

SOLICITATION FOR:

RFP # 16-75 Solarize Mass Somerville Photovoltaic Installer



CITY OF SOMERVILLE, MASSACHUSETTS

RELEASE DATE: 4/4/2016

QUESTIONS DUE: 4/19/2016 by 12PM EST

DUE DATE AND TIME: 4/27/2016 by 11AM EST

Anticipated Contract Award	6/1/2016
Est. Contract Commencement Date	6/30/2016
Est. Contract Completion Date	12/31/2017

DELIVER TO:

City of Somerville

Purchasing Department

Attn: Michael Richards

Purchasing Analyst

mrichards@somervillema.gov

93 Highland Avenue

Somerville, MA 02143

CITY OF SOMERVILLE, MASSACHUSETTS
Enclosed You Will Find a Request for Proposal For:
RFP # 16-75 Solarize Mass Somerville Photovoltaic Installer

RFP # 16-75 SECTION 1.0
GENERAL INFORMATION ON PROPOSAL PROCESS

1.1 General Instructions

The City of Somerville (“Somerville”) is releasing a request for proposals (“RFP”) from solar photovoltaic (“PV”) installers (“Installer(s)”) to participate in the 2016 Solarize Massachusetts Program (“Solarize Mass” or the “Program”), a Program run in partnership with the Massachusetts Clean Energy Center (“MassCEC”) and the Department of Energy Resources (“DOER”). This program will drive community adoption of solar photovoltaic (PV) projects through group purchasing model that includes a tailored community-based marketing effort within the selected Massachusetts communities (each a “Community”, together the “Communities”).

Solarize Mass Somerville seeks proposals from installers that can provide residential and small-scale commercial¹ solar PV installations under both direct purchase and third-party ownership models. It is expected that customers who purchase a system under the program will receive a fixed reduction in the total system purchase price across the board for all residents. Customers that enter into Power Purchase Agreements (PPAs) or leases will receive a greater financial incentive from the installer as higher tiers of aggregate capacity are reached. Quality of the installer proposal, proposed equipment, proposed pricing, ability to partner with the community, previous performance providing similar services, installation practices, and reference checks will be factors in the selection process.

The City of Somerville will accept proposals from teams of installers. The proposal must explain the organization of responsibilities as well as the rationale for teaming, such as geographic coverage or a partnership of two firms that each specialize in direct ownership or PPA models.

Copies of the solicitation may be obtained from the Purchasing Department on and after 4/4/2016 per the below-noted City Hall hours of operation.

Hall Hours of Operation:	
Monday – Wednesday	8:30 a.m. and 4:30 p.m.
Thursday	8:30 a.m. to 7:30 p.m.
Friday	8:30 a.m. to 12:30 p.m.

All Responses Must be Sealed and Delivered To:
Purchasing Department City of Somerville 93 Highland Avenue Somerville, MA 02143
<i>It is the sole responsibility of the Offeror to ensure that the proposal arrives on time at the designated place. Late proposals will not be considered and will be rejected and returned.</i>

¹ Residential and small-scale commercial projects are the primary focus of Solarize Mass. Commercial projects over 15 kW generally fall outside the scope of the program, but installers may choose to count them toward the community’s total contracted capacity or tiered pricing. Please note larger commercial projects will not be the focus of the campaign’s marketing and outreach.

Proposal Format:
Submit one (1) sealed proposal package (with two sealed envelopes, one for the price and one for the technical proposal); it must be marked with the solicitation title and number and must be original.
In an effort to reduce waste, please DO NOT USE 3-RING BINDERS.
Responses must be sealed and marked with the solicitation title and number.
All proposals must include all forms listed in the Proposers Checklist (and all documents included or referenced in Sections 2.0 - 4.0). If all required documents are not present, the proposal may be deemed non-responsive and may result in disqualification of the proposal unless the City determines that such failure(s) constitute(s) a minor informality, as defined in Chapter MGL 30B.
A complete Proposal must also include a cover letter signed by an official authorized to bind the Offeror contractually and contain a statement that the proposal is firm for ninety (90) days. An unsigned letter, or one signed by an individual not authorized to bind the Offeror, may be disqualified.
The Offeror's authorized official(s) must sign all required proposal forms.
The Price Form in Section 4.0 must be completed. No substitute form will be accepted. Pricing must remain firm for the entire contract period.
All information in the Offeror's response should be clear and concise. The successful response will be incorporated into a contract as an exhibit; therefore, Offerors should not make claims to which they are not prepared to commit themselves contractually.
The successful Offeror must be an Equal Opportunity Employer.

1.2 Proposal Schedule

Key dates for this Request for Proposals:	
RFP Issued	4/4/2016
Deadline for Submitting Questions to RFP	4/19/2016 by 12PM EST
Proposals Due	4/27/2016 by 11AM EST
Anticipated Contract Award	6/1/2016
Est. Contract Commencement Date	6/30/2016
Est. Contract Completion Date	12/31/2017
Responses must be delivered by 4/27/2016 by 11AM EST to:	City of Somerville Purchasing Department Attn: Michael Richards 93 Highland Avenue Somerville, MA 02143

1.3 Submission Instructions

Please submit *two sealed envelopes, all within one sealed proposal package*, with the following contents and marked in the following manner:

Contents of Sealed Proposal Package	Marked As
Envelope 1 Non-Price Technical Proposal: Shall Include (1) original and two (2) copies, and one (1) electronic copy. [Electronic copies are to be submitted on CD-ROM or thumb drives and are to be saved in Adobe Acrobat format. ("Read only" files are acceptable.)]	To Be Marked: Non-Price Proposal RFP # 16-75 Solarize Mass Somerville Photovoltaic Installer
Envelope 2 Price Proposal: Shall Include one (1) original and one (1) copy.	To Be Marked: Price Proposal RFP # 16-75 Solarize Mass Somerville Photovoltaic Installer
Please send the complete sealed package to the attention of :	Michael Richards Purchasing Analyst Purchasing Department Somerville City Hall 93 Highland Avenue Somerville, MA 02143

(Note: Massachusetts General Laws, Chapter 30B requires that price proposals must be separate from technical proposals. Therefore, **please make no reference to pricing in the non-price technical proposal.** Failure to adhere to this requirement will result in disqualification.

Non-Price (Technical) Proposal Format

Responses must be submitted in accordance with the requirements set forth in this solicitation. Results of the proposal review process will be utilized to establish a preliminary ranking of the proposers. The City may interview the top ranked candidates as part of the evaluation process. All information in the technical proposal should be organized and presented as directed below. Your Non-Price Proposal response should contain all forms outlined in the Proposers Checklist (Section 5.0). Responses shall be prepared on standard 8.5 x 11 inch paper (charts may be landscaped but must be on 8.5 x 11 inch paper) and shall be in a legible font size (12). All pages of each response shall be appropriately numbered (and with consecutive page numbering across tabs).

Elaborate format and binding are neither necessary nor desirable. All proposals will be capable of lying flat when opened. The cover and spine of each binder will clearly identify the Offeror's name, solicitation number, formal solicitation title and copy number, (e.g., "Original", "copy 2 of 3"). All binders will allow for easy removal and replacement of pages.

Cover Letter

Submit a cover letter that includes the official name of the firm submitting the proposal, mailing address, e-mail address, telephone number, fax number, and contact name. The letter must be signed by an official authorized to bind the proposer contractually and contain a statement that the proposal is firm for ninety (90) days. An unsigned letter, or one signed by an individual not authorized to bind the Offeror, may be disqualified.

Qualifications & Experience

The Offeror shall include qualifications and experience of the firm (or sole proprietor). The Offeror shall identify the year the firm was established, the total number of employees currently employed, and the number of

employees focused on this engagement. This section should also describe work that is similar in scope and complexity that the Offeror has undertaken in the past. A discussion of the challenges faced and solutions developed are highly recommended. The Offeror may include any additional literature and product brochures. The Quality Requirements Form (Section 2.0), or set of basic business standards, must be submitted in the sealed proposal.

References

The Offeror shall list at least three relevant references, which the City can contact. The City of Somerville reserves the right to use ourselves as a reference. References shall include the following information:

●The name, address, telephone number, and email address of each client listed above.	
●A description of the work performed under each contract.	●The amount of the contract.
●A description of the nature of the relationship between Offeror and the customer.	
●The dates of performance.	●The volume of the work performed.

Price Proposal Format

Price Summary Page (see Section 4.0.)

Proposal Prices to Remain Firm

All proposal prices submitted in response to this solicitation must remain firm for 90 days following the proposal opening. The selected installer's pricing is to remain firm for sign-up period of program.

Price Submission

All prices must contain the unit rate as requested on the proposal price form in this solicitation. All prices are to include delivery, the cost of fuel, the cost of labor, and all other charges related to the products or services listed. Prices are to remain fixed for the contract period of performance.

1.4 Questions

Questions are due: 4/19/2016 by 12PM EST

Questions concerning this solicitation must be mailed or hand delivered in writing to:

Michael Richards
Purchasing Analyst
Somerville City Hall
Purchasing Department
93 Highland Avenue
Somerville, MA 02143

Or emailed to:
mrichards@somervillema.gov

Or faxed to:

617-625-1344

Answers will be sent via an addendum to all Offerors who have registered as proposal holders. Proposers are encouraged to contact the Purchasing Department to register as a proposal document holder to automatically be alerted as to addenda as they are issued. It is the responsibility of the Offeror to also monitor the proposal portal on the City's website for any updates, addenda, etc. regarding that specific solicitation. The web address is: <http://www.somervillema.gov/departments/finance/purchasing/bids>.

If any proposer contacts City personnel outside of the Purchasing Department regarding this proposal/proposal, that proposer will be disqualified immediately.

1.5 General Terms

Proposal Signature

A response must be signed as follows: 1) if the Offeror is an individual, by her/him personally; 2) if the Offeror is a partnership, by the name of the partnership, followed by the signature of each general partner; and 3) if the Offeror is a corporation, by the authorized officer, whose signature must be attested to by the clerk/secretary of the corporation (& with corporate seal).

Time for Proposal Acceptance and City Contract Requirements

The contract will be awarded within 90 days after the proposal opening. The time for award may be extended for up to 45 additional days by mutual agreement between the City of Somerville and the Offeror that is most advantageous and responsible. The Offeror's submission will remain in effect for a period of 90 days from the response deadline or until it is formally withdrawn, a contract is executed, or this solicitation is canceled, whichever occurs first. The Offeror will be required to sign a standard City contract per the City's general terms included herein as Appendix A.

Holidays are as follows:

New Year's Day	Martin Luther King Day	Presidents' Day	Patriots' Day
Memorial Day	Bunker Hill Day	Independence Day	Labor Day
Columbus Day	Veterans' Day	Thanksgiving Day	Thanksgiving Friday
Christmas Eve (half day)	Christmas Day		

Please visit <http://www.somervillema.gov/> for the City's most recent calendar. *Under State Law, all holidays falling on Sunday must be observed on Monday.

If the awarded Offeror for their convenience desires to perform work during other than normal working hours or on other than normal work days, or if the Offeror is required to perform work at such times, the Offeror shall reimburse the City for any additional expense occasioned the City, thereby, such as, but not limited to, overtime pay for City employees, utilities service, etc. UNLESS otherwise specified in these provisions, services will be performed during normal work hours. When required services occur on holidays, work will be performed on either the previous or following work day, unless specified otherwise.

Unforeseen Office Closure

If, at the time of the scheduled proposal opening, the Purchasing Department is closed due to uncontrolled events such as fire, snow, ice, wind, or building evacuation, the proposal due date will be postponed until 2:00 p.m. on the next normal business day. Proposals will be accepted until that date and time. In the event of inclement weather, the Offeror is responsible for listening to the media to determine if the City has been closed due to weather.

Changes & Addenda

If any changes are made to this solicitation, an addendum will be issued. All proposers on record as having picked up the solicitation will be alerted via email as to the posting of all addenda. The City will also post addenda on its website (<http://www.somervillema.gov/departments/finance/purchasing/bids>). No changes may

be made to the solicitation documents by the Offerors without written authorization and/or an addendum from the Purchasing Department.

Modification or Withdrawal of Proposals, Mistakes, and Minor Informalities

An Offeror may correct, modify, or withdraw a proposal by written notice received by the City of Somerville prior to the time and date set for the proposal opening. Proposal modifications must be submitted in a sealed envelope clearly labeled "Modification No.____" to the address listed in Section 1. Each modification must be numbered in sequence and must reference the original solicitation. After the proposal opening, an Offeror may not change any provision of the proposal in a manner prejudicial to the interests of the City or fair competition. Minor informalities will be waived or the proposer will be allowed to correct them. If a mistake and the intended proposal are clearly evident on the face of the proposal document, the mistake will be corrected to reflect the intended correct proposal, and the proposer will be notified in writing; the proposer may not withdraw the proposal. A proposer may withdraw a proposal if a mistake is clearly evident on the face of the proposal document, but the intended correct proposal is not similarly evident.

Right to Cancel/Reject Proposals

The City of Somerville may cancel this solicitation, or reject in whole or in part any and all proposals, if the City determines that cancellation or rejection serves the best interests of the City.

Unbalanced Proposals

The City reserves the right to reject unbalanced, front-loaded, and conditional proposals.

Brand Name "or Equal"

Any references to any brand name or proprietary product in the specifications shall require the acceptance of an equal or better brand. The City has the right to make the final determination as to whether an alternate brand is equal to the brand specified.

1.6 Evaluation Methodology

Comparative Evaluation Criteria

The Comparative Evaluation Criteria set forth in Section 2 of this RFP shall be used to evaluate responsible and responsive proposals.

All proposals will be reviewed by an evaluation committee composed of employees of the City. Final selection will be based upon the evaluators' analysis of the information and materials required under the RFP and provided by the proposing vendors in their submissions. The City reserves the right to involve an outside consultant in the selection process. Proposals that meet the minimum quality requirements will be reviewed for responses to the comparative evaluation criteria. The evaluation committee will assign a rating of Highly Advantageous, Advantageous, Not Advantageous, or Unacceptable to the comparative evaluation criteria.

The City will only award a contract to a responsive and responsible Proposer. Before awarding the contract(s), the City may request additional information from the Proposer to ensure that the Proposer has the resources necessary to perform the required services. The City reserves the right to reject any and all proposals if it determines that the criteria set forth have not been met.

Selection Process

Qualified proposals will be reviewed and rated by the Evaluation Committee ("the Committee") on the basis of the comparative evaluation criteria and minimum quality requirements included in Section 2.0.

The City may request additional information from the Offerors to ensure that the Offeror has the necessary resources to perform the required services. The Committee may choose to select a set of finalists to be interviewed ("the short list"). The short-listed applicants will be notified, either by e-mail or telephone, of the date, time, and place for their interviews and any other pertinent information related thereto. The Mayor may, at the Mayor's sole discretion, interview the applicants on the short list. The Committee will rank all candidates and make a recommendation to the Mayor to enter into a contract with the most highly advantageous Offeror.

The City will award the contract to the most responsive and responsible Offeror whose entire proposal (technical and price) is deemed to be the most highly advantageous. The City reserves the right to reject any and all proposals if it determines that the criteria set forth have not been met.

RFP # 16-75 SECTION 2.0

RULE FOR AWARD /

SPECIFICATIONS/SCOPE OF SERVICES

Rule For Award

The contract shall be awarded to the responsible and responsive proposer submitting the most advantageous proposal response, taking into consideration all evaluation criteria as well as price. The contract will be awarded within ninety (90) days after the proposal opening. The time for award may be extended for up to 45 additional days by mutual agreement between the City and the most highly advantageous and responsible offeror.

Program Description and Goals

Solarize Mass Somerville is led by municipal officials, local volunteers, MassCEC, DOER and a competitively selected installer to implement a solar aggregation and education program on behalf of the community. Solarize Mass Somerville has developed the following goals for the program:

- Increase education and awareness of solar PV and its benefits
- Reduce costs associated with solar PV
- Increase local adoption of solar PV
- Begin to implement improvements to city housing stock that will assist Somerville in reaching its goal to be a net-zero community by 2050
- Establish a precedent for effective, efficient solar installation in multi-unit residential buildings, including condominiums
- Increase awareness and adoption of solar among small commercial property and business owners

These goals will be accomplished through a number of activities. In particular, price reductions will be achieved through economies of scale by aggregation solar PV projects, and by reducing customer acquisition costs -- including advertising and customer education -- which can be a significant portion of the total cost of a solar PV system. By educating the local community, streamlining marketing efforts, and aggregating sales, Solarize Mass Somerville will help make solar PV more accessible and affordable for local residents and businesses.

A preliminary timeline for the Solarize Mass Somerville program is outlined below. *Please note that this is an estimated timeline and dates are subject to change.*

2016 Solarize Massachusetts Schedule	Tentative Timeline
RFP for Solar Installers Released	April 4, 2016
Installer Proposals Due	April 27, 2016 11:00am
Threshold review of Installer Proposals	May 4, 2016
Community-Installer Interview Day	May 5, 2016-May 25, 2016
Announce Selected Solar PV Installers	June 2, 2016
Outreach Strategy Development with Installer	June 2016
Meet the Installer Presentations	June 2016
Customer Sign-Up Period Begins	July 2016
Customer Sign-Up Period Ends	December 2016

The City of Somerville/MassCEC has provided the draft marketing and outreach sections of Somerville's marketing plan, which can be found at www.solarizemass.com and attached in Appendix D. Installers are welcome to review for more information on their proposed marketing and outreach plans for the 2016 Solarize Mass program.

Roles and Responsibilities

The Solarize Mass Somerville program will be a partnership that includes a number of organizations and individuals that will work closely in order to provide a high-quality, streamlined customer experience for residents and businesses in Somerville. The following table provide a brief overview of the expected roles and responsibilities of organizations under Solarize Mass Somerville:

MassCEC & DOER	<ul style="list-style-type: none">• Competitively select Solarize communities• Provide technical consultant support for Solarize Mass Somerville• Provide marketing and education grants and materials to communities
Community	<ul style="list-style-type: none">• Installer selection• Volunteer support for outreach and education• Community Solar Coach coordinates community volunteers
Installer	<ul style="list-style-type: none">• Provides free site assessments• Customer service and follow-up• Offers system pricing based on Solarize Mass Somerville pricing• Provides turnkey system installation
Homeowners	<ul style="list-style-type: none">• Contract with installers for solar installations• Encourage others to explore going solar

Scope of Work

Installers selected for the 2016 Solarize Massachusetts Program will have primary responsibility for managing leads, performing site assessments, providing general customer service, contracting, installation, and all other functions typically associated with the sales and installation process. Installers will also play an integral role in public outreach and educational events coordinated under Solarize Mass Somerville.

Once selected, the installer will work with the Solarize Mass Somerville representatives to finalize a marketing strategy specific to the community. Shortly thereafter, the installer will participate in a Meet the Installer presentation, where the installer will be introduced to the Community. Installers shall provide additional training for the Community Solar Coach -- the lead volunteer coordinating the program -- on the installer's operations or other relevant topics. The installer must also offer a number of educational events examples include, Solar 101: An introduction to Residential Solar, Solar 102: Solar financing mechanisms. In assisting with outreach and marketing, the installer will be expected to provide real-world examples on how financing, incentives, and sale of SRECs would impact project cost and feasibility.

As leads are identified during the outreach process, the installer will provide site assessments (as appropriate) and system designs for individual solar PV projects. The site assessment will evaluate a site's suitability for solar PV, including shading, onsite load, and any electrical, structural, or mechanical issues that may increase the price of the solar PV project relative to the baseline proposed price. The installer will be required to offer price proposals to potential program participants that include a detailed breakdown of any price adders that are in addition to the base pricing, clearly demonstrating that the customer is receiving pricing consistent with the Solarize Mass Somerville-Installer contract.

All projects must meet the requirements outlined in the Solarize Mass Program Minimum Technical Requirements. See www.SolarizeMass.com and Appendix C for more information regarding these requirements.

Upon contracting, the installer will be responsible for providing each customer with a turnkey service, which includes securing all local permits, and completing the project within one year of contract signing. In addition, the installer will be expected to provide information regarding net metering, the sale of SRECs, and any other federal or state incentives available to the customer.

The installer must identify a process for handling leads that have non-feasible sites for solar PV. Examples may

include offering individuals with non-feasible sites more information on other technology options, such as information regarding the City of Somerville's Somerville Energy Efficiency Now program or solar hot water, or requesting potential assistance in any Solarize Massachusetts volunteer opportunities.

The installer will also provide to the community representatives with weekly data as requested, including but not limited to, the number of community initial interest contacts, number of site visits completed, number of feasible sites, number of signed contracts, and contracted capacity. Ideally, the installer will create a live database with this information, which the City and volunteer team can access remotely. The installer will also provide the City and its Solarize volunteer team with access to inquiries from residents interested in participating in the program. The selected installer will also participate in a bi-weekly project management calls and will agree to share all communication email lists.

The installer will be required to provide the Community and MassCEC with a final report outlining the total number of contracted customers within the community and the resulting prices that will be associated with each installation.

The installer must be willing to work with Somerville to set up a landing page for Somerville Residents who are interested in learning about going solar, or want to get involved with our campaign. Additionally the landing page will include integrated and/or third-party solar mapping for the City of Somerville. Somerville will host and maintain the landing page on its existing SustainaVille website.

Comparative Evaluation Criteria

The Comparative Evaluation Criteria set forth in this section of the RFP shall be used to evaluate responsible and responsive proposals. The Comparative Evaluation Criteria are:

- **Overall quality and value:** overall quality of proposal and partnership potential with Solarize Mass Somerville
- **Experience:** degree of installer's experience and proficiency in the scope of work, including demonstrated experience in developing, designing and installing small-scale solar PV systems. In addition, experience of installer team in outreach activities;
- **Marketing plan:** ability of proposal to drive community adoption of solar PV projects and reduce prices of small-scale PV installations;
- **Implementation:** ability to provide timely, quality customer service and installations as well as ability to communicate and work in partnership with Solarize Mass Somerville;
- **Price structure:** quality and simplicity of pricing proposal for Purchase Price (\$/kW) and if applicable, Lease/PPA Price (\$/kWh) or financial incentive. In addition, the value offered by the proposed equipment, price adders, price escalators, and contract terms and conditions;
- **Demonstration of innovative concepts:** additional consideration will be given to installers that can provide innovative business models, or have options for other technologies such as Solar Hot Water and energy efficiency.

Quality Requirements

Quality requirements, or basic business requirements, are the minimum set of standards that an entity must meet and certify to be considered responsible and responsive. **Please complete the Quality Requirements form, below, and submit it with your completed proposal.** The City of Somerville will disqualify any response that does not meet the minimum quality requirements. A "No Response" to items 1 through 5, or a failure to respond to any of the following minimum standards may result in disqualification of your proposal.

QUALITY REQUIREMENTS		YES	NO
1.	Demonstrate experience and proficiency in solar PV installations. The installer must have installed a minimum of ten (10) solar PV projects in Massachusetts.		
2.	Be, at minimum, a professional contractor licensed to conduct business in Massachusetts.		
3.	Include on the project team at least one electrician holding a valid and current Massachusetts electrical license enabling them to perform any electrical work on the solar PV projects.		
4.	Submit a proposal that meets all of the threshold review criteria outlined herein before the proposal deadline.		
5.	Meets the requirements outlined in the Solarize Mass Program Minimum Technical Requirements. See www.SolarizeMass.com and Appendix C for more information regarding these requirements.		
6.	Optional: Are you a Mass. Supplier Diversity Office MBE/WBE certified minority or woman owned business? Additional minority designations may be submitted by attaching supporting documentation.		

An Installer proposal must include the following:

- **Attachment A:** Pricing Contingencies / Cost Adders
- **Appendix A:** Review the draft *COMMUNITY – Installer Contract Template*, and provide any comments (if applicable)
- **Appendix B:** Review the draft MassCEC – Installer Terms and Conditions draft, and provide any comments
- **Document 1:** A template contract for a direct purchase project, a contract for a Lease/PPA option (if applicable), and contract language for a project receiving financing option (if applicable).
- **Document 2:** Example marketing documents that may be provided to residential customers
- **Document 3:** Example email communication template, or if applicable, materials that would be provided to residents who are determined not to have a feasible site for solar
- **Document 4:** Resumes, licenses, or certifications (if pertinent) of key members of the installer team
- **Document 5:** Proposed equipment specification sheets
- **Document 5:** Attach example email communication template, or if applicable, materials that would be provided to residents who are determined not to have a feasible site for solar

Components of Proposal Checklist and Application Template Components

Installer Primary Point of Contact

Proposed Company Partners/Team: Contact information for any partner organizations

Proposed Equipment: Identify specifications for equipment that will be used for projects going through the Program, including equipment manufacturer, model, warranties for equipment, inverters, racking, meters, and data acquisition systems, if applicable. MassCEC and the selected Communities are interested in high quality as well as cost competitive equipment.

Proposed Services: Clarify service-specific questions related to site assessments and installation, contracts, and site-specific services

Executive Summary: The Executive Summary should identify why the installer is applying to the Solarize Mass Somerville RFP, and summarize the highlights, key features and distinguishing points of the proposal, as well as any unique challenges identified by the Installer, along with proposed solutions.

Company Information: Describe the installer company, including company size, financial stability, location, capacity for work, and access to various supply chains. Highlight relevant experience, skills and capabilities that would benefit Solarize Mass Somerville, including, but not limited to, demonstrated experience through the sale and installation of solar PV projects in Massachusetts. The installer should provide references for a minimum of ten (10) of its projects within the commonwealth. Describe past experience working in Somerville, if any. Describe experience working with multi-unit/condominium buildings, including aggregate data on numbers of installations in buildings by type (e.g. single family, condominium) and financing type (e.g., direct ownership, PPA).

Installer Team Members and Partners: Identify all members of the project team, including but not limited to, partners assisting in financing, customer service, outreach, project installations, and SREC aggregation or

brokerage. For each partner entity, provide a description of their role in the program and a brief description of the installer's previous experience with that organization. Include an org chart (if not submitting a team diagram in the following section) outlining the various key individuals and partners, with a description of each. Note that installers are welcome to multi-installer partnerships; however one installer must be the lead company on the proposal.

Application Narrative:

Marketing Strategy: Building off the existing Community marketing plan, outline a marketing plan that would be used to motivate residents to contract for solar PV under the program. Be sure to include information regarding how the installer and Community representatives will work together to implement the marketing strategy. This section should also clarify any previous experience the installer has with residential sales outreach efforts. Proponents should describe past experience conducting outreach and providing information to residents of multi-unit buildings/condominiums, and provide information in their proposals on approach to marketing to Somerville resident in multi-unit buildings/condominiums.

Program Operations Plan: Describe a plan to provide highly-responsive customer service under the Solarize Mass Somerville program including timely lead contact, site assessments, installation services, and SREC aggregation. This operations plan should include:

Timeline: Provide an expected timeline for the average residential lead under the program, from initial contact to contracting, to installation.

Proposal for sites that are not feasible for solar PV: Outline the process by which the installer team will handle leads that do not have feasible sites for solar PV. Offer example documentation or email templates of what a resident with a non-feasible site would receive. Describe whether a customer (even with a feasible site for solar PV) might be assisted in other renewable energy or energy efficiency efforts. For example this may include solar hot water, additional thermal technologies, weatherization, or other energy related efforts.

Geographic Proximity: Provide a plan to address the installer's geographic proximity to Somerville and how this will affect the services provided.

Installer Group Proposal: If applicable, demonstrate the benefit of responding to the RFP as a group. This should include information about any previous history of partnering and how communication, marketing, and outreach efforts will be coordinated.

Required Documents

Document 1: Provide a copy of the standard agreement for purchase projects, as well as the standard agreement for Lease or PPA projects (if applicable). The agreements should outline all of the terms and conditions for a customer under the program. For Lease or PPA offerings, the installer should clearly identify any criteria in which a price escalator may be present for customers, and include a maximum range for the price escalator.

Document 2: Provide example marketing documents that could be provided to residential customers.

Document 3: Attach resumes, licenses, or certifications (if pertinent) of key members of the Installer team.

Document 4: Attach proposed equipment specification sheets.

Document 5: Provide an example email communication template or (if applicable) materials that would be provided to residents who are determined not to have a feasible site.

Period of Performance

The period of performance for this contract begins on or about 6/30/2016 and continue for one year after the last system is contracted under the program OR 12/31/2017, whichever comes first.

Place of Performance

All services, delivery, and other required support shall be conducted in Somerville and other locations designated by the Department point of contact. Meetings between the Vendor and City personnel shall be held at the City of Somerville, Massachusetts, unless otherwise specified.

Vendor Conduct

The Vendor's employees shall comply with all City regulations, policies, and procedures. The Vendor shall ensure that their employees present professional work attire at all times. The authorized contracting body of the City may, at his/her sole discretion, direct the Vendor to remove any Vendor employee from City facilities for misconduct or safety reasons. Such rule does not relieve the Vendor of their responsibility to provide sufficient and timely service. The City will provide the Vendor with immediate written notice for the removal of the employee. Vendors must be knowledgeable of the conflict of interest law found on the Commonwealth's website <http://www.mass.gov/ethics/laws-and-regulations-/conflict-of-interest-information/conflict-of-interest-law.html>. Vendors may be required to take the Conflict of Interest exam.

Vendor Personnel

The Vendor shall clearly state the name of the proposed project manager. All proposed staff must demonstrate the ability to carry out the specified requirements.

Confidentiality

The Vendor agrees that it will ensure that its employees and others performing services under this contract will not use or disclose any non-public information unless authorized by the City. That includes confidential reports, information, discussions, procedures, and any other data that are collected, generated or resulting from the performance of this scope of work. All documents, photocopies, computer data, and any other information of any kind collected or received by the Vendor in connection with the contract work shall be provided to the City upon request at the termination of the contract (i.e., the date on which final payment is made on the contract or at such other time as may be requested by the City or as otherwise agreed by City and the Vendor). The Vendor may not discuss the contract work in progress with any outside party, including responding to media and press inquiries, without the prior written permission of the City. In addition, the Vendor may not issue news releases or similar items regarding contract award, any subsequent contract modifications, or any other contract-related matter without the prior written approval of the City. Requests to make such disclosures should be addressed in writing to the Vendor's point of contact.

Deliverables

Vendor shall provide for all day-to-day supervision, inspection, and monitoring of all work performed to ensure compliance with the contract requirements. The contractor is responsible for remedying all defects and omissions to the supplies or services provided to ensure that said deliverables meet the requirements as detailed in the contract specifications.

RFP # 16-75 SECTION 3.0

Solarize Mass Somerville Photovoltaic Installer

PROPOSERS' CHECKLIST

Please ensure all documents listed on this checklist are included with your proposal. Failure to do so may subject the proposer to disqualification.

Non-Price Proposal

Required with Sealed Proposals

- _____ Cover Letter
- _____ Acknowledgement of Addenda (if applicable and non-price related)
- _____ Quality Requirements (See Section 2.0)
- _____ Somerville Living Wage Form
- _____ Certificate of Non-Collusion and Tax Compliance
- _____ Certificate of Signature Authority
- _____ Reference Form (or equivalent may be attached)
- _____ W9
- _____ A template contract for a direct purchase project, a contract for a Lease/PPA option (if applicable), and contract language for a project receiving financing option (if applicable).
- _____ Example marketing documents that may be provided to residential customers
- _____ Example email communication template, or if applicable, materials that would be provided to residents who are determined not to have a feasible site for solar
- _____ Resumes, licenses, or certifications (if pertinent) of key members of the installer team
- _____ Proposed equipment specification sheets
- _____ Attach example email communication template, or if applicable, materials that would be provided to residents who are determined not to have a feasible site for solar

Price Proposal

- _____ Acknowledgement of Addenda (if applicable and price related)
- _____ Price Form
- _____ Attachment A – Pricing Contingencies / Cost Adders

Required with Contract, *Post Award*

- _____ Certificate of Good Standing (will be required of awarded Vendor; please furnish with proposal if available)
- _____ Insurance Specifications (will be required of awarded Vendor; furnish sample certificate with bid, if possible)



SOMERVILLE LIVING WAGE ORDINANCE CERTIFICATION FORM
CITY OF SOMERVILLE CODE OF ORDINANCES SECTION 2-397 et seq.*

Instructions: This form shall be included in all Invitations for Bids and Requests for Proposals which involve the furnishing of labor, time or effort (with no end product other than reports) by vendors contracting or subcontracting with the City of Somerville, where the contract price meets or exceeds the following dollar threshold: **\$10,000**. If the undersigned is selected, this form will be attached to the contract or subcontract and the certifications made herein shall be incorporated as part of such contract or subcontract. **Complete this form and sign and date where indicated below on page 2.**

Purpose: The purpose of this form is to ensure that such vendors pay a “Living Wage” (defined below) to all covered employees (i.e., all employees except individuals in a city, state or federally funded youth program). In the case of bids, the City will award the contract to the lowest responsive and responsible bidder paying a Living Wage. In the case of RFP’s, the City will select the most advantageous proposal from a responsive and responsible offeror paying a Living Wage. In neither case, however, shall the City be under any obligation to select a bid or proposal that exceeds the funds available for the contract.

Definition of “Living Wage”: For this contract or subcontract, as of **7/1/2015** “Living Wage” shall be deemed to be an hourly wage of no less than **\$12.24** per hour. From time to time, the Living Wage may be upwardly adjusted and amendments, if any, to the contract or subcontract may require the payment of a higher hourly rate if a higher rate is then in effect.

CERTIFICATIONS

1. The undersigned shall pay no less than the Living Wage to all covered employees who directly expend their time on the contract or subcontract with the City of Somerville.
2. The undersigned shall post a notice, (copy enclosed), to be furnished by the contracting City Department, informing covered employees of the protections and obligations provided for in the Somerville Living Wage Ordinance, and that for assistance and information, including copies of the Ordinance, employees should contact the contracting City Department. Such notice shall be posted in each location where services are performed by covered employees, in a conspicuous place where notices to employees are customarily posted.
3. The undersigned shall maintain payrolls for all covered employees and basic records relating hereto and shall preserve them for a period of three years. The records shall contain the name and address of each employee, the number of hours worked, the gross wages, a copy of the social

* Copies of the Ordinance are available upon request to the Purchasing Department.

Form:____
Contract Number:_____

CITY OF SOMERVILLE

Rev. 05/07/15

security returns, and evidence of payment thereof and such other data as may be required by the contracting City Department from time to time.

4. The undersigned shall submit payroll records to the City upon request and, if the City receives information of possible noncompliance with the provisions the Somerville Living Wage Ordinance, the undersigned shall permit City representatives to observe work being performed at the work site, to interview employees, and to examine the books and records relating to the payrolls being investigated to determine payment of wages.

5. The undersigned shall not fund wage increases required by the Somerville Living Wage Ordinance by reducing the health insurance benefits of any of its employees.

6. The undersigned agrees that the penalties and relief set forth in the Somerville Living Wage Ordinance shall be in addition to the rights and remedies set forth in the contract and/or subcontract.

CERTIFIED BY:

Signature: _____
(Duly Authorized Representative of Vendor)

Title: _____

Name of Vendor:_____

Date: _____

INSTRUCTIONS: PLEASE POST

**NOTICE TO ALL EMPLOYEES
REGARDING PAYMENT OF LIVING WAGE**

Under the Somerville, Massachusetts' Living Wage Ordinance (Ordinance No. 1999-1), any person or entity who has entered into a contract with the City of Somerville is required to pay its employees who are involved in providing services to the City of Somerville no less than a "Living Wage".

The Living Wage as of 7/1/2015 is **\$12.24** per hour. The only employees who are not covered by the Living Wage Ordinance are individuals in a Youth Program. "Youth Program" as defined in the Ordinance, "means any city, state or federally funded program which employs youth, as defined by city, state or federal guidelines, during the summer, or as part of a school to work program, or in any other related seasonal or part-time program."

For assistance and information regarding the protections and obligations provided for in the Living Wage Ordinance and/or a copy of the Living Wage Ordinance, all employees should contact the City of Somerville's Purchasing Department directly.



Non-Collusion Form and Tax Compliance Certification

Instructions: Complete each part of this two-part form and sign and date where indicated below.

A. NON-COLLUSION FORM

I, the undersigned, hereby certify under penalties of perjury that this bid or proposal has been made and submitted in good faith and without collusion or fraud with any other person.

As used in this certification, the word "person" shall mean any natural person, business, partnership, corporation, union, committee, club, or other organization, entity, or group of individuals.

Signature: _____
(Individual Submitted Bid or Proposal)
Duly Authorized

Name of Business or Entity: _____

Date: _____

B. TAX COMPLIANCE CERTIFICATION

Pursuant to M.G.L. c. 62C, §49A, I certify under the penalties of perjury that, to the best of my knowledge and belief, I am in compliance with all laws of the Commonwealth relating to taxes, reporting of employees and contractors, and withholding and remitting child support, as well as paid all contributions and payments in lieu of contributions pursuant to MGL 151A, §19A(b).

Signature: _____
(Duly Authorized Representative of Vendor)

Name of Business or Entity: _____

Social Security Number or Federal Tax ID#: _____

Date: _____



Certificate of Authority (Corporations Only)

Instructions: Complete this form and sign and date where indicated below.

1. I hereby certify that I, the undersigned, am the duly elected Clerk/Secretary of

(Insert Full Name of Corporation)

2. I hereby certify that the following individual _____
(Insert the Name of Officer who Signed the Contract and Bonds)

is the duly elected _____ of said Corporation.
(Insert the Title of the Officer in Line 2)

3. I hereby certify that on _____
(Insert Date: Must be *on or before* Date Officer Signed Contract/Bonds)

at a duly authorized meeting of the Board of Directors of said corporation, at which a quorum was present, it was voted that

(Insert Name of Officer from Line 2) (Insert Title of Officer from Line 2)

of this corporation be and hereby is authorized to make, enter into, execute, and deliver contracts and bonds in the name and on behalf of said corporation, and affix its Corporate Seal thereto, and such execution of any contract of obligation in this corporation's name and on its behalf, with or without the Corporate Seal, shall be valid and binding upon this corporation; and that the above vote has not been amended or rescinded and remains in full force and effect as of the date set forth below.

4. **ATTEST:**

Signature: _____
(Clerk or Secretary)

AFFIX CORPORATE SEAL HERE

Printed Name: _____

Printed Title: _____

Date: _____
(Date Must Be *on or after* Date Officer Signed Contract/Bonds)



Certificate of Authority (Limited Liability Companies Only)

Instructions: Complete this form and sign and date where indicated below.

1. I, the undersigned, being a member or manager of

(Complete Name of Limited Liability Company)

a limited liability company (LLC) hereby certify as to the contents of this form for the purpose of contracting with the City of Somerville.

2. The LLC is organized under the laws of the state of: _____.

3. The LLC is managed by (**check one**) a Manager or by its Members.

4. I hereby certify that each of the following individual(s) is:

- a member/manager of the LLC;
- duly authorized to execute and deliver this contract, agreement, and/or other legally binding documents relating to any contract and/or agreement on behalf of the LLC;
- duly authorized to do and perform all acts and things necessary or appropriate to carry out the terms of this contract or agreement on behalf of the LLC; and
- that no resolution, vote, or other document or action is necessary to establish such authority.

<u>Name</u>	<u>Title</u>

5. **Signature:**_____

Printed Name: _____

Printed Title:_____

Date: _____

REFERENCE FORM

Bidder: _____

IFB Title: _____

Bidder must provide references for: Three other similar sized Municipalities provided the same services

Reference:_____ Contact:_____

Address:_____ Phone:_____

_____ Email:_____

Description and date(s) of supplies or services provided:_____

Reference:_____ Contact:_____

Address:_____ Phone:_____

_____ Email:_____

Description and date(s) of supplies or services provided:_____

Reference:_____ Contact:_____

Address:_____ Phone:_____

_____ Email:_____

Description and date(s) of supplies or services provided:_____

CERTIFICATE OF GOOD STANDING

TO: Vendor

FROM: Purchasing Department

RE: **CERTIFICATE OF GOOD STANDING**

The **Awarded Vendor** must comply with our request for a **CURRENT “Certificate of Good Standing”**.

If you require information on how to obtain the “Certificate of Good Standing” or Certificate of Registration (Foreign Corporations) from the Commonwealth of Massachusetts, please call the Secretary of State’s Office at (617) 727-2850 (Press #1) located at One (1) Ashburton Place, 17th Floor, Boston, MA 02133 or you may access their web site at:
<http://corp.sec.state.ma.us/CorpWeb/Certificates/CertificateOrderForm.aspx>

If your company is incorporated outside of Massachusetts and therefore is a “foreign corporation”, but is registered to do business in Massachusetts, please comply with our request for the Certificate of Registration from the Commonwealth of Massachusetts. If your company is a foreign corporation, but is not registered to do business in Massachusetts, please provide the Certificate of Good Standing from your state of incorporation.

Please note that without the above certificate (s), the City of Somerville cannot execute your contract.

IMPORTANT NOTICE

Requests for Certificates of Good Standing by mail may take a substantial amount of time. A certificate may be obtained immediately in person at the Secretary’s Office at the address above. Also, at this time, the Secretary of State’s Office may not have your current annual report recorded. If this is the case, and you are therefore unable to obtain the Certificate of Good Standing, please forward a copy of your annual report filing fee check with your signed contracts. Please forward your original Certificate of Good Standing to the Purchasing Department upon receipt.

Thank You,

Purchasing Director

INSURANCE SPECIFICATIONS

INSURANCE REQUIREMENTS FOR AWARDED VENDOR ONLY:

Prior to commencing performance of any work or supplying materials or equipment covered by these specifications, the contractor shall furnish to the Office of the Purchasing Director a Certificate of Insurance evidencing the following:

A. GENERAL LIABILITY - Comprehensive Form

Bodily Injury Liability.....\$ One Million

Property Damage Liability.....\$ One Million

B. COVERAGE FOR PAYMENT OF WORKER'S COMPENSATION BENEFIT PURSUANT TO CHAPTER 152 OF THE MASSACHUSETTS GENERAL LAWS IN THE AMOUNT AS LISTED BELOW:

WORKER'S COMPENSATION.....\$ Statutory

EMPLOYERS' LIABILITY.....\$ Statutory

C. AUTOMOBILE LIABILITY INSURANCE AS LISTED BELOW:

BODILY INJURY LIABILITY.....\$ STATUTORY

1. A contract will not be executed unless a certificate (s) of insurance evidencing above-described coverage is attached.
2. Failure to have the above-described coverage in effect during the entire period of the contract shall be deemed to be a breach of the contract.
3. All applicable insurance policies shall read:
"CITY OF SOMERVILLE" as a certificate holder and as an additional insured for general liability only along with a description of operation in the space provided on the certificate.

Certificate Should Be Made Out To:

**City Of Somerville
Purchasing Department
93 Highland Avenue
Somerville, Ma. 02143**

Note: If your insurance expires during the life of this contract, you shall be responsible to submit a new certificate(s) covering the period of the contract. No payment will be made on a contract with an expired insurance certificate.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must be endorsed. If **SUBROGATION IS WAIVED**, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER	CONTACT NAME:	
	PHONE (A/C, No. Ext):	FAX (A/C, No):
INSURED	E-MAIL ADDRESS:	
	INSURER(S) AFFORDING COVERAGE	
	NAIC #	
	INSURER A :	
	INSURER B :	
	INSURER C :	
INSURER D :		
INSURER E :		
INSURER F :		

COVERAGES**CERTIFICATE NUMBER:****REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	GENERAL LIABILITY						EACH OCCURRENCE \$
	<input type="checkbox"/> COMMERCIAL GENERAL LIABILITY						DAMAGE TO RENTED PREMISES (Ea occurrence) \$
	<input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR						MED EXP (Any one person) \$
							PERSONAL & ADV INJURY \$
							GENERAL AGGREGATE \$
	GEN'L AGGREGATE LIMIT APPLIES PER:						PRODUCTS - COMP/OP AGG \$
	<input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC						\$
	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident) \$
	<input type="checkbox"/> ANY AUTO						BODILY INJURY (Per person) \$
	<input type="checkbox"/> ALL OWNED AUTOS						BODILY INJURY (Per accident) \$
	<input type="checkbox"/> HIRED AUTOS						PROPERTY DAMAGE (Per accident) \$
							\$
	UMBRELLA LIAB						EACH OCCURRENCE \$
	<input type="checkbox"/> EXCESS LIAB						AGGREGATE \$
	<input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$						\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY						WC STATUTORY LIMITS <input type="checkbox"/> OTH-ER <input type="checkbox"/>
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y / N <input type="checkbox"/> N / A						E.L. EACH ACCIDENT \$
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE \$
							E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

DESCRIPTION OF PROJECT, SOLICITATION NUMBER AND THAT THE CITY OF SOMERVILLE IS A CERTIFICATE HOLDER AND ADDITIONAL INSURED

CERTIFICATE HOLDER**CANCELLATION**

CERTIFICATES SHOULD BE MADE OUT TO:

CITY OF SOMERVILLE
c/o PURCHASING DEPARTMENT
93 HIGHLAND AVE
SOMERVILLE, MA 02143

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

RFP # 16-75 SECTION 4.0 PRICING

By signing this Price Form, the Proposer certifies the following bulleted statements and offers to supply and deliver the materials and services specified below in full accordance with the Contract Documents supplied by the City of Somerville entitled:

Solarize Mass Somerville Photovoltaic Installer

- The proposals will be received at the office of the Purchasing Director, Somerville City Hall, 93 Highland Avenue, Somerville, MA 02143 no later than **4/27/2016 by 11AM EST**
- If the **awarded** vendor is a Corporation a “Certificate of Good Standing” (produced by the Mass. Sec. of State) must be furnished with the resulting contract (see Section 3.0.)
- **Awarded Vendor** must comply with Living Wage requirements (see Section 3.0)
- **Awarded Vendor** must comply with insurance requirements as stated in Section 3.0.
- The Purchasing Director reserves the right to accept or reject any or all proposals and/or to waive any informalities if in her/his sole judgment it is deemed to be in the best interest of the City of Somerville.
- The following prices shall include delivery, the cost of fuel, the cost of labor, and all other charges.
- This form to be enclosed in sealed proposal package.

Installer Pricing Proposal: Clarify pricing for direct purchase systems, as well as lease/PPA systems (if applicable)

Outline the discounted Purchase Price, the Lease/PPA Price (if offered), and the Lease/PPA financial incentive (if third-party ownership is offered). The pricing should be based on the total capacity (DC @STC) of solar PV contracted.

- **Lease/PPA Price Requirements:** Installers proposing a \$/kWh Lease/PPA Price for customers that sign a third-party ownership contract, must note an additional financial incentive as higher tiers of total contracted capacity within the community are reached. The financial incentive can include, though is not limited to, a rebate, gift card, or other financial incentive. For example, if an installer is offering a financial incentive at each tier for Lease/PPA customers, as higher tiers are reached, the Lease/PPA customers would receive a financial incentive(s) rather than a \$/kWh base tier price reduction.

Clearly indicate if money is required up front by the customer for the Lease/PPA offering, if there is a pricing escalator, and how the pricing will change for sites of various solar access.

- **Financing Options:** Installers are also welcome to provide financing mechanisms for customers under the Program, including loans, payment plans, or other mechanisms.

Pricing should include total installation costs, which includes system design, permitting, applicable materials and equipment, transportation, labor, a stamped structural letter, and all equipment and workmanship warranties. The price should be independent of any tax credits or incentives available to the customers. Alternative pricing structures or financial models will be evaluated as appropriate.

Expected High-Use Pricing Contingencies / Cost Adders: For costs that are over and above the base tier pricing, the installer must list any cost adders that are expected to be utilized for more than twenty five (25)

percent of contracted projects. Common cost adders may include automatic reporting to the Production Tracking System, use of micro-inverters or DC optimizer technology (if not part of base pricing), and others. Installers should note common cost adders, and clarify the expected percent of systems that a cost adder may be applied using Attachment A.

Attachment A: Pricing Contingencies / Cost Adders Components

It is understood that features of certain installations will result in higher costs. Installers must outline specific electrical, mechanical, structural, equipment, site, or labor features that will result in greater costs on the *Adder Form* (Attachment A). In addition, installers must identify a maximum Purchase Price or Lease/PPA Price associated with more complicated installations and understand that an individual project price cannot exceed the base price (at a given capacity tier) plus the additional price. Adders should be listed as a \$/watt cost for purchased projects, and a \$/kWh cost for Leased/PPA projects. If applicable, installers may also list an adder as a flat cost for purchased projects. Installers will be responsible for identifying individual projects that trigger additional pricing and will submit appropriate documentation to MassCEC for tracking purposes.

Name of Company/Individual:	
Address, City, State, Zip:	
Tel #	Email:
Signature of Authorized Individual	
Please acknowledge receipt of any and all Addenda (if applicable) by signing below and including this form in your proposal package. Failure to do so may subject the proposer to disqualification.	
ACKNOWLEDGEMENT OF ADDENDA:	
Addendum #1 ____ #2 ____ #3 ____ #4 ____ #5 ____ #6 ____ #7 ____ #8 ____ #9 ____ #10 ____	

ATTACHMENT A
Cost Adders

Attachment A. 2016 Solarize Mass Pricing Proposal Adder Form

Purpose:

Outline below any additional costs that may increase the base pricing proposal (both Purchase and PPA/Lease Prices) as noted in Attachment A. The below cost adders in column A are listed as examples. Please add, remove or modify as applicable. Identify a maximum price increase for projects under the Program. In addition, provide a description of the cost adder in column E. Please note that as part of direct purchase projects, installers may note a cost adder using cost/watt OR as a flat rate cost adder. If selected, an Installer may only alter the list of approved cost adders during the course of the Solarize Mass program upon review and pre-approval by the technical consultant.

Attachment B.2 Pricing Proposal **INSTALLER** – Somerville, MA

Factors	Purchased Projects		Lease/PPA Projects	Description of Cost Adder / Scope of Work
	Increased Cost (\$/watt)	Flat Rate Adders (\$)	Increased Cost (\$/kWh)	
Site Specific				
Multiple roof arrays				
Flat roof / Tilt racking				
Standing seam metal roof				
Steep roof (define)				
Tall roof (define)				
Pole or ground mounted system				
Trenching (if not included in pole or ground mounted system cost)				
No access to attic				
Tree removal				
Slate shingles				
Squirrel / pest control system				
Snow guards				
Site Specific Sub-Total	0.00	0.00	0.00	
Structural				
Reinforcing rafters				
Stamped structural letter	n/a	n/a	n/a	Stamped structural letter must be included in the base price
Structural Sub-Total	0.00	0.00	0.00	
Electrical				
Line Side tap				
Electrical panel upgrade				
Electrical sub-panel				
Meter upgrade/change				
Interior conduit run				
Electrical Sub-Total	0.00	0.00	0.00	
Other				
Data Acquisition System: Automatic Reporting to PTS				
Micro-inverters				
Micro-inverter internal monitoring				
DC Optimizers				
High Efficiency modules (define)				
Extended warranty (if applicable)				
Annual maintenance (if applicable)				
Small system adder (define)				
Large system cost subtraction				
SREC pre-purchase subtraction				
Other Sub-Total	0.00	0.00	0.00	
Total Additional Cost	0.00	0.00	0.00	

APPENDIX A
City's General Terms and Conditions

CITY OF SOMERVILLE STANDARD CONTRACT GENERAL CONDITIONS

1. Definitions

"City" shall mean the City of Somerville, Massachusetts.

"Contract" and "Contract Documents" shall include the following documents, as applicable: City's Standard Contract Form; these Standard Contract General Conditions; City's Invitation for Bids, Request for Proposals, Request for Quotation, or other solicitation; the Vendor's response to the City's solicitation document including certifications but excluding any language stricken by City as unacceptable. Appendices are made an integral part of this Contract. The Contract documents are to be read collectively and complementary to one another; any requirement under one shall be as binding as if required by all. In the event of any conflict or inconsistency between the provisions of the City's Standard Contract Form or these Standard Contract General Conditions and any other Contract Documents or appendices, the provisions of the City's Standard Contract Form and/or these Standard Contract General Conditions shall prevail. In the event of any conflict or inconsistency between the Contract Documents and any applicable state law, the applicable state law shall prevail.

"Certify" or "Certifies" shall mean that the Vendor certifies under pains and penalties of perjury to the statement referenced.

"Vendor" shall mean the individual, corporation, partnership, or other entity which is a party to this Contract.

2. Performance; Time

The Vendor shall perform in accordance with all provisions of this Contract in a manner satisfactory to the City. The Vendor's performance shall be timely and meet or exceed industry standards for the performance required. It is understood and agreed that all specified times or periods of performance are of the essence of this Contract.

3. Acceptance of Goods or Services

Performance under this Contract shall include services rendered, obligations due, costs incurred, goods and deliverables provided and accepted by the City. The City shall have a reasonable opportunity to inspect all goods and deliverables, services performed by, and work product of the Vendor, and accept or reject same.

4. Compensation

The City shall pay in full and complete compensation for goods received and accepted and services performed and accepted under this Contract in an amount not to exceed the amount stated on the face of this Contract paid in accordance with the rate indicated or in accordance with a prescribed payment schedule.

The Vendor shall periodically submit invoices to the City, for which compensation is due under this Contract and requesting payment for goods received or services rendered by the Vendor during the period covered by the invoice. The invoice must agree to the rates/payment schedule as indicated in this contract. The invoice shall include the following information: vendor name, vendor remit address, invoice date, invoice number, itemized listing of goods, services, labor, and expenses and indicating the total amount due. The City shall review the invoice and determine the value of goods or services accepted by the City in accordance with the Contract Documents. Payments due to the Vendor will be made within sixty (60) days from receipt and approval of an invoice. Final invoices from the Vendor are due no later than ninety (90) days from the Completion Date. Any invoice received past the ninety (90) day date will not be paid. If this Contract is extended, invoices related to the extension period are due no later than ninety (90) days from the Extended Completion Date.

The Vendor shall furnish such information relating to the goods or services or to documentation of labor or expenses as may be requested by the City. Acceptance by the Vendor of any payment or partial payment, without any written objection by the Vendor, shall in each instance operate as a release and discharge of the City from all claims, liabilities, or other obligations relating to the performance of this Contract.

In case of an error in extension prices quoted herein, the unit price will govern (Applicable To Goods Only).

5. Release of City on Final Payment

Acceptance by the Vendor of payment from the City for final delivery of goods or rendering of services under this Contract shall be deemed to release forever the City from all claims and liabilities, except those which the Vendor notifies the City in writing within three (3) months after such payment.

6. Risk of Loss

The Vendor shall bear the risk of loss, for any cause, for any Vendor materials used for this Contract and for all goods, deliverables, and work in process, until possession, ownership, and full legal title to the goods and deliverables are transferred to and accepted by the City.

The Vendor shall pay and be exclusively responsible for all debts for labor and material contracted for by the Vendor for the rental of any appliance or equipment hired by Vendor and/or for any expense incurred on account of services to be performed or goods delivered under this Contract.

The City shall not be liable for any personal injury or death of the Vendor, its officers, employees, or agents.

7. Indemnification

The Vendor shall indemnify, defend (with counsel acceptable to City, which acceptance shall not be unreasonably withheld), and hold harmless the City of Somerville, its officers, employees, agents and representatives from and against any and all claims, suits, liabilities, losses, damages, costs or expenses (including judgments, costs, interest, attorney's fees and expert's fees) arising from or in connection with any act or omission relating in any way to the performance of this Contract by the Vendor, its agents, officers, employees, or subcontractors.

The extent of this indemnification shall not be limited by any obligation or any term or condition of any insurance policy. The obligations set forth in this paragraph shall survive the expiration or termination of this Agreement.

8. Default; Termination; Remedies

A. Events of Default

The following shall constitute events of default under this Contract: (1) The Vendor has made any material misrepresentation to the City; or (2) a judgment or decree is entered against the Vendor approving a petition for an arrangement, liquidation, dissolution or similar relief relating to bankruptcy or insolvency; or (3) the Vendor files a voluntary petition in bankruptcy or any petition or answer seeking any arrangement, liquidation or dissolution relating to bankruptcy, insolvency or other relief for debtors; or (4) the Vendor seeks or consents or acquiesces in the appointment of any trustee or receiver, or is the subject of any other proceeding under which a court assumes custody or control over the Vendor or of any of the Vendor's property; or (5) the Vendor becomes the defendant in a levy of an attachment or execution, or a debtor in an assignment for the benefit of creditors; or (6) the Vendor is involved in a winding up or dissolution of its corporate structure; or (7) any failure by the Vendor to perform any of its obligations under this Contract, including, but not limited to, the following: (i) failure to commence performance of this Contract at the time specified in this Contract due to a reason or circumstance within the Vendor's reasonable control, (ii) failure to perform this Contract with sufficient personnel and equipment or with sufficient material to ensure the completion of this Contract within the specified time due to a reason or circumstance within the Vendor's reasonable control, (iii) failure to perform this Contract in a manner reasonably satisfactory to the City, (iv) failure to promptly re-perform within reasonable time the Services or Supplies that were properly rejected by the City as erroneous or unsatisfactory, (v) discontinuance of the Services or Supplies for reasons not beyond the Vendor's reasonable control, (vi) failure to comply with a material term of this Contract, including, but not limited to, the provision of insurance and nondiscrimination; or (8) any other acts specifically and expressly stated in this Contract as constituting a basis for termination of this Contract.

B. Termination Upon Default.

In the event of a default by the Vendor, the City, acting through its Chief Procurement Officer, may, at its option, terminate this Contract immediately by written notice of termination specifying the termination date.

Notwithstanding the above, in the event of a default by the Vendor, the City, acting through its Chief Procurement Officer, may give notice in writing of a default, which notice shall set forth the nature of the default and shall set a date, by which the Vendor shall cure the default, subject to approval of the City.

If the Vendor fails to cure the default, the City, in the alternative, may make any reasonable purchase or contract to acquire goods or services in substitution for those due from Vendor. The City may deduct the cost of any substitute contract or nonperformance together with incidental and consequential damages from the Contract price and shall withhold such damages from sums due or to become due to the Vendor. If the damages sustained by the City exceeds sums due or to become due, the Vendor shall pay the difference to the City upon demand.

Upon immediate notification to the other party, neither the City nor the Vendor shall be deemed to be in default for failure or delay in performance due to Acts of God or other causes factually beyond their control and without their fault or negligence. Subcontractor failure to perform or price increases due to market fluctuations or product availability will not be deemed factually beyond the Contractor's control. The City retains all rights and remedies at law or in equity.

If the Vendor fails to cure the default within the time as may be required by the notice, the City, acting through its Chief Procurement Officer, may, at its option terminate the Contract.

The parties agree that if City erroneously or unjustifiably terminates this Contract for cause, such termination shall be deemed a termination for convenience, which shall be effective thirty (30) days after such notice of termination for cause is provided.

C. Termination For Convenience.

Notwithstanding any language to the contrary within this Contract, the City, acting through its Chief Procurement Officer, may terminate this Contract, without cause at any time, effective upon the termination date stated in the notice of termination. In the event of termination for convenience, the Vendor shall be entitled to be paid for goods delivered and accepted and services rendered and accepted prior to notice of termination at the prices stated in the Contract, subject to offset of sums due the Vendor against sums owed by the Vendor to the City. Any goods or services delivered after notification of termination but prior to the effective termination date must be approved in writing in advance by the City in order to be eligible for payment. In no event shall the Vendor be entitled to be paid for any goods or services delivered after the effective date of termination. The Vendor shall be entitled to no other compensation of any type. In no case shall a Vendor be entitled to lost profits.

D. Obligations Upon Termination.

Upon termination of this Contract with or without cause, the Vendor shall immediately, unless otherwise directed by the City: 1. cease performance upon the stated termination date; 2. surrender to the City the Vendor's work product, which is deliverable under the Contract, whatever its state of completion; and 3. return all tools, equipment, finished or unfinished documents, data, studies, reports, correspondence, drawings, plans, models, or any other items whatsoever prepared by the Vendor pursuant to this Contract, which shall become property of the City, or belonging to or supplied by the City.

E. Rights and Remedies.

The City shall have the right to: a) disallow all or any part of the Vendor's invoices not in material compliance with this Contract; b) temporarily withhold payment pending correction by the Vendor of any deficiency; c) sue for specific performance or money damages or both, including reasonable attorneys' fees and costs incurred in enforcing any Vendor obligations hereunder; d) pursue remedies under any bond provided; and e) pursue such other local, state and federal actions and remedies as may be available to the City.

Any termination shall not effect or terminate any of the rights or remedies of the City as against the Vendor then existing, or which may accrue because of any default. No remedy referred to in this subsection is intended to be exclusive, but shall be cumulative, and in addition to any other remedy referred to above or otherwise available to the City or Vendor at law or in equity. The Vendor shall not gain nor assert any right, title or interest in any product produced by the Vendor under this Contract.

9. Insurance

The Vendor shall comply with all insurance requirements set out in the Contract Documents. The Vendor shall deliver to the City new certificates of insurance at least ten (10) calendar days prior to expiration of the prior insurance and shall furnish the City with the name, business address and telephone number of the insurance agent. Vendor certifies compliance with applicable state and federal employment laws or regulations including but not limited to G.L. c. 152 (Workers' Compensation), as applicable, and Vendor shall provide City with acceptable evidence of compliance with the insurance requirements of this chapter.

10. Governing Law; Forum

This Contract shall be governed by the laws of the Commonwealth of Massachusetts. Any action arising out of this Contract shall be brought and

maintained in a state or federal court in Massachusetts which shall have exclusive jurisdiction thereof.

11. Complete Agreement

This Contract supersedes all prior agreements and understandings between the parties and may not be changed unless mutually agreed upon in writing by both parties.

12. Amendment

No amendment to this Contract shall be effective unless it is signed by the authorized representatives of all parties and complies with all requirements of the law. All alterations or additions, material or otherwise, to the terms and conditions of this Contract must be in writing and signed by the City, as set forth in the below section, and the Vendor.

13. Conditions of Enforceability Against the City

This Contract is only binding upon, and enforceable against, the City if: (1) the Contract is signed by the Mayor; (2) endorsed with approval by the City Auditor as to appropriation or availability of funds; (3) endorsed with approval by the City Solicitor as to form; and (4) funding is appropriated for this Contract or otherwise made available to the City.

This Contract and payments hereunder are subject to the availability of an appropriation therefor. Any oral or written representations, commitments, or assurances made by any City representatives are not binding. Vendors should verify funding and contract execution prior to beginning performance.

When the amount of the City Auditor's certification of available funds is less than the face amount of the Contract, the City shall not be liable for any claims or requests for payment by Vendor which would cause total claims or payments under this Contract to exceed the amount so certified.

The City's Standard Contract Form and Standard Contract General Conditions shall supersede any conflicting verbal or written agreements or forms relating to the performance of this Contract, including contract forms, purchase orders, or invoices of the Vendor.

The City shall have no legal obligation to compensate a Vendor for performance that is outside the scope of this Contract. The City shall make no payment prior to the execution of a Contract.

14. Taxes

Purchases incurred by the City are exempt from Federal Excise Taxes and Massachusetts Sales Tax, and prices must exclude any such taxes. Tax Exemption Certificates will be furnished upon request. The City of Somerville's Massachusetts Tax Exempt Number is: **MO46 001 414**.

15. Independent Contractor

The Vendor is an independent contractor and is not an employee, agent or representative of the City. The City shall not be obligated under any contract, subcontract, or commitment made by the Vendor.

16. Assignment; Sub-Contract

The Vendor shall not assign, delegate, subcontract, or transfer this Contract or any interest herein, without the prior written consent of the City.

17. Discrimination

The Vendor agrees to comply with all applicable laws prohibiting discrimination in employment. The Vendor agrees that it shall be a material breach of this Contract for the Vendor to engage in any practice which shall violate any provision of G.L. c. 151B, relative to discrimination in hiring, discharge, compensation or terms, conditions or privileges of employment because of race, color, religious creed, national origin, sex, sexual orientation, age, or ancestry.

18. Waiver

All duties and obligations contained in this Contract can only be waived by written agreement. Forbearance or indulgence in any form or manner by a party shall not be construed as a waiver, nor in any way limit the legal or equitable remedies available to said party.

19. Severability

In the event that any provision of this Contract shall be held to be illegal, unenforceable or void, such provision shall be severed from this Contract and the entire Contract shall not fail on account thereof, but otherwise remain in full force and effect and shall be enforced to the fullest extent permitted by law.

20. Notice

The parties shall give notice in writing by one of the following methods: (i) hand-delivery; (ii) facsimile; (iii) certified mail, return receipt requested; or (iv) overnight delivery service, to the Vendor at the contact information specified on the face of this Contract; to the City addressed to: Purchasing Director, Somerville City Hall, 93 Highland Avenue, Somerville, MA 02143, Fax # 617-625-1344 with a copy to: City Solicitor, City Hall, 93 Highland Avenue, Somerville, MA 02143. Notice shall be effective on the earlier of (i) the day of actual receipt, or (ii) one day after tender of delivery.

21. Captions

The captions of the sections in this Contract are for convenience and reference only and in no way define, limit or affect the scope or substance of any section of this Contract.

22. Non-Collusion

This Contract was made without collusion or fraud with any other person and was in all respects bona fide and fair. As used in this paragraph, the word, "person," shall mean any natural person, joint venture, partnership, corporation, or other business or legal entity. The Vendor certifies under penalties of perjury that this bid or proposal has been made and submitted in good faith and without collusion or fraud with any other person. As used in this certification, the word "person" shall mean any natural person, business, partnership, corporation, union, committee, club, or other organization, entity, or group of individuals.

23. Tax and Contributions Compliance

The Vendor certifies, under pains and penalties of perjury, in accordance with MGL c. 62C, s. 49A, that the Vendor is in full compliance with all laws of the Commonwealth of Massachusetts relating to taxes, is in good standing with respect to all returns due and taxes payable to the Commonwealth, reporting of employees and contractors, and withholding and remitting of child support and to contributions and payments in lieu of taxes. In the event that the City is notified by the IRS that the TIN provided by the vendor and the vendor name as recognized by the IRS do not match their records, the vendor is responsible for all penalties.

24. Municipal Taxes, Charges and Liens

The Vendor certifies that it has paid all accounts receivable owed to the City of Somerville, including but not limited to real estate, personal property or excise tax, parking fines, water/sewer charges, license/permit fees, fines and/or any other municipal lien charges due to the City of Somerville. Pursuant to MGL c. 60, s. 93, the Vendor agrees that the Collector/Treasurer of the City may withhold from amounts owing and payable to the Vendor under this Contract any sums owed to any department or agency of the City which remain wholly or partially unpaid. This shall include but not be limited to unpaid taxes and assessments, police details, and any other fees and charges until such sums owed have been fully paid, and the Collector/Treasurer may apply any amount owing and payable to the Vendor to satisfy any monies owed to the City.

25. Compliance with Applicable Laws

The Vendor shall comply with all applicable federal and state laws, and city ordinances and regulations, which in any manner affect performance of this Contract. The Vendor shall defend, indemnify, and hold harmless the City, its officers, agents and employees against any claim or liability arising from or based on the violations of such ordinances, regulations or laws, caused by the negligent actions of the Vendor, its agents, employees or subcontractors.

26. Conflict of Interest

The Vendor certifies that no official or employee of the City has a financial interest in this Contract or in the expected profits to arise therefrom, unless there has been compliance with the provisions of G. L. c. 43, § 27 (Interest in Public Contracts by Public Employees), and G. L. c. 268A (Conflict of Interest). The Vendor certifies that it has reviewed the Massachusetts Conflict of Interest Law, MGL c. 268A and at any time during the term of this Contract, the Vendor is required to affirmatively disclose in writing to the City the details of any potential conflicts of interest of which the Vendor has knowledge or learns of during the Contract term.

27. Licenses and Permits

The Vendor certifies that it is qualified to perform the Contract and shall obtain and possess at its sole expense, all necessary licenses, permits, or other authorizations required by the City, the Commonwealth of Massachusetts or any other governmental agency, for any activity under this Contract. The Vendor shall submit copies of such licenses and/or permits to the City upon request. If a business, the Vendor certifies that it is a duly organized and validly existing entity, licensed to do business in Massachusetts, in good standing in the Commonwealth of Massachusetts, with full power and authority to consummate the Contract, and listed under the Commonwealth of Massachusetts Secretary of State's website as required by law.

28. Recordkeeping, Audit, and Inspection of Records All records, work papers, reports, questionnaires, work product, regardless of its medium, prepared or collected by the Vendor in the course of completing the work to be performed under this Contract shall at all times be the exclusive property of the City. In the event of termination or upon expiration of the Contract, the Contractor shall promptly deliver to the City all documents, work papers, calculations, data, drawings, plans, and other tangible work product or materials pertaining to the services performed under this Contract, in both a physical format and electronic format. The electronic format shall be either Comma Separated Values (CSV) files along with the mapping information for each field, or Microsoft SQL (2005/2008) database with all associated Database Schemas, or such other electronic format(s) acceptable to the city. At no additional cost to the City, the Contractor shall store and preserve such records while in their possession in accordance with the requirements of the Massachusetts Public Records Law, the Commonwealth of Massachusetts record retention schedule and City of Somerville record retention schedule. The City shall have the right to at reasonable times and upon reasonable notice to examine and copy, at its reasonable expense, the books, records, and other compilations of data of the Vendor which relates to the provision of services under this Contract. Such access shall include on-site audits, review, and copying of said records.

29. Debarment or Suspension

The Vendor certifies that it has not been and currently is not debarred or suspended by any federal, state, or municipal governmental agency under G. L. c. 29, § 29F or other applicable law, nor will it contract with a debarred or suspended subcontractor on any public contract.

30. Warranties (Applicable to Goods Only)

The Vendor warrants that (1) the goods sold are merchantable, (2) that they are fit for the purpose for which they are being purchased, (3) that they are absent any latent defects and (4) that they are in conformity with any sample which may have been presented to the City. The Vendor guarantees that upon inspection, any defective or inferior goods shall be replaced without additional cost to the City. The Vendor will assume any additional cost accrued by the City due to the defective or inferior goods. The Vendor guarantees all goods for a period of no less than one (1) year, unless a greater period of time is specified in the Contract Documents.

Exhibit 1
Installer Required Terms and Conditions

Community shall ensure that in its contract with the selected installer that the installer agrees to abide by the following Program terms and conditions during the course of the program:

- a) Installer and Community agree to work cooperatively to implement the 2016 Solarize Massachusetts Program (the “Program”) in the Community which will drive the community adoption of solar PV projects through a partnership with the Community;
- b) Installer agrees that the term of this Letter Agreement begins as of the Effective Date and shall continue until the final PV system contracted under the Program is installed;
- c) Refer to the Program as “Solarize Massachusetts” in all community outreach materials and marketing efforts;
- d) Provide customers within the Community with pricing available at the appropriate tiered level, and provide tiered pricing reductions, as outlined in the Installer’s competitive bid, to all customers under the Program. Appropriate tiered pricing must be applied to projects at the time that the contracted capacity level is met for the Tier. Installer’s and associated partner’s contracts with the customers must include a “not to exceed” cost or lease payment/PPA payment through [Date of End of Program], at which time the cost will be reconciled based on the appropriate tier that has been reached;
- e) Utilize equipment listed in the *Pricing Proposal* (Attachments B.1 and B.2) submitted by Installer for all projects contracted during the Program. If an equipment substitution is required during the course of the Program, the Installer is responsible for getting the MassCEC appointed Technical Consultant approval in advance of contracting of the system;
- f) Include a disclaimer on all Installer customer intake forms and media (such as website and sign-up sheets) that outlines how customer contact information will be used under the Program and provide the customer with the ability to opt out of communications unrelated to solar PV installations under the Program;
- g) Provide objective information to enable customers to choose either the purchase, lease/power purchase agreement (if offered), or innovative financing (if offered) option;
- h) Track the total contracted capacity under the Program;
- i) Track the pricing associated with each project, and detail why a specific project requires a cost adder;
- j) If there are cost adders associated with a project, Installer must provide customer with a breakout of the cost adders required and their cost above the base pricing. This can be provided at or before contract signing directly in the Customer proposal or on a copy of the Cost Adder Form developed by MassCEC;
- k) Provide weekly metrics to the Community and MassCEC, which shall include, but is not limited to, the number of leads generated, the number of feasible project sites identified, the number of

contracted projects, and the tracked information maintained by Installer pursuant to subsection h) and i);

- l) Agree and acknowledge that all contracted projects will meet the Mass Solar Loan Program Minimum Technical Requirements, except the “Minimum Design and Estimated Production Requirements” section;
- m) Coordinate with the Community to develop a plan to recommend alternative opportunities (i.e. through energy efficiency or other renewable energy projects) for customers without feasible sites for a solar PV project;
- n) Provide a mechanism to share the status of leads captured through the program such that they will be available to the core community volunteer team on a regular basis, and;
- o) Make a reasonable effort to track why customers decide not to contract for a solar PV project;
- p) If requested by MassCEC, Installer shall agree and accept certain program terms with MassCEC including, but not limited to, to the use of MassCEC’s logos, website, and the provision of certain program data.

APPENDIX B
MassCEC – Draft Installer Terms and Conditions

Solarize Massachusetts Program MassCEC – Installer Draft Terms and Conditions

Month XX, 2016

Re: Solarize Massachusetts Program

Dear Installer,

Congratulations on your selection as the solar PV Installer for the 2016 Solarize Massachusetts Program (the “Program”) in **[community(ies)]** (the “Community”). The Massachusetts Clean Energy Center (“MassCEC”) and **[community(ies)]** are excited to collaborate with you.

This letter (the “Letter Agreement”) will set out the mutual understanding between you (the “Installer”) and MassCEC regarding the Installer’s and associated team’s participation in this Program, and shall be effective as of xx/xx/16 (the “Effective Date”).

1. Solarize Massachusetts Program

- a) Installer and MassCEC agree to work cooperatively to implement the Program in the Community.
- b) Installer agrees that the term of this Letter Agreement begins as of the Effective Date and shall continue until the final solar PV system is installed (the “Term”) under the Program.

2. MassCEC Commitment

MassCEC agrees to provide Installer with the following, provided that the Installer meets the terms and conditions in Section 3 of this Letter Agreement:

- a) Allow the Installer, in partnership with the Community, to utilize the MassCEC and Solarize Massachusetts logo for marketing and outreach purposes directly related to the Program in the selected Community and benefit from all goodwill associated therewith, for the purpose of the Installer and Community marketing to customers and attracting participation in the Program;
- b) Assist the Community and Installer with solar education programs in the Community; and

- c) Coordinate a bi-weekly meeting between MassCEC, the Community Solar Coach and the Installer.

3. **Installer Commitment and Deliverables**

The Installer agrees to meet the following terms and conditions for the duration of the Program. Failure by Installer to comply with these terms and conditions may impact Installer's ability to participate in future rounds of the Program:

- a) Cooperate and collaborate with MassCEC and the Community;
- b) Actively brand the Program as "Solarize Massachusetts" and include the "MassCEC" and "Solarize Massachusetts" logos on **all** outreach materials developed directly by the Installer;
- c) Dedicate a website, email, and phone number to the Program, and provide a link within the dedicated website to MassCEC's Solarize Massachusetts website (www.solarizemass.com);
- d) Collaborate with MassCEC on **all** press releases, events, or news conferences concerning the Program. In any media produced by the Installer, the Installer will not represent that positions taken or advanced by it represent the opinion or position of MassCEC or the Commonwealth of Massachusetts;
- e) Agree and acknowledge that all contracted projects will meet the Solarize Mass Program Minimum Technical Requirements;
- f) Provide weekly metrics, as directed by MassCEC, which shall include, but is not limited to, the number of leads generated, the number of feasible project sites identified, the number of contracted projects, and the tracked information maintained by Installer;
- g) Provide MassCEC with customer and project information for each signed contract, including date contract signed, ownership type, system and site specifications, and list of cost adders;
- h) Provide MassCEC with copy of the MassCEC Cost Adder Form for each contracted project;
- i) Participate in any Community meetings organized by MassCEC;
- j) Upon request by MassCEC, provide feedback at the end of the Program to assist MassCEC in analysis of outreach strategies and drivers in increasing Community adoption of solar;

- k) Provide to MassCEC email addresses of all customer leads acquired through the Program at the end of the Program; and
- l) Provide any other information reasonably requested by MassCEC.

4. Term and Termination

- a) This Letter Agreement may be terminated by MassCEC at any time for a material breach of any term of the Letter Agreement.

5. Required Legal Terms and Conditions

a) Indemnification. To the fullest extent permitted by law, the Installer shall indemnify and hold harmless the Commonwealth, MassCEC, and each of their respective agents, officers, directors and employees (together with the Commonwealth, MassCEC the "Covered Persons") from and against any and all liability, loss, claims, damages, fines, penalties, costs and expenses (including reasonable attorney's fees), judgments and awards related to or arising out of the Program (collectively, "Damages") sustained, incurred or suffered by or imposed upon any Covered Person resulting from (i) the breach of any of the terms of this Letter Agreement or any false representation by the Installer, or (ii) any negligent acts or omissions or reckless or intentional misconduct of the Installer or any of the Installer's agents, officers, directors, employees or subcontractors. Without limiting the foregoing, the Installer shall indemnify and hold harmless each Covered Person against any and all Damages that may directly or indirectly arise out of or may be imposed because of the failure to comply with the provisions of applicable law by the Installer or any of the Installer's agents, officers, directors, employees or subcontractors.

b) Assignment. Installer shall not assign or in any way transfer this Letter Agreement without the prior written consent of MassCEC.

c) Public Records. As a public entity, MassCEC is subject to the Massachusetts Public Records Law (set forth at M.G.L. c.66) and thus documents and other materials made or received by MassCEC and/or its employees are subject to public disclosure. All information received by MassCEC shall be deemed to be subject to public disclosure, unless the limited exception at M.G.L. c. 23J, Section 2(k) or another statutory exception applies. For more information, please see Chapter 66 of the Massachusetts General Laws.

d) Waivers. Conditions, covenants, duties, and obligations contained in this Letter Agreement may be waived only by written agreement between the parties. Forbearance or

indulgence in any form or manner by a party shall not be construed as a waiver, nor in any way limit the remedies available to that party.

e) Counterparts. This Letter Agreement may be executed in two or more counterparts, and by different parties hereto on separate counterparts, each of which will be deemed an original, but all of which together will constitute one and the same instrument.

[Remainder of page intentionally left blank. Signature page follows]



63 Franklin Street, 3rd Floor
Boston, MA 02110
P (617) 315-9355 • F (617) 315-9356
info@masscec.com • www.masscec.com
Follow us on Twitter: @masscec

MassCEC looks forward to working with you to launch this innovative business model and increase solar adoption within the **[community(ies)]**. To acknowledge your acceptance of the terms and conditions referenced herein, please sign and return one original copy of this letter to the attention of **[CONTACT]**, Massachusetts Clean Energy Center, 63 Franklin Street, 3rd Floor, Boston, MA 02110.

Very truly yours,

MassCEC

By: _____

Name: _____

Title: _____

Date: _____

Accepted & Agreed

Installer

By: _____

Name: _____

Title: _____

Date: _____

APPENDIX C
Solarize Mass and Mass Solar Connect Minimum Technical Requirements

SOLARIZE MASS AND MASS SOLAR CONNECT MINIMUM TECHNICAL REQUIREMENTS

Solar photovoltaic (“PV”) projects participating in the Solarize Massachusetts and Mass Solar Connect Program, as applicable must maintain compliance with the Minimum Technical Requirements set forth in this document. These requirements are not intended to be all-encompassing, nor is this attachment intended to be a substitute for engineering specifications or for safety requirements. Site-specific conditions and/or local regulations may require additional requirements not contained in this attachment. MassCEC reserves the right to exclude Installers from future program participation if it is determined by MassCEC that any associated PV project does not satisfy the Minimum Technical Requirements.

Eligible and Related Equipment

All installations must use PV technology, which is defined as cells or solar photovoltaic arrays that directly convert energy from the sun into electricity. Building integrated installations are eligible assuming all other requirements are met.

Installation Requirements

The **PV project electrical work must be performed by a Massachusetts licensed electrician**. For more information on this requirement please see:

<http://www.mass.gov/ocabr/licensee/dpl-boards/el/regulations/board-policies/guidance-memo-pv-installation.html>

The PV project must be installed according to the manufacturer’s instructions and in compliance with all applicable codes, standards, interconnection and permitting requirements including:

- Local, state, and/or federal building and electrical¹ laws, codes and practices.
- The provisions of the most current edition of the Massachusetts Electric Code (“MEC”) as specified by state code. In all cases where manufacturer instructions, third-party guides/handbooks, or other materials contradict the most current edition of any local, state, or federal code, the applicable code shall take precedence over such materials.
- Interconnection Agreement - A separate application must be submitted to the electric utility to start the formal interconnection process, and sufficient lead time should be allowed as part of the installation, based on timeframes listed in the Interconnection Tariff. All PV projects must have an appropriate electric utility interconnection agreement in place, and have authorization to interconnect from the utility at the time of interconnection to the utility grid.
- All pertinent permits and inspections must be obtained and copies kept on file as may be required by local codes and/or state law.

Additional general installation practices to be followed include:

- All installations must follow the most current edition of the MEC with the following changes as noted below.
- PV projects designed to be installed on pitched (greater than 5°), non-flat roofs, are required to have a tilt and azimuth that is the same as the roof pitch and azimuth, in order to be eligible for the Program.
- Installations of ground- and pole-mounted arrays must have a disconnect switch as described in Article 690.17, located at the array to isolate all DC current carrying conductors. For installations on buildings, refer to Article 690.12.
- PV systems shall not be connected directly to the output of a standby generator, unless the generator is designed to be operated in parallel with a PV system.
- Areas where wiring passes through ceilings, walls, or other areas of the building must be properly restored, booted, and sealed.
- Thermal insulation in areas where wiring is installed must be returned to “as found or better” condition.

¹ Massachusetts Building Code (780 CMR) and Electrical Code (527 CMR) are available from the Executive Office of Public Safety and the Board of Fire Prevention Regulations, respectively.

- All installed electrical components must be listed by a nationally recognized testing laboratory such as Underwriters Laboratory (“UL”), and/or be compliant with Institute of Electrical and Electronics Engineers (“IEEE”) standards, or the American National Standards Institute (“ANSI”), or other nationally recognized testing laboratory standards (e.g., UL, CSA, ETL, TUV, etc.), unless otherwise noted in this document, and installed in a manner consistent with the relevant listing and labeling.
- An owner’s manual of operating and maintenance instructions must be provided to the PV project owner and preferably also posted on or near the PV project. The owner’s manual should include manufacturer’s specifications, serial numbers, warranty policies, etc.
- Owners must be provided with, at minimum, a basic training orientation that includes maintenance instructions, troubleshooting, meter reading, and electric production reporting instructions. Owners should also be informed of any opportunities to sell Solar Renewable Energy Certificates (“SREC’s”). For more information, see the Energy Production Reporting Requirements section later in this document.

Best Practices and Common Installation Violations

- All work must be completed in a neat and professional manner, as required by Article 110.12.
- Twist-on wire connectors (wire nuts) shall not be used in any outdoor enclosure unless listed to UL 486D for use in damp/wet locations. Proof of listing will be required during inspection if applicable. (See Article 110.28 for more information)
- Warning labels, as specified in the MEC must be posted on disconnects, panel enclosures, DC raceways, and accessible junction boxes. The labels shall be suitable for the environment in which they are installed, as required by Article 110.21(B).
- Article 300.7(A) requires raceways passing from the interior to the exterior of a building be filled with an approved material to prevent the circulation of warm air to a colder section of the raceway.
- Terminal ratings and conductor size/limitations must be followed per Article 110.3(B). Common violations include multiple conductors under a terminal listed for a single conductor, or conductors undersized for the terminals, such as inside a meter enclosure.
- MassCEC recommends that photos be taken of the following system components for all rooftop solar arrays: module frame grounding method, array grounding method, array wire management, interior of any rooftop enclosures, and exterior of any rooftop enclosures. These photos shall be kept on record with the primary installer and made available to MassCEC upon request.
- MassCEC recommends, but does not require, that all PV projects installed under the Solarize Mass and Mass Solar Connect programs include appropriate surge arresters or other means to protect PV project components from lightning and other surge events. However, it is the responsibility of the installer to ensure that the installation meets any local, state or federal building and electrical laws that address lightning and surge protection.

PV Project and Equipment Warranty Requirements

- **Installer Warranty.** All PV projects must have a minimum 5 year labor warranty provided by the installer to protect the system owner against defective workmanship, PV project or component breakdown (exceptions noted below), or degradation in electrical output of more than fifteen percent from their originally rated electrical output during the warranty period. The warranty must cover the PV project, including PV modules (panels) and inverters, and provide for no-cost repair or replacement of the PV project or system components, including any associated labor during the warranty period.
- **Manufacturer Warranty.** All major equipment must meet the following minimum manufacturer warranties:
 - **Photovoltaic Module:** Minimum of one year product warranty from date of sale to first System Owner for product workmanship and materials, plus a minimum performance warranty of 20 years within which time the module will produce, under standard test conditions, a minimum of 80% of the product’s minimum rated power at time of sale;
 - **Inverters:** Minimum of 10 years product warranty from date of sale to first System Owner for product workmanship

and materials;

- Revenue grade production meters: 2 year product warranty
- Mounting equipment: 5 year product warranty.
- **Exception:**
 - Aforementioned warranty requirements do not apply to the components of a Data Acquisition System (“DAS”) with exception of the revenue grade meter. However, equivalent warranties, if available, or equivalent service contracts are recommended for such equipment.

Additional Solar PV Equipment Requirements

The equipment and components that comprise the PV project must have the following characteristics:

- All electrical equipment must be new, with the exception of remanufactured revenue grade meters for application to PV systems of 10 kW capacity or less.
- UL listed and compliant with IEEE standards, or other nationally recognized testing laboratory standards (e.g., UL, CSA, ETL, TUV, etc).
 - All photovoltaic modules must be certified by a nationally recognized testing laboratory as meeting the requirements of the UL Standard 1703.
 - Inverters must be certified as meeting the requirements of IEEE 1547 and UL Standard 1741.
- All modules, inverters, and production meters must be on the California Energy Commission’s list of eligible renewable energy equipment: http://www.gosolarcalifornia.ca.gov/equipment/pv_modules.php.
 - Note: Unlisted equipment must meet the above mentioned requirements and be added to the California Energy Commissions list of eligible renewable energy equipment to be eligible in the program.
- Exceptions:
 - A DAS does not need to be UL listed.
 - Reconditioned meters recertified to meet accuracy standards.

Electricity Production Meter Requirements

All PV projects must have a dedicated production meter that:

- Is readily accessible and easily understood by the System Owner;
- Records the PV project’s AC output as measured on the AC side of the PV project’s inverter; in the case of DC-only PV projects the meter should record the PV project output provided to the facility load; if a storage device is integral to the PV project, the meter should record the output from the storage device;
- Shall be separate from the utility billing meter and shall not interfere with utility billing or net-metering;
- Must be a standard utility “revenue quality” meter that conforms to applicable ANSI C-12 standards and shall be installed on the AC output side of the PV projects inverter; and
- Shall be available for periodic testing and/or re-calibration, if necessary.
- Must meet the accuracy and other requirements specified in the most recent version of the SREC II – Production Metering Requirements, and any other relevant requirements put forth by MassCEC for SREC reporting.
- If a PV system requires two revenue grade meters to establish the amount of AC energy generated, such as in the case of some systems incorporating energy storage, then two revenue grade meters shall be installed. Installer must provide training to the person(s) who will be reporting to the MassCEC PTS on how to derive the appropriate energy generation value from readings on the two meters.

APPENDIX D
Somerville Marketing and Outreach Plans

Marketing and Outreach Plan

Outline a marketing plan that describes methods to create community awareness around the Solarize Mass program. Describe ways in which a joint marketing strategy between the Municipality, the volunteer team, and the selected Installer could increase the number of sign-ups for a solar site assessment and expand solar PV adoption within the community. Provide a plan for implementation, including methods to engage additional community members and volunteers. This could include an outreach activity timeline, expected volunteer activity hours, preliminary goals for community participation and solar PV adoption during the program. Include information on where community events could be held, including the Meet the Installer community meeting.

Somerville has a 15-year history of intensive community outreach, education, and engagement on topics ranging from community health to community

redevelopment. Residents expect to be tapped for ideas and feedback, and look forward to joining programs that can increase their own and their city's efficiency. Somerville's marketing and outreach plan will use a broad range of collaborative, proven-successful methods to reach residents with diverse backgrounds, motivations, and housing situations. These methods will include direct contact with residents at public events; multi-media outreach and education; and partnering with community-based cultural and social action groups. Please see the chart showing the Team's timeline, Team members involved, volunteer hours, and residents reached at the end of this section.

Outreach at Public Events: General events will include:

- **Festivals and markets** – Somerville is known for its dozens of annual outdoor events. The Somerville Arts Council, a municipal agency, hosts more than 40 of them. At no cost, the Team will be able to staff info/sign up tables at ArtsUnion (Union Square), ArtBeat (Davis Square), SomerStreets (East Broadway, Highland Avenue, Holland Street), and more.
- **Farmers' Markets:** Somerville's farmers' markets attract a large "green" following year-round. The Team will work with the Federation of MA Farmers Markets to secure info/sign-up tables at the Davis Square and Union Square Markets, which run weekly, May-November.
- **ResiStat:** The City's semi-annual ward meetings enable residents to meet with City officials and learn about neighborhood programs. The Team will present at the spring meeting in each of Somerville's seven wards to inform residents about Solarize opportunities and assist with sign-up.

Solar-specific events will include:

- **Meet the Installer:** This kick-off to the Resident Sign-up Period will put a human face on the installation process for residents.
- **Educational events:** The CEUCC will sponsor two events, PV101 (a general overview of the installation process and benefits of solar) and PV201 (focused on financing) so residents can ask questions.

Somerville's outdoor events take place in public squares, parks, and streets. The City follows ADA accessibility guidelines for all indoor events and meetings, which are typically held at one of Somerville's six K-8 public schools, the Aldermanic Chambers at City Hall, the Central Library conference room or the Somerville Council on Aging meeting room. The City plans to hold its Meet the Installer meeting at the Argenziano K-8 School, which has a 42Kw PV system. Participants will be able to see the power

generation screen in the school lobby and view the roof system from the street.

Media Activities: The Team's public events will supports 1:1 interactions with residents; its media outreach will engage thousands of residents city-wide.

- **The SustainaVille website:** The SustainaVille website hosts dedicated pages for all Somerville resiliency and carbon-reduction initiatives. It also links to the GreenSomerville Facebook page and offers newsletter updates on green city activities and resident opportunities. The Municipal Rep will create a dedicated solarize tab on the SustainaVille site that includes an overview of the Solarize campaign and program, mechanisms for volunteer and program sign-up, contact information, general information on solar, a tally of sign-ups to date, the Solar Feasibility Map, and the Solar Generation Calculator (see next bullet).
- **Solar Feasibility Map & Generation Calculator:** Somerville will embed MassCEC's rooftop solar generation map or Google's Project Sunroof in the SustainaVille website as an efficient and elegant way to spark resident interest in the energy generation potential of their own homes. Somerville will embed a real-time Solar Generation Calculator as part of its relationship with Understory Weather, a start-up piloting its weather stations through Somerville GreenTech, another SustainaVille initiative. The Calculator is located on the roof of Somerville High School. Please visit <https://reports.understoryweather.com/user/myrti/somerville>.
- **Social media:** The Municipal Representative will post Solarize-related information on the GreenSomerville Facebook page. City Communications staff will post this information on the City's very active quadri-lingual Twitter and Facebook accounts. The Municipal Representative will strongly encourage the Solar Coach and volunteers to utilize their own Facebook, Twitter, etc. to convey Solarize messaging.
- **311 Calling:** Communications staff will ensure that every 311 call to Constituent Services is transferred to the Municipal Representative with language translation support as needed.
- **News media and local online portals:** City Communications staff will engage local newspapers (Somerville News, Journal, Patch) in announcing the Solarize launch as part of the city-wide renewable energy effort, and as an obtainable cost-savings for residents and businesses. Announcements will also be posted or disseminated via local neighborhood-based portals, such as the Davis Square Live Journal and Prospect Hill listserve.
- **Display at Somerville Public Library, main branch:** The Municipal

Representative and Solar Coach will coordinate with the Library a display with books/brochures focused on solar and promoting the program.

- **Signage:** The Municipal Representative will work with a local print shop to develop low-cost outdoor signs that invite readers to sign up for the program. The volunteer team will place signs in vehicle, bike, and pedestrian high-traffic areas. They will also place signs in their own yards and ask residents who have signed up for Solarize to do the same.
- **Targeted mailings/email:** The Team will target residents who have already responded positively to participating in the Somerville Energy Efficiency Now (SEEN) initiative, a marketing and outreach campaign.
- **Water bill inserts:** City Treasury staff will arrange to have a paper advertisement included in homeowners' quarterly water bills. The Somerville High School vocational program print shop will print the ads at low cost. Ads will include a link to the Solarize page on the SustainaVille site and GreenSomerville Facebook page, contact info, and sign-up info.

Partnering with Community-based Groups: Word-of-mouth among friends and neighbors can be an important driver of solar adoption. The Team will meet to identify contacts at appropriate Somerville cultural and social action groups, and develop a package of information with talking points that the Solar Coach and volunteers can use to make contact. Groups identified to date include: Somerville Climate Action, Mothers Out Front, Groundwork Somerville, Somerville Chamber of Commerce, parent-teacher associations, and neighborhood groups using platforms such as Nextdoor.

Partnering with City of Cambridge: The Cities of Somerville and Cambridge have been coordinating on their respective solar adoption outreach efforts, including this proposed Solarize plan. Recognizing our close proximity and overlapping communities, staff from both cities will work to identify select events and social media outreach where our two cities can collaborate.

As a result of outreach and promotions, it is expected there will be 100 resident sign-ups. Below is a list of planned promotions and events.

Month	Activity/Team members	Volunteer Hours	Attendees/ Res. Reached
April	<u>Mailing to SEEN particip./Muni Rep</u>	0	200
	<u>2 ResiStat Mtgs/Muni Rep, Coach</u>	2	70

	<u>SustainaVille website/Municipal Rep</u>	0	100+/month
	<u>GreenSomerville FB/Municipal Rep</u>	0	538 Likes
	<u>Train 311 Constituent Svcs operators/Communications Dept</u>	0	Varying
	<u>Launch City FB & Twitter/Municipal Rep, Communications Dept</u>	0	2,800+ followers/likes
	<u>News media stories/Communications Dept, Municipal Rep</u>	0	34,000
May	<u>Meet the Installer/Rep, Coach, Inst.</u>	3	50
	<u>PV 101/Solar Coach, Municipal Rep, Installer, CEUCC members</u>	2	40
	<u>2 Farmers Markets/Inst., Coach, vols</u>	4	250
	<u>3 ResiStat Mtgs/Inst., Rep, Coach</u>	3	100
	<u>Launch additional FB & Twitter activity/Installer, Solar Coach, vols</u>	2	500+
	<u>Signage/Muni Rep, Solar Coach, vols</u>	2	34,000
	<u>Water bill insert/Muni Rep, Treasury, SHS Voc Printing</u>	0	34,000
	<u>Partnering with Community Groups begins/Solar Coach, vols</u>	6	400
June	<u>PV102/Solar Coach, Municipal Representative, Installer, CEUCC</u>	2	40
	<u>2 Festivals & Markets/Installer, Solar Coach, vols</u>	4	1000
	<u>2 Farmers Markets/Installer, vols</u>	4	250
	<u>2 ResiStat Mtgs/Muni Rep, Solar Coach, Installer</u>	2	70
July	<u>2 Festivals & Markets/Installer, Solar Coach, vols</u>	4	1000

	<u>2 Farmers Markets/Installer, vols</u>	4	250
August	<u>2 Festivals & Markets/Installer, Solar Coach, vols</u>	4	1000
	<u>2 Farmers Markets/Installer, vols</u>	4	250
Sept	<u>2 Festivals & Markets/Installer, Solar Coach, vols</u>	4	1000
	<u>2 Farmers Markets/Installer, vols</u>	4	250
TOTAL		60	112,158