

Introduction

The Town of Enfield (hereafter referred to as the “Town”) will install a solar array on municipal property, using funds granted by New York State Energy Research and Development Authority’s (NYSERDA) Clean Energy Communities (CEC) Program.

The Town uses approximately 60,000 kWh of electricity for municipal services and spends approximately \$7,500 on electricity supply and delivery costs annually. The Town is seeking to reduce energy usage and costs through the installation of a solar array.

Scope of Work

The Town is requesting proposals from qualified NY Sun contractors to install a solar array approximately 24 kW in size on Town property located at 475 Enfield Main Road in Ithaca, NY. Ground mounted systems, roof mounted systems, or a combination of both, will be considered. The solar array will be designed to support municipal building’s energy use. It will be the Town’s first solar installation with additional installations to follow. Proposals must be in adherence with attached NYSERDA requirements and NY Sun requirements.

Project Schedule

The project must be completed no later than June 30, 2020.

Proposal Submittal deadline and process

Interested and qualified contractors must submit a proposal no later than August 1, 2019. Proposals shall be submitted to:

Beth McGee, Town Supervisor
168 Enfield Main Road
Ithaca, NY 14850

Proposal requirements

In order to be considered, proposals must include the following:

- Company information, including the primary contact person list of key team members/personnel
- A letter of interest that specifies the proposed size, location, required components, and cost of the project
- An itemized budget for the project
- A signed statement agreeing to the NYSERDA requirements (attached)

- Proof of qualification as an NY Sun contractor

Proposals may not exceed five (5) pages in total length.

Evaluation Criteria

Proposals will be evaluated by the Town Board of Enfield based on the required qualifications and best value, in accordance with the Town's procurement policy.

Selection Process and Timeline

August 1, 2019 – Deadline for submission of proposals

September 1, 2019 – Notification of selected proposal

October 1, 2019 – Contract agreement in place between Town and selected contractor

June 30, 2020 – Deadline for project completion

Map showing project area

The project area is located at 475 Enfield Main Road, shown below:

