**REQUEST FOR PROPOSALS**

**CHEQUAMEGON BAY REGION**

**SOLAR PHOTOVOLTAIC GROUP BUY 2018**

**Date of Issue: January 1, 2018**

**Proposal Due Date: January 31st at Noon**

**Notice of Award: February 15, 2018**

**Contact Person: XXXXX XXXXXX, Cheq Bay Renewables**

[xxxxxxxxxxxxxxxxxx@gmail.com](mailto:xxxxxxxxxxxxxxxxxx@gmail.com)

**Introduction**

Cheq Bay Renewables (CBR) is requesting proposals from local or regional solar installers to design, procure, and install solar photovoltaic (PV) systems at multiple residential and businesses, located within approximately 60 miles of Washburn, Wisconsin. The proposal should include a tiered baseline cost per-watt with listed additions or subtractions from that baseline. In addition, we are requesting a PV module cost as a stand-alone item, and would like to offer a Do-It-Yourself system for the hands-on type customer.

**Background**

In 2005, Washburn, Wisconsin joined two other Wisconsin cities to become the first Eco-Municipalities in the country. In 2009, several area municipalities became Energy Independent Communities under the Wisconsin Office of Energy Innovation, with a goal of achieving 25% renewable energy by 2025. In 2015, Bayfield County, as well as the cities of Bayfield and Ashland joined the Green Tier Legacy Community Charter and are advancing their SolSmart designations under the U.S. Department of Energy’s Sunshot initiative to become “solar friendly” communities. CBR is assisting these communities to realize their sustainability goals as simply and efficiently as possible.

**Framework**

CBR’s RFP is unique in several ways. First, the installer will not have to attend or organize community information meetings. CBR has already hosted seven information sessions around the region and provided ongoing information about the group buy on our website. Secondly, there are no fees due to CBR, either fixed or variable, as CBR is a 100% volunteer organization. And third, CBR has developed an extensive customer interest list that includes pertinent information like physical address, annual usage, estimated PV to offset that usage, and rough estimate of installation cost so each customer is financially prepared. CBR has done a cursory site assessment and vetted sites that are non-starters. A spreadsheet file has been created on each customer, showing an aerial photo of the site, recommended size and type of installation, estimated cost and financial data. This list of customers and the pre-site analysis file on each customer will be provided to the successful bidder.

All of this was done to reduce your costs so that you may offer the best savings possible to the customer. At the release of this document, the list of interested customers is over 100 with estimated total installation potential over 500kW DC.

**Disclaimer**

The successful respondent to this RFP will enter into a contract directly with each property owner that chooses to install solar PV, leaving CBR harmless.

**Contact Information**

All questions about this RFP should be directed to XXXXX XXXXXXX: [xxxxxxxxx@gmail.com](mailto:xxxxxxxxx@gmail.com)

**Submitted Proposals**

Proposals must be received by 12pm on January 31, 2018. All submitted proposals will receive a confirmation email response within 48 hours. If you do not receive a confirmation please call xxx-xxx-xxxx.

**Selection Committee**

CBR’s Board of Directors will evaluate and select the contractor. Evaluation will be based on the following criteria:

* Economics, price per-watt baseline with adjustments considered
* Company qualifications, experience, and scalability
* References, including past customer satisfaction
* Quality of specified products to be installed
* Simplified, universal pricing with minimal adjustments

**Project Timeline**

|  |  |
| --- | --- |
| Initial Sign-up Period | October – December 2017 |
| RFP Issued | January 1, 2018 |
| Proposals due | January 31, 2018 |
| Contractor Selected | February 15, 2018 |
| Installer Contract Period, including site assessments | March-April 2018 |
| Installations | April-August 2018 |
| Installations Completed | September 1, 2018 |

**Bidder Qualifications**

The firm bidding on this RFP must have the following qualifications:

* At least one employee of the selected firm must be North American Board of Certified Energy Practitioners (NABCEP) Certified PV Installer or a Master Electrician.
* The firm must be a contractor that holds a valid Wisconsin license.
* The firm must demonstrate that it has the capacity to scale-up sufficiently to install many installations in a short period of time.

**Additional Requirements**

The selected firm will be responsible for securing any needed permits, completing and submitting incentive applications, providing required documentation for applicable tax credits, completing interconnection and net-metering agreements.

The selected firm must keep CBR updated on each interested participant including contact date(s), status, site assessment date, quote date, signed contract, installation start date, etc. Use of a file-sharing system such as Dropbox or Google Drive is preferred.

The installations will be carried out by the selected firm in conformance with all applicable laws, codes, and interconnection requirements for installations in the site utility service area.

**Proposal Format**

Proposals must be submitted digitally in PDF format to [xxxxxxxxxxxxxx@gmail.com](mailto:xxxxxxxxxxxxxx@gmail.com).

Please include the following:

1. Cover Page
2. Overview of firm including qualifications
3. Description of business framework
4. Listing of PV product used and warranties
5. Customer service methodology
6. Pricing and payment schedule
7. Financing options
8. Description of Do-It-Yourself option, if available
9. Battery option, if available
10. Signatory Page

**Cover Page**

Include firm’s name, contact information, and that you are responding to Cheq Bay Renewables Solar PV Group Buy, 2018.

**Overview of Firm**

* Describe your firm’s size, location(s), number of employees, gross sales, or other information that you deem appropriate to show CBR that your company can achieve the scale and professionalism required to install and support a large number of installations in a short time period.
* List your company’s legal status, i.e. corporation, LLC partnership, sole proprietor and which state(s) you are licensed in.
* Describe your management structure including qualifications, certifications, licenses or other pertinent information that makes your company qualified to take on this job.
* Identify additional key personnel for this project if not described above.

**Business Framework**

* Describe the limits of your General Commercial Liability insurance coverage and you are in compliance with Federal Worker’s Compensation laws.
* Provide a sample customer contract for use with this group buy project including payment terms.
* Demonstrate how your company handles change orders and tracks and bills those changes.

**Materials Used**

The solar modules and inverters that will be used must be listed on the “Go Solar CA” equipment list here: <http://www.gosolarcalifornia.ca.gov/equipment/index.php>.

* From that list please specify the modules and inverters that you will be using.
* List the manufacturer’s warranty and if extended warranties are available.
* Also, include the manufacturers specifications for the modules and inverters.

**Customer Service**

* Describe the training and support you provide to customers.
* Detail how your company addresses customer complaints and resolves issues.
* Provide at least 3 references of past projects including contact information.
* Indicate how you intend to keep CBR updated. Do you have any expectations or requirements of CBR in supporting the project?

**Pricing and Payment Schedule**

Use Exhibit A to show your base price for a complete installation in dollars per watt. A tiered rate may be used to incentivize customer acquisition. You may also use this form to list “add-on” charges that increase or decrease this base price. The add-on charges may be priced in $/watt or as a fixed price per item. You may add additional lines but the overall goal is simple standardized installations.

**Financing Options**

Does your company offer the property owner financing options? If so, please list the interest rate, terms, down payment, if any, and required qualifications.

**Do-It-Yourself Option**

If your company offers a Do-It-Yourself option, describe this option in detail. List what is included; for example, drawings, instructions, and level and type of customer support. List what is not included. Does your company routinely offer this type of service?

**Battery Option(s)**

Describe your recommendation and product offerings for those who prefer a system that allows for use during a grid outage, includes battery backup, and/or is battery ready. Include these components in the add-on charges (list additional items if not already included).

**Signatory Page**

Please use Exhibit B to validate your proposal.

**Exhibit A**

The following must be included in the baseline price ($/watt)

1. New solar PV modules and inverters as listed below.
2. Standard racking, hardware, and wiring for a flush mount system.
3. Site assessment and discussion with each property owner to determine optimum size, type, and location of each PV installation.
4. Minimum size is 2kW (with small size add-on listed below).
5. Quote for each program participant based on baseline price plus add-ons.
6. Turnkey installation (excluding DIY option) including preparing utility interconnection agreement and any required permitting.
7. Minimum 5-year warranty on workmanship from contractor, plus minimum 15-year manufacturer’s warranty on equipment.
8. Filing an application for the Focus On Energy Prescription Grant for those customers that are eligible.

**Equipment Used in Bid**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Modules | Inverter/Micro Inverter/Power Optimizer | Baseline Price per Watt | | |
| 50-200kW | 200-400kW | 400kW+ |
| 1 |  |  |  |  |  |
| 2 |  |  |
| 3 |  |  |

**Stand-alone Module Price**

|  |  |  |  |
| --- | --- | --- | --- |
|  | Module | Wattage | Price per module |
| 1 |  |  |  |
| 2 |  |  |  |

**Additions to Baseline Cost**

|  |  |  |  |
| --- | --- | --- | --- |
| Item | Increased Cost  ($/watt) | Fixed Cost  Per item | Note/Description |
| Battery Ready Inverter |  |  |  |
| Micro inverter |  |  |  |
| Power Optimizer |  |  |  |
| Ground Mount, fixed |  |  |  |
| Ground Mount, manual single axis adjustable |  |  |  |
| Pole Mount, fixed |  |  |  |
| Pole Mount, adjustable |  |  |  |
| Trenching and wire per linear foot | $ /linear ft. |  |  |
| Installation on Madeline Island |  |  |  |
| Small system (2-3.9kW) |  |  |  |
| Large system (15kW+) $/w minus | $ |  |  |
| Extended manufacturer warrantee to 20 years |  |  |  |
| Do-It-Yourself system $/w minus | $ |  |  |
| eGauge or other monitoring system |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Not Included**

Please list what is not included in the pricing outlined above.

**Exhibit B**

**Signatory Page**

I hereby certify that I have read and understand Cheq Bay Renewables Request For Proposals for their Solar Photovoltaic Group Buy 2018. Our firm has the necessary capital and legal business status to install solar PV in the State of Wisconsin as outlined in this RFP.

* We have at least one NABCEP certified employee or master electrician on staff and have the capability to quickly scale, if need be, to install many installations in a short time period.
* We carry $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ of Commercial General Liability insurance and comply with Federal Worker’s Compensation Laws.
* We are licensed in the State of Wisconsin as a contractor

Select one:

* + We are a corporation organized and existing under the laws of the State of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
  + A Partnership
  + An individual doing business as \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Company Name FEIN

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Address City/State/Zip Code

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Bidder's Signature Name & Title