

## Pellston Schools 20kW Solar ~ Request for Proposal

Pellston Public Schools (the owner) is soliciting proposals from a qualified solar contractor to assess, design, deliver, and install a 20kW grid tied ground mounted solar photovoltaic (PV) system at the Pellston Elementary School.

**Proposal Documents and Submission:** Proposal specifications and proposal forms are available online at [www.pellstonschools.org](http://www.pellstonschools.org) or can be emailed to you upon request. Written proposals shall be prepared from this form and submitted in a sealed envelope marked:

### **“Pellston Elementary School 20kW Solar Project”**

Proposals shall be delivered or mailed to:

Pellston Public Schools  
attn: Stephen Seelye  
172 Park Street, Pellston, MI 49769

Proposals can also be sent by email to: [sseelye@pellstonschools.org](mailto:sseelye@pellstonschools.org)

### **Proposals are due by Monday, March 22nd, 2021, by 5pm**

**Pre-Bid meeting:** A mandatory pre-bid meeting will be held at **11am on Friday, March 12th** at the Pellston Elementary School, **114 Zipf St, Pellston, MI 49769** to discuss the proposed project with representatives of the owner, so that bidders are equally apprised of the circumstances and physical layout of the project.

Bidders will be notified whether or not they were selected by Friday, March 26th.

**NOTE:** Please park in the most Southern parking lot and meet in front of the hoop house, located in the NE corner of that parking lot. This is where the ground-mounted system will go, and we will be able to inspect routes to the main service panel and interconnection location.

All COVID-19 protocols including wearing masks and physical distancing will be expected.

**Rejection waiver:** The owner reserves the right to reject any and all proposals, to waive technicalities, and to select a proposal that is deemed to be in our best interest.

**Additional Information:** Questions regarding this RFP should be directed to

Stephen Seelye - [sseelye@pellstonschools.org](mailto:sseelye@pellstonschools.org) - Phone #231.539.8421 ext: 10001

## **Project Objective, Scope, Specifications, and Contractor Expectations:**

**Project Objective** ~ The primary objective with this solar project is to provide our students and community with an opportunity to directly engage with clean energy production in as many ways as possible - in and out of the classroom - and ideally including the installation of the solar system itself. With that in mind, proposals that also offer direct ways &/or insights on how to best utilize the proposed PV technology in creative &/or proven ways to achieve our main objective will be acknowledged during the contractor selection process.

The selected contractor shall provide a total “turnkey” project including all necessary initial site assessments, equipment, materials, design, manufacturing and installation services for the installation of a complete and fully operational 20kW grid tied photovoltaic system. The contractor should prepare a system summary detailing all equipment locations, applicable equipment/size, and predicted system energy production (kWh).

**Scope** ~ The contractor shall perform all professional services as necessary to provide the School staff with a complete design package including the requirements outlined here. ***The contractor shall install the project such that it is operational and compliant with all applicable standards, building codes, UTILITY interconnection requirements, and STATE requirements.*** The contractor shall include specifications, calculations and drawings in the design package. After approval of the final design package, the contractor shall provide all necessary construction to successfully complete the photovoltaic system installation.

**The base bid shall include:** all costs included and required to properly assess, design, equip, permit, and interconnect the proposed 20kW PV system to be located on/at the Pellston Elementary School, and should include the total cost of the completely installed and fully operational system.

**Additional recommendations to base bid:** if there are additional opportunities for Pellston Schools to better or more fully utilize the base PV system that you think would add value to the students engagement, include your recommendations and costs as a separate proposal and they will be considered.

## **Proposal specifications and contractor expectations:**

**Installation Date:** Preference will be given to contractors who are able to have this system installed and operational by May 14th, 2021.

**Concept Drawings.** The contractor shall provide concept drawings with the proposal. The drawings must indicate the proposed location of the PV array(s) and access points along with a one-line electrical diagram showing inverters, transformers (if applicable), meters, and interconnection locations. All drawings shall be submitted with dimensions shown in English units.

**Concept Information.** The proposal shall include major equipment information, proposed installation/interconnection information, applicable incentive information, and performance characteristics of the system. Identify an appropriate location for the solar PV inverter equipment and its related components and environmental control systems that will meet the following criteria:

- Ease of maintenance and monitoring
- Efficient operation
- Secured location and hardware
- Compatibility with existing facilities
- Visually appealing

It is expected that the proposed concept information shall include:

Equipment Information:

- System description
- Layout of installation
- All engineering associated with structural and mounting details
- Controls, monitors, and instrumentation
- Operation and maintenance service plan
- All relevant safety information

Performance Characteristics

- Shading calculation documentation if applicable
- Solar electric array orientation and tilt
- Total expected/estimated system output
- Estimated kWh/month per array (shown over a 12 month period)
- Warranties and guarantees

Applicable Incentives

- Identify all applicable incentives

Total System Cost

- Total bid price of project including operation and maintenance for the first year, and optional service plan after the first year

**The selected contractor will be expected to initiate and pull any and all necessary permits and interconnection agreements with the Utility, and to adhere to all codes.**

**Utility Interconnection & Code Compliance:**

- The contractor shall coordinate with the Utility to ensure that the project satisfies all criteria for interconnection of the project with the Utility's electric distribution system. This includes coordinating all negotiations, meeting with the Utility, design reviews, and participating in any needed interaction between the Utility and Pellston Public Schools.

- The contractor is responsible for preparing required submissions for obtaining the Net Metering and interconnection agreement from the utility. Pellston Public Schools will sign all interconnection agreements.
- The contractor shall manage interconnection and startup of the project in coordination with Pellston Public Schools and the Utility. The contractor shall at its own expense pay any interconnection, processing, and other fees and expenses as may be required by the Utility for interconnection and operation of the project, unless otherwise indicated and agreed upon.
- The contractor shall include all safety considerations related to code compliance.

**Code Compliance.** Installation and equipment shall comply with applicable building, mechanical, fire, seismic, structural and electrical codes. Only products that are listed, tested, identified, or labeled by UL, FM, ETL, or another Nationally Recognized Testing Laboratory shall be used as components in the project. Non-listed products are only permitted for use as project components when a comparable usable listed component does not exist. Non-listed products proposed for use as components must be identified as such in all submittals.

**All contractors must provide proof of liability and workers compensation insurance, and all warranty details for equipment and labor with the proposal.**

The contractor shall use project components that are or are made of materials that are recyclable, contain recycled materials, and that are EPA or Energy Star rated if they are available on the market.

## **INFORMATION**

Some architectural, mechanical and electrical drawings of the Pellston Elementary School may be available upon request.

See accompanying Proposal Cover Letter form to fill out and include as page #1 with your proposal.