



January 17, 2008

To Whom It May Concern:

The City of Dover will receive sealed proposals on February 14, 2008 at 2:00 p.m. local time for the purchase and installation of the **PUBLIC UTILITY PHOTOVOLTAIC SYSTEM, PROPOSAL NUMBER 08-0065DPU.**

The RFP must be submitted with one original and at least one copy. Proposals may be submitted electronically by email to the Office of the City Clerk using the email address bids@dover.de.us

All vendors must complete the request for proposal (RFP) notice and fax it to (302) 736-7178 if they intend to bid. Any vendor not returning the form may not receive published addenda.

Your proposal is not revocable for ninety (90) days following the response deadline indicated above.

If you have questions concerning this Request for Proposal, they must be made in writing and emailed to me at [purchasing\[at\]cityofdover.com](mailto:purchasing@cityofdover.com). All questions must be submitted no later than February 6, 2008. All questions will be compiled and answered in the form of an addendum and will be faxed to all prospective bidders who return the RFP solicitation form attached. All changes or corrections to this Request for Proposal will be handled by addenda issued by the Purchasing Agent. The receipt of all Addenda must be acknowledged on the proposal submission form.

The City of Dover reserves the right to request corrections, clarifications, and/or additional information pertaining to Respondent's response.

It has been determined that this solicitation be offered as a request for competitive sealed proposals, pursuant to **Delaware Code Title 29, Chapter 6924 (a)**, because the use of competitive sealed bidding is not in the best interest of the City. The use of competitive sealed proposals is necessary to:

- Conduct Oral or written discussions with offerors concerning technical and price aspects of their proposals;
- Afford offerors an opportunity to revise their proposals;
- Compare the different price, quality and contractual factors of the proposals submitted.
- A copy of the complete warranty must be included with the proposal.
- The price and complete description of any additional or extended warranty offered must be included in the proposal.

RFP's will be opened publicly at the time and place designated in this letter. The main purpose of the bid opening is to reveal the name(s) of the bidder(s), not to serve as a forum for determining the low bidder(s).

The contract shall be awarded within 90 days of the closing date to the offeror whose proposal is determined in writing to be most advantageous to the City. All prices must be held firm for a minimum of 90 days from the date of the opening. The proposals, summaries, and tabulations shall not be open for public inspection until after receipt of a fully executed contract.

Conflict of Interest Clause:

Pursuant to Dover Code, Chapter 30, Section 30-33, No city employee or official may participate on behalf of the city in the review or disposition of any matter pending before the city in which he has a personal or private interest. No city employee or official shall benefit from any contract with the city, nor solicit any contract, and shall not enter into any contract with the city (other than an employment contract). No person who has served as a city employee or official shall represent or otherwise assist any private enterprise on any matter involving the city, for a period of two years after termination of his employment or elected or appointed status with the city, if he gave an opinion, conducted an investigation or otherwise was directly and materially responsible for such matter in the course of his official duties as a city employee or official. All parties hereto declare and affirm that no officer, member, or employee of the City, and no member of its governing body, and no other public official of the City who exercises any functions or responsibilities in the review or approval of the undertaking described in this contract, or the performing of services pursuant to this contract, shall participate in any decision relating to this contract which affects his or her personal interest, or any corporation, partnership, or association in which he or she is directly or indirectly interested; nor shall any employee of the City, nor any member of its governing body, have any interest, direct or indirect, in this contract or the proceeds thereof.

The City of Dover reserves the right to waive technicalities, to reject any or all bids, or any portion thereof, to advertise for new proposals, to proceed to do the work otherwise, or to abandon the work, if in the best interest of the City.

All proposals are to be received by the Office of the City Clerk, 15 East Loockerman Street, Dover, DE, 19901 no later than the 2:00 p.m. bid opening. All proposals will be opened in the presence of the City Clerk or his/her designee. The name of each offeror shall be read publicly. All other information contained in the proposals shall be confidential so as to avoid disclosure of information prejudicial to competing offerors during the negotiation process. Any and all proprietary information contained within the proposal must be clearly marked. The cover must indicate that the proposal contains such information. Copies of the proposals will not be provided to competing vendors.

Minority vendor preference shall be three percent (3%) of the value of the award. **The vendor must identify qualification and claim to the preference on the submitted documents.** The vendor must provide authoritative proof of qualification for this preference such as identification in the certification directory maintained by the State of Delaware, Department of Administrative Services, Office of Minority and Women Business Enterprises. This preference is to be considered as stand alone and can not be added to any other preference that may be allowed.

Local vendor preference shall be considered for materials, equipment, construction contracts, and utility contracts. Local vendor preference shall be three percent (3%) of the annual value of the award. The term local vendor is defined as a gradually increasing range with preference assigned as follows:

Rule 1: Vendor located within the city limits of the City of Dover.

Rule 2: Vendor located within Kent County, Delaware (applicable only if no vendor qualifies under rule 1)

Rule 3: Vendor located within the State of Delaware (applicable only if no vendor qualifies under rules 1 & 2)

In the event that no vendor qualifies under rules 1, 2, or 3, no local vendor preference will be awarded. **The vendor must identify qualification and claim to the preference on the submitted proposal documents.** This preference is to be considered as stand alone and can not be added to any other preference that may be allowed.

A bid bond or certified check in the amount equivalent to ten percent (10%) of the proposal amount shall be required with each proposal. Acceptable bid security shall be limited to a bid bond in a form satisfactory to the City underwritten by a company licensed to issue bid bonds in this state or a bank certified check. If a bid does not comply with security requirements, it shall be rejected as being non-responsive. The check or bid bond of the bidder to whom the contract is awarded will be forfeited to the City of Dover as liquidated damages in case the contract and performance bond are not executed within fifteen days after receiving official notification of award.

A performance bond shall be required from the successful bidder for a construction contract. Such a bond shall be for the full amount of the contract. If the contractor fails to provide such a bond or a binder within fifteen days of the award of the contract, the award of the contract or the contract shall be void. The bond shall be released by the City of Dover upon successful completion of the contract and upon a detailed inspection of the contracted work.

In the event the contractor does not fulfill its obligations under the terms and conditions of this contract, the City of Dover may contract for an equivalent product on the open market. Any difference in cost between the contract prices herein and the price of open market product shall be the responsibility of the contractor. Under no circumstances shall monies be due the contractor in the event open market products can be obtained below contract cost. Any monies charged to the contractor may be deducted from an open invoice.

Neither the contractor nor the City of Dover shall be held liable for non-performance under the terms and conditions of this contract due, but not limited to, government restriction, strike, flood, fire, or unforeseen catastrophe beyond either party's control. Each party shall notify the other in writing of any situation that may prevent performance under the terms and conditions of this contract.

Vendors must provide references to the City of Dover upon request. Vendor references may be checked to verify the proposer's ability to perform the contract requirements, the quality of work and the ability to meet obligations.

ENVELOPES MUST BE MARKED "PHOTOVOLTAIC SYSTEM, RFP NUMBER

08-0065DPU RFP OPENING FEBRUARY 14, 2008, 2:00 P.M. No faxed bid will be accepted. Bids may be submitted electronically by email to the Office of the City Clerk using the email address bids@dover.de.us. The computerized date/time indication on the electronic bid will be the sole determination of receipt. **All electronic bids submitted by email must reference the bid number (08-0065DPU) in the subject line of the submission or they will not be considered.** Failure to comply with the above format *may* result in disqualification of your bid. Submission of an electronic bid does not eliminate the requirement for a bid bond.

Proposals will be opened in the CITY COUNCIL ROOM across from the City Clerks Office.

The City of Dover shall have the right to reject any or all proposals if deemed to be in the best interest of the City, such as but not limited to local vendor preference and minority vendor preference while awarding bids.

Sincerely,

Peter K. Gregg
Contract and Procurement Manager
City of Dover
(302) 736-7795
Fax (302) 736-7178
Purchasing[at]cityofdover.com
www.cityofdover.com



REQUEST FOR PROPOSAL SOLICITATION NOTICE

RFP Number: 08-0065DPU

RFP Opening: February 14, 2008, 2:00 p.m.

Description: Public Utility Photovoltaic System

If you are interested in the request for proposal described above, you can download it in Adobe PDF format from our web site <http://www.cityofdover.com>. Any amendments or other additional information related to this solicitation will be posted with the original document on the web site.

If you do not have internet access and want to receive this request for proposal, all subsequent amendments, or additional information on the bid package, please provide the requested information to:

The City of Dover
 Central Services Department
 710 William Street
 Dover, DE 19904
 Fax: (302) 736-7178, attention Peter Gregg
 Phone: (302) 736-7795
 e-mail: [purchasing\[at\]cityofdover.com](mailto:purchasing[at]cityofdover.com)

Please complete the following and return this form to Central Services:

Company:	Vendor Response /Request
Address	No bid at this time, please retain on bid list
	Please send complete RFP package
Contact:	I will download the RFP package
Phone	I intend to bid
Fax	I do not intend to bid
e-mail for ITB/RFP	Other:

**CITY OF DOVER, DELAWARE
ELECTRIC DEPARTMENT
GENERAL CONSTRUCTION FEATURES
AND SPECIFICATIONS
RENEWABLE SOLAR ENERGY**

**CITY OF DOVER
ELECTRIC DEPARTMENT
SPECIFYING STANDARD
NEW, 5 kW, ROOFED MOUNTED
PHOTOVOLTAIC SYSTEM**

SCOPE

- 1.1 This standard covers electrical and dimensional characteristics of a 5 kW, roof mounted, completely self protected, photovoltaic system.
- 1.2 All requirements shall be in accordance with the latest revisions/updates of the IEEE 519, IEEE 929, NEC 690, UL 1703, and UL 1741.

GENERAL INTERCONNECTION AND PROTECTION REQUIREMENTS

- 2.1 The generator shall be equipped with protective hardware and software designed to prevent the generator from energizing a de-energized circuit. The generator must automatically disconnect from the system if the grid source is lost, irrespectively of connect loads or other generators.
- 2.2 The generator shall be equipped with the necessary protective hardware and software designed to prevent sustained parallel operation of the generating equipment with the system, unless the system service voltage, current, flicker, frequency, harmonics, and power factor aren't within acceptable magnitudes as defined in "Technical Considerations Covering Parallel Operations of Customer Owned Generation".
- 2.3 The generator and interface protection schemes shall be continuously monitored and functioning. The generator shall immediately disconnect from the system for any condition that would make the protection scheme inoperable.
- 2.4 The operating power required for the protection and control schemes for the generator and the control power used to disconnect the generator from the system, must not be dependent on the grid power.

- 2.5 Applicable circuit breakers or other interrupting devices at the facility must be capable of interrupting the maximum available fault current at the site, including any contribution from the generator.
- 2.6 A manual disconnect must be installed which, when opened, will have the effect of isolating the generator from the grid. The disconnect device shall have a visible break (a disconnect switch, a draw-out circuit breaker, fuse block, etc. as appropriate to the voltage level), will at all times be accessible to personnel, and shall be capable of being locked in the open position via a city padlock.

REQUIRED TECHNICAL DOCUMENTS

- 3.1 A copy of equipment test data or equipment owner's manuals (solar panel, inverters, etc) shall be provided and be in accordance with IEEE 519, IEEE 929, NEC 690, UL 1703, and UL 1741.
- 3.2 A copy of the system wiring schematic shall be provided.
- 3.3 A copy of the plot diagram shall be provided. The plot diagram must show orientation, slope and possible shading locations.

LABELLING

- 4.1 Unit labels shall include the following:
 - 4.1.1 Manufacture date of units.
 - 4.1.2 Serial number of units.
 - 4.1.3 Size of units.
- 4.2 System labels shall include the following:
 - 4.2.1 Interconnection Generation Site Warning Label – A warning label shall be installed on the electric meter or meter box to notify the personnel that there is a generator source installed on the load side of the meter.
 - 4.2.2 Manual Disconnect Label – A disconnect label shall be installed near the meter or meter box, to notify personnel that the system can be isolated from the grid.

BIDS/EVALUATIONS

- 5.1 Vendors shall furnish technical documents and guarantee equipment is in accordance with tolerances established by IEEE 519, IEEE 929, NEC 690, UL 1703, and UL 1741.

- 5.2 The following additional parameters shall be furnished for evaluation with the bids.
 - 5.2.1 Total Cost (in dollars).
 - 5.2.2 Experience performing similar size and scope projects. Include references.
 - 5.2.3 Proposed install date.
 - 5.2.4 Exception to bid documents.
 - 5.2.5 Total overall engineering aesthetics.
- 5.3 Bid prices shall be firm through for ninety (90) days and the price will include all materials, labor and related expenses to complete the installation. The completed project shall meet the requirements of the Delaware Green Energy Program, and will only be accepted by the City of Dover, DE, after final approval from this Program.
- 5.4 The City reserves the right to award a bid on the basis of purchase price, delivery date, other parameters or any combination there of.
- 5.5 The City reserves the right to reject any or all bids.

ADDITIONAL INFORMATION

- 6.1 The contractor will facilitate the application process through the State of Delaware Green Energy Program.
- 6.2 The contractor must follow procedures, as defined in the “Green Energy Program Participating Contractor Guidelines and Application”.
- 6.3 The contractor shall be a recognized contractor within the Delaware Green Energy Program.
- 6.4 Funding shall be from the Delaware Green Energy Program and the project will depend on this funding.
- 6.5 Instructions and documents shall be acquired through the Delaware Energy Office – 1203 College Park Drive, Suite 101, Dover, DE 19904. Phone: 302-735-3480
Fax: 302-739-1840.
Web: www.energy.dnrec.delaware.gov

REFERENCE FORM
PUBLIC UTILITY PHOTOVOLTAIC SYSTEM
CITY OF DOVER

1. COMPANY NAME: _____

ADDRESS: _____

CONTACT PERSON: _____

TELEPHONE #: _____

FAX#: _____

EMAIL _____

WEB ADDRESS _____

2. COMPANY NAME: _____

ADDRESS: _____

CONTACT PERSON: _____

TELEPHONE #: _____

FAX#: _____

EMAIL _____

WEB ADDRESS _____

3. COMPANY NAME: _____
ADDRESS: _____

CONTACT PERSON: _____
TELEPHONE #: _____
FAX#: _____
EMAIL _____
WEB ADDRESS _____

4. COMPANY NAME: _____
ADDRESS: _____

CONTACT PERSON: _____
TELEPHONE #: _____
FAX#: _____
EMAIL _____
WEB ADDRESS _____

**PUBLIC UTILITY PHOTOVOLTAIC SYSTEM
CITY OF DOVER**

Request for Proposal Number 08-0065DPU

DESCRIPTION	BID PRICE (FIGURES)
All materials, Labor and related expenses to complete the purchase and installation of a 5kW, roof mounted, completely self protected, photovoltaic system. _____ Dollars _____ Cents	

Name of bidder: _____
(Individual, Firm, or Corporation)

Point of contact: _____
(Printed name of individual whose signature appears below)

Signature of bidder: _____

Business Address: _____

Telephone number: _____

Fax number: _____

Date of bid: _____

Request for Proposal Vendor Checklist

RFP 08-0065DPU Public Utility Photovoltaic System

Vendor Name: _____

Technical Documents	Yes	No
Wiring Schematic	Yes	No
Plot Diagram	Yes	No
Total Cost in Dollars	Yes	No
Description of Relevant Experience	Yes	No
References	Yes	No
Proposed Install Date	Yes	No
Exception to Bid Documents	Yes	No
Addendum Receipt Record:	Yes	No
Reference Form:	Yes	No
Bid Bond	Yes	No
Original and One Copy:	Yes	No