REQUEST FOR PROPOSALS (RFP) FOR THE PROCUREMENT OF A FRAMEWORK AGREEMENT

FOR

SOLAR PHOTOVOLTAIC with BATTERY STORAGE ELECTRIC SYSTEMS AND ACCESSORIES

FOR

INSTALLATIONS WITHIN THE PUBLIC, PRIVATE SECTORS OF ANTIGUA AND BARBUDA

Government of Antigua and Barbuda
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Ministry of Health and Environment
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Published October 3rd, 2016
Revised October 21st, 2016
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1. PROJECT OVERVIEW

1.1. Project Goals and Background

The Department of Environment (“DoE”) hereinafter referred to also as the “Awarding Authority” is an Agency of the Government of Antigua and Barbuda (“GOAB”). Under the provisions of the Environment Protection and Management Act (“EPMA”) 2015, the Awarding Authority has been mandated to implement the provisions of the EPMA in order to design and implement Environmental Management Systems (“EMS”) within Government operations with the overall goal of reducing the generation of pollution including Greenhouse Gases (GHGs) within the Public, Private and Domestic Sectors of Antigua and Barbuda. To reduce GHG pollution Government agencies will be expected to dramatically reduce their use of Fossil Fuel generated power for both primary (utility grid) and Backup (distributed). To this end The Awarding Authority is issuing this Request for Proposals (“RFP”) for a framework agreement for the provision of Solar/Batteries and accessories for Government and other essential service facilities.

The desired outcome of this RFP is the negotiation and execution of a Framework Agreement with the successful Company (“Respondent”) for the scope of services described herein. The Awarding Authority is therefore seeking to enter into a Framework Agreement to provide solar/batteries and accessories for a total of 7 - 10MW of Solar for installations that are grid interactive and some off grid. Some installations will need batteries and some installations will need minimum batteries. The initial order through this agreement is 1.5M USD. The Agreement will cover the period of 2017 – 2020.

1.2. Project Description

Antigua and Barbuda is a twin island state vulnerable to extreme weather events and the projected impacts of climate change. The island has no indigenous fossil fuel resources and is dependent on imported fossil fuels for its energy supply. The island experiences grid instabilities and grid outages when there is severe weather event – extreme rainfall, tropical storms and hurricanes. After 20 years of severe storms, the grid is in need of significant investments if it is to accommodate significant amounts of RE. Furthermore, the island is heavily dependent on Reverse Osmosis technology for water production via desalination, which is presently tied to the grid and heightens the island’s vulnerability to climate change. Without a reliable and resilient source of electricity, water production can be severely curtailed. This has had severe economic and social impact of the population. The impact is particularly severe for women and children. Antigua and Barbuda’s strategic target is to increase the resilience of essential services such that these services can continue to be provided soon after a storm and drought even when the grid is not available. The entire program and the framework agreement will focus on the vital sectors of the Government and some key areas of the private sector (private schools, private clinics and small shops and supermarkets).

National adaptation targets, transmitted to the UN via the Cabinet-mandated Nationally Determined Contribution (http://bit.ly/1M40gsG), set an ambition that: By 2030, 100% of electricity demand in the water sector and other essential services (including health, food storage and emergency services) will be met through off-grid renewable sources. The GOAB has secured financing to build national resilience to climate change throughout the island using off-grid and grid interactive renewable energy systems with a co-benefit of the reduction of pollution from GHGs and other pollutants.

In addition to the DOE financial contributions, this project is being provided with financing by:
1. Antigua and Barbuda Sustainable Financing Mechanism for Climate Change Mitigation and Adaptation in Antigua and Barbuda, with a concessional loan from the Abu Dhabi Fund for Development (ADFD);

2. Sustainable Pathways – Protected Areas and Renewable Energy (SPPARE), with funding from the Global Environment Facility (GEF) and implementation by the United Nations Environment Program (UNEP); and


Antigua and Barbuda wishes to acknowledge the technical support of the Clean Energy Solutions Center (CESC) in the development of this RFP.

1.3. **Organization**

The DoE, within the Ministry of Health and the Environment, is the national focal point for climate change, and is operationalizing the Sustainable Island Resources Framework Fund (“SIRF Fund”) pursuant to Section 84 of the EPMA 2015. The Cabinet of Antigua and Barbuda has approved the DoE/SIRF Fund to procure, install and manage up to 25 MW of renewable energy for resilience and reduced vulnerability to climate change and to reduce GHG emissions. The Cabinet and the Ministry of Finance have authorized the DoE/SIRF Fund to seek grants and concessional loans for investing in climate resilient renewable energy systems, prioritizing essential services. To this end, the Awarding Authority is implementing the first phase of this mandate with the initial purchase of Solar Photovoltaic Systems.

1.4. **Project Scope**

Renewable energy systems that are grid interactive/off grid for roof top applications with a few installations on tracking systems. The installations range from small clinics, hospitals, schools, office buildings, library, the National Archives, etc. The successful Respondent must have the capacity to provide components of a variety of sizes.

**Table 1. Initial facilities with GPS coordinates and the classification zones**

<table>
<thead>
<tr>
<th>Facilities</th>
<th>Longitude</th>
<th>Latitude</th>
<th>SIRMZP Zone</th>
<th>Designated Zone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ministry of Health Offices</td>
<td>-61.816</td>
<td>17.123</td>
<td></td>
<td>Settlement</td>
</tr>
<tr>
<td>National Office of Disaster</td>
<td>-61.828</td>
<td>17.113</td>
<td></td>
<td>Settlement</td>
</tr>
<tr>
<td>Clare Hall Clinic</td>
<td>-61.82</td>
<td>17.132</td>
<td></td>
<td>Settlement</td>
</tr>
<tr>
<td>Clare Hall Pharmacy</td>
<td>-61.82</td>
<td>17.132</td>
<td></td>
<td>Settlement</td>
</tr>
<tr>
<td>Pigotts Clinic</td>
<td>-61.802</td>
<td>17.124</td>
<td></td>
<td>Settlement</td>
</tr>
<tr>
<td>Gray’s Farm Clinic</td>
<td>-61.847</td>
<td>17.114</td>
<td></td>
<td>Settlement</td>
</tr>
<tr>
<td>Jennings Clinic</td>
<td>-61.858</td>
<td>17.079</td>
<td></td>
<td>Settlement</td>
</tr>
<tr>
<td>New Field Clinic</td>
<td>-61.726</td>
<td>17.06</td>
<td></td>
<td>Settlement</td>
</tr>
<tr>
<td>All Saints Clinic</td>
<td>-61.793</td>
<td>17.065</td>
<td></td>
<td>Settlement</td>
</tr>
<tr>
<td>Browne’s Ave Clinic</td>
<td>-61.836</td>
<td>17.111</td>
<td></td>
<td>Settlement</td>
</tr>
<tr>
<td>Johnson’s Point Clinic</td>
<td>-61.882</td>
<td>17.028</td>
<td></td>
<td>Settlement</td>
</tr>
<tr>
<td>Bethesda Clinic</td>
<td>-61.75</td>
<td>17.046</td>
<td></td>
<td>Environmental Resource</td>
</tr>
<tr>
<td>Cedar Grove Clinic</td>
<td>-61.816</td>
<td>17.162</td>
<td></td>
<td>Settlement</td>
</tr>
</tbody>
</table>
With respect to Battery storage, the respondents should present prices in a range of storage options since some of the buildings do not have space for large battery banks. The Awarding Authority would like to explore the use of the most efficient batteries for use as emergency storage (up to 48 hours) as well as compensation for insulation variance.

In some cases, the Buildings will run completely off-grid and therefore the successful Respondent should be able to provide all of the necessary components to achieve this objective.

Table 2. Load Parameters of the Clinics, DoE and the Ministry of Health

<table>
<thead>
<tr>
<th>Facility</th>
<th>Daily Peak Demand (kW)</th>
<th>Daily Energy Usage (kWh/day)</th>
<th>Annual Peak Demand (kW)</th>
<th>Annual Energy Usage (KWh/yr.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Clare Hall Clinic</td>
<td>17</td>
<td>134</td>
<td>6,205</td>
<td>48,910</td>
</tr>
<tr>
<td>2. Clare Hall Pharmacy</td>
<td>33</td>
<td>161</td>
<td>12,045</td>
<td>58,765</td>
</tr>
<tr>
<td>3. Gray’s Farm Clinic</td>
<td>15</td>
<td>214</td>
<td>5,475</td>
<td>78,110</td>
</tr>
<tr>
<td>4. Jennings Clinic</td>
<td>7</td>
<td>19</td>
<td>2,555</td>
<td>6,935</td>
</tr>
<tr>
<td>5. New Field Clinic</td>
<td>4</td>
<td>5</td>
<td>4,364</td>
<td>1,825</td>
</tr>
<tr>
<td>6. All Saints Clinic</td>
<td>21</td>
<td>102</td>
<td>7,665</td>
<td>37,230</td>
</tr>
<tr>
<td>7. Browne’s Ave Clinic</td>
<td>15</td>
<td>45</td>
<td>5,475</td>
<td>16,425</td>
</tr>
<tr>
<td>8. Johnson’s Point Clinic</td>
<td>18</td>
<td>79</td>
<td>6,570</td>
<td>28,835</td>
</tr>
<tr>
<td>9. Bethesda Clinic</td>
<td>10</td>
<td>15</td>
<td>3,650</td>
<td>5,475</td>
</tr>
<tr>
<td>10. Cedar Grove Clinic</td>
<td>17</td>
<td>130</td>
<td>6,205</td>
<td>47,450</td>
</tr>
<tr>
<td>11. Department of Environment</td>
<td>24</td>
<td>180</td>
<td>8,760</td>
<td>65,700</td>
</tr>
<tr>
<td>12. Ministry of Health</td>
<td>219</td>
<td>1,968</td>
<td>79,935</td>
<td>718,320</td>
</tr>
</tbody>
</table>
1.5. **Project Approach**

- Execution of the Framework Agreement for procurement will take place in a phased approach that is negotiated between the Awarding Authority and the Respondent where a qualified firm is selected and orders are placed sequentially over the next three years.
- All procurements related to solar PV systems by the Awarding Authority over the three year-term would be from the selected provider, and they will establish a schedule at various intervals.

1.6. **Project Structuring**

Installation of the systems will utilize the use of local certified installers for solar PV systems. The Awarding Authority will be responsible for the procurement of these installers.

The Respondent will provide the full specification of the equipment to facilitate the preparation of plans, designs and documents such that the Awarding Authority may obtain the following permits:

- Antigua Public Utility Authority (APUA) approval
- Building permits
- Electrical permits, interconnection, right-of-way encroachment, access permits

Any and all other registrations, permits, agreements, licenses or approvals that may be necessary for the successful installation, operation and maintenance of the system(s).

1.7. **Solar PV Specifications for Panels, Components and Batteries**

- The solar PV modules should meet or exceed current typical industry standards of performance for 25 years or more. Other specified equipment and accessories (inverter, controller, battery, etc.) should meet or exceed industry expectations for performance and longevity.
- The solar PV modules are to be used primarily on rooftops.
- The Solar PV systems shall meet the standard nominal power requirements and quality used in Antigua and Barbuda: Three Phase Secondary Wye: 480V/277V, 60Hz
- The systems, and components should be able to withstand, without damage, all applicable environmental conditions as defined by the local building codes appropriate for the sites, including but not limited to wind, corrosion, precipitation, flooding, and temperature and humidity extremes.
- The generating facilities shall utilize solar PV modules as the means of renewable power generation. The Respondent shall specify the type and technology of the modules, storage, mounting systems, controllers and inverters.
- The system shall comply with the requirements of National Electrical Safety Code (NESC), with the International Electric Code (IEC) taking precedence if conflicting code requirements exist.
- The inverters shall comply with UL 1741 standards for inverters, converters, controllers, and interconnection system equipment for use with distributed energy resources, and IEEE1547 standards for interconnecting distributed resources with...
electric power systems. The Inverters will need to be a range of sizes to meet the specification of the individual buildings.

1.8. **General Electrical Requirements**

The electrical requirements of Antigua and Barbuda are: Three Phase Secondary Wye: 480V/277V, 60Hz

a) Voltage insulation levels, grounding, equipment interrupting and continuous current capacities, circuit protection, and mechanical strengths shall be selected and coordinated in accordance with calculations and the recommendations of the NESC, IEC, or other applicable codes and standards as noted (with IEC taking precedence if conflicting code requirements). Any variation from code shall be noted.

b) No aluminum wire shall be used within the Solar PV generation system.

c) Conductor color codes shall be in compliance with the existing Antigua and Barbuda regulations based on IEEE BS7671 - British Standard.

d) Direct current (dc) and alternating current (ac) conductors shall be labeled to match wiring diagrams at all combiner boxes, pull boxes, vaults, electrical enclosures, inverters, and transformer terminals.

2. **AGREEMENT TERMS AND REQUIREMENTS**

The response must demonstrate the Respondent’s willingness and ability to comply with the following expected requirements.

2.1. **Insurance**

The selected Respondent shall be required to carry the minimum required general liability insurance coverage for Contracts/arrangements of this nature. The Respondent needs to specify the extent of insurance that they have to cover the expected amount and type of equipment to be supplied under this arrangement with the Awarding Authority.

2.2. **Subcontracting**

Except to the extent contemplated in the response and permitted in the agreement, the agreement allows for assignment or subcontracting, but this must be done with the prior knowledge and agreement of the Awarding Authority. The subcontracting agreements must be consistent with the standards outline in the agreement.

2.3. **Indemnification**

The Framework Agreement will require that the Respondent hold harmless and indemnify the Awarding Authority and its officers, agents and employees against all claims, demands, actions and suits (including all attorneys’ fees and costs) brought against any of them arising from the respondent or any subcontractor under the Framework Agreement.

2.4. **Compliance with Laws**

The agreement will require compliance with all national laws, ordinances, rules and/or regulations, including the following but not limited to:

- The Labour Code;
- Financial Laws that Governs the funding of Prohibitive Practices such, Terrorism, Anti-Money laundering and Fraud;
• Physical Planning Act; and
• Environmental Protection and Management Act.

The Respondent must include a letter to the Awarding Authority stating their understanding of these laws and a communicating a high level of commitment to be in compliant with these laws.

2.5. Governing Law, Venue

All agreements entered into by the Awarding Authority shall be governed by the Laws of Antigua and Barbuda.

2.6. Respondent Due Diligence

Information provided in the RFP is for general information purposes only. It is the Respondent’s responsibility to conduct due diligence on the equipment and their suitability for the purposes expressed within this RFP. Submission of a response shall be conclusive evidence that the respondent has examined the Premises and is familiar with all the conditions of this procurement.

2.7. Pre-Contractual Expenses

All proposals prepared in response to this RFP are at the sole expense of the Respondent, and with the express understanding that there will be no claim, whatsoever, for reimbursement from the Awarding Authority for the expenses of preparation. The Awarding Authority shall not be liable for any expenses incurred by the Respondent prior to the date of award and commencement of contract services.

3. RFP PROCESS AND SUBMISSION INFORMATION

3.1. Submission Deadline and Instructions

Proposals from Respondents, as required in accordance with all terms and specifications contained herein, will be received until December 21st, 2016 at 11:59 pm AST.

Proposals are to be sent by mail to the subject “Response to Renewable Energy RFP” Attn:

Ambassador Mrs. Diann Black-Layne
Director
Department of Environment
#1 Victoria Park, Botanical Gardens, Factory Road
P.O. Box W693
St. John’s, Antigua
Diann.Black.Layne@ab.gov.ag
dcblack11@gmail.com
antiguaenvironmentdivision@gmail.com

Copied to:

Dr. Mrs. Helena Jeffery Brown
Chief Operations Officer
Ministry of Health and the Environment,
Respondent shall enclose one (1) single-file electronic version in Adobe Acrobat (PDF) format and on a CD-ROM or thumb drive of the proposal marked with the respondent’s company name, and plainly marked in the lower left hand corner: “Response to Renewable Energy Solar RFP”.

The right is reserved, as the interest of the Awarding Authority may require, to reject any or all proposals, to waive any technical defect or informality in proposals received, and to accept or reject any proposal or portion thereof.

3.2. Timeline

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Request for Proposals Issued</td>
<td>October 3, 2016</td>
</tr>
<tr>
<td>Period for Informational Meeting and, upon request, Site Visit</td>
<td>November 7 - 10, 2016</td>
</tr>
<tr>
<td>Inquiries Due to the Awarding Authority</td>
<td>November 19, 2016</td>
</tr>
<tr>
<td>Responses to Inquiries/Addenda Issued by the Awarding Authority</td>
<td>December 1, 2016</td>
</tr>
<tr>
<td>RFP Submission Deadline</td>
<td>December 21, 2016</td>
</tr>
<tr>
<td>Opening of Bids</td>
<td>December 23, 2016</td>
</tr>
<tr>
<td>Anticipated Selection of Selected Respondent</td>
<td>January 5, 2017</td>
</tr>
<tr>
<td>Final Approval and Notification by Awarding Authority</td>
<td>January 30, 2017</td>
</tr>
</tbody>
</table>

3.3. Informational Meeting and Site Visit

If requested, informational meeting and site visits may be arranged with prospective Respondents during the week of November 7 – 10, 2016. Respondents interested in a site visit must make this request by contacting Churchill Norbert via email address to Churchill.norbert@ab.gov.ag, norbert.churchill@gmail.com and copied to Diann Black-
3.4. **Inquiries**

All questions and inquiries regarding this RFP must be submitted via email to Churchill Norbert at Churchill.norbert@ab.gov.ag, norbert.churchill@gmail.com no later than November 19, 2016 copied to Diann Black-Layne dcblack11@gmail.com; Diann.Black.Layne@ab.gov.ag and carbon copied to antiguaenvironmentdivision@gmail.com.

Inquiries will not be answered directly. The Awarding Authority will issue an addendum to address the written questions submitted by the aforementioned deadline. Any addenda will be posted by email. It is the responsibility of the Respondent to contact Mr. Churchill Norbert by email; Churchill.norbert@ag.gov.ag, norbert.churchill@gmail.com prior to the submittal deadline to ensure that the Respondent has received all addenda issued by the Awarding Authority.

3.5. **Amendments and/or Cancellation of this RFP**

If this RFP requires an amendment, written notice of the amendment will be given to all prospective respondents. The Awarding Authority reserves the right to modify, amend or cancel this RFP if the Awarding Authority determines, that it is in the best interest of the Awarding Authority to do so.

3.6. **Withdrawal and Modification**

Any respondent may withdraw or modify its response by written request at any time prior to the RFP submission deadline. Telephone responses, amendments or withdrawals will not be accepted.

After the RFP submission deadline, a Respondent may withdraw, but may not modify, its response except in a manner that is not prejudicial to the interest of the Awarding Authority or to fair competition. Negligence on the part of the respondent in preparing the response confers no rights for the modification of the response after it has been opened.

3.7. **Language**

All proposals, deliverables, confirmations, requests for clarification, and other communications associated with this RFP shall be in the English language.

3.8. **Proposals as Public Records**

All materials submitted in response to this RFP become the property of the Awarding Authority and become public records after the award of contract, except for information not subject to disclosure unless the Respondent wishes to enter a multi-party non-disclosure agreement with the Awarding Authority.

**4. PROPOSAL REQUIREMENTS**

Submitted proposals should include:

4.1. **Respondent Information Form**

Each proposal should include a signed and completed Respondent Information Form, found in Attachment 1.
4.2. **Transmittal Letter**

Each Respondent’s response should include a transmittal letter signed by a party authorized to make a formal bid on behalf of the Respondent. The letter shall clearly indicate that the Respondent has carefully read all the provisions in the RFP and should include a brief overview of the respondent’s proposal. Transmittal letters should also acknowledge receipt and understanding of any Addenda associated with the project.

4.3. **Company Overview**

The Respondent must provide a document with the following company information:

(a) Company overview/description
(b) 2014/2015 revenues (whole company and renewables)
(c) Number of projects/MW installed grid tied as well as off-grid - Caribbean
(d) Number of projects/MW installed grid tied as well as off-grid - Outside Caribbean
(e) Number of projects/MW grid tied as well as off-grid currently in construction
(f) Five Project references of similar type
(g) Years in operation - Caribbean (whole company and renewables)
(h) Years in operation - Outside Caribbean (whole company and renewables)
(i) Size of renewables team
(j) Safety plan/safety record
(k) Quality plan/quality record
(l) Any legal issues or ongoing litigation
(m) Ability to respond to the Environment and Social Safeguards related to this area of concern.

4.4. **Project Team**

Provide information about the key personnel to be assigned to this framework agreement, including:

(a) Full contact information for the project manager.
(b) An organization chart including all key personnel.
(c) For all key personnel (including subcontractors), professional experience, certifications, project role, and office location.
(d) Resumes of key personnel, provided in an appendix to the proposal.
4.5. Qualifications and References

Describe previous projects where solar was provided, drawing particular attention to projects done in the Caribbean and any projects that involve solar PV and solar PV + storage systems, and experience with equipment for behind-the-meter Off-grid/ Grid interactive systems.

In addition to this description, provide references for at least five completed orders and subsequently installed currently operating grid-connected behind the meter systems PV systems, including:

(a) Amount and type of equipment provided

(b) Host Customer and/or Owner contract information (name, email, address, phone).

(c) Location and Utility Company name.

(d) Date completed.

(e) Any other relevant installation-specific information.

(f) Typical System Design and Components

Describe previous solar and battery system design experience. System Design and Components are not binding at the proposal stage, but this information will be used to evaluate Respondent price proposals.

4.6. Components

Include an overview of the proposed solar photovoltaic system, and battery storage system including descriptions of the main components (at a minimum, modules, inverters, storage, and mounting system). Respondents are required to provide specification sheets for any proposed technologies as an appendix.

Warranty: Describe all warranties associated with the agreement, including full system coverage and/or warranties associated with individual components, including warranties from the Respondent, manufacturers and where appropriate sub-contractors.

(a) Expected System Generation

Upon Request, provide expected annual system generation in kilowatt-hours for typical installations based on equipment specification per order under this agreement.

(b) Operations and Maintenance Manuals

The selected Respondent will provide Operation & Maintenance (O&M) manuals for the full term of the Agreement including performance monitoring, preventive maintenance, spares recommendations, etc. Please describe the proposed O&M
procedures for the system, detailing duties performed and if the agreement will be maintained with the Respondent or a third-party provider.

(c) Decommissioning and disposal Plan

The selected Respondent will provide information regarding the proposed approach to system decommissioning and disposal.

4.7. Conflicts of Interest

The Respondent shall disclose any conflicts of interest or potential conflicts of interest.

4.8. Key Project Risks

The Respondent shall identify key risks that may impact this procurement and propose measures to mitigate said risks.

4.9. Pricing Proposal

Price proposals should be provided using the form contained in Attachment 3 of this RFP. This pricing proposal must be provided in a separate sealed envelope marked “Price Proposal.” Price proposals shall be valid for a minimum of 120 days.

4.10. Insurance Requirements

Please provide evidence that the Respondent meets the minimum insurance requirements listed in section 2.1 above.

5. EVALUATION PROCESS

5.1. Overview of Evaluation Process

The Awarding Authority will utilize an evaluation system to rank the qualified Respondents. It is the responsibility of each Respondent to provide information, evidence or exhibits that clearly demonstrate the Respondent’s ability to satisfactorily respond to project requirements and the factors listed in this RFP. The evaluation process may include verification of references, confirmation of financial information and may include examination of other information as the Awarding Authority deems appropriate. The Awarding Authority will conduct interviews to evaluate the Respondents. The Awarding Authority may require public presentations by Respondents. The Awarding Authority reserves the right to request or obtain additional information about any and all responses.

Each response from a qualified Respondent will be evaluated and ranked solely according to the criteria set forth in this RFP as well as the design for the selected project sites. The Awarding Authority will enter into negotiation with the Respondent whose proposal yields the highest score. If the Awarding Authority and the most competitive qualified Respondent are unable, within sixty (60) days following the Awarding Authority’s notice of commencement of negotiations with a Respondent (or such longer period of time as the Awarding Authority may deem appropriate), to negotiate a satisfactory contract the Awarding Authority determines to be fair, and reasonable, the Awarding Authority shall continue negotiations with the next most competitive Respondent.
The Awarding Authority may cancel this procurement when it determines that cancellation serves the best interests of the public. The Awarding Authority may reject, in whole or in part, any and all planned or proposed project measures, when it determines that rejection serves the best interests of the public.

5.2. **Evaluation Criteria**

At a minimum, Respondents shall meet the following requirements:

1. Timely submission of response and attendance at pre-bid meeting
2. Submission of all required elements found in Sections 2 & 3 of this RFP
3. Certification of Non-Collusion (Attachment 2)
4. Certification that the Respondent, if ultimately awarded a contract, will guarantee completion of all work required within due dates or the time periods needed.
5. Evidence of appropriate insurance
6. To qualify respondent shall attain a minimum score of seventy percent (70%) from the technical proposal submitted
7. Price proposals will only be opened for respondents who attained the minimum score of seventy percent (70%) from the technical proposal submitted.

**Additional Guidance:**

(a) **Developer Experience and Project Team**

Proposals must clearly demonstrate the capability, academic background, training, certifications, and experience of the proposed personnel (not just of the Respondent). If sub-contractors will be employed, similar information must be provided and the portions to be sub-contracted must be identified. Five references will be contacted for each Respondent to determine the quality of past projects.

(b) **Project Approach**

The response shall include an explanation of how the Respondent will approach the various tasks, including scheduling, methods and sources.
(c) Price Proposal

The price proposals will be evaluated based on the best capital cost of the Equipment including a life cycle analysis provided to the Awarding Authority. Assuming a 20-year project life, each Respondent must provide a basic pro forma financial model and a net present value for the system (fully accessible and alterable Excel spreadsheet format).

The qualified Respondents providing completed responses will be evaluated based on the following points system:

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Experience and Track Record</td>
<td>20</td>
</tr>
<tr>
<td>Technical Specification of the Equipment</td>
<td>20</td>
</tr>
<tr>
<td>proposed</td>
<td></td>
</tr>
<tr>
<td>Price Proposal</td>
<td>30</td>
</tr>
<tr>
<td>Company Profile and Financial Stability</td>
<td>10</td>
</tr>
<tr>
<td>Warrantee and Insurance</td>
<td>10</td>
</tr>
<tr>
<td>Other</td>
<td>10</td>
</tr>
<tr>
<td>Total</td>
<td>100</td>
</tr>
</tbody>
</table>
ATTACHMENT 1: RESPONDENT INFORMATION FORM

TO: Xxxxxx

The undersigned has read the Request for Proposal (RFP) and has carefully examined all specifications/evaluation criteria therein. The undersigned certifies that he/she has visited the sites and that there are no known obstacles to prevent the execution of an agreement with Awarding Authority. The undersigned acknowledges that Awarding Authority may reject all proposals, or waive portions of the RFP for all proposals, if it deems it in the best interests of the public.

Signature: ___________________________
Name: ___________________________
Title: ___________________________

Respondent Information

Name of Respondent: ___________________________
Address: ___________________________
Name of Primary Contact: ___________________________
Title of Primary Contact: ___________________________
Primary Contact Phone Number: ___________________________
Primary Contact Fax Number: ___________________________
Primary Contact Email Address: ___________________________
Signature: ___________________________
ATTACHMENT 2: CERTIFICATE OF NON-COLLUSION

The undersigned certifies, under penalties of perjury, that this bid or proposal has been made and submitted in good faith and without collusion or fraud with any other person. As used in this certification, the word "person" shall mean any natural person, business, partnership, corporation, union, committee, club or other organization, entity, or group of individuals.

___________________________
(Signature)

___________________________
(Name of person signing proposal)

___________________________
(Name of business)
| **Nameplate Capacity of each Solar Photovoltaic system** | ___ kW dc STC |
| **Net Capacity of each Solar Photovoltaic system** | ___ kW ac |
| **Estimated Annual Electric Output of each system** | _____________ KWh/year |
| **Guaranteed Annual Electric Output of each system** | _____________ KWh/year |
| **Annual System Degradation Factor of each system** | _____________ % Per year |
| **Price per Solar Delivered Energy;** | $______ Per Kwh during the first agreement year of the term |
| **Solar Price Escalation** | ___% per year after the first agreement Year of the Term |
| **Total Solar Capital Cost** | $_____ |
| **Total Battery Capital Cost** | $_____ |
| **Price for Battery Service as a function of Solar PV Delivered Energy** | $___ per kWh during the first agreement Year of the Term |
| **Battery Expected Life and Disposal Cost** | |
| **Inverter Expected Life and Replacement Cost** | |
| **Shipping and Delivery Cost** | |
| **Warrantee of Items and ease of replacement** | |
| **Security Considerations** | |
| **Other** | |