

# Request for Proposals

Eureka Spring Transit System is accepting proposals for purchase and installation of a photovoltaic (PV) solar power systems for 3 of the Transit buildings:

City of Eureka Springs Transit & Welcome Center 137 W Van Buren Eureka Springs, AR 72632	Eureka Springs Transit Vehicle Maintenance Facility 137 W Van Buren Eureka Springs, AR 72632	Planer Hill Park & Ride Facility 177 N Main Street Eureka Springs, AR 72632
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All proposals must include materials and labor costs, at least a one (1) year unlimited warranty and 8.75% sales tax. Proposal also must include complete cleanup. Job must be completed by March 1, 2018.

- All parties are welcome to visit the properties before submitting a proposal.
- Proposals must also be delivered (without price) to the local Fire Marshall & Building Inspector prior to any bids being awarded.
- Systems must conform to city & state building codes and power company requirements for solar power systems.
- Successful bidder must have a valid Eureka Springs business license
- Successful bidder must sign Federal Transit Administration Clauses

All proposals are due by **December 29, 2017 at 10am**. Proposals must be by sealed bid and may be hand delivered or mailed to: **Eureka Springs City Hall  
44 S Main Street  
Eureka Springs, AR 72632**

**Bids will be open at 10am on December 29, 2017 in the office of the Mayor.**

**. Bids must be submitted in a sealed envelope  
with "Solar Proposal 11-18" prominently displayed**

NOTICE OF NONDISCRIMINATION: The **Eureka Springs Transit System (ESTS)** complies with all civil rights provisions of federal statutes and related authorities that prohibit discrimination in programs and activities receiving federal financial assistance. Therefore, **ESTS** does not discriminate on the basis of race, sex, color, age, national origin, religion, disability, Limited English Proficiency (LEP), or low-income status in the admission, access to and treatment in the **ESTS's** programs and activities, as well as the **ESTS's** hiring or employment practices. Complaints of alleged discrimination and inquiries regarding the **ESTS** nondiscrimination policies may be directed to:

**Kenneth "Smitty" Smith, Director (Title VI, ADA/504 Coordinator),  
137 W Van Buren, Eureka Springs, AR  
(479) 253-9572  
or the following email address: [smitty@cityofeurekasprings.org](mailto:smitty@cityofeurekasprings.org)**

**Free language assistance for Limited English Proficient individuals is available upon request. This notice is available from the Title VI Coordinator in large print, on audiotape and in Braille. TTY (711)**

## CONDITIONS

1. **ACCEPTANCE AND REJECTION:** The Eureka Springs Transit System (ESTS) reserves the right to reject any or all proposals, to accept proposals in whole or in part (unless otherwise indicated by proposal), to waive any informalities in proposals received, to accept proposals on materials or equipment with variations from specifications where efficiency of operation will not be impaired, and to select a proposal that will best serve the interest of ESTS and the City of Eureka Springs.
2. **PRICES:** Unless otherwise stated in this RFP, the following will apply: (1) the unit price shall be proposed, (2) price must be firm and not subject to escalation, except as allowed in the proposal and (3) proposal must be firm for acceptance for 60 days from proposal opening date. Discounts from proposal price will not be considered in making awards.
3. **TERM OF PURCHASE AGREEMENT:** The proposal award prices subsequent to this proposal shall be for the purchase and installation of PV Solar Power systems on three (3) Transit owned buildings.
4. **PROPOSAL BONDS AND PERFORMANCE BONDS:** None required.
5. **TAXES:** ESTS is not exempt from Arkansas State Sales and Use Taxes, or local option city/county sales taxes, when applicable, and should be included in the Proposal. 8.75%
6. **“ALL OR NONE” PROPOSALS:** Not applicable to this request for proposals.
7. **BRAND NAME REFERENCES:** All brand name references in proposal specifications refer to that commodity or its equivalent, unless otherwise stated in Proposal Invitation. Proposal should state brand or trade name of item being proposed, if such name exists.
8. **FREIGHT:** All freight charges should be included in proposal price. Any change in common carrier rates authorized by the Interstate Commerce Commission will be adjusted if such change occurs after the proposal opening date. Receipted common carrier bills that reflect ICC authorized rate changes must be furnished.
9. **SAMPLES, LITERATURE, DEMONSTRATIONS:** Any samples and technical literature must be provided free of any charge within 14 days of ESTS request, and free demonstrations within 30 days, unless ESTS extends time. Failure to provide as requested within this period may cause proposal to be rejected. Samples, literature and demonstrations must be substantially the same as the item(s) being proposed, unless otherwise agreed to by ESTS. Samples that are not destroyed will be returned upon request at proposer's expense. Samples from successful proposals may be retained for comparison with items actually furnished.

10. **GUARANTY:** Unless otherwise indicated in Proposal Invitation, it is understood and agreed that any services offered on this proposal shall be on time, on budget, and up to standard.
11. **DELAY IN PERFORMANCE:** Failure to provide services within the time required may constitute default. Vendor must give written notice to ESTS, as soon as possible, of the reason for any delay. ESTS has the right to extend time if reasons appear valid. If reason for non-performance is not acceptable, vendor is in default.
12. **DEFAULT:** All services furnished will be subject to inspection and acceptance by ESTS, City Fire Marshal and City Building Inspector after delivery. Default in promised services or failure to meet specifications authorizes ESTS to cancel award or any portion of same, to reasonably purchase services elsewhere and to charge full increase, if any, in cost and handling to defaulting vendor. Applicable bonds may be forfeited.
13. **ETHICS:** "It shall be a breach of ethical standards for a person to be retained, or to retain a person, to solicit or secure a public contract upon an agreement of understanding for a commission, percentage, brokerage, or contingent fee, except for retention of bona fide employees or bona fide established commercial selling agencies maintained by the contractor for the purpose of securing business." (Arkansas Code, Annotated, Section 19-11-708).
14. **SPECIFICATIONS:**
- Purchase and install 3 photovoltaic (PV) Solar Power Systems for 3 different buildings.
  - Transit & Welcome Center building has been estimated for a 7600-watt system.
  - Planer Hill Park & Ride building has been estimated for a 7600-watt system.
  - Transit Vehicle Maintenance building has been estimated for a 15,200-watt system.
  - PV solar systems will be a grid-tied solar system. Current power company is Southwestern Electric Power Company (SWEPCO).
  - Selected bidder will complete SWEPCO applications for each property as soon as possible after being selected.
  - Any installs must be approved by SWEPCO & local Fire Marshall before final payment will be made.
  - Signed required FTA clauses, Certifications and Assurances (Need to note this for use of federal funds)

**Contact Agent for Specifications**  
**Kenneth "Smitty" Smith, Transit Director**  
**Eureka Springs Transit System**  
**137 W. Van Buren**  
**Eureka Springs, AR 72632**  
**479-253-9572**  
**479-253-8272 (fax)**  
**smitty@cityofeurekasprings.org**

PROPOSAL QUOTATION SHEET  
**Purchase and Installation of PV Solar Power System**  
*(All proposal pricing shall be rounded to the nearest dollar (\$).)*

QTY.	ITEM DESCRIPTION	UNIT PRICE	PRICE TOTAL
—	Labor	\$	\$
—	Materials	\$	\$
		\$	
	<b>Subtotal</b>	\$	\$
	<b>Sales Tax</b>	\$	\$
	<b>Freight</b>	\$	\$
	<b>TOTAL</b>		\$

## PROPOSAL INFORMATION

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

Name (Type or Print): \_\_\_\_\_

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

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

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip (plus 4) : \_\_\_\_\_

E-Mail: \_\_\_\_\_

Federal Tax ID or Social Security No.: \_\_\_\_\_

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

DUNS number: \_\_\_\_\_

CCR Number (and expiration date): \_\_\_\_\_

Headquarters (if different from above): \_\_\_\_\_

\_\_\_\_\_

Contact Person and address (with Zip+4): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signature must be legible, original (not photocopied) and in ink.

**All information is required**  
**and must be submitted on this form**  
**or the proposal will be rejected.**