



Request for Proposals

Solar Panel Maintenance and Service for a 1.38 MW DC /1.00MW AC SOLAR ARRAY

ISSUED DATE: April 16, 2024

ISSUED BY: Richland – Lexington Airport District
3250 Airport Boulevard West Columbia, 29170
West Columbia, SC 29170

POINT OF CONTACT: Mr. Thomas Tapp Airport \Facilities Manager
Email: t.tapp@flycae.com

MANDATORY MEETING: May 21, 2024, at 10:00 a.m. EDT
Airport Maintenance Facility
3400 Air Commerce Dr.
West Columbia, SC 29170

QUESTION DEADLINE: May 23, 2024; no later than 2:00 p.m. EDT
Richland – Lexington Airport District
Attn: Thomas Tapp Airport Facilities Manager
3400 Air Commerce Drive
West Columbia, SC 29170

PROPOSAL DEADLINE: May 30, 2024; no later than 2:00 p.m. EDT
Richland – Lexington Airport District
Attn: Thomas Tapp Airport Facilities Manager
3400 Air Commerce Drive
West Columbia, SC 29170

PURPOSE OF REQUEST

The Richland-Lexington Airport District (“District”) through this Request for Proposal (“RFP”) seeks proposals from qualified Contractor or entities to serve as an operations and maintenance provider Commercial Service and Maintenance for a 1.38 MW DC /1.00 MWAC Solar Array the Columbia Metropolitan invites written proposals from qualified Contractors to provide commercial -scale solar services at the Columbia Metropolitan Airport.

I. INSTRUCTIONS TO PROPOSERS

A. Contractors shall submit Three (3) hard copies of their proposal. Proposals must be enclosed in a sealed envelope, box or package, and clearly marked on the outside with the following: DO NOT OPEN – PROPOSAL ENCLOSED, “Solar Maintenance and Services”, Contractor’s name, address, phone, and primary contact name. Proposals must be delivered to the following address:

Columbia Metropolitan Airport
3400 Air Commerce Drive
West Columbia, SC 29170
Attention: Thomas Tapp Airport Facilities Manager

B. All proposals must be delivered by **2:00 p.m. EDT, May 30, 2024**. Requests for an extension of time to submit will not be granted. Late proposals will be rejected. Requests to modify or withdraw a proposal after its submission will not be considered. Proposals sent via e-mail or fax will not be accepted.

C. The opening and reading of a proposal do not constitute the District's acceptance of the Contractor as a responsive and responsible Proposer.

D. It is the sole responsibility of the Contractor to ensure that the proposal arrives on time and bears the handwritten signature of an officer duly authorized to sign all three copies. The name, address, and telephone number of the person to contact must be clearly identified.

E. Any questions about the RFP should be directed in writing to:

Mr. Thomas Tapp
Manager of Facilities
3400 Air Commerce Drive
West Columbia, SC 29170
Email: t.tapp@flycae.com

F. No proposal may be withdrawn for a period of ninety (90) days after the proposal submission deadline.

G. Other than with written consent from the Point of Contact, all Proposers, including any persons affiliated with or in any way related to a Proposer, are strictly prohibited from contacting any Commissioners or any District personnel on any matter having to do in any aspect with this RFP after April 16, 2024. Any other contact with such people associated with the District shall be made only through and in coordination with the Point of Contact and must be made in writing. Prohibitive or inappropriate contacts made by the Proposer may result in the disqualification of the Proposer. This requirement will be strictly enforced.

H. The District may elect to issue addenda to this RFP. All addenda will be posted on the District website at the following URL:

<https://flycae.com/procurement-bids/>

It is the responsibility of the Proposer to view, obtain or download all addenda issued by the District for this RFP. The Proposer shall acknowledge all issued addenda on the Acknowledgement of Addendum Form.

- I. Submission of a proposal establishes a conclusive presumption that the Contractor is thoroughly familiar with the Request for Proposal (RFP) and that the Contractor understands and agrees to abide by all the stipulations and requirements contained therein.
- J. All notations must be typed or printed in ink. No erasures are permitted. Mistakes may be crossed out and corrections must be initialed in ink by the person(s) signing the Proposal Form.
- K. All costs incurred in the preparation and presentation of the proposal is the Contractor's sole responsibility; no costs will be reimbursed to any Proposer.
- L. All documentation submitted with the proposal will become the property of the District.
- M. Proposals are to be submitted as outlined below:
 - 1. Proposer Questionnaire
 - 2. References
 - 3. Annual Price Escalation
 - 4. Proof of Insurance Coverage
 - 5. Certification
 - 6. Proposal Form
 - 7. Acknowledgment of Addendum
- N. The District reserves the right to cancel any or all solicitations, in whole or in part, as well as reject any or all proposals, or to accept or reject any proposal in part, and to waive any minor informality or irregularity in proposals received if it is determined by the Executive Director or his designee that the best interest of the District will be served by so doing. If the solicitation is canceled or all proposals are rejected by the District, a notice will be posted on the District website as identified for the posting of addenda. A proposal will not be considered from any person, firm or corporation that is in arrears or in default to the District on any contract, debt, or other obligation, or if the Proposer is debarred by the District from consideration for a contract award.
- O. Proposals are subject to public disclosure after the final ranking in accordance with state law. All information contained in any submitted bid, request for proposal, or request for qualifications document to the District will be available for public review upon Freedom Of Information Act (FOIA) request. All Contractors are hereby advised that any information that they may consider to be confidential or proprietary and would give a competitive advantage if disclosed, should be identified, along with a statement as to whether or not a claim of confidential or proprietary privilege is being asserted. If such information is later sought by an FOIA request, the Contractor will be allowed to justify its claim of privilege and the District will assess the validity of the said claim in advance of any release.

- P. In the event a contract is entered into pursuant to this RFP, the Contractor shall not discriminate against any qualified employee or qualified applicant for employment because of race, sex, color, creed, national origin, or ancestry. The Contractor must include in all subcontracts a provision similar to the above.
- Q. Any ambiguity in any proposal as a result of omission, error, lack of clarity or non-clarity by the Contractor with this RFP, instructions, and all conditions of the submission shall be interpreted in the light most favorable to the District.
- R. The District has set the following schedule :

| <u>Action Item</u> | <u>Date</u> |
|---|-------------------------------|
| Request for Proposal Issued | April 16, 2024 |
| Mandatory Meeting and Site Tour | May 21, 2024, at 10:00 am EDT |
| Deadline for Proposal Question Submission | May 23, 2024, by 2:00 pm EDT |
| Deadline for Proposal Submission: | May 30, 2024, by 2:00 pm EDT |

II. TERMS AND CONDITIONS

- A. The District is seeking proposals from Contractors to provide Solar Maintenance and Services for a period effective August 1, 2024 – August 31, 2027.
- B. The District reserves the right to reject any or all proposals or to award the contract to the next most qualified Contractor if the selected Contractor does not execute a contract within fourteen (14) days after the award of the proposal.
- C. The District reserves the right to request any supplementary information it deems necessary to evaluate the Contractor's experience, qualifications, or to clarify or substantiate any information contained in the Contractor's submittal.
- D. Any proposal submitted will constitute an irrevocable offer, for a period of ninety (90) days, to sell to the District the services set forth in the enclosed Scope of Work and Specifications.
- E. If through any cause, the Contractor shall fail to fulfill in a timely and proper manner the obligations agreed to, the District shall have the right to terminate its contract by specifying the date of termination in a written notice to the Contractor at least thirty (30) days before the termination date. In this event, the Contractor shall be entitled to just and equitable compensation for any satisfactory work completed.
- F. Any agreement or contract resulting from the acceptance of a proposal shall be on forms either supplied by or approved by the District and shall contain, at a minimum, applicable provisions of the RFP. The District reserves the right to reject any agreement that does not conform to the RFP and to any District requirements for agreements and contracts.

- G. The Contractor shall not assign any interest in the contract and shall not transfer any interest in the same without the prior written consent of the District.
- H. No reports, information, or data given to or prepared by the Contractor under the contract shall be made available to any individual or organization without prior written approval from the District.
- I. The Contractor is responsible for any damage caused by their employees and/or equipment to any District property (structures, windows, and roof, etc.) and shall replace any damaged piece of property at no cost to the District.
- J. Insurance Requirements: The selected Contractor shall carry and keep in force a comprehensive general liability and employer liability insurance by an insurance company authorized to do business in the State of South Carolina with limits of liability as follows:

| | |
|---------------------------------|---|
| Employer Liability | \$1,000,000 |
| Comprehensive General Liability | |
| Bodily Injury | \$1,000,000 each occurrence, and \$2,000,000 aggregate |
| Property Damage | \$1,000,000 each occurrence, and \$2,000,000 aggregate |

The selected Contractor shall furnish certificates of professional liability insurance satisfactory to the District as to contents and carriers. Upon execution of a contract, the selected Contractor shall furnish to the District a good and sufficient Certificate of Insurance by said insurance company, and an Owner’s Protective Liability Policy naming the Richland-Lexington Airport District, the Richland-Lexington Airport Commission, and the Richland-Lexington Airport District Employees as named insured. Both policies shall contain the stipulation and agreement that the insurance provided by said policies is continually in full force and effect and is not subject to cancellation or modification in full or in part without thirty (30) days advance written notice to the District.

- K. Workers’ Compensation and Employer’s Liability Insurance: The Contractor shall maintain workers’ compensation and employer’s liability insurance in the amounts and form required by the laws of the State of South Carolina. The Contractor shall furnish a certification of said insurance to the District certifying that the District will be given thirty (30) days written notice of non-renewal, cancellation or other material change.

III. SELECTION PROCESS AND CRITERIA

The district will evaluate all proposals during which time they may ask questions of a clarifying nature from the Contractor(s) and/or contact any references provided. All Proposers will be notified of the results of the selection process. The selection process used for determining the most successful proposal is best described as a “Competitive Proposal” process in which pricing is one of the most important criteria but not the only criteria. The factors in the evaluation process include:

- A. Proposer Questionnaire
- B. Responsiveness of the proposal to the scope of services outlined in the district’s request and adherence to the proposal format.

QUALIFICATIONS/CERTIFICATIONS

Proposals will be considered only from responsible individuals, co-partnerships, corporations, or other private organizations demonstrating that they have the ability to maintain a staff of regular employees adequate to ensure the continuous performance of the work. Labor relations measured by standards of compensation, promptness in meeting obligations, and frequency of personnel changes, among other things, will be considered in determining whether a proposer has an established operating organization.

The proposer must also have the applicable licenses and certifications to perform Window Washing Services in this RFP.

IV. SCOPE OF WORK

OPERATION AND MAINTENANCE SERVICES SHALL INCLUDE BUT NOT LIMITED TO LIMITED TO THE FOLLOWING:

- Online Monitoring
- Performance Monitoring, notification, and troubleshooting- must have the personnel to notify the Columbia Airport Maintenance Department of an outage or decrease in system production.
- Corrective maintenance (including necessary repairs or replacement) to mitigate and risk to the system or minimize downtime.
- Corrective maintenance of power conversion devices. If appropriate, verify that all the micro-inverters and optimizer are functioning.
- Corrective maintenance of power conversation
- Annual preventive maintenance and inspections to identify and fix problems before they occur, including infrared photography for hot spots, manufacturer recommended maintenance, hardware torque checks, array cleanings, and off-site vegetation management (tree shade)

VI. SUBMISSION CRITERIA & OTHER REQUIREMENTS

Respondents will be assessed based on their ability to meet the following requirements. Evidence or description of how respondent will meet these requirements should be clearly addressed within the response to this RFP.

- A. Ability to perform the above scope of work.
- B. Ability to respond to systems outage for emergency maintenance within 24 hours of the system outage.
- C. Maintain of spare parts inventory for major equipment (modules, inverters, sensors)
- D. Provide maintenance report after each visit as well as an annual maintenance summary report.

VII Work Experience & Capabilities

Respondent should also include information on the following, demonstrating applicable work experience.

- Number and size of projects for which respondent provides O&M, services in the US and South Carolina
- Length of time respondent has been providing O&M services.
- At least 3 references

Assessment:

Respondents will be assessed based on their ability to meet the above submission criteria, work experience. When responding, please be sure to detail those aspects of the requested scope of services which are part of any standard scope of services versus any that should be considered add-on services. Any difference in pricing between the standard scope of services and add-on should be clearly indicated.

Each respondent shall carefully examine this RFP and all amendments, exhibits, revisions and other data and materials provided with respect to this RFP process. Respondents should familiarize themselves with all proposal requirements prior to submitting their proposal. Should the respondent require clarification or wish to request interpretations of any kind, the respondent shall submit a written request electronically to t.tapp@flycae.com by May 23, 2024. The Airport Facilities Manager.

Please click link to view As-built Drawings:

 [Solar Panel Project.pdf](#)

END OF SCOPE OF WORK AND SPECIFICATIONS>

V. PROPOSERS QUESTIONNAIRE

1. Furnish the Company name, principal address, and phone number:

2. How many years has your organization been in the Solar Panel Maintenance and Servicing Business?

3. How many years of experience has your organization had with related work to this RFP?

4. How many employees does your organization have?

5. What are your organization’s technical capabilities and approach to meeting the specification requirements? Use additional sheets if necessary.

6. List the name(s) and contact number(s) for the supervisor(s) that will oversee this account.

7. What are the capabilities and experience of the supervisor(s) that will oversee this account?

8. Does the Contractor have, or can they obtain the insurance coverage for this project as described in the “Terms and Conditions” section of the RFP?

Yes No

9. In the last five years has any insurance carrier, for any form of insurance, refused to renew the insurance policy for the Contractor?

Yes No

If “yes,” give name, the insurance carrier, the form of insurance and the year of the refusal.

10. At the time of submitting this Questionnaire, is the Contractor **ineligible** to bid on or be awarded a public contract in the state of South Carolina?

Yes No

11. Has South Carolina OSHA cited and assessed penalties against the Contractor for any “serious,” “willful” or “repeat” violations of its safety or health regulations in the past five years?

Yes No

NOTE: If you have filed an appeal of a citation, and the Occupational Safety and Health Appeals Board has not yet ruled on your appeal, you need not include information about it.

If “yes,” provide a brief explanation of the citation. Use additional sheets if necessary.

12. Has the federal OSHA cited and assessed penalties against the Contractor Firm in the past five years?

Yes No

NOTE: If you have filed an appeal of a citation, and the Occupational Safety and Health Appeals Board has not yet ruled on your appeal, you need not include information about it.

If “yes,” provide a brief explanation of the citation. Use additional sheets if necessary.

REFERENCES

References: Please provide at least five (5) current commercial/institutional customer references that have Solar Maintenance Services of a similar type, size, complexity, and use.

1. Business Name: _____
Contact Name: _____ Title: _____
Address: _____
Email: _____ Phone: _____
Length of relationship: _____

2. Business Name: _____
Contact Name: _____ Title: _____
Address: _____
Email: _____ Phone: _____
Length of relationship: _____

3. Business Name: _____
Contact Name: _____ Title: _____
Address: _____
Email: _____ Phone: _____
Length of relationship: _____

4. Business Name: _____
Contact Name: _____ Title: _____
Address: _____
Email: _____ Phone: _____
Length of relationship: _____

5. Business Name: _____
Contact Name: _____ Title: _____
Address: _____
Email: _____ Phone: _____
Length of relationship: _____

ANNUAL PRICE ESCALATION

Requirements for Allowance of Annual Price Escalation: The prices proposed for any Goods and/or Services shall not increase during the initial term of the contract. However, if you anticipate that you will not be able to maintain firm prices for any renewal period, a change in price based on a fixed percentage as indicated below **will be considered** if the following conditions are met:

Any annual price escalation you choose will be considered in the evaluation of your proposal. You must notify CAE, in writing, no later than 120 days before the initial contract period ends, or any renewal period ends, of your intent to exercise your request for a price escalation. **Failure to notify CAE will result in CAE denying any price escalation.** In no event can the proposed escalation exceed the fixed percentage stipulated in the proposal. The notice may be sent by certified mail to Mr. Gregg Hornsby, Director of Finance, 3250 Aviation Way, West Columbia, SC 29170.

Your stipulated fixed percentage price escalation: _____ %

Company Name: _____

Authorized Signature: _____

Title: _____

PROOF OF INSURANCE COVERAGE

Proposer shall provide the District with satisfactory evidence of the Proposer’s Professional Liability Insurance from a company satisfactory to the District and licensed to transact business in the State of South Carolina. Proposer shall submit this form with its proposal.

INSURER:

COMPANY NAME: _____

COMPANY ADDRESS: _____

CONTACT NAME AND PHONE: _____

Proposer is required to submit a letter or certificate from the Company providing insurance certifying that the Contractor has professional liability insurance in accordance with the terms set forth in this RFP.

Date: _____

Corporate Proposer:

Business Name _____

Proposer Name: _____

Proposer Title: _____

Corporate Secretary/Assistant: _____

Secretary (Seal)

Non-Corporate Proposer

Business Name _____

Proposer Name: _____

Proposer Title: _____

Notary Public: _____

My Commission Expires: _____

Notary Public (Seal)

CERTIFICATION

I, undersigned, on behalf of the Contractor, certify and declare that I have read all the foregoing answers to this Proposer’s Questionnaire and know their contents. The matters stated in the answers are true of my own knowledge and belief, except as to those matters stated on information and belief, and as to those matters, I believe them to be true. I declare under penalty of perjury under the laws of the State of South Carolina that the foregoing is correct.

(Signature)

(Printed name)

(Title)

(Date)

The Proposer shall provide a price for each aspect, and a total shall be given for each aspect and section.

| COMPANY NAME OF BIDDER | YEAR 1 TOTAL ANNUAL PRICE | YEAR 2 TOTAL ANNUAL PRICE | YEAR 3 TOTAL ANNUAL PRICE |
|------------------------|---------------------------|---------------------------|---------------------------|
| | \$ | \$ | \$ |

All items shall be proposed in their entirety. Proposals submitted without prices for all Item Prices and Total Prices will be considered non-responsive and will be rejected.

ACKNOWLEDGMENT OF ADDENDUM

Proposers must initial each applicable Addendum below and complete the designated Corporate or Non-Corporate Proposer section and submit this form with their Proposal as an acknowledgment of receipt of all issued Addendum.

This is to acknowledge receipt of the following **Addendum(s)** for **Request for Proposals (RFP)** for Solar Panel Maintenance and Service for a 1.38 MW DC /1.00MW AC SOLAR ARRAY

1. _____; 2. _____; 3. _____; and 4. _____.

Dated the _____ day of _____, 20_____

Corporate Proposer:

Business Name _____

Proposer Name: _____

Proposer Title: _____

Corporate Secretary/Assistant: _____

Secretary (Seal)

Non-Corporate Proposer

Business Name _____

Proposer Name: _____

Proposer Title: _____

Notary Public: _____

My Commission Expires: _____

Notary Public (Seal)