

# RFP FOR ROOFTOP SOLAR ELECTRICITY ON PUBLIC BUILDINGS

## CITYWIDE ADMINISTRATIVE SERVICES

### SOLICITATIONS

*Services (Other Than Human Services)*

**CITY OF NEW YORK RFP FOR ROOFTOP SOLAR ELECTRICITY ON PUBLIC BUILDINGS** – Competitive Sealed Proposals – Specifications cannot be made sufficiently definite - PIN# 856080000633 – DUE 06-02-08 AT 11:00 A.M. – The City of New York (“the City”) is exploring the use of renewable energy resources within the City’s jurisdiction. The City as represented by the Department of Citywide Administrative Services (the “Agency”) is seeking an appropriately qualified vendor to initiate engagement of solar photovoltaic system developers for the installation and electricity service of up to a total of two (2) Megawatts (MW) peak of solar photovoltaic systems (“PV systems”) to be installed on a number of City-owned building rooftops. Electricity generated by the solar installations will be used by the City.

The Agency’s goals and objectives for this RFP are:

- To implement the Mayor’s long-term sustainability plan, PlaNYC (<http://www.nyc.gov/planyc>) and contribute to the realization of its goals to 1) ensure clean, reliable energy for all New Yorkers, 2) achieve the cleanest air of any large U.S. city, and 3) reduce greenhouse gas emissions by 30 percent by 2030;
- To increase the use of cleaner and more diverse energy supplies by including more renewable energy in the fuel mix;
- To promote electricity peak load management;
- To utilize City-owned rooftop spaces to effectively generate electricity using PV systems;
- To install PV systems that deliver up to two (2) Megawatts (MW) of solar electricity efficiently, optimizing use of available roof area;
- To reduce the per unit cost of installing PV systems by making a relatively significant and long-term investment;
- To promote the investment in PV systems by industries and businesses within the region;
- To pilot innovative financing mechanisms for PV system installations;
- To educate the public about the benefits of renewable energy generation through display of energy generated using required Data Acquisition Systems; and
- To lead by example by demonstrating the City’s commitment to finding cleaner energy sources and to better understand the challenges and opportunities associated with rooftop PV system installations.

The Contractor shall be responsible for:

- Completing the design and engineering of the PV systems;
- Obtaining all required permits, inspections, reviews, approvals, and warranties for satisfying all City and utility requirements;
- Procuring all materials and components for the PV system installation and operation;
- Installing the PV systems, which shall include successful utility interface, testing and commissioning;
- Owning and financing the PV systems;
- Training City site personnel at each site in basic operation and troubleshooting of the PV systems immediately following start-up;
- Providing up to a total of five (5) additional training sessions thereafter;
- Maintaining and repairing the PV systems;
- Monthly reporting of electricity generation output of the PV systems to the Agency;
- Billing the City monthly for the electricity generated;
- Removing the PV systems from each site at the end of the contract term unless otherwise agreed to between the City and Contractor during the contract term.

Interested parties may download the RFP from the City Record On-Line, at <http://a856-internet.nyc.gov/nycvendoronline/VendorShort/asp/VendorMenu.asp>

The document may also be picked up from DCAS/Office of

Contracts at 1 Centre Street, Municipal Building, 18th Floor, New York, NY 10007 between 9:00 A.M. and 4:00 P.M. on regular City business days.

A pre-proposal conference will be held on May 12, 2008 at 10:00 A.M. at the Department of Citywide Administrative Services, 1 Centre Street, 18th Floor Pre-Bid Room, New York, NY 10007. Attendance by proposers is optional but strongly recommended by the Agency.

Site Visits will be held during the Week of April 28, 2008. See schedule in Appendix B on page 36 of the RFP. ALL locations are identified in Appendix B.

Attendance at all site visits by proposers is optional but strongly recommended in order to perform preliminary assessment of solar potential, which is a required component of the Technical Proposal. Please RSVP your attendance by sending an email to the contact person, Grace Seebol email: [gseebol@dcas.nyc.gov](mailto:gseebol@dcas.nyc.gov) no later than Thursday, April 24 2008.

All prospective proposers must arrive at the sites no later than the scheduled arrival times set forth in Appendix B. The site visits will commence promptly thereafter. Identification and proper footwear are required to access all the sites. Acceptable forms of identification are valid government- or company-issued photo identification cards. Acceptable footwear are construction-type shoes or boots. A proposer who either arrives at any site after the site visit commences, fails to produce proper identification, or fails to wear appropriate footwear will not be able to access the site and will be deemed not to be in attendance.

*Use the following address unless otherwise specified in notice, to secure, examine or submit bid/proposal documents, vendor pre-qualification and other forms; specifications/ blueprints; other information; and for opening and reading of bids at date and time specified above.*

*Department of Citywide Administrative Services, 1 Centre Street, 18th Floor, New York, NY 10007.*

*Grace Seebol (212) 669-3538, [gseebol@dcas.nyc.gov](mailto:gseebol@dcas.nyc.gov)*

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