

## REQUEST FOR PROPOSALS

### Solar Panels

#### Vermont State Colleges System d/b/a Vermont State University

#### ISSUED BY

Vermont State University

#### APPLICATION DEADLINE

March 31, 2024, 5:00 pm Eastern Time

#### APPLICATION INSTRUCTIONS

Email PDF versions of all documents to [stephanie.nault@vermontstate.edu](mailto:stephanie.nault@vermontstate.edu) by the deadline, using the following naming convention:

- **Email Subject Line:** Solar Panel Sale
- **Bid Form:** Solar Panel Sale Bid Form

#### QUESTIONS REGARDING THE RFP

Questions regarding this RFP may be directed to Stephanie Nault

[Stephanie.Nault@Vermontstate.edu](mailto:Stephanie.Nault@Vermontstate.edu). For fastest response please enter Solar Panel Sale **RFP Question** in the subject line of your message. All questions must be submitted by March 18<sup>th</sup>, 2024, 4:00pm ET. Answers will be provided by March 21, 2024, 4:00pm ET, and will be available on [www.vsc.edu/rfps](http://www.vsc.edu/rfps).

#### SITE VISIT

The equipment will be available for pre bid viewing at 1 Main Street, Randolph Center, VT 05061 on the dates specified below. Please call 1 (802) 585-8036 once you have arrived and we will assist you in the viewing. Please submit any question in writing prior to the end of the Question and Answer period described above.

Site Visits for Review of Solar Panels	
Date	Time
February 21st	1:00pm to 3:00pm
March 12th	9:00am to 11:00am
March 21st	1:00pm to 3:00pm

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## VERMONT STATE COLLEGES SYSTEM OVERVIEW

The VSCS is currently undergoing a significant transformation, with the guidance of the Governor, Legislature, the Board of Trustees, and the State’s Select Committee on the Future of Public Higher Education in Vermont. The VSCS began working on internal transformation in summer 2020 with the VSCS Forward Task Force and several institutional tasks forces including NVU Strong and VTC’s Transformation Advisory Team.

The [Vermont State Colleges System](#) (VSCS) is comprised of two member institutions – [Community College of Vermont](#) (CCV) and Vermont State University (VTSU). The system educates over ten thousand Vermonters and non-Vermonters each year, employs over three thousand Vermonters, and in Spring 2020, graduated over eighteen hundred Vermonters and out-of-state students into the workforce with certificates and degrees.<sup>1</sup>

## SCOPE OF SERVICES

The Vermont State Colleges System seeks interested parties to submit competitive bids to purchase solar panels and inverters.

Specific equipment information can be found after the Submission Requirements section of this RFP.

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<sup>1</sup>[VSCS Sourcebooks](#) as well as [Board & Committee Meeting Materials and Minutes](#) are available on the System’s website.

## **EVALUATION**

The equipment will be awarded to the highest cash bidder, and must include the plan for removal of the equipment from VTSU's site in Randolph Center, Vermont. If the bidder is eligible for the transaction to be exempt from Vermont sales and use tax, the bidder must also provide a good faith exemption certification from the Vermont Department of Taxes. If the bidder does not provide a completed certification, the bidder must also expect to pay the sales and use tax if awarded the bid. The VSCS is liable to collect the tax unless the successful bidder is entitled to the exemption. For further information, bidders should visit <https://tax.vermont.gov/business/sales-and-use-tax/exemptions#certificates>

### **Method of Award**

The solar panels will be awarded to the highest bidder. The high bidders will be contacted by 5:00pm on April 1, 2024. The high bidder will have two weeks to provide full payment with a completed W-9 and to remove the awarded item from Vermont State University property. If that deadline is missed, the award will be considered null and void and the next highest bidder will be contacted and awarded the item, with two weeks to provide payment and remove the equipment. The VSCS, in its best interests, reserves the right to accept or reject any or all proposals, to accept or reject any item or combination of items therein, to waive any irregularities or informalities in any proposal or items therein, and/or to negotiate with particular bidders following the evaluation of proposals without right of recourse by other bidders. A top proposal would be assessed in the judgment of VSCS as best complying with all considerations set forth in this RFP. When VSCS has tentatively selected a successful proposal, VSC may engage in discussions with the bidder to formulate plans in greater detail, to clarify unclear items for either party, and to otherwise complete negotiations prior to formal selection.

## **GENERAL CONDITIONS**

1. This RFP does not commit the Vermont State Colleges System to award a contract.
2. This RFP and the process it describes are proprietary to the VSCS and are for the sole and exclusive benefit of the corporation. No other party, including any Applicant, is granted any rights hereunder. Any response, including written documents and verbal communication, by any Applicant to this RFP, shall become the property of the VSCS and may be subject to public disclosure as described in the Confidentiality section, below.
3. Submission of a bid indicates acceptance by the party of the conditions contained in this RFP, unless clearly and specifically noted in the proposal submitted and confirmed in the contract between Vermont State Colleges System and the chosen party selected.
4. Responses shall be binding upon the chosen party and irrevocable for up to 60 days following the close of applications.
5. From the release date of this request for proposal until award of the contract, no contact with Vermont State Colleges System personnel or board members related to this solicitation is permitted. Direct all communications to the designated contact on the first page of this request.

6. The Vermont State Colleges System reserves the right to:

- a. Request clarification and additional information from any party during the evaluation process.
- b. Re-advertise with either an identical or a revised scope of work or cancel requirements in their entirety.
- c. Issue subsequent RFPs based on refinement of concepts proposed in response to this request.
- d. Conduct investigations of the qualifications of the Applicant as deemed appropriate.
- e. Request the Applicant modify the submitted proposal to more fully meet the needs of the Vermont State Colleges System.

## **CONFIDENTIALITY**

The Vermont State Colleges System complies with the Vermont Public Records Act, 1 VSA § 315 *et seq.* which requires public agencies to allow any person to inspect or copy any public record upon request. Accordingly, applicants for this RFP are hereby advised that any communications, data or other information received by the Vermont State Colleges System during the RFP process could be subject to a public records request. However, certain public records are exempt from public inspection and copying, as set forth in 1 VSA § 317©, including, for example, those portions of a record which meet the statutory definition of a trade secret. Accordingly, consultant should submit a second copy of their proposal, from which any portion of the proposal that the consultant reasonably believes to be exempt from disclosure under the Public Records Act has been redacted. By submitting a proposal, you indicate that you understand the requirements of this section and the potential applicability of Vermont's Public Records Act to your proposal.

## **SUBMISSION REQUIREMENTS**

All submissions are due no later than March 31, 2024, 5:00 pm Eastern Time.

Please use the attached bid form when submitting a bid.

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## BID FORM

	# of Units	Bid Price Submitted	Name of Party Submitting	Phone Number
Number of Panels				
Number of Inverters				

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**Specification of equipment and proposed sale:**

- 100 kW of Motech solar panels. The nameplate for the panels is attached. Approximately 400 panels.
- There are QTY 12 of 8 kW Sunny Boy inverters. The nameplate and picture of an inverter is below
- Inverters and solar panels are stacked on pallets in Randolph Center, Vermont. See picture below.
- Bidders are responsible for removal from Randolph Center, Vermont.
- Bids can include all of the equipment listed, or some pieces and parts separately and VTSU reserves the right to award in the manner that provides the largest collective dollar value option
- VTSU received these materials this summer as-is, we have no knowledge of the working order of any components, and we make no representations regarding the components
- VTSU's intent is to sell all of this equipment at the highest possible price ; VTSU reserves the right to negotiate final sale price and number with the highest bidders in order to achieve the goal.

