



**Solicitation Information
May 13, 2016
Solicitation**

CR-44

**TITLE: Continuous Recruitment – Solar Photovoltaic and Wind Turbine System
Installation Services**

First Submission Deadline: June 10, 2016 at 11:00AM (ET)

Subsequent Submission Deadlines: Every 3 months following initial PO

Continuous Recruitment will continue until 15 January 2019 at 5:00PM (ET)

PRE-BID CONFERENCE: NO

Questions concerning this solicitation may also be e-mailed, in Word format to the Division of Purchases at max.righter@purchasing.ri.gov no later than **May 20, 2016 at 4:00PM (ET)**. Please reference the CR # on all correspondence. Questions received, if any, will be answered and posted on the internet as an addendum to this solicitation. It is the responsibility of all interested parties to download this information.

SURETY REQUIRED: No

BOND REQUIRED: No

**Max Righter
Buyer 1**

Vendors must register on-line at the State Purchasing Website at www.purchasing.ri.gov

NOTE TO VENDORS:

Offers received without the entire completed RIVIP Generated Bidder Certification Form attached may result in disqualification.

THIS PAGE IS NOT A BIDDER CERTIFICATION FORM

SECTION 1 – INSTRUCTIONS AND NOTIFICATIONS TO OFFERORS

1.1) INTRODUCTION

The Rhode Island Department of Administration (“Department”), Division of Purchases (“Division”), on behalf of the Office of Energy Resources (“OER”), is soliciting proposals from qualified vendors to provide turnkey solar photovoltaic (“PV”) and/or wind turbine system installation services to public sector entities under a Continuous Recruitment (“CR”) list. Turnkey installation services is defined as: the design, supply and installation of a complete PV system and/or wind turbine system; the provision of material and labor warranties; and appropriate reporting and facilitating of utility-administered and/or other available incentives, rebates, and financing opportunities. This CR list is designed to support the installation of solar PV and wind turbine system projects which leverage existing utility-administered and/or other available incentives, rebates, programs and services. In particular, qualified vendors are expected to demonstrate their understanding and utilization of incentive offerings included, but not limited to, the following programs: Solarize RI, RI Renewable Energy Sales Tax Exemption, Federal Investment Tax Credit, the Renewable Energy Fund, Net Metering, the Renewable Energy Growth Program, and SolarWise.

This CR may be awarded to one (1) or more qualified firms at the sole discretion of the State. **There is no guarantee of any level of purchasing activity on behalf of the State to any vendor or vendors listed on the CR.** Vendors are required to provide a quote for each discrete project requested by user agencies.

This solicitation is being conducted under the State’s Continuous Recruitment (CR) process. At the end of every quarter, beginning August 1, 2016, the Division of Purchases will forward all applications received to OER for evaluation by a committee comprised of staff from state agencies. This Committee will evaluate submitted proposals on the basis of the evaluation criteria expressed in this solicitation. This is a Request for Proposals, not an invitation for Bid. Responses will be evaluated on the basis of the relative merits of the proposal; there will be no public opening and reading of responses received by the Division of Purchases pursuant to this Request, other than to name those offerors who have submitted proposals.

CR-44 vendors may be utilized by any State agency. In addition, CR-44 vendors may be utilized by quasi-public agencies, Rhode Island municipalities, school districts, water and waste water facilities at their own discretion. (For this RFP the term “User Agency” refers to any State agency, quasi-public agency, Rhode Island municipality, school district, water or waste water facility qualified to use the CR). Placement of vendors on CR-44 is no guarantee of future business. All ordering and billing shall be between the vendor and the User Agency. Services are sought on an “as-needed” basis. Once need has been determined, utilization by the User Agency will be based on a number of factors, including but not limited to price, expertise, and availability.

Firms will be ranked in the master qualifying list according to their technical evaluation scores.

Agency engagement for a specific solar PV or wind with total project costs under \$50,000 will include

an evaluation stage for proposals from at least one qualifying vendor for the proposed scope of work.

Agency engagement for a specific project with total project costs between \$50,000 and \$1,200,000 (inclusive) will include a competitive technical evaluation stage for the proposed scope of work including, at a minimum, quotes from three qualifying vendors. A composite score that considers project cost and other project criteria will determine the vendor selected.

For total projects costing more than \$1,200,000 the User Agencies **shall not** use the CR list and shall issue a direct Request for Proposals (RFP) for the specific project.

Vendors are required to provide a quote *for each discrete* project requested by User Agencies. The Division of Purchases has the authority to remove vendors from the CR list if non-responsive to User Agency requests for quotes. There is no guarantee of any level of spending activity to a vendor or vendors selected for this CR.

This solicitation, and subsequent award, is governed by the State's General Conditions of Purchase, which are available at www.purchasing.ri.gov. To access the State's General Conditions of Purchase, enter the website, then click on "Rules and Regulations." Once the Rules and Regulations are displayed, scroll to the bottom of the page and double click on "Appendix A," which contains the State's General Conditions of Purchase.

1.2) NOTIFICATIONS TO OFFERORS:

- a) Potential Respondents are advised to review all sections of this RFP carefully and to follow instructions completely, as failure to make a complete submission as described elsewhere herein may result in rejection of the proposal.
- b) In order to submit a proposal, Respondents must properly register with the State of Rhode Island. For information of registering, please see the Division's website at www.purchasing.ri.gov and under "Vendor Information".
- c) All proposals shall include the Respondent's FEIN or Tax Identification number as evidenced by a W9, downloadable from the Division's website at www.purchasing.ri.gov.
- d) Alternative approaches and/or methodologies to accomplish the desired or intended results of this procurement are solicited. However, proposals which depart from or materially alter the terms, requirements, or scope of work defined by this RFP will be rejected as being non-responsive.
- e) All costs associated with developing or submitting a proposal in response to this RFP, or to provide oral or written clarification of its content shall be borne by the offeror. The State assumes

no responsibility for these costs.

- f) Proposals submitted in response to this solicitation shall be considered to be irrevocable for a period of not less than ninety (90) days following the opening date, and may not be withdrawn, except with the express written permission of the State Purchasing Agent.
- g) Proposals misdirected to other than the Division of Purchases, or which are otherwise not submitted to the Division of Purchases prior to the due date(s) and time(s) listed on page one for any cause shall be determined to be late and shall not be accepted, opened, or considered. The official time clock is located in the reception area of the Division of Purchases, 2nd floor, One Capitol Hill, Providence, Rhode Island.
- h) In accordance with R.I. Gen. Laws § 7-1.2-1401 no foreign corporation has the right to transact business in Rhode Island until it has procured a certificate of authority so to do from the Secretary of State (401/222-3040) www.sos.ri.gov. Please submit proof of registration with the Rhode Island Secretary of State's Office with your proposal. Corporations, LLC's., etc. must file the proper paper work with the Rhode Island Secretary of State's Office. Any fictitious names used must be on file with the Secretary of State and must reflect the registration number of the registered entity. A copy of the certificate of registration is necessary for each "business entity" even if said entity is owned by the same individual pursuant to RIGL 5-65-1 (3) (ii).
- i) Respondents are advised that all documents and materials submitted to the Division of Purchases for consideration in response to this solicitation shall be considered to be public records, as defined in Title 38 Chapter 2 of the Rhode Island General Laws.
- j) Respondents should be aware of all applicable MBE requirements, as set forth in R. I. Gen. Law § 37-14.1-1, *et seq.* The State's goal is for a minimum ten per cent (10%) participation by MBE's in all State procurements. For further information, contact the State MBE Administrator at (401) 574-8670 or Dorinda.Keene@doa.ri.gov, Visit the website <http://www.mbe.ri.gov/>
- k) Interested parties are instructed to peruse the Division of Purchases web site on a regular basis, as additional information relating to this solicitation may be released in the form of an addendum to this RFP.
- l) Equal Employment Opportunity-R. I. Gen. Laws § 28-5.1 Declaration of Policy. – (a) Equal opportunity and affirmative action toward its achievement is the policy of all units of Rhode Island state government, including all public and quasi-public agencies, commissions, boards and authorities, and in the classified, unclassified, and non-classified services of state employment. This policy applies in all areas where the state dollar is spent, in employment, public service, grants and financial assistance, and in state licensing and regulation. For further information, contact the Rhode Island Equal Employment Opportunity Office, at 222-3090 or via e-mail raymond1@gw.doa.state.ri.us
- m) Subcontractors are permitted for this project, provided that the scope of the subcontractor's

services and required registration and licenses are clearly provided and stated in the Respondent's proposal.

- n) Potential respondents are advised that, even if the respondent is ultimately qualified and on the CR list, additional documentation will be required to submit bids for specific projects. These additional documentation requirements are listed in Appendix B.
- o) Questions concerning this solicitation may be e-mailed to the Division of Purchases in accordance with the terms and conditions expressed on the cover page of this solicitation. All questions received by the Division of Purchases shall be posted on the Division of Purchases' website as an addendum to this solicitation. It is the responsibility of all interested parties to monitor the Division of Purchases' website for updated solicitation information and addenda.
- p) The Division of Purchases reserves the right to accept or reject any or all proposals submitted in response to this solicitation, to waive minor irregularities, or to negotiate with any Respondents, as necessary, to serve the best interests of the State.

SECTION 2 - SCOPE OF WORK

The purpose of the RFP is to establish a CR list for vendors to provide solar PV and wind turbine system installation services. Vendors are strongly encouraged to identify and leverage all appropriate and available project incentives and rebates.

At minimum, qualified vendors will be expected to perform the following functions:

- The solar services provider functions as the project manager, providing the design, permitting construction, inspection, and commissioning of the solar PV system. The solar services provider also provides the workmanship warranty for the system. The provider is also responsible for providing information regarding the manufacturer's warranty on the equipment.
- The wind turbine services provider functions as the project manager, providing the design, permitting, construction, inspection and commissioning of the system. The wind turbine provider also provides the workmanship warranty for the system and is responsible for providing information regarding the manufacturer's warranty and certifications for the equipment.
- The installer will design the system, specify the appropriate system components, and may perform the follow-up maintenance over the life of the renewable energy generation system. To install the system, the solar PV and/or wind services provider might use an in-house team of installers or have a contractual relationship with an independent installer.
- When appropriate, the solar PV and/or wind service provider will coordinate with the utility serving the host customer to provide an interconnection from the PV and/or wind turbine system to the grid, and continue the host customer's electric service to cover the periods during which the

solar PV or wind system is producing less than the site's electric demand.

The specific required work includes, but is not limited to:

- Design, furnish and install PV array(s) or wind turbines as is noted in the Request for Services. The work will include designing any connection to existing power panels. If there is no existing power panel and one is required for the project, the proposal will include for its design. Physical size and electrical generation capacity shall be optimized to provide the most energy within the funding constraints of a project while also attempting to maximize project incentives/finances.

Pre-Construction Phase Services:

- Design the solar PV system or wind turbine in consideration of existing conditions present at the site.
- Complete all engineering and system design work and provide stamped drawings by appropriate registered engineering professionals in the State of Rhode Island when appropriate.
- Secure all building and electrical permits with the State of Rhode Island Building Code Commission.

Equipment and Installation for solar PV system

- The developer must secure all land rights, easements, and rights-of-way needed to construct and operate the facility.
- If the project is a roof top solar PV installation, furnish and install all mounting equipment for deploying modules/panels on the roof. For flat roofs, the system shall be ballasted and non-penetrating unless otherwise requested by the User Agency. The Contractor shall coordinate with a building's facilities director and the roofing manufacturer to ensure that the existing manufacturer's warranty remains unaffected by the installation of the array. For all installations, sufficient information shall be provided to indicate appropriate stability with respect to wind loading of the unit and the structural loading of the building and/or roof in the installed state. User Agencies may require Vendors to work with others besides facility directors and roofing manufacturers.
- Furnish and install all solar modules/panels, inverters and/or other equipment as required to provide a complete and whole system. Note that all equipment inherent to the solar array must be "listed" by a regulatory testing agency (ie: UL, CSA, ETL)
- Secure ballast to racking system to prevent removal of solar system components by wind uplift, vandalism, etc.
- Provide rigging services to raise all large or heavy objects to the roof that cannot be accommodated by the building's service elevator.
- Inspect and survey all components of the system for manufacturing flaws and defects before installing.
- Include all necessary equipment installation, wiring, and/or conduit for a complete and whole system.

- Furnish and install transition boxes at the end of each source circuit to transition from exterior wire on panels to conduit.
- Furnish and install equipment necessary for proper grounding when appropriate.
- Mount power conditioning equipment which includes all inverters, meters, and transformers as required for a complete and whole system.
- Furnish and install lightning protectors by connecting to the existing system without voiding existing system warranty and UL listing when appropriate.
- The installation will comply with the most current National Electric Code and the Rhode Island State Building Code (RISBC) as applicable.
- Note that electrical work must be performed by a licensed master electrician (or under the supervision of one) in the State of Rhode Island. Further, all contractors performing work must be registered with the State of Rhode Island Contractor's Registration Board.
- Clean the work area at the job site upon completion
- All systems shall be engineered in accordance with structural requirements of the RISBC or other applicable code when appropriate.
- Attend all applicable inspections required to confirm funding under selected programs such as the Renewable Energy Fund (REF).
- Following completion of installation, provide an inspection and testing report to both the User Agency and the Office of Energy Resources (OER). If necessary, make any changes identified in the draft report.
- Assist the User Agency to establish a system monitoring and maintenance protocol.

Equipment and Installation for wind turbine system

- The developer must design, engineer, procure, construct, install, and provide all support necessary to build a wind energy facility and deliver the output to the appropriate location.
- The developer must secure all land rights, easements, and rights-of-way needed to construct and operate the facility.
- The developer will be responsible for obtaining or updating any state and federal permits or agreements required for the project, including any agreements necessary to deliver project output to the transmission system.
- The developer will be responsible for costs of environmental impact mitigation, monitoring, and studies required during permitting, construction, operation.
- Wind turbines must be procured from an established vendor of commercial wind turbines. All turbines must have appropriate certifications such as IEC or SWCC or other certifications when applicable.
- Electrical equipment, metering, and interconnection facilities must be selected, installed, and maintained in accordance with prudent utility industry practices and must comply with the technical requirements for the interconnection of generation resources.
- Clean the work area at the job site upon completion.
- Attend all applicable inspections required to confirm funding under selected programs such as the Renewable Energy Fund (REF).
- Following completion of installation, provide an inspection and testing report to the User Agency and OER. If necessary, make any changes identified in the draft report.
- Assist the User Agency to establish a system monitoring and maintenance protocol.

Please note that the following restrictions will be imposed on the awarded vendor during the performance of the work:

- Vendors shall be responsible for securing the work area from vehicular traffic, to include provision of cones, barrels, caution tape, wayfinding signage, flaggers or traffic signals as required during any rigging operations. The User Agency reserves the right to request a combination of any or all of these measures to ensure the safety of the building occupants, vehicular traffic and vendor's workmen.
- Vendors may perform the work off-hours and on weekends at their discretion.
- Any work generating excessive odors, noise, dust, or other nuisance must be performed off hours and on weekends, if requested by the User Agency. User Agencies have the right to require any such work be moved so as not to disturb building occupants during office hours.

Vendors are strongly encouraged to identify and leverage all appropriate and available project incentives and rebates, including, but not limited to, Utility-administered incentives.

At minimum, qualified vendors will be expected to perform the following functions:

- Provide analysis of project economics;
- Maximize benefits of incentive programs;
- Provide complete installation services;
- Provide extended material and labor warranties;
- Supply required documentation in support of incentive application processes;
- Complete work using State-required, industry-standard, and User Agency-required safety procedures;
- Comply with any required reporting requirements; and
- Work with User Agency on any marketing materials or events associated with the installation

SECTION 3 - PROPOSAL REQUIREMENTS

Proposals must include the following:

Proposals shall contain the following information and shall be formatted as described below. Bidder adherence to these instructions for proposal format will be a factor in evaluation of proposals.

Completed Application Form: See Appendix A

Application Summary Statement (5 pages maximum): Describe your company's capabilities to fulfill the scope of services described in SECTION - 2. This statement should emphasize the company's knowledge and understanding of photovoltaic, and/or wind turbine system installation. Provide a brief description of the history of the company. Provide a description of any specific

services or software your company uses in the delivery of your services or products.

Customer Projects: Provide detailed explanation of six (6) completed and interconnected photovoltaic system installation projects or/and one (1) wind turbine that your company has completed, including copies of a complete installation with appropriate design drawings and analysis of project economics. Projects located in the ISO-NE region are preferred. Any information deemed confidential must be clearly labeled as such. Please include any projects that utilized public sector subsidies/incentives and/or utility-administered incentives, if applicable. Please include the associated utility application number, where applicable.

Business References: Three (3) public and/or private sector customer references. Rhode Island references are preferred.

Resumes: Provide resumes for the principals of your firm and any key staff that will be involved in designing/implementing solar PV and/or wind projects. Please explain how these principals and staff will be organized and deployed to deliver the services in the most efficient manner.

Safety Procedures and Practices: Please discuss what practices and procedures are used when installing photovoltaic or/and wind turbine systems at facilities.

Vendors shall acknowledge in their proposal that the following items will be required if selected to perform services:

Background Check: Background Check is required only from successful vendors and is not required at the time of the response to this RFP

Insurance: Insurance is required only from successful vendors and is not required at the time of response to this RFP.

Safety Programs and Record: Information regarding vendor Safety Programs and Safety Record is Information required only from successful vendors and is not required at the time of response to this RFP.

Environmental Requirements: Vendors must comply with all applicable State and Federal regulations if selected.

SECTION 4 - PROPOSAL SUBMISSION

- a) Proposals to provide the services set forth in this solicitation must be received by the Division of Purchases on or before the date(s) and time(s) indicated on page one of this solicitation. Responses (a clearly labeled **original** plus five (5) copies) should be mailed or hand-delivered in a sealed envelope marked with the CR number.

**RI Dept. of Administration Division of
Purchases, 2nd floor One Capitol Hill**

Providence, Rhode Island 02908-5855

- b) **Reminder:** Proposals misdirected to locations other than the Division of Purchases, or which are otherwise not submitted to the Division of Purchases prior to the time(s) of opening for any cause shall be determined to be late and shall not be accepted, opened, or considered. The “official” time clock is located in the reception area of the Division of Purchases, 2nd floor, One Capitol Hill, Providence, Rhode Island.
- c) This solicitation is being conducted under the State’s Continuous Recruitment (CR) process. At the end of every quarter, beginning August 1, 2016, the Division of Purchases will forward all applications received to OER for evaluation by a committee comprised of staff from state agencies. This Committee will evaluate submitted proposals on the basis of the evaluation criteria expressed in this solicitation.

ADDITIONAL PROPOSAL CONTENTS

- a) In addition to the contents described above proposals must include the following:
 - 1. A completed and signed RIVIP generated Respondents certification cover sheet (downloaded from the Division of Purchases’ website <http://www.purchasing.ri.gov>)
 - 2. A completed and signed IRS Form W-9 downloaded from the Division of Purchases’ website, should **only** be included in the **original copy of the proposal**.
 - 3. In addition to the multiple hard copies of the proposal required, Respondents are requested to provide their proposal in electronic format (CD-Rom, Diskette, flash drive). Microsoft Word / Excel or PDF for is preferable. Only one (1) electronic copy is requested. This CD, diskette, or USB drive should be included in the proposal marked “Original”.

SECTION 5 – EVALUATION AND SELECTION

Proposals will be reviewed by a Technical Review Committee comprised of state agency staff. Points will be assigned based on the offeror’s proposal. The State reserves the right, at its sole discretion, to determine the number of vendors to be selected to participate on the Master Price Agreement.

The Division reserves the right to unilaterally: 1)cancel the solicitation at any time; 2) waive any technicality in order to act in the best interests of the State; and 3) to conduct additional negotiations as necessary.

Proposals found to be technically or substantially non-responsive, at any point in the evaluation process, will be rejected and not be considered further. The State, at its sole option, may elect to require presentation(s) by bidders in consideration for the award. An award will not be made to a contractor who is neither qualified nor equipped to undertake and complete the anticipated projects.

The Division of Purchases reserves the exclusive right to select the individual(s) or firm (vendor)

that it deems to be in its best interest to accomplish the scope of work as specified herein; and conversely, reserves the right not to fund any proposal(s).

Proposals will be reviewed and scored based on the following criteria:

<u>Criteria</u>	<u>Points</u>
<i>Types of projects - level of experience and expertise successfully recommending and implementing solar or/and wind projects that utilize available incentives.</i>	50
<i>Company's personnel qualifications.</i>	30
<i>Customer references</i>	10
<i>Proposal format and overall quality</i>	10
TOTAL	100

Offerors **MUST SCORE** a minimum of seventy (70) points to be included on the proposed CR list as a Qualified Vendor. The resulting final score will become the ranking, from highest to lowest score, all of the vendors included in the CR list. Designation as a qualified service provider for this proposed agreement is no guarantee of future contract award.

The review committee will present written findings, including the results of all evaluations, to the State Purchasing Agent or designee, who will make the final selection for this solicitation. When a final decision has been made and a contract awarded, a notice will be posted on the Rhode Island Division of Purchases web-site.

APPENDIX A – APPLICATION FORM
Turnkey Renewable Energy Service
Providers Application Form – Bidder Data
Sheet

Company Name: _____

(Check all that apply)

Solar PV system installations:

Wind turbine system installations:

Address: _____

City: _____

State: _____

Zip: _____

Mailing Address (enter ONLY if it is different from contact address above)

Street Address: _____

City: _____

State: _____

Zip Code: _____

Contact Name: _____

Title: _____

Phone Number: _____

Fax Number: _____

E-Mail Address: _____

Company Type: _____

Fed ID Number: _____

Signature and Date: _____

APPENDIX B

Rhode Island Request for Quotes Check List of Required Documentation

Instructions: All installers applying to this request for quote must be able to provide the following at the time of bid submission for future projects. The inability to provide the following may result in the disqualification of a bid from review.

Legible photocopies or scans of the following:

- Rhode Island Contractors' Registration and Licensing Boards registration
- Rhode Island Renewable Energy Professional Certificate and/or a Valid Electrical License

All installers submitting bids must certify that they:

- Maintain the required certificate of liability Insurance coverage.
- Have proof of proper Workers Compensation Insurance coverage.
- Ensure that all forms of advertising, bid documents, contracts, proposals, etc. incorporates the Rhode Island Contractor's registration number and the Renewable Energy Professional certificate number.
- Ensure that all sub-contractors are registered and/or licensed depending on the work being performed.
- Commit to providing a lien release from any sub-contractors and suppliers at project completion.
- Include language in any contracts over \$1,000.00, which must be in writing, with a right of rescission clause if signed outside place of business, a mechanics lien notice to the owner, and have the Rhode Island Contractors' Registration number on contract.
- Commit to acquiring both building and electrical permits required for all systems to be installed.