

**REQUEST FOR PROPOSALS DOCUMENTS
FOR
25 KW PHOTOVOLTAIC ELECTRIC**

Town of Parachute

Town of Parachute

Photovoltaic Electric Systems

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NOTICE TO BIDDERS

Separate sealed bids for **Photovoltaic Electric Systems** at the Parachute Water Treatment Plant and Parachute Town Hall will be received from qualified contractors or vendors at the office of the Town Administrator, (970)285-7630, until 5 p.m., February 19, 2010.

Bids may not be withdrawn for a period of thirty (30) days after the time fixed for closing them. The Town reserves the right to waive any irregularities, or to waive technical defects accordingly as the best interest of the Town may be served, and may reject any and all bids.

The major items of work for which bids are requested include the design, supply, installation and comprehensive commissioning of one 10KW at Town Hall and TWO 10 KW systems at the Water Treatment Plant. **Systems shall be roof mount at both properties. Sufficient meters exist to allow for this configuration. All systems shall be eligible for the Xcel Energy Solar Rewards *small size* program.** Bids are to include all costs for this work.

Documents may be obtained from the Town of Parachute, PO Box 100, Parachute Colorado 81635. Contact Robert Knight at 970-285-7630. Package is also available on our website (www.parachutecolorado.com) or by email by request to parata@parachutecolorado.com.

Pre-proposal inspection of the location is mandatory. A meeting of vendors is scheduled for February 4th at 10am. The meeting will be held at Town Hall located at 222 Grand Valley Way, Parachute, Colorado. We are located across the street from the Holiday Inn.

Questions shall be directed to Robert Knight.

INSTRUCTION TO BIDDERS

1.00 COPIES OF BIDDING DOCUMENTS

1.01 Complete Sets of bidding documents shall be used in preparing bids. Owner assumes no responsibility for error or misinterpretation resulting from the use of incomplete sets of bidding documents.

2.00 EXAMINATION OF CONTRACT DOCUMENTS AND SITE

2.01 Before submitting a bid, each bidder must a) examine the contract documents thoroughly; b) visit the site to familiarize himself with local conditions that may in any manner affect cost, progress, or performance of the work; c) familiarize himself with federal, state and local laws, ordinances, rules and regulations that may in any manner affect cost, progress or performance of the work; d) determine the character, quality and quantities of the work to be performed; and e) study and carefully correlate bidders observations with the contract documents.

2.02 A mandatory pre-bid inspection of the sites will be held on February 4th, 2010

3.00 BID FORM

3.01 The bid form is attached hereto. Additional copies may be obtained from Owner.

3.02 Bid forms must be completed in printed ink or by typewriter with all entries made clear and legible.

3.03 Bids by corporations must be executed in the corporate name by the President or Vice-President.

3.04 Bids by a Partnership must be executed in the Partnership name and signed by a partner whose title must appear under the signature and the official address of the Partnership must be shown below the signature.

3.05 All names must be typed or printed below the signature.

3.06 The bids shall contain an acknowledgment of receipt of all addenda.

4.00 SUBMISSION OF BIDS

4.01 Bids shall be submitted to the Town of Parachute at the time indicated on the Notice To Bidders and shall be enclosed in an opaque, sealed envelope, marked with the project title, name and address of bidder and shall be accompanied by the other documents as described herein. Bids submitted by mail shall be enclosed in a separate envelope with the notation "BID ENCLOSED" (on the face thereof). All bids shall remain open for 30 days after the date of opening. Bids received after the date and time specified will not be considered for award and will be returned to the bidder unopened.

5.00 AWARD OF CONTRACT

5.01 Owner reserves the right to reject any or all bids, to waive any and all informalities, to negotiate

contract terms with any bidder, and to disregard all non-conforming, non-responsive, or conditional bids. Discrepancies between words and figures shall be resolved in favor of words. Discrepancies between the indicated sum of any column figure and the correct sum thereof will be resolved in favor of the correct sum.

5.02 In evaluating bids, the qualifications of the bidders will be considered. The Town in its sole judgment shall decide if the bidder has sufficient design and installation experience, record of successful performance on work of similar scope and size, past history with the Town, availability of equipment, workforce, expertise, and any other factor it deems to be relevant.

Vendors or contractors whose business address is local will receive preference for being local (within the Town territory) and 10% will be deducted from the bid cost for evaluation purposes only.

The bidder shall supply a projected timeline for the substantial completion of the project if different than the 60 days allowed herein.

The Town will evaluate the bids as follows:

Vendor/contractor Profile and Experience	15 points
System Design and Performance	35 points
Lowest Cost	35 points
Schedule	<u>15 points</u>
	100 points

5.03 If the contract is awarded, it will be awarded to the qualified bidder with the highest total amount of points, whose evaluation by the Owner indicates that the award would be in the best interest of the project.

BID SCHEDULE

Town District – 25 KW Photovoltaic Electric

All entries shall be typewritten or legibly printed. Any irregular or illegible data entered on the bid schedule may be cause for rejection of the bid. Bids shall be submitted only on this sheet.

ITEM	Total \$
1. Design, supply, installation, commissioning of 10KW+5KW systems - Water Treatment Plant _____	
2. Design, supply, installation and commissioning of 10KW system - Town Hall _____	
3. Monitoring system for the Water Treatment Plant _____	
4. Monitoring and educational kiosk (flat screen display) system for Town Hall _____	
TOTAL BID PRICE	_____

With this bid, provide:

- Brief Executive Summary of the key points and highlight the benefits as to why you're proposed solution and team is best suited to meet the needs of the Town and this project.
- Brief description and history of your team and indicate the number of years the company(s) has been in business.
- A discussion of your team's experience and qualifications. In particular, include your teams experience and qualifications on designing and installing solar PV systems. Explain how your team will manage the project.
- A minimum of two major account references from recent customers. Include company name, contact person and title, telephone number, fax number and email address for each reference. Provision of these references allows the Town to contact these references.
- Contractors / vendors must provide details as to the use of subcontractors employed by the contractor for this project. The subcontractor's name, address, phone number and three client references, along with the type of work to be performed shall be included with this bid.
- Expected monthly and annual performance of the PV system. (See scope of work.)
- Written warranty for all applicable equipment to verify coverage as well as any warranty extension options. Equipment guarantee shall extent to the end user a minimum of 25 years for modules, 7-10 years on inverters and an installation warranty of 5 years.
- Written confirmation that vendor shall monitor installation, including but not limited to bracketing, welds, seals, and roof penetrations and shall coordinate the installation with the Town.

The undersigned Bidder agrees to execute the Contract and provide the required insurance certificates within 10 calendar days from the date when the written Notice of Award of the Contract is delivered to him at the address given on this Proposal. The Bidder is cognizant of and agrees to the provisions of the Contract and General and Special Conditions covering liquidated and actual damages for late completion of the work and will so complete the work within the time provided or shown on the enclosed schedule. The Bidder acknowledges receipt of the following addendum;

RESPECTFULLY SUBMITTED:

Company name

Company Address

Phone

Signature

Name (typed)

Title

SUBCONTRACTOR AND MATERIAL SUPPLIER LIST

Prime Contractor's shall list below all subcontractors and material suppliers by trade or product for each item of work where such work or product exceeds 10% of the total bid amount submitted. (Attach additional sheets as required.)

Name of Subcontractors And Suppliers	Address & Phone Number	Specific Description of Work and Percent of Total Base Bid
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Attach three client references for each subcontractor and supplier listed above:

GENERAL CONDITIONS

WORK PLAN AND PROJECT SCHEDULE

Upon receipt of the Notice of Award the contractor shall, within 5 days, submit a detailed work plan outlining his proposed methods of accomplishing the work. This plan shall include such items as major equipment required, estimated manpower, and proposed construction methods. Along with and as a part of this plan he shall include a detailed schedule of work in bar graph format. This schedule shall indicate the start, duration and completion of each project within the work. Break down each project into work and equipment categories and show resident notification, traffic control and submittals and other shop drawings. The schedule shall be time-scaled by days and shall reflect the required start date and completion date.

CLEAN-UP

The contractor shall keep the sites clean and free of trash, excess or waste materials and debris at all times and shall promptly remove from the work site all such items as the accumulate. Upon completion, remove all materials as directed by the Owner.

EXISTING UTILITIES

The contractor shall notify the Utility Notification Center of Colorado at 1-800-922-1987 and other utility owners to have their appropriate utilities identified and located prior to beginning work, if underground operations are part of the work. All utilities and structures, either above or below ground, shall be protected from damage by the construction work and any utility damaged shall be repaired as directed by the contractor at his expense.

WORK HOURS

Work shall be between the hours of 8:00 a.m. and 5:00 p.m. Other hours must be approved by the Owner in writing. Work will only be permitted on weekends, if approved, upon notice to the Owner by 12:00 noon the preceding Monday.

MEASUREMENT AND PAYMENT

1. Items listed (1, 2 and 3) shall be measured as a lump sum. All work required to provide a complete and operable system is to be included in these items.
2. Minor Contract Revisions – shall be measured and paid as lump sum items only at the written direction of the Owner. This amount is not to be considered as payable to the contractor unless authorized by the Owner who may direct that only portions of the lump sum amount may be paid to the contractor at the Owners discretion for unforeseen or extra work.

SCOPE OF WORK

General

All work is described in the bid items and as further described in this Scope of Work. The major items of work for which bids are requested include the design, supply, installation and comprehensive commissioning of one 10KW system at Town Hall and two 10 KW systems at the Water Treatment Plant. **The systems shall be roof mount at both properties. Sufficient meters exist to allow for this configuration.** The system must include a simple monitoring system/educational display at Town Hall and a monitoring-only system at the Water Treatment Plant. The WTP roof is flat and the Town Hall roof is pitched metal.

The size of each system design system shall qualify for the Xcel Small system designation.

The project work includes design, supply, installation, commissioning and all other items to complete the work. The Town reserves the right to negotiate system size with the lowest responsible bidder, based upon the Xcel REC offering at the time of selection. The contractor is responsible to complete all Xcel rebate and REC paperwork on behalf of the Town.

Design

Contractor shall submit schematic design drawings that clearly indicate how the system is to be installed. The drawings shall include a dimensioned layout, location and mounting details for the modules, inverter(s), disconnect, monitoring and educational equipment.

Disturbed landscaping, irrigation system or existing improvements shall be restored to its original condition.

Calculations shall be submitted for mounting taking into account wind.

The educational kiosk (flat screen display) shall be installed at the Parachute Town Hall with real time monitoring as part of the work. The system should be user friendly and easily understandable to the general public. The display shall be an inside wall-mounted flat-screen monitor placed in a visible location approved by the Town. Display should include, but is not limited to, daily real-time production information that can be displayed at the site and optionally on other internet-connected PCs. Other optional information outputs including climate data, cumulative production data, building load offset estimates, carbon offsets, etc. Displays utilizing charts and other interesting graphics are desired.

Monitoring equipment shall have customizable output and be able to upload to, via internet, to various energy management systems, such as EnergyCap.

Contractor shall describe their ability to meet the specifications detailed herein. Contractor shall provide information/brochures of the equipment they are proposing including make and model, number of PV modules, inverters, and performance monitoring system (if applicable). Contractor shall identify where their equipment or their company fails to meet or exceeds the specifications required in this document. Clarity as to how the contractor can exceed the equipment specifications is valued.

System shall include photovoltaic modules, power processors, inverters, monitoring system, educational kiosk, disconnects, lighting protection, wiring conduit, breakers, grounding hardware with ground rod if needed, schematics, calculations, design drawings and all other components for a complete and operable system.

System modules shall be new and conform to Xcel Energy's Solar* Rewards rebate requirements.

The system shall be designed to interconnect with the electrical distribution grid and the contractor shall

be required to handle all interconnection agreements with the electrical utility.

The contractor shall provide:

- All licensing, permitting, inspections, supply, installation labor engineering and commissioning.
- All wiring routing and location of processors on site with the Town.
- All AC and DC disconnects provided per code.
- All licensing and inspections to provide legal, live interconnection to the grid.
- A basic system line diagram showing panels, wiring and disconnects.
- A placard near the meter stating "Photovoltaic System Connected" meeting Xcel standards.
- Processing all paperwork and forms needed for the Xcel application for Solar* Rewards rebate.
- **A NABCEP certified installer required for DC work.**
- A licensed state journeyman or Master electrician required for AC work.
- Installation per NEC and NABCEP standards and shall be inspected by respective jurisdictions and by the State electrical inspector.
- Contractor's license.

System Performance

Contractor shall calculate expected monthly and annual performance of the PV system taking into account specified equipment performance, azimuth, tilt and shading of each system. All data and readings shall be submitted as a part of this application. A chart shall be provided indicating the project power output for the life of the module. Contractor shall provide evidence of calculation program (ex. PVWatts, etc.).

Upon completion of installations, the contractor shall prepare a written report detailing the maintenance procedures and schedule to maintain the equipment in peak operating condition to maximize power production and provide one on-site training to Town personnel.

Provide service requests during the warranty period within one week of initial contact.

Subsidiary Obligations

Only those items designated on the Bid Sheet shall be paid for as work on this project. Subsidiary items that are included in the work but not paid for separately include but are not limited to:

- Mobilization and De-mobilization
- Disposal of Debris
- Restoration of any Disturbed Areas
- Clean-up after installation
- Notification of public agencies

Maintaining Pedestrian Traffic

Pedestrian traffic shall be maintained at all times unless a traffic management plan showing a detour submitted by the contractor has been authorized by written approval of the Owner.

Minor Contract Revisions

This item, if used, is for any extra work completed at written direction of the Town.

THE FOLLOWING SECTION INCLUDES FORMS THAT WILL BE REQUIRED BY THE SELECTED BIDDER. THEY ARE FOR INFORMATIONAL PURPOSES ONLY.

NOTICE OF AWARD FORM

TO:

The Owner, having duly considered the Bid submitted on _____, for work covered by the Contract Documents titled **Photovoltaic Electric Systems for the Town of Parachute** in the amount of _____, and it appears that your Bid is fair, equitable and to the best interest of the Owner, the said Bid is hereby accepted at the bid prices contained therein.

In accordance with the terms of the Contract Documents, you are required to execute the Contract and provide the Performance, Payment, and Maintenance Bond in three counterparts within **10** consecutive days from and including the date of this Notice of Award.

In addition you are requested to furnish at the said time three Certificates of Insurance evidencing compliance with the requirements for insurance as stated in the Contract Documents.

TOWN DISTRICT:

BY: _____ DATE: _____

TITLE: _____ ATTEST: _____

ACCEPTANCE BY CONTRACTOR:

BY: _____ DATE: _____

TITLE: _____ ATTEST: _____

AGREEMENT

THIS AGREEMENT, made this _____, 2010, by and between the Town, hereinafter called "OWNER", and _____ doing business as a Corporation, hereinafter called "CONTRACTOR".

WITNESSETH: That for and in consideration of the payments and agreements hereinafter mentioned:

1. The CONTRACTOR will commence and complete the **Photovoltaic Electric System at Garfield County Town District Parachute Branch.**
2. The CONTRACTOR will furnish all of the design, material, supplies, tools, equipment, labor, commissioning and other service necessary for the completion of the WORK described herein.
5. The CONTRACTOR will commence the work required by the CONTRACT DOCUMENTS within 10 calendar days after the date of the NOTICE TO PROCEED and **shall complete the entire project within 60 days unless the period for completion is extended** otherwise by the CONTRACT DOCUMENTS
6. The CONTRACTOR agrees to perform all of the Work described in the CONTRACT DOCUMENTS and comply with the terms therein for the sum of \$ _____.
3. The OWNER will pay to the CONTRACTOR in the manner and at such times as set forth in the GENERAL CONDITIONS such amounts as required by the CONTRACT DOCUMENTS.
4. This AGREEMENT shall be binding upon all parties hereto and their respective heirs, executors, administrators, successors and assigns.

IN WITNESS WHEREOF, the parties hereto have executed, or caused to be executed by their duly authorized officials, this AGREEMENT in triplicate, each of which shall be deemed an original on the date first above written:

OWNER

CONTRACTOR

Town of Parachute

(Contractor)

(Signature)

(Signature)

(Name - typed)

(Name - typed/printed)

Robert Knight
Town Administrator

Title

(Seal)

(Seal)

ATTEST:

(Signature)

(Signature)

(Name - typed)

(Name - typed)

Title

Title

CERTIFICATE OF INCORPORATION

(To be completed if contract is to be executed in behalf of a corporation)

STATE OF

COUNTY OF

On this _____ day of _____, 2010, before me appeared _____, to me personally known, who, being sworn, did say that he is _____ of _____ and that the seal affixed to said instrument is the corporate seal of said corporation, and that said instrument was signed and sealed in behalf of said corporation by authority of its board of directors, and said _____ acknowledged said instrument to be the free act of said corporation.

WITNESS MY HAND AND NOTARIAL SEAL the day and year in this certificate first written above.

_____ Notary Public

My commission expires