



**CHESTERFIELD COUNTY
PROCUREMENT DEPARTMENT
CHESTERFIELD, VIRGINIA
Request for Information**



<This is NOT a Solicitation to Contract with Chesterfield County>

RFI Number:..... ADMN20000192

Title:..... Solar Panels for Power Purchase Agreement

Issue Date: November 4, 2019

Proposals Due No Later Than:December 5, 2019, **4:00 P.M.**

Location for Receipt of Proposals:Chesterfield County Procurement Department
9901 Lori Road
Lane B. Ramsey Building, 3rd Floor, Room 303
Chesterfield, VA 23832

The County has issued this RFI solely for the purpose of gathering information from the marketplace. This is not a solicitation to purchase goods or services, and no contract will be issued through this RFI. In the future, the County may or may not choose to issue a solicitation to contract for these or similar goods and services, and the County may or may not choose to incorporate information gathered through this RFI into possible future requirements.

Inquiries: Questions which may arise as a result of this solicitation may be addressed to Jianchong Luo, Senior Contract Officer, at (804) 748-1462, or by email to procurement@chesterfield.gov.

Complete Legal Name of Firm: _____

Address: _____

Remit To Address: _____

Signature: _____ **Email:** _____

Name (type/print): _____ **Title:** _____

Fed ID No.: _____ **Phone:** (____) _____ **Fax:** (____) _____

Proposal Dated: _____

Please refer to Clause 6 of the General Terms and Conditions:

Minority-Owned Business: Yes No **Chesterfield Business:** Yes No

Women-Owned Business: Yes No **Small Business** Yes No

Service Disabled Veteran-Owned Business Yes No

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I. PURPOSE

Chesterfield County (County) is issuing this Request for Information (RFI) for the purpose of gathering information from a firm or firms about solar panels to incorporate such information in to future County's designs for facilities.

II. BACKGROUND

The County is interested in participating in the Renewable Energy Pilot Program with Dominion Energy to purchase electricity from an eligible entity under a power purchase agreement. It is the intent of the County to install solar panels in one of County's future renovated or newly built facilities.

III. STATEMENT OF NEEDS

The County is seeking information regarding companies who are eligible to provide solar panels and operate solar-powered electricity generation facility. The County will abstract general information received from offerors and incorporate them into County's design of future facilities so that the facility will be eligible for a solar power system.

The County seeks responses from interested parties to provide the County with information such as:

- A. Advantages and disadvantages to installation of solar panels on either roof or ground;
- B. Site suitability for such project, including roof condition and ground condition;
- C. Type of solar energy technology proposed;
- D. Electrical connection requirement and size of transformer;
- E. Preference on the type of roof if the County would install solar panels on the roof;
- F. Pricing
 - 1. Purchase of solar panels, operation and maintenance cost
 - 2. Lease of solar panels, cost to purchase electricity
- G. Saving comparison between purchase of solar panel, and lease of panels and purchase of electricity.

IV. RESPONSES

- A. It is the sole responsibility of the Offeror to ensure proposal is received by Procurement Department personnel before the time and date indicated above. Proposals and/or any addenda pertaining thereto, received after the specified time and date will not be considered. The County may request additional information at any time during the

procurement process.

B. Proposals may be submitted by one of the following methods:

1. Hand deliver: Chesterfield County Procurement Department
9901 Lori Road
Lane B. Ramsey Building, 3rd Floor, Room 303
Chesterfield, Virginia 23832-0001
2. Mail to: Chesterfield County Procurement Department
9901 Lori Road
Lane B. Ramsey Building, 3rd Floor, Room 303
Chesterfield, Virginia 23832-0001

OR

Chesterfield County Procurement Department
P.O. Box 51
Chesterfield, Virginia 23832-0001

3. EMail to: luoj@chesterfield.gov
4. If delivered or mailed, mark the outside of outermost envelope/packaging with "Response to RFI #ADMN20000192 – Solar Panels for Power Purchase Agreement".
5. If emailed use subject line "Response to RFI # Response to RFI #ADMN20000192 – Solar Panels for Power Purchase Agreement"

V. **E-PROCUREMENT**

Potential offerors and other interested entities are encouraged to register with the County's e-Procurement system, PInG, to receive solicitations from the County. For further information or to register go to <http://ping.chesterfield.gov>.

ATTACHMENT A - Virginia State Corporation Commission (SCC) Registration Information

The offeror shall check one of the following. The offeror is:

a corporation or other business entity with the following SCC identification number:

_____ **-OR-**

not a corporation, limited liability company, limited partnership, registered limited liability partnership, or business trust **-OR-**

an out-of-state business entity that does not regularly and continuously maintain as part of its ordinary and customary business any employees, agents, offices, facilities, or inventories in Virginia (not counting any employees or agents in Virginia who merely solicit orders that require acceptance outside Virginia before they become contracts, and not counting any incidental presence of the offeror in Virginia that is needed in order to assemble, maintain, and repair goods in accordance with the contracts by which such goods were sold and shipped into Virginia from offeror's out-of-state location) **-OR-**

an out-of-state business entity that is including with this proposal an opinion of legal counsel which accurately and completely discloses the undersigned offeror's current contacts with Virginia and describes why those contacts do not constitute the transaction of business in Virginia within the meaning of § 13.1-757 or other similar provisions in Titles 13.1 or 50 of the *Code of Virginia*.

****NOTE**** >> Check the following box if you have not completed any of the foregoing options but currently have pending before the SCC an application for authority to transact business in the Commonwealth of Virginia and wish to be considered for a waiver to allow you to submit the SCC identification number after the due date for proposals. No award shall be issued to an offeror who fails to provide the required information unless a waiver of these requests is granted by the chief executive of the local governing body (the County reserves the right to determine in its sole discretion whether to allow such waivers):

Attachment D – Proprietary/Confidential Information Identification

As indicated in General Term and Condition 25. Proprietary Information - *Code of Virginia* Section 2.2-4342(F), as amended, states: “Trade secrets or proprietary information submitted by a bidder, offeror, or Contractor in connection with a procurement transaction or prequalification application submitted pursuant to subsection B of §2.2-4317 shall not be subject to the Virginia Freedom of Information Act (2.2-3700 et seq.); **however, the bidder, offeror, or Contractor shall (i) invoke the protections of this section prior to or upon submission of the data or other materials, (ii) identify the data or other materials to be protected, and (iii) state the reasons why protection is necessary.**” **If the exemption from disclosure provided by Code of Virginia Section 2.2-4342(F), as amended, is not properly invoked then the proposals will be subject to disclosure pursuant to applicable law.**

The proprietary or trade secret material submitted in the original and all copies of the proposal must be identified by some distinct method such as highlighting or underlining and must indicate only the specific words, figures, or paragraphs that constitute trade secret or proprietary information. In addition, a summary of proprietary information submitted shall be submitted on this form. The classification of an entire proposal document, line item prices, and/or total proposal prices as proprietary or trade secrets is not acceptable. If, after being given reasonable time, the Offeror refuses to withdraw such a classification designation, the proposal will be rejected.

Name of Offeror: _____ invokes the protections of § 2.2-4342F of the *Code of Virginia* for the following portions of my proposal submitted on _____.
Date

Signature: _____ Title: _____

DATA/MATERIAL TO BE PROTECTED	SECTION NO., & PAGE NO.	REASON WHY PROTECTION IS NECESSARY

Use continuation sheet(s) if necessary