance carried by the additional insureds shall be excess insurance;

6. where additional insured required, such policy shall not have a restriction on the limits of coverage provided to CCPS as an additional insured. CCPS shall be entitled to protection up to the full limits of the offeror's policy regardless of the minimum requirements specified in the Contract.

Proof of Insurance: Prior to performance of any services or delivery of goods, the Offeror shall (i) have all required insurance coverage in effect; (ii) the Offeror shall deliver to CCPS certificates of insurance for all lines of coverage. The Offeror shall be responsible that such coverage evidenced thereby shall not be substantially modified or canceled without 30 days' prior written notice to CCPS; and (iii) the Offeror shall deliver to CCPS endorsements to the policies which require CCPS and its officials, officers, employees, agents and volunteers be named as "additional insured". Policies which require this endorsement include: Commercial General Liability, Automobile, Umbrella. Such endorsements must be approved by CCPS, and (iv) upon the request of CCPS, provide any other documentation satisfactory to CCPS in its sole discretion, evidencing the required insurance coverage, including but not limited to a copy of the insurance policy and evidence of payment of policy premiums. The Offeror shall require each of its subcontractors and suppliers to have coverage per the requirements herein in effect, prior to the performance of any services by such subcontractors and suppliers. Further, the Offeror shall ensure that all Required Insurance coverages of its subcontractors and suppliers is and remains in effect during performance of their services on the Project and certifies by commencement of the Work that this insurance and that of subcontractors is in effect and meets the requirements set forth herein. CCPS shall have no responsibility to verify compliance by the Offeror or its subcontractors and suppliers.

Effect of Insurance: Compliance with insurance requirements shall not relieve the Offeror of any responsibility to indemnify CCPS for any liability to CCPS, as specified in any other provision of the contract, and CCPS shall be entitled to pursue any remedy in law or equity if the Offeror fails to comply with the contractual provisions of the contract. Indemnity obligations specified elsewhere in the Contract shall not be negated or reduced by virtue of any insurance carrier's denial of insurance coverage for the occurrence or event which is the subject matter of the claim, or by any insurance carrier's refusal to defend any named insured.

Waiver of Subrogation: The Offeror agrees to release and discharge CCPS of and from all liability to the Offeror, and to anyone claiming by, through or under the Offeror, by subrogation or otherwise, on account of any loss or damage to tools, machinery, equipment or other property, however caused.

Sovereign Immunity: Nothing contained herein shall affect, or shall be deemed to affect, a waiver of CCPS's sovereign immunity under Virginia law.

Right to Revise or Reject: CCPS reserves the right, but not the obligation, to revise any insurance requirement not limited to limits, coverages and endorsements, or reject any insurance policies which fail to meet the criteria stated herein. Additionally, CCPS reserves the right, but not the obligation, to review and reject any insurer providing coverage due to its poor financial condition or failure to operate legally.

Umbrella or Excess Liability Coverage which (i) includes premises/operations, product/completed operations, contractual liability, independent contractors, broad-form property and contents damage for (100%) of the replacement cost, underground, explosion and collapse hazard, and personal/advertising injury, (ii) includes contractual liability coverage and coverage for all owned, hired and non-owned vehicles, (iii) fire (with extended coverage), theft, vandalism, malicious mischief, collapse, earthquake, flood, water, windstorm, false work, testing and startup, temporary buildings, contents, debris removal, and which provides coverage for one hundred percent (100%) of the replacement cost of the loss experienced and the offeror's scope of the Work, and (iv) has per-occurrence limits of not less than Ten Million Dollars (\$10,000,000) per location. This insurance shall name CCPS and its officials, officers, and employees and agents as "additional insureds" by **endorsement** to the Umbrella or Excess Liability policy. Such policy shall not have a restriction on the limits of coverage provided to CCPS as an additional insured. CCPS shall be entitled to protection up to the full limits of the offeror's policy regardless of the minimum requirements specified in this contract.

Professional Liability Insurance: At its sole expense, and prior to commencing any activities under this Agreement, offeror shall secure professional liability insurance, covering any damages caused by the negligent or wrongful acts or omissions of the offeror, its employees and agents in the performance of the contract, with coverage in an amount not less than \$2,000,000 per occurrence, \$6,000,000 aggregate ("Required Insurance"). Offeror shall maintain the Required Insurance in effect throughout the Term of this Agreement and for a period

of five (5) years following final acceptance of the Project by CCPS. Upon execution of the contract, offeror shall provide CCPS with a certificate of insurance, or other written documentation satisfactory to CCPS in its sole discretion, issued by offeror's insurance company(ies), confirming the Required Insurance and the beginning and ending date(s) of Contractor's policy(ies). Upon receipt of any notice, verbal or written, that the Required Insurance is subject to cancellation, offeror shall immediately (within one business day) notify CCPS. Offeror's failure to comply with any of the requirements of this Section shall constitute a material breach of the contract entitling CCPS to terminate this Agreement without notice to offeror and without penalty to CCPS.

Additional Requirements for Professional Liability Insurance: If purchasing the following services, various Professional Liability/Errors and Omissions coverages are required when soliciting these services. You do not need to consult Risk Management. Pull the limits for the appropriate profession/service listed and insert the limits in the Professional Liability Insurance section.

Profession/Service	Limits
Landscape Architecture	\$1,000,000 per occurrence, \$1,000,000 aggregate
Legal	\$1,000,000 per occurrence, \$5,000,000 aggregate
Professional Engineer	\$2,000,000 per occurrence, \$6,000,000 aggregate
Surveying	\$1,000,000 per occurrence, \$1,000,000 aggregate

Comprehensive Commercial General Liability: The Contractor and any subcontractor will maintain, at a minimum combined single Limit of Liability for bodily injury and property damage of \$500,000 per occurrence, with coverage for premises operations.

Automobile Insurance: The Contractor and any subcontractor will provide a minimum combined single limit of liability for bodily injury and property damage of \$500,000 per accident on all owned, hired, and non-owned vehicles operated by their employees.

- A. OSHA STANDARDS: All contractors and subcontractors performing services for CCPS are required and shall comply with all Occupational Safety and Health Administration (OSHA), State and County Safety and Occupational Health Standards and any other applicable rules and regulations. Also, all contractors and subcontractors shall be held responsible for the safety of their employees and any unsafe acts or conditions that may cause injury or damage to any persons or property within and around the work site area under this contract.
- B. PAYMENT TERMS: Proposal must clearly state payment terms desired. Such terms as proposed shall be negotiable.
- C. PERMITS AND FEES: All proposals submitted shall have included in price the cost of any business or professional licenses, permits or fees required by any governmental authority. The offeror must have all necessary licenses to perform the services in Virginia.
- D. RIGHT TO ACCEPT OR REJECT OFFERORS: CCPS reserves the right to accept or reject any or all proposals in whole or in part. Submission of a proposal shall indicate acceptance that the decision of the School Board shall be final and without recourse.
- E. SCHOOL CONTRACTOR CERTIFICATION: Contractor acknowledges that any contract resulting from this solicitation for services may require Contractor, Contractor's employees or other persons within Contractor's control to have direct contact with CCPS students on school property during regular school hours or during school-sponsored activities. Accordingly, the contractor will be required to make the certification required by Virginia Code § 22.1-294.1 in the form required by CCPS.
- F. TAXES: Include only taxes applicable to the project in this proposal. CCPS is exempt from State Sales Tax and Federal Excise Tax. Tax Exemption Certificate indicating CCPS' tax exempt status will be furnished by CCPS upon request.
- G. TESTING AND INSPECTION: CCPS reserves the right to conduct any test/inspection it may deem advisable to assure goods and services conform to the specifications.
- H. TRANSPORTATION AND PACKAGING: All prices submitted must be FOB Destination - Freight Prepaid and Allowed. By submitting their proposals, all offerors certify and warrant that the price offered for FOB destination includes only the actual freight rate costs at the lowest and best rate and is based upon the actual weight of the goods to be shipped. Except as otherwise specified herein, standard commercial packaging, packing and shipping containers shall be used. All shipping containers shall be legibly marked or labeled on the outside with purchase order number, commodity description, and quantity.
- I. The terms and conditions set forth above within this Request for Proposals shall be deemed incorporated into any contract resulting from this procurement transaction, as if set forth therein verbatim.

VIII. SPECIAL TERMS AND CONDITIONS:

- A. AUDIT: The Contractor hereby agrees to retain all books, records, systems, and other documents relative to this contract for five (5) years after final payment, or until audited by CCPS, whichever is sooner. CCPS and its authorized agents shall have full access to and the right to examine any of said materials during said period.
- B. CANCELLATION OF CONTRACT: CCPS may terminate any agreement resulting from this solicitation at any time, for any reason or for no reason, upon thirty days' advance written notice to the Contractor. In the event of such termination the Contractor shall be compensated for services and work performed prior to termination.
- C. FORM W-9 REQUIRED: Each offeror shall submit a completed W-9 form with their offer. In the event of contract award, this information is required to issue purchase orders and payments to your firm. A copy of this form can be downloaded from <http://www.irs.gov/pub/irs-pdf/fw9.pdf>.

IX. ATTACHMENTS:

ATTACHMENT A	Offeror Data Sheet
ATTACHMENT B	Certification of No Collusion
ATTACHMENT C	Proprietary/Confidential Information Identification
ATTACHMENT D	Certification of Contractor
ATTACHMENT E	Photovoltaic Energy Equipment Requirements

OFFEROR DATA SHEET

Note: The following information is required as part of your response to this solicitation.

1. **Qualification:** The vendor must have the capability and capacity in all respects to satisfy fully all the contractual requirements.

2. **Vendor’s Primary Contact:**

Name: _____

Phone Number: _____

Email Address: _____

3. **Years in Business:** Indicate the length of time you have been in business providing this type of good or service:

_____ Years _____ Months

4. **Vendor Information:**

FIN or FEI Number: _____ (If Company, Corporation or Partnership)

5. Indicate below a listing of at least four (4) current or recent projects of a similar nature and scope as that sought through this RFP. Include the name, address, and telephone number of the point of contact.

6. Any offeror must have a Class A Contractor License in the state of Virginia if not list who you will partner with that has a Class A Contractor license (AES- Alternative Energy Systems) in the state of Virginia.

Class A Contractor # _____

Owner Name	
Point of Contact	
Phone Number	
Email	
Description of Project	
\$ Value	

Company Name	
Point of Contact	
Phone Number	
Email	
Service Provided	
\$ Value	

Company Name	
Point of Contact	
Phone Number	
Email	
Service Provided	
\$ Value	

Company Name	
Point of Contact	
Phone Number	
Email	
Service Provided	
\$ Value	

ATTACHMENT B

CERTIFICATION OF NO COLLUSION

The undersigned, acting on behalf of _____, does hereby certify in connection with the procurement and proposal to which this Certification of No Collusion is attached that:

This proposal is not the result of, or affected by, any act of collusion with another person engaged in the same line of business or commerce: nor is this proposal the result of, or affected by, any act of fraud punishable under Article 1.1 of Chapter 12 of Title 18.2 Code of Virginia, 1950 as amended (§§18.2-498.1 et seq.)

Signature of Company Representative

Name of Company

Date

ACKNOWLEDGEMENT

STATE OF VIRGINIA
COUNTY OF Charles City, to wit:

The foregoing Certification of No Collusion bearing the signature of _____ and dated _____ was subscribed and sworn to before the undersigned notary public by _____ on _____.

Notary Public

My commission expires: _____

CODE OF VIRGINIA

§18.2-498.4. Duty to provide certified statement. A. The Commonwealth, or any department or agency thereof, and any local government or any department or agency thereof, may require that any person seeking, offering or agreeing to transact business or commerce with it, or seeking, offering or agreeing to receive any portion of the public funds or moneys, submit a certification that the offer or agreement or any claim resulting thereon is not the result of, or affected by, any act of collusion with another person engaged in the same line of business or commerce, or any act of fraud punishable under this article.

B. Any person required to submit a certified statement as provided in paragraph A above who knowingly makes a false statement shall be guilty of a Class 6 felony. (1980, c.472)

ATTACHMENT C

PROPRIETARY/CONFIDENTIAL INFORMATION IDENTIFICATION

Name of Firm/Offeror: _____

RFP#: _____

Trade secrets or proprietary information submitted by an offeror may not be subject to public disclosure under the Virginia Freedom of Information Act; however, the offeror must invoke the protections of § 2.2-4342F of the Code of Virginia, in writing, either before or at the time the data or other material is submitted. The written notice must specifically identify the data or materials to be protected including the section of the proposal in which it is contained and the page numbers, and state reasons why protection is necessary. The proprietary or trade secret material submitted must be identified by some distinct method such as highlighting or underlining and must indicate only the specific words, figures or paragraphs that constitute trade secrets or proprietary information. In addition, a summary of proprietary information shall be submitted on this form. The classification of an entire proposal document, line item prices, and/or total proposal prices as proprietary or trade secrets is not acceptable.

SECTION/TITLE	PAGE NUMBER (S)	REASON(S) FOR WITHHOLDING FROM DISCLOSURE

ATTACHMENT D

CERTIFICATION OF CONTRACTOR

Full Name of Contractor: _____

Description of Contract: _____

As required by Section 22.1-296.1 of the Code of Virginia, the undersigned hereby certifies that none of the persons who will provide services requiring direct contact with students on school property during school hours or during school-sponsored activities has been convicted of a felony or any offense involving the sexual molestation, physical or sexual abuse or rape of a child.

I further understand and acknowledge (1) that if I make a materially false statement regarding any of the above offenses, I will be guilty of a Class 1 misdemeanor and (2) that before any person is permitted to provide such services subsequent to this certification, I must complete a new certification regarding such person.

Date: _____

Name of Contractor

By: _____

TITLE

PHOTOVOLTAIC ENERGY EQUIPMENT REQUIREMENTS

PART I – GENERAL

1.1 RELATED DOCUMENTS

1.2 SUMMARY

- A. Section Includes:
 - 1. PV laminates (cells laminated into rigid sheets, with connecting cables)
 - 2. PV modules (laminates in mounting frames)
 - 3. Charge controllers
 - 4. Inverters
 - 5. Mounting structures

1.3 DEFINITIONS

- A. CEC: California Energy Commission
- B. MPPT: Maximum Power Point Tracking
- C. PTC: USA standard conditions for PV
- D. PV: Photovoltaic
- E. STC: Standard Test Conditions defined in IEC 61215

1.4 ACTION SUBMITTALS

- A. Product Data: For each type of product
 - 1. Include construction details, material descriptions, dimensions of individual components and profiles, and finishes for PV panels
 - 2. Include rated capacities, operating characteristics, electrical characteristics, and furnished specialties and accessories
- B. Shop Drawings: For PV modules.
 - 1. Include plans, elevations, sections, and mounting details.
 - 2. Include details of equipment assemblies. Indicate dimensions, weights, loads, required clearances, method of field assembly, components, and location and size of each field connection.
 - 3. Detail fabrication and assembly.

1.5 INFORMATIONAL SUBMITTALS

- A. Field quality control reports
- B. Sample Warranty: For manufacturer's special materials and workmanship warranty and minimum power output warranty

1.6 CLOSEOUT SUBMITTALS

- A. Operation and Maintenance Data: For PV modules to include in operation and maintenance manuals

1.7 WARRANTY

- A. Manufacturer's Special Materials and Workmanship Warranty: Manufacturer agrees

to repair or replace components of PV modules that fail in materials or workmanship within specified warranty period.

1. Manufacturer's materials and workmanship warranties include, but are not limited to, the following:

- a. Experience no mechanical adverse effects limiting solar module stability so long as the Product is correctly installed and used in accordance with the maintenance and installation instructions
- b. Contain cable and connector plugs that remain safe and operational so long as the Product is professionally installed and not permanently positioned in water. Warranty does not cover damage to the cable caused by (a) abrasion on a rough lower surface caused by insufficient fixing or running of the cable unprotected over sharp edges, or (b) animals or insects.
- c. Product warranty does not cover scratches, stains, mechanical wear, rust, mold, optical deterioration, discoloration and other cosmetic changes occurring after delivery to the extent such cosmetic changes do not result in deterioration in the Product's functional capability. Glass breakage is covered by the above warranty only so long as such damage was not caused by any cause external to the Product itself.

2. PV Module Warranty Period: 10 years from date of Substantial Completion.

B. Manufacturer's Special Minimum Power Output Warranty: Manufacturer agrees to repair or replace components of PV that fail to exhibit the minimum power output within specified warranty period. Special warranty, applying to modules only, applies to materials only, on a prorated basis for period specified.

1. Manufacturer's minimum power output warranties include, but are not limited to, the following warranty periods, from date of Substantial Completion:

- a. Specified minimum power output to 80 percent or more, for a period of 35 years will meet the following qualifications:
 1. Will remain at or above 97% during the first year of operation, and
 2. Starting with the second year of Product operation will decline annually by no more than 0.7% through the end of the warranty term.

PART II – PRODUCTS

2.1 MANUFACTURED UNITS

A. Basis-of-Design Product: Subject to compliance with requirements, provide solar module with 72 monocrystalline cell architecture.

2.2 PERFORMANCE REQUIREMENTS

A. NRTL (Nationally Recognized Testing Laboratory) Listing: Entire assembly shall be listed and labeled by a qualified testing agency acceptable to authorities having jurisdiction for electrical and fire safety, according to UL 1703.

2.3 SYSTEM DESCRIPTION

- A. Grid-Tied PV System:
 - 1. Connected via a utility meter to the electrical utility
 - 2. System Components:
 - a. PV modules
 - b. Array frame
 - c. Charge controller
 - d. String inverter
 - e. Overcurrent protection/combiner box
 - f. Mounting structure
 - g. Utility meter

2.4 MANUFACTURED UNITS

- A. Cell Materials: Monocrystalline or Polycrystalline
- B. Module Construction:
 - 1. Nominal Size: any
 - 2. Weight: any
- C. Front Panel: Tempered, low iron, glass with anti-reflective coating
- D. Junction Box: NEMA IP67 rated; minimum of 3 3 internal bypass diodes
- E. Output Cabling: 12 AWG (4 mm²) PV Wire cable with 1000V rated cabling and connectors
- F. Series Fuse Rating: 15 Amps or 20 Amps

2.5 CAPACITIES AND CHARACTERISTICS

- A. Minimum Electrical Characteristics:
 - 1. Maximum System Voltage: 1500 V dc.
 - 2. Power Temperature Coefficient: -. 42 %/C or less
 - 3. Module Efficiency: 16. 4% or greater

2.6 MODULE FRAMING

- A. PV laminates mounted in anodized extruded-aluminum frames.

2.7 ARRAY CONSTRUCTION

- A. Flat-Roof Mounting:
 - 1. No roof penetrations.
 - 2. Self-ballasting.
 - 3. Wind speed rated: 120-mph wind.
 - 4. Service Life: 10-year warranty on equipment.
- B. Standing Seam Roof Mounting:

1. No roof penetrations from mounting structure
2. Standing Seam non-penetrating clamping
3. Corrosion-resistant Aluminum racking
4. Wind speed rated: 120-mph
5. Service Life: 10-year warranty on equipment

C. Ground Mounting:

1. Wind speed rated: 120 mph wind
2. Service Life: 10-year warranty on equipment

2.8 INVERTER

A. Control Type: Maximum power point tracker control

B. Inverter Electrical Characteristics:

1. Maximum Operating Voltage: 1500 V dc
2. Rated Grid AC Voltage: 480 V ac
3. Rated Grid AC Frequency: 60 H z
4. CEC Weighted Efficiency: 97.5 percent or higher

C. Operating Conditions:

1. Operating Ambient Temperatures: Minus -22F to 140F
2. Relative Humidity: 0 to 100 %, condensing.

D. Enclosure:

1. NEMA3R or higher
2. Cooling Methods: Convection

E. Regulatory Approvals:

1. IEEE 1547
2. IEEE 1547.1
3. UL 1741

F. Warranty:

1. 10 years minimum from date of Substantial Completion

2.9 MOUNTING STRUCTURES

A. Flat-Roof Mounting:

1. No roof penetrations
2. Self-ballasting.
3. Wind speed rated: 100-mph wind.
4. Service Life: 10-year warranty on equipment.

- B. Standing Seam Roof Mounting:
 - 1. No roof penetrations from mounting structure
 - 2. Standing Seam non-penetrating clamping
 - 3. Corrosion-resistant Aluminum racking
 - 4. Wind speed rated: 120-mph
 - 5. Service Life: 10-year warranty on equipment

- C. Ground Mounting:
 - 1. Wind speed rated: 120 mph
 - 2. Service Life: 10-year warranty on equipment

PART 3 - EXECUTION

3.1 EXAMINATION

- A. Examine substrate areas and conditions, with Installer present, for compliance with requirements for installation tolerances and other conditions affecting performance of the Work.
- B. Do not begin installation until mounting surfaces have been properly prepared.
- C. If preparation of mounting surfaces is the responsibility of another installer, notify Architect of unsatisfactory preparation before proceeding.
- D. Examine modules and array frame before installation. Reject modules and arrays that are wet, moisture damaged, or mold damaged.
- E. Examine roofs, supports, and supporting structures for suitable conditions where PV system will be installed
- F. Proceed with installation only after unsatisfactory conditions have been corrected.

3.2 FIELD QUALITY CONTROL

- A. Perform tests and inspections in accordance with manufacturer(s) recommendations
- B. PV module will be considered defective if it does not pass tests and inspections
- C. Prepare test and inspection reports



Solar Power Purchase Agreement Services

Proposal Evaluation Form

Evaluator Name: _____

Date _____

Company Name: _____

Evaluation Criteria Scoring

Criteria Description	Point Value	Individual Score
Demonstrated ability to comprehensively perform all services detailed in this RFP	25%	
Offeror's approach/methodology employed in performing solar	25%	
Overall qualifications and capacity of the firm to perform the services required. Experience and qualifications of the proposed personnel assigned to [provide the services, to include experience administering similar agreements and partnering organizations].	35%	
Proposed schedule for performing services indicating the ability to meet required deadlines and geographic location of principal business office and any partnering organizations.	15%	

Please use the reverse for additional comments

Other comments regarding this company's proposal:

A large, empty rectangular box with a thick black border, intended for providing comments on a proposal.