



REQUEST FOR INFORMATION (RFI)

SUSTAINABLE OTTAWA COMMUNITY ENERGY COOPERATIVE INC.

**TO VENDORS THAT CAN SUPPLY SOLAR PHOTOVOLTAIC SYSTEMS IN 2010 FOR SINGLE
FAMILY HOMES GENERATING POWER TO THE GRID UNDER THE ONTARIO POWER
AUTHORITY'S
MICROFIT PROGRAM**

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WWW.SUSTAINABLEOTTAWA.CA

INFO@SUSTAINABLEOTTAWA.CA

Purpose of this Request for Information

Sustainable Ottawa Community Energy Co-operative Inc. (Sustainable Ottawa) is developing an initiative to assist its members who wish to participate in the Ontario Power Authority (OPA) MicroFIT program. Part of this assistance will include providing them a list of qualified solar photovoltaic (PV) system vendors in Eastern Ontario who can supply and install turnkey residential PV systems in the Ottawa area that meet the requirements of the OPA MicroFIT program. The intent of this request for information (RFI) is to obtain the necessary information to develop a list of qualified solar PV system vendors.

Background

Sustainable Ottawa is incorporated under the *Ontario Co-operative Corporations Act*. Our mission is to make sustainable technologies, products and services more accessible and economically viable to people within the National Capital Region. We do so through increasing public awareness of sustainable energy technologies (i.e. solar and wind), and by using the collective bargaining power of the Co-Op to reduce the cost of sustainable energy products. Sustainable Ottawa currently has about 400 members. It has also solicited the support of other groups and agencies in the National Capital Region so that this initiative could reach over 5 000 households. Sustainable Ottawa is a member of the Ontario Sustainable Energy Association (OSEA).

RFI Process

Information from Vendors that meet the requirements of this request will be provided to interested members of Sustainable Ottawa. Members will then make individual decisions among the choices offered by vendors, knowing that all MicroFIT requirements, including domestic content requirements and connection protocols will be met.

We aim to have our members install 25 solar PV systems in 2010. An information session for interested members is planned for February 2010 where qualified vendors may participate and further expand on their offerings.

Definition of Turnkey System

In this RFI, the following features are deemed to be part of a turnkey PV system:

- Site assessment (using RETSREEN or other recognized assessment tool);
- Supply of PV system including modules, inverter, racking system/attachment hardware, wiring, etc.;
- Installation and commissioning of system at customer site according to Hydro Ottawa connection requirements and all other applicable government specifications;
- Provision of warranties and after-sales service for all components;
- Obtaining permits for the system and arranging required inspections;

- Ensuring the customer has all the information necessary to obtain a Conditional Contract Offer and Connection Agreement; and
- Guarantees that the installation meets the current OPA Domestic Content and other MicroFIT program requirements.

It should be assumed that the customer, with assistance from Sustainable Ottawa, will register to obtain a Conditional Contract Offer with the Ontario Power Authority. Once the system has been specified, the member will apply for a Connection Agreement with Hydro Ottawa.

RFI Response Format and Content

Respondents to this RFI will provide the following information which may be provided in part through company brochures or other material:

1. The site assessment tool to be used, sources of data, and information to be provided by this tool, along with a list of vendor measurements / observations that will be made at the site.
2. The format that will be used to provide site assessment results to the customer. At a minimum this should include minimum and maximum panel area that can be accommodated on the customer's roof, attachment method, monthly kWh system outputs from the various panel arrangements possible, and the net power supplied to the grid on which revenue will be based.
3. Details of the proposed solar PV module(s) including spec sheets, performance data (including expected annual output degradation), warranties and after-sales service, etc.
4. Details of proposed inverters, racking system, wiring, and other components to be supplied with the system, including spec sheets and performance data.
5. Applicable warranties on parts and labour for individual components and completely installed systems. Details of after-sales service during warranty periods, including optional annual maintenance.
6. Proposed connection arrangement guaranteed to meet Hydro Ottawa and requirements necessary to obtain a Connection Agreement.
7. Proposed installation and commissioning arrangements, including experience and qualifications of installers, and any special installation requirements that may be involved. At a minimum, installers must be CanSIA certified. Vendors may outsource some of this work but will be expected to coordinate and be responsible for all efforts of sub-contractors.
8. Arrangements and schedule for securing required permits and inspections.
9. Guarantee that the installed system(s) meet all aspects of the OPA MicroFIT domestic content requirements as per the latest version of the MicroFIT domestic content grid.

10. Expected delivery schedule, including time from order to installation, time to install, and assurance as to the availability of the proposed systems and all components.
11. Prices offered for typical turnkey installations of 1.5 kW, 2.0 kW and 3.0 kW PV systems installed on 45 degree two-storey, south facing, un-shaded roof in the Ottawa area. Prices should be broken down into the following components:
 - Solar modules;
 - Inverter;
 - Mounting system;
 - Other materials;
 - Installation and connection;
 - Administrative overhead – site assessment, securing permits, inspection, etc.

Please provide the time frame for which these prices are guaranteed.

12. Expected performance (kWh/month) of the 3 standard turnkey systems based on the proposed PV modules.
13. Performance assessments on similar systems installed in the National Capital Region or elsewhere in Ontario – particularly those that were installed under the OPA RESOP or MicroFIT programs.
14. {Optional} Details of any financing, rental or leasing available to customers for all or part of the system, including interest rates, deposit requirements and loan security requirements.

Conditions and Key Dates

Responses are to be submitted electronically no later than January 29, 2010 to Rock Radovan at rradovan@sustainableottawa.ca. If information is not readily available electronically (i.e. hard copy brochures), please contact us for our mailing address.

Sustainable Ottawa will provide information submitted by vendors in response to this request to its members, but makes no guarantee that any member will purchase a solar PV system from responding vendors.

Any contracts signed for the supply, installation and commissioning of a PV system as a result of this request will be between the member and vendor. Sustainable Ottawa will not be a party to the contract nor will it take a finder's fee.

Sustainable Ottawa will continue to recruit new members who may be interested in purchasing solar PV systems and we will make the information provided by vendors available to them.

Designation of a company as a "vendor" by Sustainable Ottawa to its members does not reflect endorsement of that company's products or services, but only reflects that the company has provided the information requested.

Sustainable Ottawa reserves the right to limit the number of qualified vendors selected to participate in this initiative at its sole discretion.

Any questions should be addressed to:

Rock Radovan, P.Eng.
President
Sustainable Ottawa Community Energy Co-operative Inc.
(613) 614-7538
rradovan@sustainableottawa.ca