

**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. It will be the Town’s first solar installation with additional installations to follow.

**Scope of Work**

The Town is requesting proposals from qualified NY Sun contractors to install a solar array with a backup battery system 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 buildings energy use. The backup battery system will serve as an onsite generator for the Town Highway Department. Proposals must be in adherence with attached NYSERDA requirements and NY Sun requirements.

**Project Specifications**

- The total cost of the solar array and its components should be approximately \$50,000 after incentives.
- The total cost of the battery backup system should be approximately \$8,000 after incentives.
- The total cost of the project can be no more than \$58,000 after any incentives.
- The inverter used must be either SMA or Fronius, or equivalent, with a 20-year warranty.
- The battery should be a lithium ion battery with at least a 10-year warranty.

**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 December 1, 2019. Proposals shall be electronically submitted to Alice Linton, Town Clerk, at [townclerk@townofenfield.org](mailto:townclerk@townofenfield.org)

**Proposal requirements**

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

- Company information, including the primary contact person, and list of key team members/personnel
- A letter of interest that specifies the proposed size, location, required components, and cost of the project

### **(Proposal requirements, continued)**

- An itemized budget for the project
- Estimated annual output in kWh
- Estimated capacity of battery backup system
- Estimated CO<sub>2</sub> emissions savings of the project
- Estimated payback period for the project (must be fewer than 20 years)
- A signed statement agreeing to the NYSERDA requirements (attached)
- Proof of qualification as an NY Sun contractor

Proposals may not exceed ten (10) pages in total length.

### **Evaluation Criteria**

Proposals will be evaluated by the Town Board of Enfield based on the size of the system and required qualifications.

### **Selection Process and Timeline**

December 1, 2019 – Deadline for submission of proposals

January 15, 2020 – Notification of selected proposal

February 15, 2020 – 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, with the general desired installation area shown in green, below:



**Site visits:** Site visits are available with prior notice and on the following scheduled times:

- Friday November 15 between 10 AM – 2 PM
- Monday November 18 between 10 AM – 2 PM

If you are planning to make a site visit during these times, contact Beth McGee, Supervisor, at [supervisor@townofenfield.org](mailto:supervisor@townofenfield.org)

**Historical Energy Use:** The Town has been tracking energy use “benchmarking” since 2016 and can be found here: [\(insert link\)](#). Individual bills are available upon request.