



TOWN OF GLASTONBURY

REQUEST FOR PROPOSAL RPGL-2012-07

INSTALLATION OF PHOTOVOLTAIC SYSTEMS AND POWER PURCHASE AGREEMENT

Proposals Due: November 18, 2011 by 11:00 AM

Pre-Proposal Conference:

October 27, 2011 1:00 PM

Glastonbury Facilities Office, 2143 Main Street, Glastonbury, CT 06033
Town Council Chambers

Prepared By:
Purchasing Department
Town of Glastonbury
2155 Main Street
Glastonbury, Connecticut 06033

**TOWN OF GLASTONBURY
REQUEST FOR PROPOSALS
RPGL-2012-07
INSTALLATION OF PHOTOVOLTAIC SYSTEMS AND
POWER PURCHASE AGREEMENT**

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**TOWN OF GLASTONBURY
REQUEST FOR PROPOSALS
RPGL-2012-07
INSTALLATION OF PHOTOVOLTAIC SYSTEMS AND
POWER PURCHASE AGREEMENT**

1. INTENT AND GENERAL INFORMATION

1.1. The Town of Glastonbury will be accepting sealed proposals from qualified firms for the installation of photovoltaic systems on its municipal facilities. The Town anticipates that proposals will include the purchase and installation of photovoltaic systems financed through a power purchase agreement between the Proposer and the Town. The Town anticipates that such proposals will include the leveraging of the municipal assets (roofing surfaces and land), the energy consumption needs of the Town facilities, solar tax credits, and Connecticut Clean Energy Finance and Investment Authority (CCEFIA) subsidies to create a cost effective proposal for consideration. It is the Town's intent that the successful proposer take advantage of the CCEFIA Best of Class, Public Buildings, and Affordable Housing for Solar Photovoltaic Projects Request for Proposals (RFP) to be issued or the CCEFIA On-site Renewable Distributed Generation (OSDG) Program. Details of the programs may be found at:

CCEFIA OSDG Program:

<http://www.ctcleanenergy.com/YourBusinessorInstitution/OnSiteRenewableDG/OSDGRequestsforProposals/tabid/594/Default.aspx>

1.2. The Town of Glastonbury is a progressive and forward looking community. It is committed to preserving its past while surveying the present population and providing for the needs of future generations. It has a robust Green Initiatives Program, which can be accessed at: <http://www.glasct.org/index.aspx?page=1459> The community is committed to the Clean Energy Options Program and has an active citizen comprised Clean Energy Task Force (CETF). This request for proposals reflects this continued commitment and represents a significant desire to increase the utilization of clean energy.

1.3. The contract will be awarded by the Town of Glastonbury to the Proposer(s) whose proposal will provide the *best value* to the Town, as determined by the award criteria defined in the Request for Proposals and subject to the Town's right to reject any and all proposals. The Town reserves the right to waive informalities or reject any part of, or the entire proposal, when said action is deemed to be in the best interest of the Town.

2. INSTRUCTIONS FOR PROPOSALS

- 2.1. By submitting a proposal, you represent that you have thoroughly examined and become familiar with the scope of services outlined in this RFP and your firm is capable of performing the work to achieve the Town's objectives. Sealed proposals will be received in the Purchasing Office, Second Floor at Glastonbury Town Hall, 2155 Main Street, Glastonbury on November 18, 2011 at 11 AM. A **clearly marked** original proposal along with seven (7) copies shall be placed in one sealed envelope, bearing the name and address of the respondent and clearly marked with the words:

**SEALED REQUEST FOR PROPOSALS
PHOTOVOLTAIC SYSTEMS & POWER PURCHASE AGREEMENT
RPGL-2012-07
DATE – November 18, 2011
TIME 11:00 AM**

All proposals will be opened publicly and recorded as received. Respondents may be present at the opening, however, there will be no public reading of proposals. Proposals received later than the time and date specified will not be considered.

- 2.2. Any request from a prospective respondent for interpretation of meaning or intent shall be made in writing, using the form provided as APPENDIX G, to Mary F. Visone, Purchasing Agent via email Purchasing@Glastonbury-ct.gov or fax (860) 652-7590 and must be received at least three (3) business days prior to the proposal response date specified herein. Proposers will refrain from contacting or communicating with other Town of Glastonbury officials for information or clarification. All questions, answers, and/or addenda, as applicable, will be posted on the Town's website at www.glastonbury-ct.gov (upon entering the website click on "Bids & RFPs").

The pre-proposal conference will be held October 27, 2011, 1:00 PM, in the Glastonbury Facilities Office, 2143 Main Street, Glastonbury. Proposers will have the opportunity to visit the Town facilities following the mandatory pre-proposal conference.

- 2.3. At the date fixed for the receipt of responses to the RFP, each bidder will have made an examination of any locations and sites, and have satisfied themselves as to actual conditions and requirements and shall have read and become familiar with the Request for Proposals.
- 2.4. All firms who are furnished a copy of this RFP but who decide not to offer a Proposal to the Town of Glastonbury are asked to submit a negative reply. Specific comments and observations are encouraged.
- 2.5. The Town of Glastonbury is dedicated to waste reduction and the practice of using and promoting the use of recycled and environmentally preferable products. Respondents are encouraged to submit RFP responses that are printed double-

sided on recycled paper, and to use paper dividers to organize the RFP for review. All proposal pages should be secured with a binder clip, staple or elastic band, and shall not be submitted in plastic binders or covers, nor shall the proposal contain any plastic inserts or pages. We appreciate your efforts towards a greener environment.

- 2.6.** Respondent is required to review the Town of Glastonbury Code of Ethics adopted July 8th, 2003 and effective August 1, 2003. Respondent shall acknowledge that they have reviewed the document in the area provided on the proposal response page (Appendix D). The selected Respondent will also be required to complete and sign an Acknowledgement Form prior to award. The Code of Ethics and the Consultant Acknowledgement Form can be accessed at the Town of Glastonbury website at www.glastonbury-ct.gov. Upon entering the website click on Bids & RFPs, which will bring you to the links for the Code of Ethics and the Consultant Acknowledgement Form. If the Respondent does not have access to the internet a copy of these documents can be obtained through the Purchasing Department at the address listed within this proposal.
- 2.7.** The Town will not be liable for any costs incurred in the preparation of the response to this request. Proposals must be fastened together, paginated, indexed and numbered consecutively. The firm's authorized official must sign all proposals.
- 2.8.** The proposal must also provide the name, title, address, telephone number, fax number and email address for 1) the individual with authority to negotiate and contractually bind the firm, and 2) for those who may be contacted for the purpose of clarifying the information provided therein. No original material should be submitted as all proposals submissions and materials become property of the Town and will not be returned.
- 2.9.** The selected respondent will be required to submit a Certificate of Insurance in amounts and types specified naming the Town of Glastonbury as an additional insured. Respondents shall submit a letter from the respondent's insurance agent or broker that such insurance can be obtained at the time of execution of the contract and that a Certificate of Insurance shall be provided to that effect not later than the date of contract signing.
- 2.10.** The respondent shall submit the Proposal Response Page (APPENDIX D)
- 2.11.** The respondent shall submit a signed Non-Collusion Statement (APPENDIX E)
- 2.12.** The CEFIA programs that make supplementing grants available for these initiatives often require installers to comply with the Buy American Act or other appropriate regulations. By submitting a proposals, respondents agree to comply with these or other applicable regulations.
- 2.13.** The Proposer agrees to satisfy all applicable state and/or federal prevailing wage laws that apply to the project or are necessary as a condition of CEF grants.

- 2.14.** The Proposer agrees and warrants that in the performance of the contract it will not discriminate or permit discrimination against any person or group of persons on the grounds of sex, race, color, religion, or natural origin in any manner prohibited by the law of the United States, the State of Connecticut, or the Town of Glastonbury.
- 2.15.** The respondent shall indicate any and all exceptions to the Terms and Conditions identified herein in this proposal. The exceptions shall be on a separate page entitled "EXCEPTIONS".
- 2.16.** The Proposer may utilize the services of Subcontractors subject to the approval of the Town of Glastonbury. All Subcontractors shall be required to carry the same insurance, and under the same conditions, as specified for the Proposer.
- 2.17.** The Town of Glastonbury is exempt from the payment of taxes imposed by the Federal Government and/or the State of Connecticut, such taxes should not be included in any proposal fee.
- 2.18.** The Town of Glastonbury reserves the right to reject any contingent proposals.

3. PERFORMANCE BONDS

The Performance and Payment and Labor Bonds shall be in the amount of 100% the cost of installation. Upon completion of installation, Performance and Payment and Labor Bonds shall be 100% of the annual maintenance costs.

4. INSURANCE AND INDEMNIFICATION

- 4.1.** The insurance required of the successful proposer(s) is identified in APPENDIX B.
- 4.2.** Each Proposer is aware of and agrees that, if awarded the contract, it will be bound by the following indemnification language:

To the fullest extent permitted by law, the contractor shall release, defend, indemnify, and hold harmless the Town of Glastonbury and the Glastonbury Board of Education, their respective boards, commissions, officers, officials, employees, agents, representatives, and savants from any and all suits, claims, losses, damages, costs (including without limitation reasonable attorneys' fees), compensation, penalties, fines, liabilities or judgments or any name or nature for:

- 4.3.** Bodily injury, sickness, disease, or death; and/or;
- 4.4.** Damage to or destruction of property, real or personal, and/or;
- 4.5.** Financial losses (including, without limitation, those caused by loss of use) sustained by any person or concern, including officers, employees, agents, subcontractors or servants of the Town, the Board of Education, or the contractor, or by the public, which is cause or alleged to have been caused in

whole or in part by the act(s) or omission(s) of the contractor, its officers, employees, agents, or Subcontractors, in the performance of the contract or from the inaccuracy of any representation or warranty of the contractor contained in the Contract Documents. This indemnity shall not be affected by other portions of the contract relating to insurance requirements.

- 4.6.** To the fullest extent permitted by law, the contractor agrees to release, defend, indemnify, and hold harmless the Town of Glastonbury and Glastonbury Board of Education, their respective boards and commissions, officials, officers, employees, agents, representatives, and servants from any loss, claim, cost penalty, fine or damage that may arise out of the employees or subcontractors to comply with any laws or regulations of the United States, the State of Connecticut, the Town of Glastonbury, or their respective agencies. This undertaking shall not be affected by other portions of the contract relating to insurance requirements.

5. FAILURE OF OPERATION

If the Contractor fails to comply with any terms and conditions set forth in this RFP and any agreement executed with the awarded respondent, the Town of Glastonbury will notify the Contractor in writing. The Contractor has five (5) days from the receipt of the notice to comply with the terms and conditions. The Town of Glastonbury, at its discretion, may elect to extend this time period to a mutually agreed upon date providing the Contractor is working diligently to comply with the terms and conditions.

- 5.1.** Failure to comply with any provision of this agreement and failure to cure the non-compliance constitutes a breach of contract. If there is a breach, the Town of Glastonbury may, at its sole discretion, terminate the contract. Termination of the contract renders the contract null and void. There shall be no penalty or payment required by the Town of Glastonbury.
- 5.2.** At any time, the Town of Glastonbury may demand assurances that the Contractor is able to continue to perform the contract. If the Contractor fails to give the Town of Glastonbury reasonable assurances that the Contractor can continue to perform, the Town of Glastonbury shall consider this a breach of contract. The Town of Glastonbury may, at its sole discretion, terminate the contract. Termination of the contract renders the contract null and void. There shall be no penalty or payment required by the Town of Glastonbury.
- 5.3.** The Town of Glastonbury may terminate this contract at any time when the Contractor consents to or voluntarily or involuntarily petitions for appointment of a receiver, trustee, liquidator, assignee, custodian, sequester, or similar official, or files or has filed a petition for bankruptcy, reorganization, or order of relief, or in any other manner demonstrates its current inability to pay its debts or satisfy its obligations as they become due.
- 5.4.** The Town of Glastonbury has the right to ask the Contractor for documentation concerning the Contractor's business operations, including, but

not limited to, copies of bank statements, copies of balance sheets, copies of income statements, copies of current contracts, a list of open and closed litigation, amount of debt owed, and copies of financial statements.

- 5.5.** Notwithstanding the foregoing, the Contractor and the Town of Glastonbury agree that, if the Contractor is unable to provide services due to labor disputes not arising out of actions taken by the employer that would be deemed responsible and consistent with the standard of the industry or acts of God, fire, riot, war, civil commotions, or any other similar condition, the Town of Glastonbury shall excuse the Contractor to the extent necessary from performance hereunder. The Town of Glastonbury and Contractor shall work together, to their best efforts, to resume service as soon as reasonably possible.
- 5.6.** If the contract is terminated for breach, the Town of Glastonbury will be entitled to the costs associated with completing the termination and implementing a new contractor to perform according to the terms of this RFP.

6. INTERPRETATION AND CONSTRUCTION

- 6.1.** The construction of this contract shall be governed by the laws of the State of Connecticut, excluding its conflict of law rule.
- 6.2.** The contract documents constitute the entire agreement between the parties and shall supersede all previous communications, representations, and agreement, either oral or written, between the parties with respect to the subject matter hereof and no agreement or understanding varying or extending this contract shall be binding on either party unless made in writing referencing this contract and signed by a duly authorized representative of each party.
- 6.3.** If in any instance any provision of this contract shall be determined to be invalid or unenforceable under any law or regulation, such provision shall not apply in such instance, but the remaining provisions hereof shall be given effect in accordance with their terms.
- 6.4.** The Town's failure to insist on performance of any terms or conditions herein, or to exercise any right or privilege, or the Town's waiver of any breach hereunder, shall not thereafter waive any such term, conditions or privileges or any other terms, conditions or privileges, whether of the same or similar type.
- 6.5.** No failure of the Town of Glastonbury and Contractor to settle any dispute or to reach any agreement provided for by the terms of this contract shall excuse the Contractor from diligently proceeding with the performance of this contract.
- 6.6.** In the event the Town should bring an action against the Contractor for enforcement of the terms and conditions of this contract, the Contractor agrees that the Town shall be entitled to the award of its reasonable attorneys' fees and court costs associated with such proceedings.

6.7. The Contractor shall not assign this contract, or subcontract and interest the prior approval in writing of the Town of Glastonbury.

7. **SCOPE OF SERVICES**

The Town of Glastonbury will be accepting proposals from qualified firms for the installation of photovoltaic systems on its municipal facilities. The facilities identified to date include the Town Hall, the Wastewater Treatment Plant, and the Vehicle Maintenance Garage. The Town understands that the response is due in a compressed time schedule, and therefore has provided a significant amount of technical information to assist proposers develop thorough responses. Photographs of each facility are below, and utility data and roof sketches are provided in the APPENDIXES A and C.

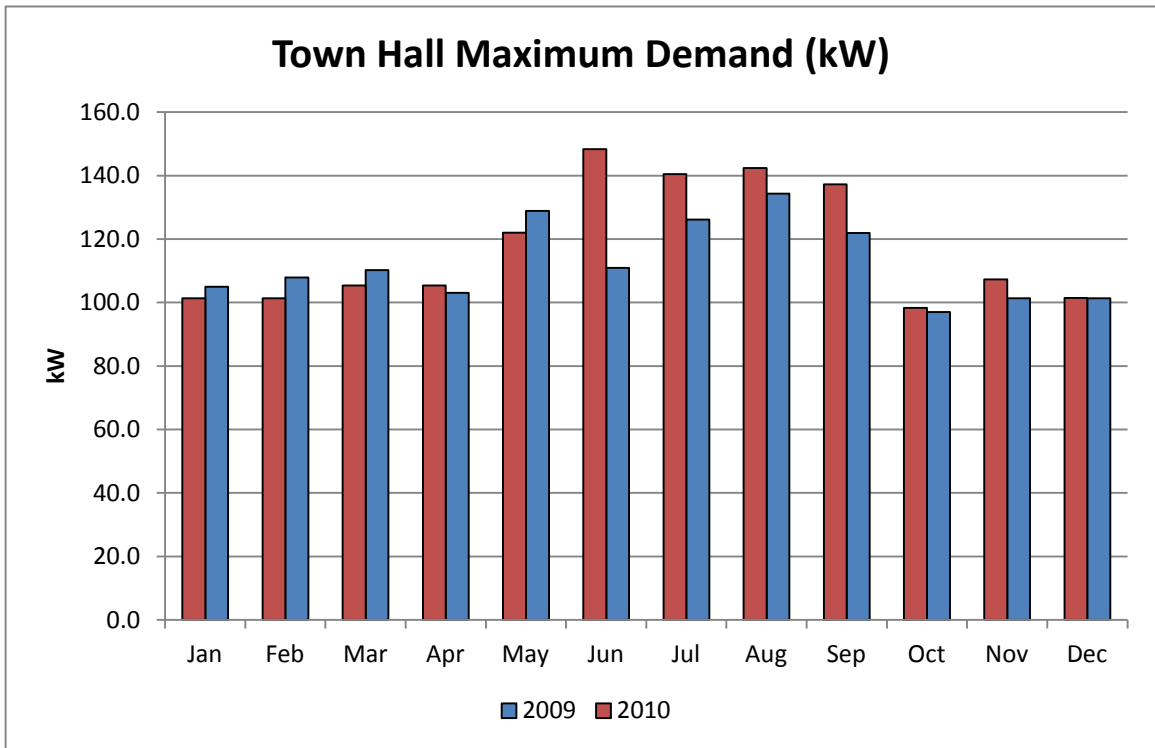
The facility's locations are as follows:

**Glastonbury Town Hall
2155 Main Street
Glastonbury, CT 06033**

Bird's Eye View:

<http://www.bing.com/maps/#JnE9LjlxNTUrbWFpbitzdHJIZXQrZ2xhc3RvbmJ1cnklN2Vzc3QuMCU3ZXBnLjEmYmI9NTQuNzQwMDU0NzU4NDA5OSU3ZS00MS44MDI4NTY0NDUIN2UyNS42NjU2MjI3MDgyNzQxJTdlLTEwMS4wNDExMzc2OTU=>

Electrical Demand Profile: (Full utility Data in Appendix) CL&P Rate 35

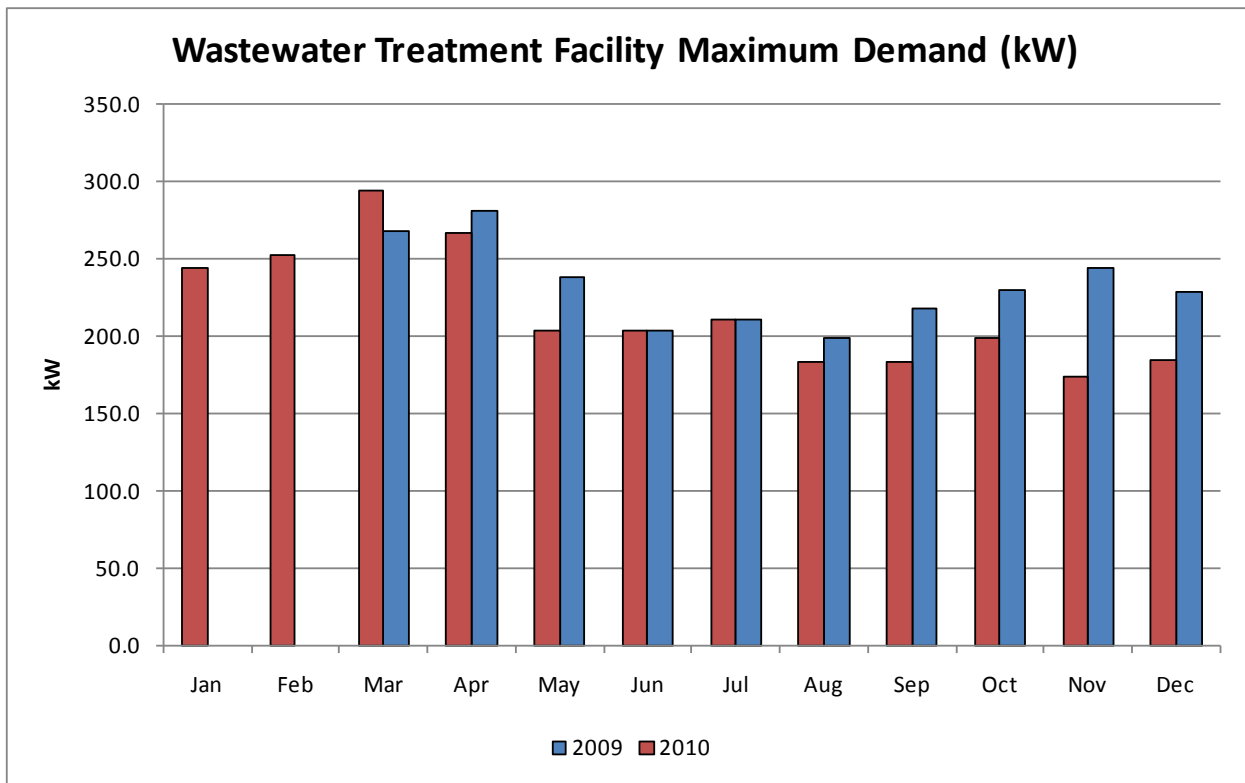


7.1. Water Pollution Control Authority
2149 Main Street
Glastonbury, CT 06033-6523

Bird's Eye View:

<http://www.bing.com/maps/#JnE9LjlxNTUrbWFpbitzdHJIZXQrZ2xhc3RvbmJ1cnkIN2Vzc3QuMCU3ZXBnLjEmYmI9NTQuNzQwMDU0NzU4NDA5OSU3ZS00MS44MDI4NTY0NDUIN2UyNS42NjU2MjI3MDgyNzQxJTdlLTEwMS4wNDExMzc2OTU=>

Electrical Demand Profile: (Full utility Data in Appendix) CL&P Rate 37

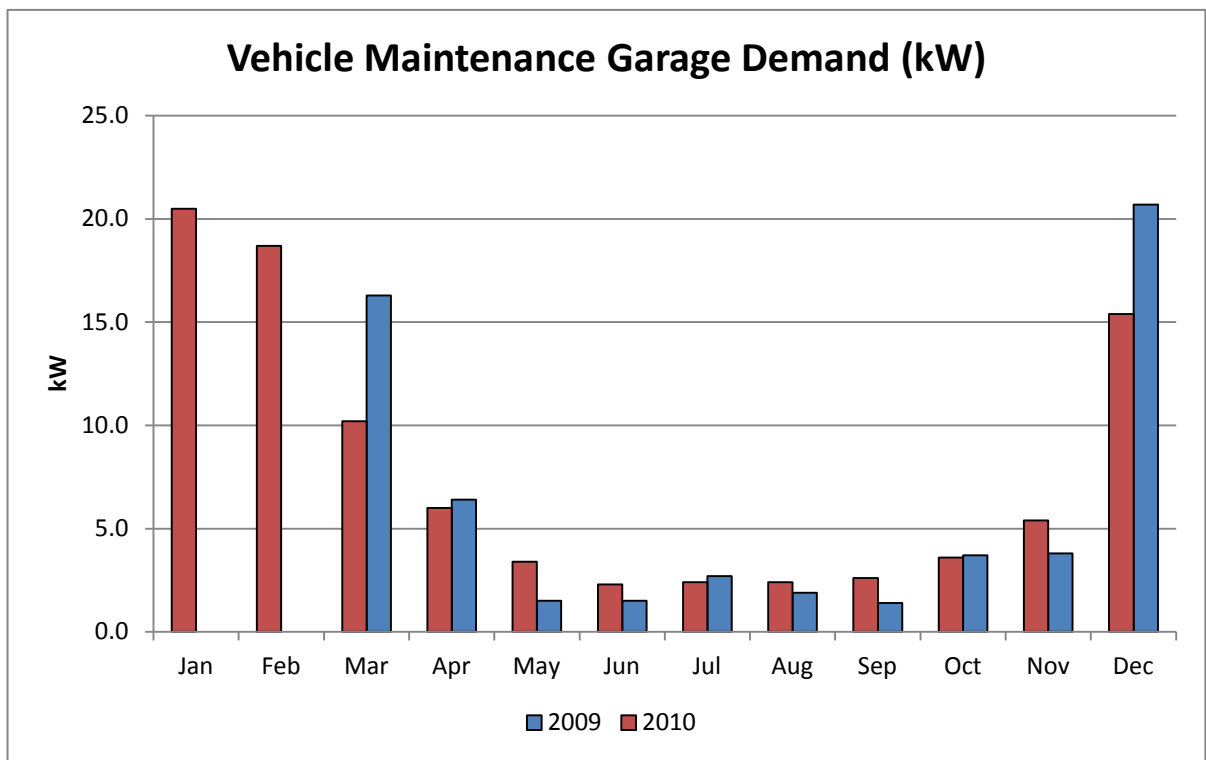


7.2. Town Vehicle Maintenance Garage
2380 New London Turnpike
Glastonbury, CT 06033

Bird's Eye View:

<http://www.bing.com/maps/default.aspx#JnE9LjzODArTmV3K0xvbmRvbitUdXJucGlrZStnbGFzdG9uYnVyeStDVCU3ZXNzdC4wJTdlcGcuMSZiYj01NC43NDAwNTQ3NTg0MDk5JTdlLTQxLjgwMjg1NjQ0NSU3ZTI1LjY2NTYyMjcwODI3NDEIN2UtMTAxLjA0MTEzNzY5NQ==>

Electrical Demand Profile: (Full utility Data in Appendix) CL&P Rate 30



The Town anticipates that proposals will include the purchase and installation of photovoltaic systems financed through a power purchase agreement between the Proposer and the Town. The Town anticipates that such proposals will include the leveraging of the municipal assets (roofing surfaces and land), the energy consumption needs of the Town, solar tax credits, Renewable Energy Credits (RECs), ISO-NE Forward Capacity Market Credits, CT Clean Energy Fund subsidies, and other potential financing mechanisms such as Clean Renewable Energy Bonds (CREBS) to create a cost effective proposal for consideration. Respondents will be responsible for securing all necessary permits and approvals for the successful completion of the project in conformity with State of Connecticut Building Code. Respondent will be responsible for all maintenance to installed equipment.

8. PROPOSAL ORGANIZATION & CONTENT

All respondents are required to submit the information detailed below. Responses shall be organized and presented in the order listed below to assist the Town in reviewing and rating the proposals. Responses should be presented clearly and concisely will all appropriate detail to thoroughly respond to the requirements and expected services described herein.

8.1. Section 1: Submittal Letter

Respondents shall submit a cover letter, addressed to Mary F. Visone, Purchasing Agent, signed by an authorized principal or agent of the respondent, this provides an overview of the respondent's offer, as well as the name, title, address, phone number, fax number and email address of the person to whom the Town may direct questions concerning the proposal. The letter should also contain a statement by the respondent accepting all terms and conditions contained in this request, signed by an officer or other individual with authority to bind the firm.

8.2. Section 2: Proposal Description

Respondents shall submit a detailed description of the proposed photovoltaic systems including detailed information regarding the proposed PV Collector and Inverter including type, manufacturer, model number and PV array size. Proposals should also identify the proposed facilities to be utilized and the criteria utilized for selecting the proposed facilities including the structural assessment of each selected site. Since the selected respondent will be responsible for the removal and re-installation of equipment in the event of roof maintenance requirements during the contract term, the Town expects each respondent to reflect the cost of this requirement in the response. Please provide standard labor rates and escalation rates for each year of the proposed contract. Detailed information regarding the installation plan for each facility should also be provided. *All photovoltaic systems shall be secured to the building's structural elements rather than considered as "above deck component". If respondent feels there is a more balanced view of this issue, please comment on it in the response.*

8.3. Section 3: Power Purchase Agreement

Upon acceptance of a proposal by the Town, the respondent(s) will be expected to execute a Financial Assistance Agreement (FFA) in order to qualify for CCEFIA funding. Examples are available at the CCEFIA web site. Respondents will also be expected to execute a Power Purchase Agreement (PPA) with the Town. The Town expects to use the CCEFIA model PPA. Model documents are provided at:

<http://www.ctcleanenergy.com/YourBusinessorInstitution/OnSiteRenewableDG/OSDGRequestforProposals/tabid/594/Default.aspx>

Submissions shall identify any variations or deviations from the CCEFIA PPA model proposed. The submission shall include all proposed terms and conditions and minimum and maximum contract periods. Proposals should also include the method for determining power sales pricing and price escalations and minimum and maximum contract periods. The Town will consider both fixed and variable pricing proposals. Each proposal should also include a detailed cost/benefit analysis of the proposed system and the terms and conditions for the disposition of the equipment at the completion of the contract term. A price breakdown shall be provided showing how the subcontractor labor costs, material costs, engineering fees, and markups are applied.

8.4. Section 4: Implementation Plan

Each proposal should include a detailed implementation plan detailing major project milestones and timeframes and a description of the respondents approach to project management. The proposal shall include detailed descriptions of the expectations for each of the Town facilities.

8.4.1. The proposal shall define, per location, a complete implementation plan. This plan shall include a site assessment of the facility detailing the most effective and efficient solar technology, mounting systems, components, equipment, wiring and connections to optimize energy output. The implementation plan shall include Engineering Design and Product Specifications that will provide details for site electrical and utility interconnection analysis.

8.4.2. The proposal shall define, per location, the complete cost of the implementation plan.

8.4.3. The proposal shall identify any obstacles projected per location and possible solutions for removing said obstacle. (Obstacle may be a tree or an air handling unit on a roof).

8.5. Section 5: Financial Requirements & Qualifications

Each proposal should describe the background and experience of the company and key individuals who would comprise the project team including any subcontractors. Each proposal should also include a description of the company's background and experience with similar projects. Sufficient financial information should be included to allow for the evaluation of the credit worthiness of the company including the proposed project financing method.

8.6. Section 6: References

Each proposal should include relevant references of past and current projects of a similar nature. A description of each project should be provided as well as the current status of the project. Each reference should include the contact information of the client. The Town reserves the right to contact these organizations for additional information related to the performance of the respondent.

9. PROPOSAL EVALUATION

9.1. Selection Criteria

The following criteria will be used, without limitation, in determining the successful respondent:

9.1.1. The respondent's technical understanding of the project, its purpose, scope and field as evidenced by the quality of the proposal submitted. This shall include the evaluation of the proposed photovoltaic systems equipment and the scope and assessment of the proposed installation. This shall include the background and experience of the respondent in providing similar services elsewhere, the quality of the services performed and the proposed implementation schedule and plan.

9.1.2. The proposed financial agreement including the evaluation of the power purchase agreement and the proposed financial participation of the Town. The Town reserves the right to negotiate the financial agreement with the selected respondent.

9.1.3. The evaluation of the company's financial resources, the background and experience of the proposed key personnel and subcontractors, and a review of the relevancy and success of the submitted references.

9.2. SELECTION PROCEDURES

The Town reserves the right to waive informalities or reject any part of, or the entire proposal, or to negotiate changes to proposal terms, when said action is deemed to be in the best interest of the Town.

9.2.1. Proposals received shall undergo an evaluation by a selection committee appointed by the Town. The committee shall develop a short list of respondents that may be invited to an interview with the Selection Committee prior to final recommendation for contract award. The Town Manager or his designee may also interview some or all of the firms recommended. The Town reserves the right to make an award solely on the basis of the proposals submitted.

9.2.2. The Town intends to negotiate and enter into a contract with the most responsible respondent whose proposal is determined to be in the best interest of the Town.

10. RFP SCHEDULE

The Town intends to adhere to the schedule listed below as closely as possible, but reserves the right to modify the schedule in the best interest of the Town as required.

Issue RFP	October 12, 2011
Pre-proposal Meeting	October 27, 2011 @ 1:00 PM
Proposal Response Date	November 18, 2011 by 11:00 AM
Review of Qualifying Proposals	November 30, 2011
Interview with respondents	TBD
Recommendation for Award	O/A December 8, 2011

APPENDIX A

Facilities Energy Use History

See attached Excel Spreadsheet

APPENDIX B

Insurance Requirements

Contractor/Vendor will agree to maintain in force at all times during which work/services are to be performed, the following minimum limits of insurance coverage. The insurance company(ies) must be licensed with the State of Connecticut and have a Financial Strength Rating of “A-” or higher and a Financial Size Rating of VIII or higher from A.M. Best Company.

		<i>(Minimum Limits)</i>
General Liability*	Each Occurrence	\$1,000,000
	General Aggregate	\$2,000,000
	Products/Completed Operations	\$2,000,000
	Aggregate	
Auto Liability*	Combined Single Limit	
	Each Accident	\$1,000,000
Professional Liability	Each Claim or Each Occurrence	\$1,000,000
	Aggregate	\$1,000,000
Environmental Liability	Each Claim or Each Occurrence	\$1,000,000
	Aggregate	\$1,000,000
Umbrella* (Excess Liability)	Each Occurrence	\$10,000,000
	Aggregate	\$10,000,000
Workers’ Compensation & Employers’ Liability	Work Comp	Statutory Limits
	EL Each Accident	\$500,000
	EL Disease Each Employee	\$500,000
	EL Disease Policy Limit	\$500,000

*** The Town of Glastonbury must be named as “Additional Insured” on this policy.**

- A Certificates of Insurance documenting the coverage listed above must be presented to The Town of Glastonbury prior to the commencing of any work/service. The Contractor/Vendor also agrees to provide replacement and/or renewal certificates at least 30 days prior to the expiration of each policy.

- If any policy is written on a “Claims Made” basis, the policy must be continually renewed for a minimum of two (2) years following the completion date of the work/service. If the claims-made policy is replaced and/or the retroactive date is changed, then the expiring policy must be endorsed to extend the reporting period for claims for two (2) years from the completion date.

APPENDIX C

Roof Assessment Information

- 1. Roof Plan for Town Hall/Academy area**
- 2. Roof Plan for Vehicle Maintenance Garage**
- 3. Site Plan for Wastewater Treatment Facility**
- 4. Copy of a site survey by CCEF consultant (Town Hall, Riverfront Comm. Center, GHS, Nayaug Elementary School)**

APPENDIX D



TOWN OF GLASTONBURY REQUEST FOR PROPOSALS

RPGL # 2012-07

DATE ISSUED October 12, 2011 DATE/ TIME DUE November 18, 2011 @ 11:00 AM

NAME OF PROJECT: INSTALLATION OF PHOTOVOLTAIC SYSTEMS AND POWER PURCHASE AGREEMENT

Insert this completed form in respondent's proposal

CODE OF ETHICS:

I/ We have reviewed a copy of the Town of Glastonbury's Code of Ethics and agree to submit a Consultant Acknowledgement Form if I/We are selected. Yes _____ No _____*

*Bidder is advised that effective August 1, 2003, the Town of Glastonbury cannot consider any bid or proposal where the bidder has not agreed to the above statement.

The Respondent acknowledges receipt of the following Addendums:

Addendum #1 _____ **Date:** _____
Addendum #2 _____ **Date:** _____
Addendum #3 _____ **Date:** _____

Type or Print Name of Individual

Doing Business as (Trade Name)

Signature of Individual

Street Address

Title

City, State, Zip Code

Date

Telephone Number / Fax Number

E:mail Address

SS # or TIN#

APPENDIX E

**TOWN OF GLASTONBURY
REQUEST FOR PROPOSALS
RPGL-2012-07
INSTALLATION OF PHOTOVOLTAIC SYSTEMS AND
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NON-COLLUSION STATEMENT

The company submitting this proposal certifies that it is being submitted without any collusion, communication or agreement as to any matter relating to it with any other respondent or competitor. We understand that this proposal must be signed by an authorized agent of our company to constitute a valid proposal.

Date: _____

Name of Company: _____

Name and Title of Agent: _____

By (SIGNATURE): _____

Address: _____

Telephone Number: _____

APPENDIX F

Davis-Bacon Wages

See attached PDF File

Appendix G

REQUEST FOR INFORMATION #

Project: RPGL – 2012 - 07

*Installation of Photovoltaic Systems &
Power Purchase Agreement*

Date:

*To: Mary F. Visone, Purchasing Agent
Town of Glastonbury*

cc:

From:

Subject:

Please provide the following information or clarification:

Response required by ___|___|___

Date:

To:

From:

Subject: Response to RFI No ___