



**REQUEST FOR DESIGN AND INSTALLATION OF ON-SITE SOLAR  
ENERGY GENERATION SYSTEM, FAIRGROUNDS, SAN JUAN  
COUNTY, WASHINGTON**

**Proposals Received until:  
3:00pm PDT, Wednesday, August 26<sup>th</sup>, 2020  
At: San Juan County Clerk of the Council  
(by delivery to) 55 2nd St, 1st Floor  
(by mail to) 350 Court Street #1  
Friday Harbor, WA 98250, Friday Harbor, WA 98250**

The County will utilize a competitive, sealed bid process to receive quotations and award the contract for this project. All contractors wishing to submit a proposal must have a current Washington State Universal Business Identifier (UBI) number, current contractor's registration or licensing as required, current Industrial insurance coverage for employee, and not currently debarred from bidding on a project that involves prevailing wage. In addition, contractor must attend L&I training on Public Works and Prevailing Wage Law unless contractor has been in business for 3 or more years and has completed 3 or more public works projects.

**\*\*All bids must be accompanied by 5% Bid Bond.**

Proposals plainly marked: "**Fairgrounds Main Building Solar**" must be received by **3:00pm PDT, Wednesday August 26<sup>th</sup>, 2020**. Proposals received will be reviewed and opened by the County Manager for San Juan County in the public conference room located at 55 Second Street, Friday Harbor. Contractors not present will be notified of results within 3 business days. Faxed or emailed proposals **will not be** accepted.

The County wishes to have installed an on-site solar photovoltaic energy generation system on the roof of the Main Exhibit Hall on the County Fairgrounds located at 849 Argyle Ave. in Friday Harbor, San Juan Island.

This work is estimated to cost between \$350,000 and \$380,000. Work to be completed by December 31<sup>st</sup> , 2020.

Call 360-370-0549 or e-mail [gregts@sanjuanco.com](mailto:gregts@sanjuanco.com) to request a bid packet and bid form (please put “**Fairgrounds Main Building Solar**” in the subject line). Project information and scope of work are available to view in the County Parks & Fairgrounds office in Friday Harbor.

San Juan County reserves the right to reject any or all proposals and to waive irregularities in the bid or in the bidding process.

No bidder may withdraw a bid for a period of 30 days after the date set for the bid opening.

*Questions about the project, specifications, and/or addenda should be directed to Greg Sawyer, Facilities Manager, at [gregts@sanjuanco.com](mailto:gregts@sanjuanco.com) or 360-370-0549.*

## **INCLUDED IN THIS PACKET**

- INFORMATION FOR BIDDERS PG 4
- PROJECT INFORMATION PG 5 - 6
- STATEMENT OF BIDDERS QUALIFICATIONS PG 7
- PROPOSAL FORM PG 8 & 9
- SCOPE OF WORK PG 10
- DRAFT BIDDED CONTRACT Attached

## **INFORMATION FOR BIDDERS**

- 1) Proposals plainly marked “Fairgrounds Main Building Solar” will be received by the San Juan County Clerk of the Council: (delivery) 55 2nd St, 1st Floor (by mail to) 350 Court Street #5 Friday Harbor, WA 98250, until **3:00pm, Wednesday August 26<sup>th</sup>, 2020**. All proposals will be reviewed by the Director and bidders will be notified of the project award. Faxed or emailed bids ***will not be*** accepted.
- 2) Any bid received after the time and date specified shall not be considered.
- 3) Unit prices for all items, where called for, and the total amount of bid must be shown.
- 4) Proposals must be submitted on the form provided by San Juan County Parks & Fair. Other sheets or forms will not be accepted.
- 5) Complete the entire proposal form. The Proposal will not be accepted if any sections are not filled out correctly.
- 6) Make no changes or amendments to the proposal form. However, you may attach a single page with suggestions, including corresponding quotations. The contract provided is informational only and will be awarded to the successful company.
- 7) The proposal form must have the ink signature of a representative who has the legal capacity to enter your organization into a formal contract with San Juan County.
- 8) The County reserves the right to reject any and all bids and to waive irregularities in the bid or in the bidding process.
- 9) San Juan County will award this contract as is determined to be in the best interest of the County.
- 10) No bidder may withdraw a bid for a period of 15 calendar days after the date set for this bid opening.

**1. DESCRIPTION OF WORK:**

The contractor will provide all equipment, materials and labor to design and install on-site grid-tied solar energy generation and storage. Proposals should include all costs for complete 156.42 kW AC solar photovoltaic energy generation roof-top system, all supplies: including but not limited to solar panels, fittings, hardware, and straps to install all solar panels, and any additional materials and equipment to do the installation and modifications as needed. The contractor is responsible for obtaining needed permits including permit costs. Interconnection to Utility (Opalco). Inverter. Note: Current utility transformer is 100kVA. Any necessary upgrade to the transformer shall be identified and coordinated by contractor but associated costs shall be directly born by the County per the Opalco member agreement.

**2. WORKMANSHIP:**

All workmanship shall be in accordance with industry standards, permits, laws and regulations pertaining to solar photovoltaic energy generation systems. NFPA 70 NEC 2020, IEEE SCC21, ATM E44.09, NABCEP (North American Board of Certified Energy Practitioners).

**3. ESTIMATE:**

This contract is estimated to cost between \$350,000 and \$380,000.

**4. SALES TAX: Sales Tax Exemption? WA State 7/1/2019 101-500 kW pay sales tax, then request 50% refund from WA State DOR**

The work is being performed for San Juan County, a political subdivision of the State of Washington, and is on county land. It is the contractor's responsibility to apply sales tax to the work where appropriate per Washington State laws and regulations.

**5. WARRANTY:**

25 year warranty on the inverters and solar panels.

**6. COUNTRY OF ORIGIN:**

Prefer United States manufacturer. Please state country of origin in Proposal.

**7. RETAINAGE:**

Pursuant to RCW 60.28, a sum of 5 percent of the monies earned by the Contractor will be retained from progress estimates. Retainage funds will be governed as specified in "WSDOT Standard Specifications, I-09.9(1) Retainage."

**7. CONTRACT TIME:**

Work will be scheduled to start within 10 days of issuing the Notice to Proceed; **estimated start date is September 1<sup>st</sup>, 2020** with work to be completed by **December 31<sup>st</sup>, 2020**.

**8. GENERAL LIABILITY INSURANCE AND INDEMNIFICATION REQUIREMENTS:**

The Contractor will carry and maintain throughout the period of the Agreement comprehensive general liability insurance in the amount of \$1,000,000 to cover all classifications of work contemplated herein, and will also carry and maintain auto liability insurance within the limits of \$1,000,000 for each person and for each occurrence. Certificates demonstrating insurance coverage shall be furnished to the County within fifteen (15) days of the execution of this Agreement. Maintenance of such insurance is a condition precedent to the compensation of the Contractor. The Contractor shall also maintain statutory workers' compensation insurance and employer's liability insurance to cover employees and volunteers as required by state and federal law. This insurance must be primary and non-contributory.

**9. WAGE REQUIREMENTS:**

The Contractor shall comply with the Washington State prevailing wage laws. Current Prevailing Wage rates and further information are available at Washington State Department of Labor and Industries, <http://www.lni.wa.gov/TradesLicensing/PrevWage/WageRates/default.asp>

**10. PROPOSAL:**

The proposal quote prices for the attached listed items shall be full payment for furnishing labor, tools, equipment, material, shop drawings and permits, if required, necessary for the completion of the work.

**11. PAYMENT:**

The contractor shall submit a detailed invoice for any payment to the SJC Facilities Department administration office. Invoice submittals must include a description of the work accomplished referencing the proposal item; an itemized breakdown of labor, equipment, materials & supplies with copies of material receipts; and overhead/mark up and sales tax. The contractor may submit invoices for a percentage of work completed or for materials purchased and delivered to the jobsite at the park for each proposal item.

Submit invoices to: San Juan County Facilities Dept.  
350 Court Street #13  
Friday Harbor WA 98250

or by e-mail to: [gregts@sanjuanco.com](mailto:gregts@sanjuanco.com)

**STATEMENT OF QUALIFICATIONS**

Each company submitting a proposal on work included in the Scope of Work shall prepare and submit as part of his/her proposal this form with the following information:

A. Name of Company:

\_\_\_\_\_

B. Business Address:

\_\_\_\_\_

C. Telephone:

\_\_\_\_\_

D. State of Washington Contractor's Registration No. \_\_\_\_\_ Expires: \_\_\_\_\_

E. How many years contracting business under present name: \_\_\_\_\_

F. General character of work performed by company:

\_\_\_\_\_

\_\_\_\_\_

G. List of recent projects constructed by said company, including approximate costs, dates and owner:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

H. Bank references:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Company Name

By \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_

**PROPOSAL FORM**

DUE DATE: 3:00PM PDT, Wednesday, August 26<sup>th</sup>, 2020

PROJECT: San Juan County Fairgrounds Main Building Solar

TO: San Juan County Clerk of the Council  
(delivery) 55 2nd St, 1<sup>st</sup> Floor  
(by mail to) 350 Court Street #1  
Friday Harbor, WA 98250

The undersigned hereby certifies that \_\_\_\_\_ has examined the location and work as outlined in the Scope of Work and Project Information, in San Juan County, Washington, and has read and thoroughly understands them and the Small Works Contract concerning the work described. The undersigned further understands the method by which payment will be made for said work, and hereby proposes to undertake and complete the work described in this improvement, in accordance with the said specifications and the following schedule of rates and prices.

NOTE: Lump sum prices include labor, tools, materials and all costs to perform the work.

Line No.	Description	Qty.	Unit Price	Total Price
----------	-------------	------	------------	-------------

**BASE BID ITEMS**

1.	Solar Panels	<u>Country of Origin:</u> _____		\$ _____
2.	Installation Materials			\$ _____
3.	Permits			\$ _____
4.	Labor			\$ _____
<b>SUBTOTAL</b>				<b>\$ _____</b>
<b>WASHINGTON STATE SALES TAX @ 8.1%</b>				<b>*\$ _____</b>
<b>*see WA State solar exemption info above</b>				
<b>TOTAL BID</b>				<b>\$ _____</b>
<b>**Cost for upgrading the existing onsite utility transformer</b>				<b>\$ _____</b>

**QUOTATIONS INCLUDE ALL COSTS AND SALES TAX IS IDENTIFIED.**

**ADDENDA**

Receipt of addenda numbered \_\_\_\_\_ is hereby acknowledged. Initials \_\_\_\_\_

No Addenda received

Legal Name of Firm: \_\_\_\_\_

By: \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone #: \_\_\_\_\_ Date \_\_\_\_\_

Washington State Contractor's License Number: \_\_\_\_\_

Washington State Unified Business Identifier (UBI) number/tax registration number \_\_\_\_\_

**NOTE:** San Juan County reserves the right to accept or reject any or all bids in the best interest of the County. Bids will be subject to review and compliance with specifications. All local, state and federal laws shall be strictly followed.

**EXHIBIT A**  
**SCOPE OF WORK SPECIFICATIONS**

**DESCRIPTION OF WORK**

The contractor will provide all equipment, materials and labor to design and install on-site 156.42 kW AC grid-tied solar energy generation system. Installation will be on the roof of the Main Exhibit Hall on the County Fairgrounds. The contractor will provide all equipment, materials and labor to design and install this system, including, but not limited to solar panels, , GFCI protection, fittings, hardware, and straps to install solar panels and provide AC energy generation with interconnection to Opalco grid, and any additional materials and equipment to do the installation and modifications as needed. The contractor is responsible for obtaining needed permits including permit costs.

Incentives. Contractor shall ensure that all Federal and State incentives for solar installations are realized by the County in this project.

All workmanship shall be in accordance with industry standards, permits, laws and regulations pertaining to prevailing wages: propane hot water heater installation, gas lines, electrical modifications, plumbing, venting and light construction. The Contractor is responsible for maintaining a clean & safe worksite and disposal of all debris related to the work.

The contractor will coordinate work, schedule, material deliveries, and inspections related to permitting and with the on-site owner's representative. The work site will be open from 8:00 AM to 6:00 PM, Monday-Friday. Exceptions to that schedule must be approved, in advance, by the Facilities Manager

The San Juan County Fairgrounds are located on San Juan Island, 849 Argyle Ave. The Fairgrounds Main Exhibit Hall is located in the middle of the fairgrounds, situated behind the parks & Fair office. The project objective is to install a grid-tied system of Photovoltaic (PV) solar panels to generate direct current (DC) energy, invert to alternating current (AC), and feed to the power grid, reducing monthly power costs. Any necessary utility locate requests must be fulfilled through the Utility Notification Center before work commences.

**SEQUENCE OF WORK**

The successful contractor shall provide a Sequence of Work indicating how the work will be completed within the time period including the number of days for major work elements within 10 business days of contract execution.

*SAMPLE FORM - Not for execution*

SJC Agreement No.

**SAN JUAN COUNTY CONTRACT FOR A PUBLIC WORKS PROJECT  
[CONTRACT TITLE]  
[CRP NUMBER]**

This Contract is made between SAN JUAN COUNTY, a political subdivision of the state of Washington, hereafter referred to as "County," and \_\_\_\_\_, hereafter referred to as "Contractor."

In consideration of the terms, conditions, covenants and performance contained in this Contract, the parties agree as follows:

1. The Contractor's Proposal; the Contract Provisions and Plans; all Addenda; (collectively "the Bidding Documents"); and the Washington State Department of Transportation Standard Specifications for Road, Bridge and Municipal Construction, 2018 Edition as amended, ("WSDOT Specifications 2018") all of which are on file in the office of the San Juan County [Department Name] Department, shall constitute a part of this Contract and are by this reference incorporated and made a part of this Contract as though fully set forth. Each of the parties expressly covenants and agrees to carry out and fully perform each and all of the provisions of these documents upon its or his part to be performed.

2. Contractor agrees to furnish all equipment, material, and labor for \_\_\_\_\_ in accordance with its proposal dated \_\_\_\_\_ and attached as Exhibit A.

3. The County agrees to retain the Contractor to perform the work described in the Bidding Documents and agrees to pay for that work in accordance with the provisions of this Contract.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

[COMPANY NAME]  
[INSERT NAME]  
[INSERT TITLE]

**SAN JUAN COUNTY**  
Michael J. Thomas  
County Manager

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**APPROVED AS TO FORM ONLY**  
Randall K. Gaylord  
San Juan County Prosecuting Attorney

By: \_\_\_\_\_  
Date

\_\_\_\_\_