REQUEST FOR PROPOSALS
For a
Solar Photovoltaic System

PROPOSAL SUBMITTAL DATE, TIME, & LOCATION:
April 8, 2016 @ 2:00 PM
Mount Pleasant Waterworks Operations Center
1619 Rifle Range Road
Mount Pleasant, SC 29464

EMAIL QUESTIONS TO:
Brian King, Budget & Procurement Supervisor
Financial Services Division
Mount Pleasant Waterworks
bking@mpwonline.com

*MAIL PROPOSALS TO:
Mount Pleasant Waterworks
1619 Rifle Range Road
Mount Pleasant, SC 29464
Attention: Brian King

HAND CARRY PROPOSALS TO:
Mount Pleasant Waterworks
1619 Rifle Range Road
Mount Pleasant, SC 29464

MARK ENVELOPE:
“Solar Photovoltaic System Proposal”
Attn: Brian King, Budget & Procurement Supervisor

*Respondents mailing packets should allow a sufficient mail delivery period to ensure timely receipt of their information by Mount Pleasant Waterworks.
**Solicitation**

Mount Pleasant Waterworks (MPW) is soliciting proposals from a qualified Contractor/Vendor to design, fabricate, deliver, install, operate, and maintain a rooftop solar photovoltaic electric generating system.

Contractor/Vendor must demonstrate the ability to perform the work described in the Scope of Services set forth in this solicitation and have significant experience successfully performing comparable work.

**GENERAL INSTRUCTIONS**

1) Vendors must submit two (2) copies of the proposal within the time frame indicated for submission.

2) Vendors shall submit their proposals, identifying the contents clearly marked on the outside of the envelope “Solar Photovoltaic System Proposal”, by the submission deadline to: Brian King, Budget & Procurement Supervisor, Mount Pleasant Waterworks, 1619 Rifle Range Rd., Mount Pleasant, S.C. 29464. MPW will accept proposals until 2:00 p.m. Friday April 8, 2016.

3) MPW shall have a period of thirty (30) days after the opening of proposals in which to award the contract to the most advantageous proposal after taking into consideration the specifications set forth in this document. In addition, price, condition, functionality, servicing capability, workmanship, and a history of satisfactory service may also be considered.

4) Submission of a proposal will be considered as conclusive evidence of the proposer’s complete examinations and understanding of the specifications as provided by MPW.

5) Proposals received after the time and date specified will not be considered and will be deemed unresponsive.

6) Prices quoted shall include all discounts to be considered in making the award and shall be net, including delivery to the Mount Pleasant Waterworks Operations Center. State and local taxes, as applicable, should be included in the proposal price.
GENERAL TERMS AND CONDITIONS

1) Mount Pleasant Waterworks reserves the right to reject any and all proposals in whole or in part and to waive all technicalities as deemed appropriate.

2) Awards shall be made to the lowest responsible proposer who submits a responsive proposal, which is most advantageous to MPW.

3) Ambiguous proposals, which are uncertain as to terms, delivery, quantity, and/or compliance with specifications, may be rejected or otherwise disregarded.

4) All proposals shall be executed and submitted in a sealed envelope. The face of the envelope shall contain “Solar Photovoltaic System Proposal”, date, and time. In addition, the envelope should be marked “Attention: Brian King”.

5) Proposers and/or their representatives shall direct all inquiries and all other communications regarding this proposal to Brian King. All questions shall be in writing or electronic mail in order to forward the answers to all prospective proposers. No oral answers to proposal questions shall be permitted. This shall ensure fairness and give all proposers an equal opportunity to be considered.

6) Any addenda to the proposal documents will be issued in writing. No oral statements, explanations or commitments shall be of any effect unless incorporated in the addenda.

7) MPW reserves the right to contact proposers individually for the purpose of clarifying proposals and/or requesting additional information.

8) MPW is not liable for any cost incurred by the proposers in connection with the development and submittal of their proposals.

9) In estimating the best value, MPW will consider any of the following in addition to proposal price; quality; service capabilities; maintenance/parts costs; performance analysis; reference checks of other users; and size, fiscal stability and longevity of the providing company. This list is not all-inclusive.

10) Discussions or communications (written or oral) concerning the proposal, the proposers, the proposer’s competitors or the award of the proposal with members of the Commission shall be basis for disqualification of the affected party’s proposal.

SCOPE OF SERVICES FOR THIS SOLICITATION

1.1 Objective

The objective of this Request for Proposal (RFP) is to identify and select the most qualified turnkey photovoltaic (PV) system Contractor/Vendor for the design, fabrication, delivery, installation, operation, maintenance. Contractor/Vendor should prepare system summary detailing each location and applicable equipment/size, and a sample cash flow analysis detailing expected savings (both kwh and dollar)
1.2 General

The scope of services provided by the Contractor/Vendor shall include all tasks required to design, fabricate, deliver, install, operate, and maintain the PV system for Mount Pleasant Waterworks. The scope shall also include, but not be limited to, securing all permits and approvals from governing agencies, all labor, taxes, services, permit fees, and equipment necessary to produce a fully operational solar PV system.

The proposal shall contain a detailed explanation of the complete project and delineation of all work tasks to be performed by the awarded Contractor/Vendor.

1.3 Description

The proposal is for a Photovoltaic system to be located on the operations building owned by MPW.

1.4 Design, Engineering, & Permitting

Design/engineer the solar PV system to maximize the solar energy resources, taking into consideration the customer’s electrical demand and load patterns, proposed installation site, available solar resources, existing site conditions, proposed future site improvements, and other relevant factors.

Provide design documents that provide the following minimum information:

- Timeline/Project Schedule
- System description
- Equipment details and description
- Layout of installation
- Layout of equipment
- Selection of key equipment
- Specifications for equipment procurement and installation
- All engineering associated with structural and mounting details
- Performance of equipment components, and subsystems
- Integration of solar PV system with other power sources
- Electrical grid interconnection requirements
- Controls, monitors, and instrumentation
- System performance monitoring

Identify an appropriate location for the solar PV inverter equipment and its related components and environmental control systems that will meet the following criteria:

- Ease of maintenance and monitoring
- Efficient operation
- Low operating losses
- Secured location and hardware
- Compatibility with existing facilities
- Avoidance of flood-prone areas
- Visual harmony

Awarded Contractor/Vendor will secure from governing agencies and the utility company all required rights, permits, approvals, and interconnection agreements at no additional cost to MPW. Mount Pleasant Waterworks will become the signatory on applications, permits, and utility agreements only where necessary. The awarded Contractor/Vendor will complete and submit in a timely manner all documentation required to qualify for available rebates and incentives.

1.5 Installation

Supply all equipment, materials, and labor necessary to install the solar PV systems and integrate them with other power sources.

1.6 Electrical Interconnections

Supply and install all equipment required to interconnect the solar PV systems to the utility system. The awarded Contractor/Vendor will fulfill all application, studies, and testing procedures to complete the interconnection process. All costs associated with utility interconnection shall be borne by the awarded Contractor/Vendor.

1.7 Commissioning & Acceptance Testing

During the start-up, the Mount Pleasant Waterworks, and/or its independent engineer/consultant, shall observe and verify each system performance. Required commissioning and acceptance test services include:

- Starting up the solar PV systems until it achieves the performance requirements
- Conducting the performance testing over a consecutive twenty-four (24) hour period
- Conducting the successful delivery of power within thirty (30) days following completion of the system, meeting each benchmark.

1.8 Operation and Maintenance Manuals and As-Built Drawings

Provide three (3) sets of operation, maintenance, and parts manuals for the solar PV system. The manual shall cover all components, options, and accessories supplied. It shall include maintenance, trouble-shooting, and safety precautions specific to the supplied equipment.

Provide three (3) sets of as-built drawings including one (1) on CAD. These requirements shall be delivered prior to acceptance of the solar PV system.

1.9 Monitoring

Monitoring of system performance and providing public education and outreach is a required element of the RFP.

Provide the equipment and services to tie into the Garfield Energy Navigator to allow MPW to
monitor, analyze, and display historical and live solar electricity generation data. The regularly collected data should reflect, but not be limited to, the following:

- System performance
- System availability
- Average and accumulated output
- Capacity factor
- Degradation
- Cost avoidance

The data acquisition system shall be designed for turnkey, remote operation. Data shall be transmitted via Internet from the site to a server managed by MPW.

Provide a long term cost for electricity (KWH) for the term of the awarded contract and any assumptions used in these calculations.

**1.10 Warranties and Guarantees**

Identify all warranties and guarantees with the proposed system.

**1.11 Operation and Maintenance**

Provide a financial impact or price for operating and maintaining the PV system.

Perform all required maintenance activities, including warranty repair work and equipment replacement including, but not limited to, inverter replacement in order to keep the system operational and performing to production guarantees.

**2.1 Licensing/Certification**

Contractor/Vendor must be properly licensed in the State of South Carolina. The Contractor license shall appear clearly on Contractor/Vendor’s proposal and the license expiration date appear on the Contractor/Vendor’s Proposal. Contractor/Vendor shall provide proof that NABCEP certified installers shall be performing the installation.

**2.2 Operation & Maintenance Requirements**

All respondents must offer a comprehensive onsite operation and maintenance service program for the PV system operations, safety and maintenance activities.

The Contractor's operation and maintenance service program should provide the following minimum requirements:

Annual on-site system inspection, including:

- System testing (operating current of each electrical string)
- Routine preventive maintenance

Repair and/or replacement of defective parts (including equipment and labor)
System performance monitoring and historical data access for customer via secure website. Data should include:

- System energy and power production
- Ambient temperature
- Wind speed
- Insolation

Daily system monitoring by vendor, including:

- Reporting of problems to customer
- Dispatch of resources for expeditious resolution of problems

### 3.1 Contractor Qualification

Please provide the following information:

- Status (private/publicly-held)
- Number of employees
- States in which you do business
- Target customers (residential, commercial, industrial, government, etc.)

Project team profile, including:

- Resumes of personnel to be directly involved with the development of the proposed systems.
- Team leader identification for the entire Proposal, including full contact information.
- Identification of each entity, sub-contractor, person or firm involved in the Proposal and their role/responsibility, e.g. design, installation, permitting, equipment supply by component, operations and maintenance.
- Identification of the lead person responsible for each of the entities or firms described in above.

### 3.2 Contractor Experience

- Provide overview of the firm(s) commercial grid-connected PV experience (do not include residential PV experience)
- Breakdown by application (roof mounted, vs. ground mounted) installed by your company.
- Average commercial grid-connected PV system size installed by your company during the last five years.
- Experience with local government projects.
3.3 Contractor References

- List five (5) or more commercial grid-connected PV projects installed in the United States over the last five years. Include for each project:
  - Exact role(s) your organization performed for the project (e.g. material supplier, lead contractor, electrical subcontractor, design, consulting, etc.).
  - Location.
  - Application description.
  - Product name/type.
  - Customer name and contact information.
  - Date installed.
  - Project cost.
  - PV module used.
  - KWp rating.
  - Cumulative kWh produced since system installation.
  - Current operational status of system.

- Provide actual system data for five (5) of the grid-connected projects that demonstrates 90% or better availability of the PV projects used as customer references.
- Proposals shall demonstrate a proven, robust data acquisition system that includes tracking of site-specific actual kWh production and actual meteorological data including tracking of solar irradiance, ambient temperature, and module temperature, with data available remotely.
- Proposals shall provide evidence that the proposed technology and equipment would meet or exceed all currently applicable and proposed safety and interconnection standards. All equipment components must be UL certified, and meet existing facility structural and fire safety requirements.
- Proposals shall provide evidence that the proposed technology and equipment would meet or exceed all currently applicable and proposed environmental standards.
**Pricing**

Provide pricing for a turnkey (design/build) PV system located on the MPW operations building. Pricing should include: $/kWh for twenty years with and without an annual escalator.

**Schedule**

The Contractor/Vendor shall provide a proposed schedule for completion of the project.

**Incurring Cost**

MPW is not liable for any cost incurred by entities prior to executing a contract or purchase order.

**Selection Process**

Proposals will be evaluated by MPW based on:

- The competence to perform the services as reflected by past experience in providing the services outlined herein.
- The ability to meet the requirements of this RFP.
- Overall package and financial benefit to MPW.

MPW reserves the right to select or short-list any Contractor/Vendor that, in its opinion and at its sole discretion, is deemed to be most advantageous and in the best interests of MPW, including granting a preference to local contractors. MPW also reserves the right to delay or discontinue this selection process at any time during the process. MPW shall not be liable for any cost incurred by any Contractor/Vendor during the selection process.
PROPOSAL CONSTITUTES OFFER

By submitting a proposal, the respondent agrees to be bound by all the requirements, terms and conditions set forth in this proposal document. A proposal containing variations from the requirements, terms and conditions set forth herein may, at the sole discretion of the Commission, may be declared non-responsive. The requirements, terms and conditions set forth in this document will become part of the successful vendor’s contractual obligations upon award of the contract.

The proposer understands that quoted prices are inclusive of all costs and that no additional costs, incidental or otherwise shall apply.

VENDORS FED. ID NUMBER

OFFEROR/VENDOR

(SEAL)

AUTHORIZED SIGNATURE

PRINTED SIGNATURE

BUSINESS ADDRESS

CITY, STATE AND ZIP CODE

TELEPHONE NUMBER

FAX NUMBER

E-MAIL ADDRESS
MOUNT PLEASANT WATERWORKS
PRICING WORKSHEET
For a
Solar Photovoltaic System

Pricing:

Purchase Amount $__________________________
Sales Tax $__________________________
Delivery Fee $__________________________
Other Fees and Charges $__________________________
Total Purchase Amount $__________________________

I authorize that all pricing stated in this proposal document is correct and binding.

Authorized Signature: ________________________
Printed Signature: ________________________
Date: ___/___/___