



Rural Municipality of
WEST RIVER

**Request for Proposals
Of
Solar Panel System
For
Afton Community Centre
Located at
1552 Route 19, New Dominion, PE**

RFP# 2024-2

Project Contact

Cody MacDonald

(902) 916-8970

cservices@westriverpe.ca



Rural Municipality of
WEST RIVER

Rural Municipality of West River

1552-B Route 19

New Dominion, PE

(902) 675-7000

cservices@westriverpe.ca

www.westriverpe.ca

Date: November 15, 2024

Subject: Request for Proposal (RFP) for Solar Energy System Installation

1. **Project Overview**

The Rural Municipality of West River is seeking to install a solar energy system to reduce our carbon footprint and achieve significant energy savings. The system will be installed on the rooftop of our facility located at 1552 Route 19, New Dominion, PE. We are looking for an experienced, licensed solar contractor to design, supply, and install the system.

2. **Scope of Work**

The scope of this project includes but is not limited to the following:

- Site Assessment and Evaluation: Conduct a comprehensive site evaluation to assess the solar potential of the facility, including roof condition, available space, shading analysis, and structural requirements.



Rural Municipality of
WEST RIVER

- Design and Engineering: Provide a detailed system design, including specifications for the number and type of solar panels, inverter specifications, electrical system integration, and any necessary permits.

- Installation: Supply and install the complete solar energy system, including solar panels, inverters, mounting structures, and wiring.

- Commissioning: Perform system testing and commissioning to ensure the system operates correctly and efficiently.

- Monitoring and Maintenance: Provide monitoring solutions (optional) and ongoing maintenance services to ensure optimal system performance.

3. Proposal Requirements

To facilitate the evaluation of your proposal, please include the following information:

1. Company Overview: A brief description of your company, including your experience with similar solar energy projects and qualifications.

2. Project Team: Names and roles of key personnel who will be working on the project.

3. Technical Proposal: A detailed description of the solar system design, including equipment specifications (panels, inverters, etc.), installation process, and timeline.



Rural Municipality of
WEST RIVER

4. Cost Breakdown: A comprehensive cost estimate, including:

- Equipment costs
- Labor costs
- Inspection costs
- Any additional services (e.g., monitoring, maintenance)

5. Warranty and Support: Information on warranties for both equipment and workmanship, as well as ongoing support options.

6. Timeline: An estimated project timeline, including milestones for design, installation, testing, and commissioning.

4. **Proposal Submission Instructions**

Please submit your proposal by Wednesday November 27, 2024 by 12:00pm to the following address:

Cody MacDonald

Community Services Manager

Rural Municipality of West River

cservices@westriverpe.ca

(902) 916-8970

Alternatively, you may submit the proposal electronically to cservices@westriverpe.ca in PDF format.



Rural Municipality of
WEST RIVER

5. Evaluation Criteria

Proposals will be evaluated based on the following criteria:

- Technical Compliance: Adherence to the project specifications and requirements.
- Cost Effectiveness: Competitiveness of pricing and value offered.
- Experience and Qualifications: Demonstrated expertise in solar energy installations.
- Timeline: Ability to meet the project deadlines.
- References and Reputation: Positive feedback from past clients.

6. Questions and Clarifications

If you have any questions or need further clarification, please contact Cody MacDonald at (902) 916-8970 or cservices@westriverpe.ca. We are available to discuss the project further or arrange a site visit if necessary.

We look forward to reviewing your proposal and potentially working with your team on this exciting project.

Sincerely,

Cody MacDonald

Community Services Manager

Rural Municipality of West River