



Chatham County Purchasing & Contracting Department

**1117 Eisenhower Drive, Suite C,
Savannah, Georgia 31406
(912) 790-1618**

REQUEST FOR PROPOSAL

RFP NO. 23-0180-7

SOLAR ENERGY PROCUREMENT AGREEMENT

**PRE-PROPOSAL CONFERENCE (AUDIO AVAILABILITY
ONLY): 10:00 A.M. DECEMBER 12, 2023**

PROPOSALS RECEIVED BY: 5:00P.M. DECEMBER 28, 2023

**CHATHAM COUNTY, GEORGIA
OFFICE OF THE PURCHASING DIRECTOR
1117 EISENHOWER DRIVE, SUITE C
SAVANNAH, GEORGIA 31406
(912) 790-1618**

DATE November 20, 2023

RFP NO.: 23-0180-7

GENERAL INFORMATION FOR REQUEST FOR QUALIFICATIONS

This is an invitation to submit a proposal to supply Chatham County with services as indicated herein. Proposals shall be submitted on-line on the County's procurement portal <https://chathamcountyga.bonfirehub.com/portal> up to **5:00 p.m. December 28, 2023.** The Purchasing Director reserves the right to reject any and all proposals and to waive formalities.

A **Pre-proposal Conference (Audio Only)** has been scheduled for **10:00 a.m. December 12, 2023.** **Participants may attend by calling 1-888-585-9008, conference room code 743-636-882,** to discuss the specifications and resolve any questions and/or misunderstanding that may arise. **Participants** attending remotely are asked to mute phones when not speaking, in consideration of others. **You are encouraged to attend.**

Instructions for preparation and submission of a qualification proposal are contained in the Request for Proposal package. Please note that specific forms for submission of a proposal are required.

Any changes to the conditions and specifications must be in the form of a written addendum to be valid; therefore, the Purchasing Director will issue a written addendum to document approved changes.

Chatham County has an equal opportunity procurement policy. Chatham County seeks to ensure that all segments of the business community have access to providing services needed by County programs. The County affirmatively works to encourage utilization of disadvantaged and minority business enterprises in our procurement activities. The County provides equal opportunity for all businesses and does not discriminate against any persons or businesses regardless of race, color, religion, age, sex, national origin, or handicap. The County expects its contractors/consultants to make maximum feasible use of minority businesses and qualified minority employees. The terms "disadvantaged business", "minority business enterprise", and "minority person" are more specifically defined and explained in the Chatham County Purchasing Ordinance.

**SECTION I
INSTRUCTIONS TO PROPOSERS**

1.1 PURPOSE: The purpose of this document is to provide general and specific information for use in submitting a qualification proposal to supply Chatham County with services as described herein. All proposals are governed by the Code of Chatham County, Chapter 4, Article IV, and the laws of the State of Georgia.

1.2 HOW TO PREPARE PROPOSALS: All proposals shall be:

- A. Proposers are encouraged to carefully review all provisions and attachments of this document prior to submission. Each proposal constitutes an offer and may not be withdrawn except as provided herein.

1.3 HOW TO SUBMIT PROPOSALS: All proposals shall be:

- A. Submitted on-line on the County's procurement portal at:
<https://chathamcountyga.bonfirehub.com/portal>.

**** In submitting their proposal, the proposer certifies that he/she has carefully read all related Request for Proposal documents and agrees to comply with all provisions.**

- B. If a proposer is unable to submit their proposal on-line, they should notify the procurement contact for the solicitation at least one week prior to proposals being due to receive instructions. The County is seeking to conduct all solicitations on-line. The phone number for Purchasing and Contracting is 912-790-1618.

1.4 HOW TO SUBMIT AN OBJECTION: Objections from Offerors to this Request for Proposals and/or these specifications should be brought to the attention of the County Purchasing Director in the following manner:

- A. When a pre-proposal conference is scheduled, the Proposer may object in writing any time prior to or at the pre-proposal conference.
- B. When a pre-proposal conference is not scheduled, the Proposer shall object in writing not less than five (5) days prior to the Date for submission.
- C. The objections contemplated must pertain to both form and substance of the Request for Proposal documents. Failure to object in accordance with the above procedure will constitute a waiver on the part of the business to protest this Request for Proposal.

1.5 ERRORS IN PROPOSALS: Proposers or their authorized representatives are expected to fully inform themselves as to the conditions, requirements, and specifications before submitting proposals. Failure to do so will be at the Proposer's own risk.

1.6 STANDARDS FOR ACCEPTANCE OF PROPOSERS FOR CONTRACT AWARD: The County reserves the right to reject any or all Proposals and to waive any irregularities or technicalities in Proposals received whenever such rejection or waiver is in the best interest of the County. The County reserves the right to reject the Offer of a Proposer who has previously failed to perform properly or complete on time contracts of a similar nature, whom investigation shows is not able to fulfil the contract.

1.7 PROPOSER: Whenever the term "Proposer" is used, it shall encompass the "person", "business", "firm", or other party submitting a proposal to Chatham County in such

capacity before a contract has been entered into between such party and the County.

- 1.8 COMPLIANCE WITH LAWS:** The Proposer shall obtain and maintain all licenses, permits, liability insurance, workman's compensation insurance and comply with any and all other standards or regulations required by Federal, State or County statute, ordinances, and rules during the performance of any contract between the Proposer and the County. Any such requirement specifically set forth in any contract document between the Proposer and the County shall be supplementary to this section and not in substitution thereof.
- 1.9 CONTRACTOR:** Contractor or subcontractor means any person, firm, or business having a contract with Chatham County. The Contractor certifies that the firm will follow equal employment opportunity practices in connection with the awarded contract as more fully specified in the contract documents.
- 1.10 LOCAL PREFERENCE:** The Contractor/Consultant agrees to follow the local preference guidelines as more fully specified in the contract documents.
- 1.11 DEBARRED FIRMS AND PENDING LITIGATION:** Any potential proposer/firm listed on the Federal or State of Georgia Excluded Parties Listing (Barred from doing business) **will not** be considered for contract award. It is the proposer's responsibility to inform the County should the proposer/firm be placed on the Federal or State of Georgia Excluded Parties Listing during the proposal process. Proposers **shall disclose** any record of pending criminal violations (Indictment) and/or convictions, pending lawsuits, etc., and any actions that may be a conflict of interest occurring within the past five (5) years. Any proposer/firm previously defaulting or terminating a contract with the County will not be considered. Successful proposers with whom the County enters into a contract with for goods or services will notify the County if they become debarred during the course of the contract.

** All bidders or proposers are to read and complete the Disclosure of Responsibility Statement. Failure to do so may result in your solicitation response being rejected as non-responsive.

Bidder acknowledges that in performing contract work for the Board, bidder shall not utilize any firms that have been a party to any of the above actions. If bidder has engaged any firm to work on this contract or project that is later debarred, Bidder shall sever its relationship with that firm with respect to Board contract.

- 1.12 PERFORMANCE EVALUATION:** On April 11, 2008, the Chatham County Board of Commissioners approved a change to the County Purchasing Ordinance requiring Contractor/Consultant Performance Evaluations, at a minimum, annually, prior to contract anniversary date.

Should Contractor/Consultant performance be unsatisfactory, the appointed County Project Manager for the contract may prepare a Contractor/Consultant Complaint Form or a Performance Evaluation to the County Purchasing Director.

SECTION II PROPOSAL CONDITIONS

- 2.1 SPECIFICATIONS:** Any obvious error or omission in specifications shall not inure to the benefit of the bidder but shall put the Proposer on notice to inquire of or identify the same to the County.
- 2.2 MULTIPLE PROPOSALS:** No Proposer will be allowed to submit more than one offer. Any alternate proposals must be brought to the Purchasing Director's attention during the Pre-proposal Conference or submitted in writing at least five (5) days preceding the date for submission of proposals.
- 2.3 OFFERS TO BE FIRM:** The Proposer warrants that terms and conditions quoted in his offer will be firm for acceptance for a period of ninety (90) days from bid date submitted, unless otherwise stated in the proposal. When requested to provide a fee proposal, fees quoted must also be firm for a ninety-day period.
- 2.4 COMPLETENESS:** All information required by the Request for Proposals must be completed and submitted to constitute a proper proposal.
- 2.5 LIABILITY PROVISIONS:** Where Proposers are required to enter or go into Chatham County property to take measurements or gather other information in order to prepare the proposal as requested by the County, the Proposer shall be liable for any injury, damage or loss occasioned by negligence of the Proposer, his agent, or any person the Proposer has designated to prepare the Offer and shall indemnify and hold harmless Chatham County from any liability arising therefrom. The contract document specifies the liability provisions required of the successful Proposer in order to be awarded a contract with Chatham County.
- 2.6 CERTIFICATION OF INDEPENDENT PRICE DETERMINATION:** By submission of this Offer, the Proposer certifies, and in the case of a joint offer, each party thereto certifies as to its own organization, that in connection with this procurement:
- (1) The prices in this offer have been arrived at independently, without consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other competitor;
 - (2) Unless otherwise required by law, the prices which have been quoted in this offer have not been knowingly disclosed by the Proposer and will not knowingly be disclosed by the Proposer prior to opening, directly or indirectly to any other competitor; and
 - (3) No attempt has been made or will be made by the Proposer to induce any other person or firm to submit or not submit an offer for the purpose of restricting competition.

2.7 AWARD OF CONTRACT: The contract, if awarded, will be awarded to the Proposer whose proposal will be most advantageous to Chatham County, price and other factors considered. The Board of Commissioners will make the determination as to which proposal best serves the interest of Chatham County.

2.8 PROCUREMENT PROTESTS: Objections and protests to any portion of the procurement process or actions of the County staff may be filed with the Purchasing Director for review and resolution. The Chatham County Purchasing Ordinance – Part 9 – Vendor Disputes shall govern the review and resolution of all protests.

2.9 QUALIFICATION OF BUSINESS (RESPONSIBLE PROPOSER): A responsible Proposer is defined as one who meets, or by the date of the acceptance can meet, all requirements for licensing, insurance, and service contained within this Request for Proposals. Chatham County has the right to require any or all Proposers to submit documentation of the ability to perform the service requested.

Chatham County has the right to disqualify the proposal of any Proposer as being unresponsive or irresponsible whenever such Proposer cannot document the ability to deliver the requested service.

2.10 COUNTY TAX CERTIFICATE REQUIREMENT: A current Chatham County or municipal business license (within the State of Georgia) is required unless otherwise specified. A firm need not have a Chatham County Business License prior to submitting a proposal. However, a license must be obtained by the successful vendor prior to award of contract. Registration with the Georgia Secretary of State is not a substitution for this requirement.

Please contact the Chatham County Department of Building Safety and Regulatory Services at (912) 201-4300 for additional information.

NOTE: No contract shall be awarded unless all real and personal property taxes have been paid by the successful contractor/consultant and/or subcontractor/subconsultant as adopted by the Board of Commissioners on 8 April 1994.

2.11 INSURANCE PROVISIONS, GENERAL: The selected CONTRACTOR/CONSULTANT shall be required to procure and maintain for the duration of the contract insurance against claims for injuries to persons or damages to property, which may arise from or in connection with the performance of the work, hereunder by the Contractor/Consultant, his agents, representatives, employees or subcontractors/subconsultants. The cost of such insurance shall be included in the Proposal.

It is every Contractor's/Consultant's responsibility to provide the County Purchasing and Contracting Division with current and up-to-date Certificates of Insurance and Declaration Sheets for multiple-year contracts before the end of each term. Failure to do so may be cause for termination of contract.

2.11.1 General Information that shall appear on a Certificate of Insurance:

- I. Name of the Producer (Contractor's/Consultant's insurance Broker/Agent).
- II. Companies affording coverage (there may be several).
- III. Name and Address of the Insured (this should be the Company or Parent of the firm Chatham County is contracting with).
- IV. Summary of all current insurance for the insured (includes effective dates of coverage).
- V. A brief description of the operations to be performed, the specific job to be performed, or contract number.
- VI. Certificate Holder (This is to always include Chatham County).

Chatham County as an "Additional Insured": Chatham County invokes the defense of "sovereign immunity." In order not to jeopardize the use of this defense, the County **is not** to be included as an "Additional Insured" on insurance contracts.

2.11.2 Minimum Limits of Insurance to be maintained for the duration of the contract:

- A. **Commercial General Liability:** Provides protection against bodily injury and property damage claims arising from operations of a Contractor/Contractor/Consultant or Tenant. This policy coverage includes premises and operations, use of independent consultants, products/completed operations, personal injury, contractual, broad form property damage, and underground, explosion and collapse hazards. Minimum limits: \$1,000,000 bodily injury and property damage per occurrence and annual aggregate.
- B. **Worker's Compensation and Employer's Liability:** Provides statutory protection against bodily injury, sickness or disease sustained by employees of the Contractor/Consultant while performing within the scope of their duties. Employer's Liability coverage is usually included in Worker's Compensation policies and insures common law claims of injured employees made in lieu of or in addition to a Worker's Compensation claim. Minimum limits: \$500,000 for each accident, disease policy limit, each employee, and Statutory Worker's Compensation limit.
- C. **Business Automobile Liability:** Coverage insures against liability claims arising out of the Contractor's/Consultant's use of automobiles. Minimum limit: \$1,000,000 combined single limit per accident for bodily injury and property damage. Coverage should be written on an "Any Auto" basis.

2.11.3 Additional Coverage for Specific Procurement Projects:

- A. Professional Liability: Insure errors or omission on behalf of architects, engineers, attorneys, medical professionals, and consultants.

Minimum Limits: \$1 million per claim/occurrence
Coverage Requirement: If claims-made, retroactive date must precede or coincide with the contract effective date or the date of the Notice to Proceed. The professional must state if tail coverage has been purchased and the duration of the coverage.

- B. **Builder's Risk:** (For Construction or Installation Contracts) Covers against insured perils while in the course of construction.
Minimum Limits: All-Risk coverage equal 100% of contract value
Coverage Requirements: Occupancy Clause - permits County to use the facility prior to issuance of Notice of Substantial Completion.

2.11.4 **Special Requirements:**

Claims-Made Coverage: The limits of liability shall remain the same as the occurrence basis, however, the Retroactive date shall be prior to the coincident with the date of any contract, and the Certificate of Insurance shall state the coverage is claims-made. The Retroactive date shall also be specifically stated on the Certificate of Insurance.

- A. **Extended Reporting Periods:** The Contractor/Consultant shall provide the County with a notice of the election to initiate any Supplemental Extended Reporting Period and the reason(s) for invoking this option.
- B. **Reporting Provisions:** Any failure to comply with reporting provisions of the policies shall not affect coverage provided in relation to this request.
- C. **Cancellation:** Each insurance policy that applies to this request shall be endorsed to state that it shall not be suspended, voided, or canceled, except after thirty (30) days prior to written notice by certified mail, return receipt requested, has been given to the County.
- D. **Proof of Insurance:** Chatham County shall be furnished with certificates of insurance and with original endorsements affecting coverage required by this request. The certificates and endorsements are to be signed by a person authorized by the insurer to bind coverage on its behalf. All certificates of insurance are to be submitted prior to, and approved by, the County before services are rendered. The Contractor/Consultant must ensure Certificate of Insurance is updated for the entire term of the County.
- E. **Insurer Acceptability:** Insurance is to be placed with an insurer having an A.M. Best's rating of A and a five (5) year average financial rating of not less than V. If an insurer does not qualify for averaging on a five-year

basis, the current total Best's rating will be used to evaluate insurer acceptability.

- F. **Lapse in Coverage:** A lapse in coverage shall constitute grounds for contract termination by the Chatham County Board of Commissioners.
- G. **Deductibles and Self-Insured Retention:** Any deductibles or self-insured retention must be declared to, and approved by, the County. At the option of the County, either: the insurer shall reduce or eliminate such deductibles or self-insured retention as related to the County, its officials, officers, employees, and volunteers; or the Contractor/Consultant shall procure a bond guaranteeing payment of related suits, losses, claims, and related investigation, claim administration and defense expenses.

2.12 INDEMNIFICATION: The CONTRACTOR/CONSULTANT agrees to protect, defend, indemnify, and hold harmless Chatham County, Georgia, its commissioners, officers, agents, and employees from and against any and all liability, damages, claims, suits, liens, and judgments, of whatever nature, including claims for contribution and/or indemnification, for injuries to or death of any person or persons, or damage to the property or other rights of any person or persons caused by the CONTRACTOR/CONSULTANT or its subcontractors/subconsultants. The CONTRACTOR'S/CONSULTANT'S obligation to protect, defend, indemnify, and hold harmless, as set forth herein above shall include, but not be limited to, any matter arising out of any actual or alleged infringement of any patent, trademark, copyright, or service mark, or any actual or alleged unfair competition, disparagement of product or service, or other business tort of any type whatsoever, or any actual or alleged violation of trade regulations. CONTRACTOR/CONSULTANT further agrees to investigate, handle, respond to, provide defense for, and to protect, defend, indemnify, and hold harmless Chatham County, Georgia, at his sole expense, and agrees to bear all other costs and expenses related thereto, even if such claims, suits, etc., are groundless, false, or fraudulent, including any and all claims or liability for compensation under the Worker's Compensation Act arising out of injuries sustained by any employee of the CONTRACTOR/CONSULTANT or his subconsultant or anyone directly or indirectly employed by any of them.

The CONTRACTOR'S/CONSULTANT'S obligation to indemnify Chatham County under this Section shall not be limited in any way by the agreed-upon contract price, or to the scope and amount of coverage provided by any insurance maintained by the CONTRACTOR/CONSULTANT.

2.13 COMPLIANCE WITH SPECIFICATION - TERMS AND CONDITIONS: The Request for Proposals, Legal Advertisement, General Conditions and Instructions to Proposers, Specifications, Special Conditions, Proposers Offer, Addendum, and/or any other pertinent documents form a part of the Offeror's proposal and by reference are made a part hereof.

2.14 SIGNED RESPONSE CONSIDERED AN OFFER: The submitted Response shall be

considered an offer on the part of the Proposer, which offer shall be deemed accepted upon approval by the Chatham County Board of Commissioners, Purchasing Director, or designee. In case of a default on the part of the Proponent after such acceptance, Chatham County may take such action, as it deems appropriate, including legal action for damages or lack of required performance.

2.15 NOTICE TO PROCEED: The successful proposer shall not commence work under this Request for Proposal until a written contract is awarded and the Purchasing Director or his designee issues a Notice to Proceed. If the successful Proposer does commence any work or deliver items prior to receiving official notification, he does so at his own risk.

2.16 BONDING REQUIREMENT: The successful proposer will be required to provide Chatham County with payment and performance bonds in accordance with the County's Surety Requirements.

2.17 PAYMENT TO CONTRACTOR/CONSULTANT: Instructions for invoicing the County for service delivered to the County are specified in the contract document.

A. Questions regarding payment may be directed to the Finance Department at (912) 652-7905 or the County's Project Manager as specified in the contract documents.

B. Contractor/Consultant will be paid the agreed upon compensation upon satisfactory progress or completion of the work as more fully described in the contract document.

C. Upon completion of the work, the Contractor/Consultant will provide the County with an affidavit certifying all suppliers, persons or businesses employed by the Contractor/Consultant for the work performed for the County have been paid in full.

D. Chatham County is a tax-exempt entity. Every contractor, consultant, vendor, business, or person under contract with Chatham County is required by Georgia law to pay State sales or use taxes for products purchased in Georgia or transported into Georgia and sold to Chatham County by contract. Please consult the State of Georgia, Department of Revenue, Sales and Use Tax Unit in Atlanta (404) 656-4065 for additional information.

2.18 LICENSES, PERMITS, AND TAXES: The price or prices for the service shall include full compensation for all fees that the proponent is or may be required to pay. Chatham County is Tax Exempt. The Purchasing & Contracting Office upon request (912) 790-1623 will provide a Tax Exemption Certificate.

2.19 MINORITY – WOMEN BUSINESS ENTERPRISE PARTICIPATION: It is the desire of the County Board of Commissioners to increase the participation of minority (MBE) and women-owned (WBE) business in its contracting and procurement programs. The County is committed to a policy of equitable participation for these firms by setting goals for each contract. Bidder/proposers are requested to include in their proposals a

narrative describing their past accomplishments and intended actions in this area. If bidder/proposers are considering minority or women owned enterprise participation in their proposal, those firms, and their specific duties must be identified in their proposal along with the percentage(s) and dollar amount awarded to the MBE/WBE firm. Proposers may also provide demographic information regarding their employees to show their commitment to equal opportunity. If a bidder/proposer is considered for award, he/she will be asked to meet with County Staff so intended MBE/WBE participation goals can be formalized and included in the subsequent contract.

If the awarded contractor/consultant is claiming minority status, the contractor/consultant shall apply for certification by Chatham County, Georgia to the Office of Minority Business Coordinator. The Minority Business Coordinator will provide documentation of application status once approved or disapproved by Chatham County. Certification by any other government entity is acceptable if current copy of the certification is provided with this solicitation. For additional information concerning Chatham County's MBE/WBE Program, please contact Connell Heyward, at (912) 652-7860 or cheyward@chathamcounty.org.

REQUEST FOR PROPOSALS

GENERAL CONDITIONS SECTION III

- 3.1 DESCRIPTION AND OBJECTIVES:** The purpose of this solicitation is to receive proposals from qualified solar Photovoltaic (PV) providers to design, engineer, build, operate, maintain, and decommission turn-key installations of solar PV systems at pre-determined County-owned sites.
- 3.2 METHODOLOGY:** The procurement described herein may be conducted in a two-step process.

STEP ONE- ACCEPTANCE AND EVALUATION OF QUALIFICATION

PROPOSALS: All technical requirements, unless otherwise specified, must be met by the proponent or such proposal may be disqualified as being non-responsive. Proposals that are deemed incomplete as to substance and content may be returned without consideration. A shortlist of qualified firms will be developed and ranked.

STEP TWO-INTERVIEWS: The evaluation committee **may** request an interview with short-listed firms. If interviews are conducted, they will be scored. It will be at the discretion of the evaluation committee on the number of firms that will interview/present. Site visits **may** be requested as part of the interview process.

- 3.3 CONFIDENTIALITY OF DOCUMENTS:** Upon receipt of a proposal by the County, the proposal shall become the property of the County without compensation to the proponent, for disposition or usage by the County at its discretion (except for as provided by Georgia law for proprietary information). The details of the proposal documents will remain confidential until final award or rejection of proposals and/or protected under the

restraints of law. Only final points and ranking of proposals will be openly disclosed prior to approval by the Board of Commissioners. Proponent shall have no contact with any Department Representative or Evaluation Committee Member during and after the evaluation process. Any information contained in the proposal that is considered by the Proponent as “proprietary” to remain confidential shall be clearly identified and justified.

- 3.4 **CONE OF SILENCE:** Lobbying of Procurement Evaluation Committee members, County Government employees, and elected officials regarding this product or service solicitation, Invitation to Bid (ITB) or Request for Proposal (RFP) or contract by any member of a proposer’s staff, or those people employed by any legal entity affiliated with an organization that is responding to the solicitation is strictly prohibited. Negative campaigning through social or mass media about the current service delivery is strictly prohibited. Such actions may cause your proposal to be rejected.
- 3.5 **COMPENSATION:** The County has attempted in SECTION V to provide as much information about the project as possible to enable firms to structure their offer.
- 3.6 **REJECTING PROPOSALS:** The County reserves the right to reject any or all proposals and is not bound to accept any proposal if that proposal is contrary to the best interest of Chatham County. Similarly, the County is not bound to accept the lowest dollar proposal if the offer is not considered in the County's best interest.
- 3.7 **COST TO PREPARE RESPONSES:** The County assumes no responsibility or obligation to the respondents and will make no payment for any costs associated with the preparation or submission of the proposal.
- 3.8 **INQUIRIES:** Direct any questions related to this RFP to Ms. Robin Maurer, Purchasing Director, and submit all questions through the County’s procurement portal <https://chathamcountyga.bonfirehub.com/portal> Q&A section. Include the RFP number, page, and paragraph number as a reference to each question. *DEADLINE FOR ALL QUESTIONS IS one week prior to the due date.*

THE ONLY OFFICIAL ANSWER OR POSITION OF CHATHAM COUNTY WILL BE THE ONE STATED IN WRITING.

- 3.9 **METHOD OF SOURCE SELECTION:** Chatham County is using the Competitive Sealed Proposal method of source selection, as authorized by Part 3 of the Chatham County Purchasing Ordinance for this procurement.

An award, if made, will be made to the responsible offeror whose proposal is most advantageous to Chatham County, taking into consideration price and other factors set forth in this Request for Proposal (RFP). The County will not use any other factors or criteria in the evaluation of the proposals received.

- 3.10 **EQUAL EMPLOYMENT OPPORTUNITY:** During the performance of this contract, the COMPANY agrees as follows:

The COMPANY will not discriminate against any employee or applicant for employment because of race, creed, color, sex, age, national origin, place of birth, physical handicap, or marital status.

SECTION IV SPECIAL CONDITIONS

- 4.1 PENDING LITIGATION:** Proposals will not be accepted from any company, firm, person, or party, parent subsidiary, against which Chatham County has an outstanding claim, or a financial dispute relating to prior contract performance. If the County, at any time, discovers such a dispute during any point of evaluation, the proposal will not be considered further.
- 4.2 EVALUATION FACTORS:** Factors such as proponents' overall capability, specialized experience, reputation, past performance on similar projects, technical competence, financial stability, ability to meet program goals, delivery under the contract terms, and fee schedule will be considered in the award recommendation. Commitment in the level of MBE/WBE firms, consultants and employees will also be considered in the evaluation of proposals.
- 4.3 SELECTION PROCESS:** *Proposals will be evaluated initially on the basis of the written document. Thus, the proposal must be complete, concise, and clear as to the intent of the respondent.* Further evaluation may include an oral presentation, which will be scheduled after receipt of the written proposal and approval of the shortlist.
- 4.4 CONTRACT:** The term of the contract will be for a 25-year term.
- 4.5 FORMAT OF RESPONSES:** To be considered, proponents must submit a complete response to the Request for Proposal. The format provided in this Section is not negotiable. To assure a uniform review process and obtain the maximum degree of comparability, each proposal shall include the following content and shall be presented in the following order:
- A. Executive Summary
 - B. Organizational Experience
 - C. Program Design and Delivery Approach, Timeline, and Guarantees
 - D. Program Readiness
 - E. Additional Benefits
 - F. Local MBE/WBE Participation
 - G. Fee Proposal
 - H. References
- 4.6 PROPOSALS MUST BE RESPONSIVE TO:**

4.6.1 EXECUTIVE SUMMARY (SECTION A): You should provide at least a one (1) page letter of introduction. The letter should highlight or summarize whatever information you deem appropriate as a cover letter. As a minimum, this section should include the name, address, telephone number and fax number of one (1) contact to whom any correspondence should be directed. This section should include a clear statement of the Proposer's understanding of this RFP and the contract requirements, and how the Proposer intends to meet the RFP requirements.

4.6.2 ORGANIZATIONAL EXPERIENCE - TOTAL POSSIBLE POINTS: 20 (SECTION B)

- A. The proposer's experience providing renewable energy solutions will be taken into consideration. The proposer should reference data, past performance outcomes and evidence to describe relevant experience with local governments and workforce development programs.
- B. Include between 3 and 5 projects completed in the last 5 years similar in scope and complexity to the proposed projects. At least 1 of the referenced projects must be financed through a SEPA (or equivalent financing arrangement), and at least 1 of the projects must be with a local government. Include project names, system sizes (kW), locations, brief 2-3 sentence project descriptions, and a project reference (name, organization, email, and telephone number). Highlight experience with local permitting processes and interconnection experience with Georgia Power.
- C. Proposers should also outline the qualifications of key personnel, including years of experience, educational background, and relevant licenses and certifications. Clearly identify the project manager and the ongoing point of contact for maintenance concerns.

4.6.3 PROGRAM DESIGN AND DELIVERY APPROACH, TIMELINE, AND GUARANTEES - TOTAL POSSIBLE POINTS: 20 (SECTION C)

- A. The proposal must demonstrate an understanding of program requirements and include key provisions of the proposal, including understanding of the County's goals, understanding of the Proposer's role in the Project, brief descriptions of proposed systems, workforce training plan, pricing, and key timeline dates.
- B. Proposals shall include the management/staff structure articulated in the proposal. The proposal should detail mechanisms for ongoing and consistent internal and external contract staff supervision and an internal quality assurance monitoring system.
- C. Describe your technical approach to the design and construction of each solar system including proposed locations; system types (roof mount, fixed-tilt, or

single- or dual-axis tracking); and equipment specifications (modules, inverter, and racking). Proposers should also include attachments showing the physical layout of system components (modules, inverter, and conduit) and PVSYST, Helioscope, or similar production simulation results. Existing building construction drawings are not immediately available. However, Proposers will have an opportunity to assess the facility at the scheduled site visit as detailed in Exhibit B.

- D. The proposal should detail a realistic, well-thought-out implementation plan regarding program operations. Proposers shall complete the Schedule Form (located in Supporting Documentation) as part of their implementation and operations plan.
- E. The Evaluation Committee will also assess the proposer's operations plan to ensure the utilization of best practices in the proposed program's proposals is demonstrated.
- F. Proposers should outline the qualifications of the firm, including the number of years the firm has been in business, applicable state licensing, bonding capacity, insurance coverage, experience with SEPAs, and experience working with local governments. Additionally, Proposers should indicate whether the Proposer, any team member, or any corporate officers have been party to a lawsuit relating to the installation or performance of any equipment it has installed and provide a summary of the issues and lawsuit status.

4.6.4 PROGRAM READINESS – TOTAL POSSIBLE POINTS: 10 (SECTION D):

- A. The Evaluation Committee will assess the proposer's ability to implement the program by the program start date. Proposers should present a detailed process for ensuring operational effectiveness. Identify key Project milestones for each site and include any necessary review periods for the County.
- B. The Evaluation Committee will also evaluate whether the proposer demonstrates a robust plan and clear commitment to transparently engage the community in planned workforce development efforts.
- C. The Proposer shall provide a summary narrative to describe its typical bonding process and bonding capacity to accommodate the potential magnitude of this Project during construction and ongoing operation. The Vendor shall furnish a performance and payment bond in a form acceptable to the County in an amount sufficient for completion of the installations, determined as part of contract negotiation. Describe the type of bond, what it is intended to cover, and what the appropriate bond value should be. Name the

entity that serves as your bonding agent. A letter of surety cannot be used as a substitute for performance bonds.

- D. The Proposer shall outline a plan for upholding its contract with the County for the duration of the contract term. This plan shall include, at a minimum, strategies for honoring contract guarantees in the event of bankruptcy and firm closure. The Proposer shall outline the remedies available to the County in the event the Proposer is unable to uphold its contract.

4.6.5 ADDITIONAL BENEFITS: WORKFORCE TRAINING, ENTREPRENEURSHIP SUPPORT, AND OTHER SERVICES - TOTAL POSSIBLE POINTS: 5 (SECTION E)

- A. Describe your plan for training at least four (4) local workers. This plan shall outline how long the training will last, the skills that will be taught, the compensation that will be provided, and the extent to which workers shall be prepared to seek industry certification.
- B. Secondly, describe your plan for educating Local Disadvantaged Business Enterprises (roofers, contractors, electricians, etc.) about how to add solar installation to their scope of services. At a minimum, Proposers shall plan to provide 2 information sessions that cover available training resources and industry certification requirements.
- C. Lastly, outline any additional benefits that the Proposer would provide during construction or over the length of the contract. Examples include providing utility rate guidance, community outreach, on-site educational signage, working with existing nonprofits, additional workforce training strategies, and monitoring equipment prices for cost-effective upgrade opportunities.
- D. Also include any additional elective add-ons such as battery storage and electric vehicle (EV) charging components that would benefit the County's overall sustainability and resilience program goals.

4.6.6 LOCAL MBE/WBE PARTICIPATION– TOTAL POSSIBLE POINTS: 15 (SECTION F) Commitment to the level of local MBE/WBE business/firms, subcontractors, consultants, and employees. Approach to meeting and exceeding the MBE/WBE requirements. History of Minority-owned, Women-owned business utilization in the past. The MBE/WBE participation forms are an expectation of utilization as proposed by the Proposer. The MBE/WBE participation goal predominantly applies to the construction portion of the RFP; however, consideration will be given to creativity demonstrated in MBE/WBE participation beyond construction that could include operations and maintenance of the system. Specific information on Chatham County's M/WBE Program and Certification process can be found online at [M/WBE Program - Home \(chathamcountyga.gov\)](http://chathamcountyga.gov).

**4.6.7 FEE PROPOSAL (COST OF ENERGY OVER CONTRACT TERM) -
TOTAL POSSIBLE POINTS: 25 (SECTION G)**

- A. Proposers shall use the Fee Proposal Form of the RFP. This form must be signed by the responsible party. The County is not looking for “ballpark” numbers. The County is looking for a final proposal based on the information provided. The cost per kWh should not be based on the aggregate of the energy produced at all locations. Proposers are asked to provide stand-alone pricing for each site.
- B. The County reserves the right to select some, all, or none of the sites identified, and to select one, no, or multiple Proposers. The decision to proceed or not proceed with a site will be based on the merits of and proposals for the individual site, not the portfolio.
- C. The Fee Proposal must support the Scope of Services contained in the RFP and fully encompass all activities in the Proponent’s Proposal. The total fee amount shall identify and include all professional services, foreseeable costs and expenses, supplies, overhead and profit that are deemed necessary to successfully complete these activities.

4.6.8 REFERENCES – TOTAL POSSIBLE POINTS: 5 (SECTION H)

Please provide at least three (3) current or past clients for whom you furnish(ed) same or similar scope of work to a municipality. Please provide the client’s name, address, phone number, the name of a contact person, and how long that reference has been your client.

4.6.9 INTERVIEWS/PRESENTATIONS (IF REQUIRED) – TOTAL POSSIBLE POINTS: 30

Proposals shall be evaluated by a selection committee. A short list may be developed, and interviews conducted with those Proposers deemed to be most qualified. The County reserves the right to conduct interviews with any or all Proposers at the County’s discretion. The County also reserves the right to request a best and final offer (BFO) and to re-score evaluations based on the best and final offer. Proposers may be required to provide clarification of their proposal as part of the BFO response.

4.7 CONTRACT: The successful respondent will be expected to execute a contract within 30 days of notice of award. No work shall be performed under the contract until a contract has been fully executed by both parties. A notice to proceed will be issued by Chatham County.

4.8 ASSIGNMENT: The PROPOSER shall not assign or transfer any interest of the contract without prior written consent of the County.

4.9 CONTRACT AWARD:

4.9.1 Successful Proponent will be asked to submit his/her firms’ contractual issues for

consideration in the Chatham County contract. Proposals will become part of the contract.

4.9.2 No work shall be performed under the contract until a contract has been fully executed by both parties. A notice to proceed will be issued by Chatham County.

4.10 **CHANGES:** In the event a contract is awarded, the County may, at any time during the contract period, make changes within the general scope of the contract and its' technical provisions. If any such change causes any increase or decrease in the proponent's cost of performing any part of the contract, whether changed or not changed by any such notice, an equitable adjustment shall be made in the contract prices, or in the time of performance or in both. A formal change order of such adjustment shall be made.

Any claim by the proponent for an equitable adjustment shall be supported by detailed cost and pricing data, which the County shall have the right to verify by audit of the proponent's records or, at the County's election, by other appropriate means. Any claim by the proponent for an equitable adjustment shall be made in writing and prior to proceeding with the additional services or capital investments. The County may accept and act upon claims made later if, in the County's sole discretion, circumstances justify so doing. Nothing in this clause shall excuse the proponent from proceeding with performance of this contract in accordance with its original terms and conditions and any approved changes.

SECTION V TECHNICAL SPECIFICATIONS

5.1 **PROJECT DESCRIPTION:** The purpose of this event is to receive proposals from qualified solar Photovoltaic (PV) providers to design, engineer, build, operate, maintain, and decommission turn-key installations of solar PV systems at the site addresses provided herein. Respondents shall have demonstrated experience designing, planning, permitting, and constructing complete solar PV systems and have knowledge of local utility regulations. A final feature of this proposed contract is a workforce development and job creation component with safety and occupational training on solar panel installation and maintenance to local residents from a local partner.

5.2 **BACKGROUND:** Chatham County (hereby referred to as "the County") seeks to generate electricity from behind-the-meter solar PV at selected municipal properties. Chatham County did not hire a consultant to write this RFP nor has the County hired a consultant to perform the preliminary screening or assess the roofs on any of the proposed sites. The goals of the program are to increase the County's renewable energy capacity, reduce energy costs and greenhouse gas emissions (GHG), serve as a model to other communities on how to deploy solar, and provide educational opportunities about the benefits of renewable energy.

Each of the facilities herein has passed an internal review for suitability for solar PV based on overall energy usage, age of the roof, daily shading, tree coverage, and proposed future site improvements. However, the selected solar PV provider will be expected to

provide detailed analysis of the suitability of each site, including but not limited to:

- An evaluation of the structural, topographical, and/or geotechnical attributes of each site.
- A production estimate based on factors such as pitch, azimuth, and shading.
- Economic analysis based on system costs, electric usage profiles, and utility rates and regulations.

Construction drawings are not immediately available. However, Proposers will have an opportunity to assess the facility at the scheduled site visit as detailed in Exhibit B.

A pdf. showing the boundaries of the solar roof mount areas on proposed buildings is located on the purchasing portal under Supporting Documentation.

For the purposes of this RFP, respondents will be asked to submit a proposal using the representative sites listed in Exhibit A. **Chatham County, at its discretion, may select all, none, or some of the facilities listed in Exhibit A for this Project. The Proposer must bid on each site individually.**

5.3 ANTICIPATED CONTRACT TERMS:

- 5.3.1 The County seeks to finance the solar PV systems described herein through Solar Energy Procurement Agreements (SEPA). The term for each SEPA is expected to be 25 years. The County shall retain the right to buy the system for any or all sites at fair market value of the system at the end of the term.
- 5.3.2 The selected Proposer shall have qualified personnel (either staff or on a contract basis) to implement the solar installations, including, but not limited to, Georgia-registered professional engineer; Georgia-registered architect; Georgia-registered master electrician; and North American Board of Certified Energy Practitioners certified overseer of the Project.
- 5.2.3 The selected Proposer shall have the capacity to provide financing for all expenses for the design, construction, installation, connection, maintenance, and operations of solar panels at the selected sites. The County's financial contribution will be an agreed upon rate for electricity in dollars per kilowatt-hour (\$/kWh) paid monthly. This rate may include an annual escalator that is not to exceed 2 percent (%).
- 5.3.4 The selected Proposer shall be responsible for taking advantage of all available and applicable incentives offered to reduce the total installed cost of PV at each facility and shall be required to meet any and all requirements to claim such incentives.
- 5.3.5 Should the County wish to initiate Green-e certification, the selected Proposer shall complete all documentation and application processes associated with

Green-e certification on behalf of the County. The selected Proposer shall establish an account for the County, and, after the account has been established, register the projects in the account such that the County will receive renewable energy credits (RECs) for the operation of the projects. The selected Proposer shall, at its expense, pay all deposits and fees for completing the applications and certifications with Green-e and the REC tracking system.

- 5.3.6 The selected Proposer shall be responsible for obtaining and covering all costs associated with any required permits (e.g., building, construction, electrical, plumbing, environmental, zoning, etc.), inspections, and utility interconnection agreements for the construction, installation, connection, operation, and maintenance of the system.
- 5.3.7 The selected Proposer shall be responsible for ensuring that the installation of rooftop solar energy systems shall not penetrate through the roof or adversely impact roof integrity or violate existing roof warranties. Additionally, the installer shall be responsible for replacing or contracting for the replacement of roofs that are indicated by the County or found by the installer to need replacing.
- 5.3.8 The selected Proposer shall be responsible for ensuring that solar installations, including supports and power conductors, do not interfere with roof drains, water drainage, expansion joints, air intakes, existing electrical and mechanical equipment, lightning protection, existing antennas, or any other existing features unless specifically approved by the County. Further, the selected Proposer shall ensure that installations do not interfere with County access or operational needs.
- 5.3.9 The selected Proposer shall be responsible for removing the system at the end of the term of the agreement if it is not purchased by the County. The selected Proposer shall also be responsible for temporarily removing and replacing the system if roof repairs are necessary.
- 5.3.10 The selected Proposer shall provide access to real-time monitoring of system performance in order to ensure system quality, demonstrate the benefits of solar to the community, and track production for the purposes of calculating renewable energy credits generated.
- 5.3.11 The selected Proposer shall provide paid training to at least four (4) local workers over the course of the design, engineering, and installation process. A list of suitable trainees will be developed by a to-be-determined community partner.

5.4 DETAILED SCOPE:

The selected Proposer shall design, construct, install, interconnect, operate, maintain, and monitor the system at the facilities described in Exhibit A and sell the electricity generated from the system to the County in accordance with the Solar Energy Procurement Agreement structure. All output generated at a facility shall be used at that

facility and the selected Proposer shall not sell the output beyond the capacity limit of any individual facility. Unless cost effective, batteries should not be proposed at this time.

The scope of service shall include all tasks required to design, fabricate, deliver, install, operate, monitor, and maintain the system. The scope shall also include, but not be limited to, securing all permits and approvals from governing agencies and paying all labor costs, taxes, service fees, permit fees, and equipment costs necessary to produce a fully operational system as described in detail below:

1) Design, engineering, and permitting

Opportunities for details related to tie-in locations, building voltage and specific phase details for each building will be made available at the prescheduled site visits.

The selected Proposer shall design/engineer the system to maximize energy savings in consideration of the facilities' load profiles, the size, and conditions of the proposed site, proposed future site improvements, and other relevant factors. The selected Proposer shall supply to the County the design documents and drawings, stamped by an appropriately licensed Georgia professional engineer, that includes the following minimum information:

- a. Timeline/Project schedule
- b. System description
- c. Equipment details and description including information on modules (brand name, model, size, and technology), inverters (brand, type, and efficiency), and monitoring and data acquisition systems
- d. Layout of installation
- e. Layout of equipment
- f. Specifications for equipment procurement and installation
- g. All engineering associated with structural and mounting details
- h. Performance of equipment components and subsystems
- i. Integration of solar PV system with other power sources
- j. Electrical grid interconnection requirements
- k. Controls, monitors, and instrumentation
- l. System performance monitoring

2) Installation

The selected Proposer shall supply all equipment, materials, and labor necessary to install the systems and integrate them with other power sources. The selected Proposer shall identify an appropriate location for the solar PV inverter equipment and its related components and environmental control systems that shall meet the following criteria:

- a. Ease of maintenance and monitoring
- b. Efficient operation
- c. Low operating losses
- d. Secured location and hardware
- e. Compatibility with existing facilities
- f. Avoidance of flood-prone areas
- g. Avoidance of trees and any tree pruning unless approved by County Arborist
- h. Visual harmony

3) Interconnection:

The selected Proposer shall supply and install all equipment required to interconnect the systems to the existing electrical distribution system. The selected Proposer shall be responsible for all applications, studies, and witness testing procedures that are necessary to complete the interconnection process and enroll in relevant utility programs (e.g., net metering). All costs associated with utility interconnection shall be borne by the selected Proposer. The selected Proposer shall secure from governing agencies and the utility company all required rights, permits, approvals, and interconnection agreements at no additional cost to the County. The County shall become the signatory on applications, permits, and utility agreements only where necessary. The selected Proposer shall complete and submit in a timely manner all documentation required to qualify for available rebates and incentives.

4) Inspection, Commissioning, and Acceptance Testing:

To ensure compliance with the National Electric Code (NEC), an inspection by a licensed electrical inspector is mandatory after construction is complete. Unless otherwise identified, manufacturer recommendations shall be followed for all inspection and test procedures. The NEC inspection shall be conducted by an independent third-party electrical inspector familiar with PV systems. The independent commissioning agent must not be a direct employee of the firm designing and/or installing the system.

During start-up, the County and/or its engineer/consultant, shall observe and verify each system's performance, alongside the Proposer's independent commissioning agent. Required commissioning and acceptance test services include:

- a. Verifying that all equipment specifications match the proposed equipment specifications
- b. Verifying that the physical layout aligns with the as-built diagrams with variations to the proposed system noted

- c. Verifying that the electrical system as laid out and connected aligns with the as-built one-line diagrams including fuses, relays, and switches with variation to proposed system noted
- d. Ensuring that each array passes the open-circuit voltage and current test
- e. Testing the manual disconnect switch to ensure it operates correctly

5) Monitoring

The selected Proposer shall monitor the system performance and provide real-time data to the County. This information shall be used for public education and outreach and to allow the County to monitor, analyze, and display historical and live solar electricity generation data. The real-time data shall reflect, but not be limited to, the following:

- a. Real-time generation and load
- b. Monthly, annual, and lifetime generation
- c. Capacity factor
- d. Cost avoidance
- e. Greenhouse gas (GHG) avoidance

The data acquisition system shall be designed for turnkey, remote operation. Data shall be transmitted via internet or telephone from the sites to a server that can be accessed by the County. Data format shall be coordinated with the requirements of the County. The data acquisition system must not require a dedicated or always-on personal computer.

6) Cost of electricity:

The selected Proposer shall provide a long-term cost for electricity(\$/kWh) for the term of the awarded contract. This price can include an annual escalator that does not exceed 2%.

All savings predictions (first year or otherwise) shall clearly state any assumptions used in the calculations, including assumptions relating to utility rate increases.

7) Operation and maintenance:

Operations & maintenance and decommissioning shall be included in the SEPA.

The selected Proposer shall:

- a. Provide performance monitoring, notification, and troubleshooting
- b. Perform preventive maintenance and inspections to identify and fix

problems before they occur, including infrared photography for hot spots, manufacturer recommended maintenance, hardware torque checks, and array cleanings

- c. Provide corrective maintenance to minimize system downtime
- d. Complete any replacements including but not limited to inverter replacements

8) Metering:

- a. Each project shall have at least one production meter at the point of interconnection.
- b. The selected Proposer shall ensure the Metering system is designed, located, constructed, installed, owned, operated, and maintained in accordance with prudent industry practices in order to measure and record the amount of energy produced by the system.
- c. The selected Proposer shall inspect and test all the meters at such times as will conform to prudent industry practices, but not less often than every two (2) years.
- d. The selected Proposer shall be responsible for all costs and expenses incurred with such inspections or tests.

5.5 FINANCIAL INFORMATION:

5.5.1 The County expects that the selected Proposer shall assume responsibility for the system financing, design, construction, installation (including metering equipment and training), interconnection, operation, and maintenance at each facility, according to the terms and conditions of the agreement negotiated between the County and the selected Proposer.

5.5.2 The County shall not provide any financial security (i.e., letter of credit, guarantee, etc.). The prices established in the agreement shall not be subject to adjustment during the 25-year term of the agreement, other than any agreed-upon escalation provided for in the agreement, including, but not limited to, any changes to the selected Proposer's costs as a result of state or federal incentives, tax credits, bonus depreciation, or similar items that are not achieved or received.

SECTION VI

EVALUATION AND AWARD

SOLAR ENERGY PROCUREMENT AGREEMENT

6.1 METHOD OF EVALUATION: Each response to this RFP shall be subject to the same review and assessment process. Proposals will be evaluated and ranked based on points awarded by an Evaluation Committee. A description of the factors which will be analyzed, and the relative weight for each factor follows. *The County will not consider*

the proposal of any Offeror who lacks certification or authorization to provide the Solar Energy Procurement Agreement for Chatham County as requested.

<i>Evaluating Factor:</i>	<i>Points Possible:</i>
Organizational Experience	20
Program Design/Delivery Approach/Timeline/Guarantees	20
Program Readiness	10
Additional Benefits: Workforce Training/Entrepreneurship Support/Other Services	5
Fee Proposal	25
Local Minority and Woman Owned Business Participation	15
References	5

INTERVIEWS/PRESENTATIONS: If required, interviews will be scored at a maximum of 30 points.

6.3 CONTRACT AWARD:

- 6.3.1 Successful Service Provider will be asked to submit his/her firms’ contractual issues for consideration in the Chatham County contract. Proposals will become part of the contract.
- 6.3.2 No work shall be performed under the contract until a contract has been fully executed by both parties. A notice to proceed will be issued by Chatham County.

FEE PROPOSAL FORM

**REQUEST FOR PROPOSAL
CHATHAM COUNTY, GEORGIA
RFP NO. 23-180-7
SOLAR ENERGY PROCUREMENT AGREEMENT
FOR CHATHAM COUNTY, GEORGIA**

I have read and understand the requirements of this request for proposal RFP 23-0180-7 and agree to provide the required services in accordance with this proposal and all attachments, exhibits, etc. The proposed fee shall include all labor, material, and equipment to provide the services as outlined including any travel or per diem expenses and any other miscellaneous expense involved. The fee for providing the required service is:

Building	Cost per kWh (w/o Roof)	Cost per kWh (w/ Roof)	Annual Escalator (%) – (not to exceed 2%)	Total System Cost
1. Citizen's Services Center Building (roof top)				
2. Chatham County Juvenile Court Building (roof top)				
3. Chatham County Sheriff's Office Building /Chatham County Jail (roof top)				
4. Chatham County Aquatic Center Building (southeastern portion of roof away from skylight)				

FIRM NAME: _____

PROPOSER: _____

SIGNATURE: _____

ADDRESS: _____

CITY/STATE/ZIP: _____

TELEPHONE: _____ FAX: _____

E-MAIL: _____

EXHIBIT A

The County does not have a preferred roofing contractor. The roof on each site has been deemed by staff to be suitable for solar for the length of the SEPA and does not need replacement. Construction drawings are not immediately available. However, Proposers will have an opportunity to assess the facility at the scheduled site visit as detailed in Attachment B.

1. Citizen's Services Center Building (roof top): 1117 Eisenhower Dr, Savannah, Georgia 31406

2. Chatham County Juvenile Court Building (roof top): 197 Carl Griffin Dr, Savannah, Georgia 31405

3. Chatham County Sheriff's Office Building /Chatham County Jail/ Chatham County Detention Center (roof top): 1050 Carl Griffin Dr, Savannah, Georgia 31405

4. Chatham County Aquatic Center Building (southeastern portion of roof only, away from skylight): 7240 Sallie Mood Dr, Savannah, Georgia 31406

EXHIBIT B

Site Visit Date and Times

December 19, 2023

- 1. 9:00 AM- 9:45 AM** - Citizen's Services Center Building: 1117 Eisenhower Dr, Savannah, Georgia 31406
- 2. 10:00 AM- 10:45 AM** - Chatham County Aquatic Center Building (Southeastern portion of roof only, away from skylight): 7240 Sallie Mood Dr, Savannah, Georgia 31406
- 3. 1:30 PM – 2:15 PM** - Chatham County Juvenile Court Building: 197 Carl Griffin Dr, Savannah, Georgia 31405
- 4. 2:30 PM – 3:30 PM** - Chatham County Sheriff's Office Building /Chatham County Jail/Chatham County Detention Center: 1050 Carl Griffin Dr, Savannah, Georgia 31405

EXHIBIT C – Access to Utility Bills

To gather accurate usage data for each site, complete the following steps below. There is no other interval data available for any of the 4 sites.

1. Go to <https://www.georgiapower.com/>
2. Click on *Business*
3. Click on *Manage Your Account*
4. Click on *Login/Register*
5. Click *Register Now*
6. Click *History*
7. Click *Find Using Bill Info*
8. Type in *Account Number* and *Web Access Code* from the site's associated electricity bill.

Citizen's Services Center Building (roof top): 1117 Eisenhower Dr, Savannah, Georgia 31406

Account #	Account Access Code	Reference	Account ID	Meter #
35973-00030	809379	MAINT DEPT	2704100	3232946

Chatham County Juvenile Court Building (roof top): 197 Carl Griffin Dr, Savannah, Georgia 31405

Account #	Account Access Code	Reference	Account ID	Meter #
62480-09016	555058	JUVENILE	1002600	3494676

Chatham County Sheriff's Office Building /Chatham County Jail/ Chatham County Detention Center (roof top): 1050 Carl Griffin Dr, Savannah, Georgia 31405

Account #	Account Access Code	Reference	Account ID	Meter #
13989-91084	515800	*NEW METER*		9503289
12639-55130	515800	RANGE MAINTENANCE		3388457
13808-29024	515800	K9 BLDG		3225568
23970-83066	673930	TRAINING UNIT MOD 2	1003326	3516788

Chatham County Aquatic Center Building (southeastern portion of roof only, away from skylight): 7240 Sallie Mood Dr, Savannah, Georgia 31406

Account #	Account Access Code	Reference	Account ID	Meter #
29770-02030	850353	POOL & NEC LGHTS	1006124	3320296