



# Lexington-Fayette Urban County Government

## Request for Proposals

---

The Lexington-Fayette Urban County Government hereby requests proposals for **RFP #25-2026 Group Solar PV Installation Services** to be provided in accordance with terms, conditions and specifications established herein.

Sealed proposals will be received through Ion Wave until **2:00 PM**, prevailing local time, on **May 14, 2026**. All forms and information requested in RFP must be included and attached in Response Attachments tab in Ion Wave.

Proposals received after the date and time set for opening proposals will not be accepted. It is the sole responsibility of the Proposer to assure that his/her proposal is submitted in Ion Wave before the date and time set for opening proposals.

Proposals, once submitted, may not be withdrawn for a period of ninety (90) calendar days.

The Lexington-Fayette Urban County Government reserves the right to reject any or all proposals, and to waive technicalities and informalities when such waiver is determined by the Lexington-Fayette Urban County Government to be in its best interest.

Signature of this proposal by the Proposer constitutes acceptance by the Proposer of terms, conditions and requirements set forth herein.

Minor exceptions may not eliminate the proposal. Any exceptions to the specifications established herein shall be listed in detail on a separate sheet and attached hereto. The Lexington-Fayette Urban County Government shall determine whether any exception is minor.

The Lexington-Fayette Urban County Government encourages the participation of minority- and women-owned businesses in Lexington-Fayette Urban County Government contracts. This proposal is subject to Affirmative Action requirements attached hereto.

***Please do not contact any LFUCG staff member or any other person involved in the selection process other than the designated contact person(s) regarding the project contemplated under this RFP while this RFP is open and a selection has not been finalized. Any attempt to do so may result in disqualification of the firm's submittal for consideration.***

## **Laws and Regulations**

All applicable state laws, municipal ordinances and regulations of all authorities having jurisdiction over the project shall apply to the contract, and shall be deemed to be incorporated herein by reference.

## **Equal Employment Opportunity**

The Entity (regardless of whether construction contractor, non-construction contractor or supplier) agrees to provide equal opportunity in employment for all qualified persons, to prohibit discrimination in employment because of race, color, religion, sex (including pregnancy, sexual orientation or gender identity), national origin, disability, age, genetic information, political affiliation, or veteran status, and to promote equal employment through a positive, continuing program from itself and each of its sub-contracting agents. This program of equal employment opportunity shall apply to every aspect of its employment policies and practices.

## **Kentucky Equal Employment Opportunity Act**

The Kentucky Equal Employment Opportunity Act of 1978 (KRS 45.560-45.640) requires that any "county, city, town, school district, water district, hospital district, or other political subdivision of the state shall include in directly or indirectly publicly funded contracts for supplies, materials, services, or equipment hereinafter entered into the following provisions:

"During the performance of this contract, the contractor agrees as follows:

- (1) The contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, age, or national origin;
- (2) The contractor will state in all solicitations or advertisements for employees placed by or on behalf of the contractors that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, age, or national origin;
- (3) The contractor will post notices in conspicuous places, available to employees and applicants for employment, setting forth the provision of the nondiscrimination clauses required by this section; and
- (4) The contractor will send a notice to each labor union or representative of workers with which he has a collective bargaining agreement or other contract or understanding advising the labor union or workers'

representative of the contractor's commitments under the nondiscrimination clauses."

The Act further provides:

"KRS 45.610. Hiring minorities -- Information required

(1) For the length of the contract, each contractor shall hire minorities from other sources within the drawing area, should the union with which he has collective bargaining agreements be unwilling to supply sufficient minorities to satisfy the agreed upon goals and timetables.

(2) Each contractor shall, for the length of the contract, furnish such information as required by KRS 45.560 to KRS 45.640 and by such rules, regulations and orders issued pursuant thereto and will permit access to all books and records pertaining to his employment practices and work sites by the contracting agency and the department for purposes of investigation to ascertain compliance with KRS 45.560 to 45.640 and such rules, regulations and orders issued pursuant thereto.

KRS 45.620. Action against contractor -- Hiring of minority contractor or subcontractor

(1) If any contractor is found by the department to have engaged in an unlawful practice under this chapter during the course of performing under a contract or subcontract covered under KRS 45.560 to 45.640, the department shall so certify to the contracting agency and such certification shall be binding upon the contracting agency unless it is reversed in the course of judicial review.

(2) If the contractor is found to have committed an unlawful practice under KRS 45.560 to 45.640, the contracting agency may cancel or terminate the contract, conditioned upon a program for future compliance approved by the contracting agency and the department. The contracting agency may declare such a contractor ineligible to bid on further contracts with that agency until such time as the contractor complies in full with the requirements of KRS 45.560 to 45.640.

(3) The equal employment provisions of KRS 45.560 to 45.640 may be met in part by a contractor by subcontracting to a minority contractor or subcontractor. For the provisions of KRS 45.560 to 45.640, a minority contractor or subcontractor shall mean a business that is owned and controlled by one or more persons disadvantaged by racial or ethnic circumstances.

KRS 45.630 Termination of existing employee not required, when

Any provision of KRS 45.560 to 45.640 notwithstanding, no contractor shall be required to terminate an existing employee upon proof that employee was employed prior to the date of the contract.

#### KRS 45.640 Minimum skills

Nothing in KRS 45.560 to 45.640 shall require a contractor to hire anyone who fails to demonstrate the minimum skills required to perform a particular job."

It is recommended that all of the provisions above quoted be included as special conditions in each contract. In the case of a contract exceeding \$250,000, the contractor is required to furnish evidence that his workforce in Kentucky is representative of the available work-force in the area from which he draws employees, or to supply an Affirmative Action plan which will achieve such representation during the life of the contract.

### **LFUCG Non-Appropriation Clause**

Contractor acknowledges that the LFUCG is a governmental entity, and the contract validity is based upon the availability of public funding under the authority of its statutory mandate.

In the event that public funds are unavailable and not appropriated for the performance of the LFUCG's obligations under this contract, then this contract shall automatically expire without penalty to the LFUCG thirty (30) days after written notice to Contractor of the unavailability and non-appropriation of public funds. It is expressly agreed that the LFUCG shall not activate this non-appropriation provision for its convenience or to circumvent the requirements of this contract, but only as an emergency fiscal measure during a substantial fiscal crisis, which affects generally its governmental operations.

In the event of a change in the LFUCG's statutory authority, mandate and mandated functions, by state and federal legislative or regulatory action, which adversely affects the LFUCG's authority to continue its obligations under this contract, then this contract shall automatically terminate without penalty to the LFUCG upon written notice to Contractor of such limitation or change in the LFUCG's legal authority.

### **Contention Process**

Vendors who respond to this invitation have the right to file a notice of contention associated with the RFP process or to file a notice of appeal of the recommendation made by the Director of Central Purchasing resulting from this invitation.

Notice of contention with the RFP process must be filed within 3 business days of the bid/proposal opening by (1) sending a written notice, including sufficient documentation to support contention, to the Director of the Division of Central Purchasing or (2) submitting a written request for a meeting with the Director of Central Purchasing to

explain his/her contention with the RFP process. After consulting with the Commissioner of Finance the Chief Administrative Officer and reviewing the documentation and/or hearing the vendor, the Director of Central Purchasing shall promptly respond in writing findings as to the compliance with RFP processes. If, based on this review, a RFP process irregularity is deemed to have occurred the Director of Central Purchasing will consult with the Commissioner of Finance, the Chief Administrative Officer and the Department of Law as to the appropriate remedy.

Notice of appeal of a RFP recommendation must be filed within 3 business days of the RFP recommendation by (1) sending a written notice, including sufficient documentation to support appeal, to the Director, Division of Central Purchasing or (2) submitting a written request for a meeting with the Director of Central Purchasing to explain his appeal. After reviewing the documentation and/or hearing the vendor and consulting with the Commissioner of Finance and the Chief Administrative Officer, the Director of Central Purchasing shall in writing, affirm or withdraw the recommendation.

### **SELECTION CRITERIA:**

The LFUCG's Selection Committee shall consider the following factors when it evaluates the proposals received:

1. Installer's Credentials and Experience (Response Form Part 1) 25 pts
2. Proposal Cost Effectiveness and Inclusivity to LMI Residents (Response Form Part 2 and 3) 40 pts
3. Proposed Quality of Hardware, Warranty, and Service (Response Form Parts 4, 5 and 6) 30 pts
4. Installer's Community Benefits and Additional Offerings (Response Form Parts 7, 8, and 9) 5 pts

Proposals shall contain the appropriate information necessary to evaluate based on these criteria. A committee composed of government employees as well as representatives of relevant user groups will evaluate the proposals.

**Questions regarding this RFP shall be addressed through:**  
<https://lexingtonky.ionwave.net>

## Affirmative Action Plan

All vendors must submit as a part of the proposal package the following items to the Urban County Government:

1. Affirmative Action Plan for his/her firm;
2. Current Work Force Analysis Form;

Failure to submit these items as required may result in disqualification of the submitter from award of the contract

## AFFIDAVIT

Comes the Affiant, \_\_\_\_\_, and after being first duly sworn, states under penalty of perjury as follows:

1. His/her name is \_\_\_\_\_ and he/she is the individual submitting the proposal or is the authorized representative of \_\_\_\_\_, the entity submitting the proposal (hereinafter referred to as "Proposer").

2. Proposer will pay all taxes and fees, which are owed to the Lexington-Fayette Urban County Government at the time the proposal is submitted, prior to award of the contract and will maintain a "current" status in regard to those taxes and fees during the life of the contract.

3. Proposer will obtain a Lexington-Fayette Urban County Government business license, if applicable, prior to award of the contract.

4. Proposer has authorized the Division of Central Purchasing to verify the above-mentioned information with the Division of Revenue and to disclose to the Urban County Council that taxes and/or fees are delinquent or that a business license has not been obtained.

5. Proposer has not knowingly violated any provision of the campaign finance laws of the Commonwealth of Kentucky within the past five (5) years and the award of a contract to the Proposer will not violate any provision of the campaign finance laws of the Commonwealth.

6. Proposer has not knowingly violated any provision of Chapter 25 of the Lexington-Fayette Urban County Government Code of Ordinances, known as "Ethics Act."

**Continued on next page**

7. Proposer acknowledges that "knowingly" for purposes of this Affidavit means, with respect to conduct or to circumstances described by a statute or ordinance defining an offense, that a person is aware or should have been aware that his conduct is of that nature or that the circumstance exists.

8. Proposer will comply with all registration requirements as a contractor where required by Section 5-85 of the Code of Ordinances of the Lexington-Fayette Urban County Government. Proposer will utilize as subcontractors on the contract only contractors who are registered as required by Section 5-85 of the Code of Ordinances. Proposer will maintain a "current" status with regard to all contractor registration requirements during the life of the contract and will ensure that all subcontractors maintain a "current" status with regard to all contractor registration requirements during the life of the contract. Proposer has authorized the Division of Procurement to verify the registration of Bidder and Bidder's subcontractors with the Division of Building Inspection.

Further, Affiant sayeth naught.

\_\_\_\_\_

STATE OF \_\_\_\_\_

COUNTY OF \_\_\_\_\_

The foregoing instrument was subscribed, sworn to and acknowledged before me

by \_\_\_\_\_ on this the \_\_\_\_\_ day

of \_\_\_\_\_, 20\_\_.

My Commission expires: \_\_\_\_\_

\_\_\_\_\_  
NOTARY PUBLIC, STATE AT LARGE

# EQUAL OPPORTUNITY AGREEMENT

## Standard Title VI Assurance

The Lexington Fayette-Urban County Government, (hereinafter referred to as the "Recipient") hereby agrees that as a condition to receiving any Federal financial assistance from the U.S. Department of Transportation, it will comply with Title VI of the Civil Rights Act of 1964, 78Stat.252, 42 U.S.C. 2000d-4 (hereinafter referred to as the "Act"), and all requirements imposed by or pursuant to Title 49, Code of Federal Regulations, U.S. Department of Transportation, Subtitle A, Office of the Secretary, (49 CFR, Part 21) Nondiscrimination in Federally Assisted Program of the Department of Transportation – Effectuation of Title VI of the Civil Rights Act of 1964 (hereinafter referred to as the "Regulations") and other pertinent directives, no person in the United States shall, on the grounds of race, color, national origin, sex, age (over 40), religion, sexual orientation, gender identity, veteran status, or disability be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the Recipient receives Federal financial assistance from the U.S. Department of Transportation, including the Federal Highway Administration, and hereby gives assurance that will promptly take any necessary measures to effectuate this agreement. This assurance is required by subsection 21.7(a) (1) of the Regulations.

## The Law

- Title VII of the Civil Rights Act of 1964 (amended 1972) states that it is unlawful for an employer to discriminate in employment because of race, color, religion, sex, age (40-70 years) or national origin.
- Executive Order No. 11246 on Nondiscrimination under Federal contract prohibits employment discrimination by contractor and sub-contractor doing business with the Federal Government or recipients of Federal funds. This order was later amended by Executive Order No. 11375 to prohibit discrimination on the basis of sex.
- Section 503 of the Rehabilitation Act of 1973 states:

*The Contractor will not discriminate against any employee or applicant for employment because of physical or mental handicap.*

- Section 2012 of the Vietnam Era Veterans Readjustment Act of 1973 requires Affirmative Action on behalf of disabled veterans and veterans of the Vietnam Era by contractors having Federal contracts.
- Section 206(A) of Executive Order 12086, Consolidation of Contract Compliance Functions for Equal Employment Opportunity, states:

*The Secretary of Labor may investigate the employment practices of any Government contractor or sub-contractor to determine whether or not the contractual provisions specified in Section 202 of this order have been violated.*

\*\*\*\*\*

The Lexington-Fayette Urban County Government practices Equal Opportunity in recruiting, hiring and promoting. It is the Government's intent to affirmatively provide employment opportunities for those individuals who have previously not been allowed to enter into the mainstream of society. Because of its importance to the local Government, this policy carries the full endorsement of the Mayor, Commissioners, Directors and all supervisory personnel. In following this commitment to Equal Employment Opportunity and because the Government is the benefactor of the Federal funds, it is both against the Urban County Government policy and illegal for the Government to let contracts to companies which knowingly or unknowingly practice discrimination

in their employment practices. Violation of the above mentioned ordinances may cause a contract to be canceled and the contractors may be declared ineligible for future consideration.

Please sign this statement in the appropriate space acknowledging that you have read and understand the provisions contained herein. Return this document as part of your application packet.

Bidders

*I/We agree to comply with the Civil Rights Laws listed above that govern employment rights of minorities, women, Vietnam veterans, handicapped and aged persons.*

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

\_\_\_\_\_  
*Name of Business*

**WORKFORCE ANALYSIS FORM**

Name of Organization: \_\_\_\_\_

Categories	Total	White (Not Hispanic or Latino)		Hispanic or Latino		Black or African-American (Not Hispanic or Latino)		Native Hawaiian and Other Pacific Islander (Not Hispanic or Latino)		Asian (Not Hispanic or Latino)		American Indian or Alaskan Native (not Hispanic or Latino)		Two or more races (Not Hispanic or Latino)		Total	
		M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F
Administrators																	
Professionals																	
Superintendents																	
Supervisors																	
Foremen																	
Technicians																	
Protective Service																	
Para-Professionals																	
Office/Clerical																	
Skilled Craft																	
Service/Maintenance																	
<b>Total:</b>																	

Prepared by: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

*(Name and Title)*

*Revised 2015-Dec-15*

**DIRECTOR, DIVISION OF PROCUREMENT  
LEXINGTON-FAYETTE URBAN COUNTY GOVERNMENT  
200 EAST MAIN STREET  
LEXINGTON, KENTUCKY 40507**

**NOTICE OF REQUIREMENT FOR AFFIRMATIVE ACTION TO ENSURE EQUAL  
EMPLOYMENT OPPORTUNITIES AND DBE CONTRACT PARTICIPATION**

The Lexington-Fayette Urban County Government has a Certified Minority and Women Business Enterprise seventeen percent (17%) minimum goal including minimum subgoals of five percent (5%) for Minority Business Enterprises (MBE) and a subgoal of twelve percent (12%) for Women Business Enterprises (WBE); a three (3%) minimum goal for Certified Veteran-Owned Small Businesses and/or Certified Service- Disabled Veteran Owned Businesses; and a goal of utilizing Disadvantaged Business Enterprises (DBE), where applicable, for government contracts.

For assistance in locating certified DBEs, MBEs, WBEs, VOSBs and/or VOSBs, contact Sherita Miller at 859/258-3320 or by writing the address listed below:

Sherita Miller, MPA, CPSD  
Minority Business Enterprise Liaison  
Division of Procurement  
Lexington-Fayette Urban County Government  
200 East Main Street  
Lexington, Kentucky 40507  
[smiller@lexingtonky.gov](mailto:smiller@lexingtonky.gov)  
859-258-3323

Firm Submitting Proposal: \_\_\_\_\_

Complete Address: \_\_\_\_\_  
Street City Zip

Contact Name: \_\_\_\_\_ Title: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Email address: \_\_\_\_\_



**LEXINGTON**

**MINORITY BUSINESS ENTERPRISE PROGRAM**

Sherita Miller, MPA, CPSD  
Minority Business Enterprise Liaison  
Division of Procurement  
Lexington-Fayette Urban County Government  
200 East Main Street  
Lexington, KY 40507  
[smiller@lexingtonky.gov](mailto:smiller@lexingtonky.gov)  
859-258-3323

**OUR MISSION:** The mission of the Minority Business Enterprise Program (MBEP) is to facilitate the full participation of minority and women owned businesses in the procurement process and to promote economic inclusion as a business imperative essential to the long- term economic viability of Lexington-Fayette Urban County Government.

To that end the urban county council adopted and implemented Resolution 272-2024 – a Certified Minority and Women Business Enterprise seventeen percent (17%) minimum goal including minimum subgoals of five percent (5%) for Minority Business Enterprises (MBE) and a subgoal of twelve percent (12%) for Women Business Enterprises (WBE); a three (3%) minimum goal for Certified Veteran-Owned Small Businesses and/or Certified Service- Disabled Veteran Owned Businesses; and a goal of utilizing Disadvantaged Business Enterprises (DBE), where applicable, for government contracts.

The resolution states the following definitions shall be used for the purposes of reaching these goals:

***Certified Disadvantaged Business Enterprise (DBE)*** – a business in which at least fifty-one percent (51%) is owned, managed and controlled by a person(s) who is socially and economically disadvantaged as define by 49 CFR subpart 26.

***Certified Minority Business Enterprise (MBE)*** – a business in which at least fifty-one percent (51%) is owned, managed and controlled by an ethnic minority (i.e. Black American, Asian American, Hispanic American, Native American)

***Certified Women Business Enterprise (WBE)*** – a business in which at least fifty-one percent (51%) is owned, managed and controlled by a woman.

***Certified Veteran-Owned Small Business (VOSB)*** – a business in which at least fifty-one percent (51%) is owned, managed and controlled by a veteran who served on active duty with the U.S. Army, Air Force, Navy, Marines or Coast Guard.

***Certified Service -Disabled Veteran Owned Small Business (SDVOSB)*** – a business in which at least fifty-one percent (51%) is owned, managed and controlled by a disabled veteran who served on active duty with the U.S. Army, Air Force, Navy, Marines or Coast Guard.

The term “Certified” shall mean the business is appropriately certified, licensed, verified, or validated by an organization or entity recognized by the Division of Procurement as having the appropriate credentials to make a determination as to the status of the business.

The following certifications are recognized and accepted by the MBEP:

Kentucky Transportation Cabinet (KYTC), Disadvantaged Business Enterprise (DBE)

Kentucky Minority and Women Business Enterprise (MWBE)

Women’s Business Enterprise National Council (WBENC)

National Women Business Owners Corporation (NWBOC)

National Minority Supplier Development Council (NMSDC)

Tri-State Minority Supplier Development Council (TSMSSDC)

U.S. Small Business Administration Veteran Small Business Certification (VetCert)

Kentucky Service- Disabled Veteran Owned Small Business (SDVOSB)

To comply with Resolution 272-2024, prime contractors, minority and women business enterprises, veteran owned small businesses, and service-disabled veteran owned small businesses must complete monthly contract compliance audits in the Diverse Business Management Compliance system, <https://lexingtonky.diversitycompliance.com/>

A list of organizations that certify and/or maintain lists of certified businesses (i.e. DBE, MBE, WBE, VOSB and/or SDVOSB) is available upon request by emailing, Sherita Miller, [smiller@lexingtonky.gov](mailto:smiller@lexingtonky.gov).



# LEXINGTON

## LFUCG MWDBE PARTICIPATION FORM

Bid/RFP/Quote Reference # \_\_\_\_\_

The MWDBE and/or veteran subcontractors listed have agreed to participate on this Bid/RFP/Quote. If any substitution is made or the total value of the work is changed prior to or after the job is in progress, it is understood that those substitutions must be submitted to the Division of Procurement for approval immediately. **Failure to submit a completed form may cause rejection of the bid.**

MWBE Company, Name, Address, Phone, Email	DBE/MBE WBE/VOSB/SDVOSB	Work to be Performed	Total Dollar Value of the Work	% Value of Total Contract
1.				
2.				
3.				
4.				

The undersigned company representative submits the above list of MDWBE and veteran firms to be used in accomplishing the work contained in this Bid/RFP/Quote. Any misrepresentation may result in the termination of the contract and/or be subject to applicable Federal and State laws concerning false statements and false claims.

\_\_\_\_\_  
**Company**

\_\_\_\_\_  
**Company Representative**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Title**



# LEXINGTON

## LFUCG MWDBE SUBSTITUTION FORM

Bid/RFP/Quote Reference # \_\_\_\_\_

The substituted MWDBE and/or veteran subcontractors listed below have agreed to participate on this Bid/RFP/Quote. These substitutions were made prior to or after the job was in progress. These substitutions were made for reasons stated below and are now being submitted to the Division of Procurement for approval. By the authorized signature of a representative of our company, we understand that this information will be entered into our file for this project. **Note: Form required if a subcontractor is being substituted on a contract.**

SUBSTITUTED DBE/MBE/WBE/VOSB Company Name, Address, Phone, Email	DBE/MBE/WBE/VOSB/SDVOSB Formally Contracted/ Name, Address, Phone, Email	Work to Be Performed	Reason for the Substitution	Total Dollar Value of the Work	% Value of Total Contract
1.					
2.					
3.					
4.					

The undersigned acknowledges that any misrepresentation may result in termination of the contract and/or be subject to applicable Federal and State laws concerning false statements and false claims.

\_\_\_\_\_  
Company

\_\_\_\_\_  
Company Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title



# LEXINGTON

## DOCUMENTATION REQUIRED FOR GOOD FAITH EFFORTS AND OUTREACH PLANS

As affirmed in Resolution Number 272-2024, the Urban County Council has adopted an annual aspirational goal of utilizing at least seventeen percent (17%) of public funds spend from certain discretionary agreements with certified Minority Business Enterprises (MBEs) and certified Woman Business Enterprises (WBEs); utilizing at least three percent (3%) of public funds from certain discretionary agreements with Certified Veteran-Owned Small Business and Certified Service-Disabled Veteran-Owned Small Businesses (VOSBs); and utilizing Disadvantaged Business Enterprises (DBEs) where applicable. Bidders should make every effort to achieve these goals.

Therefore, as an element of the responsiveness of the bid, all Bidders are required to submit documentation of their good faith and outreach efforts to ensure all businesses, including small and disadvantaged businesses such as minority-, woman-, and veteran-owned businesses, have an equal opportunity to compete for and participate in the performance of any subcontracts resulting from this procurement. Examples of good faith and outreach efforts that satisfy this requirement to encourage the participation of, DBEs, MBEs, WBEs, VOSBs and/or SDVOSBs include:

1. Advertised opportunities to participate in the contract in at least two (2) publications of general circulation media; trade and professional association publications; small and minority business or trade publications; and publications or trades targeting minority, women, and disadvantaged businesses not less than fifteen (15) days prior to the deadline for submission of bids to allow, DBEs, MBEs, WBEs, VOSBs and/or SDVOSBs to participate.
2. Attended LFUCG Procurement Economic Inclusion Outreach event(s) within the past year to meet new small businesses, DBEs, MBEs, WBEs, VOSBs and/or SDVOSBs to partner with on LFUCG contracts and procurements.
3. Attended pre-bid/pre-proposal meetings that were scheduled by LFUCG to inform small businesses, DBEs, MBEs, WBEs, VOSBs and/or SDVOSBs of subcontracting opportunities.
4. Sponsored Economic Inclusion event to provide networking opportunities for prime contractors and small businesses, DBEs, MBEs, WBEs, VOSBs and/or SDVOSBs.
5. Requested a list of certified small, DBE, MBE, WBE, VOSB and/or SDVOSB subcontractors or suppliers from LFUCG and showed evidence of contacting the companies on the list(s).
6. Contacted organizations that work with small, DBE, MBE, WBE, and VOSB companies for assistance in finding certified DBEs, MBEs, WBEs, VOSB and/or SDVOSBs to work

on this project. Those contacted and their responses must be a part of the bidder's outreach efforts documentation.

7. Sent written notices, by certified mail, email, or facsimile, to qualified, certified small businesses, DBEs, MBEs, WBEs, VOSBs and/or SDVOSBs soliciting their participation in the contract not less than seven (7) days prior to the deadline for submission of bids to allow them to participate effectively.
8. Followed up initial solicitations by contacting small businesses, DBEs, MBEs, WBEs, VOSBs and/or SDVOSBs via tailored communications to determine their level of interest.
9. Provided the interested small businesses, DBEs, MBEs, WBEs, VOSBs and/or SDVOSBs with adequate and timely information about the plans, specifications, and requirements of the contract.
10. Selected portions of the work to be performed by small businesses, DBEs, MBEs, WBEs, VOSBs and/or SDVOSBs in order to increase the likelihood of subcontracting participation. This includes, where appropriate, breaking out contract work items into economically feasible units to facilitate small, DBE, MBE, WBE, VOSB and/or SDVOSB participation, even when the prime contractor may otherwise perform these work items with its own workforce.
11. Negotiated in good faith with interested small businesses, DBEs, MBEs, WBEs, VOSBs and/or SDVOSBs, not rejecting them as unqualified without sound reasons based on a thorough investigation of their capabilities. Any rejection must be so noted in writing with a description as to why an agreement could not be reached.
12. Included documentation of quotations received from interested small businesses, DBEs, MBEs, WBEs, VOSBs and/or SDVOSBs that were not used due to uncompetitive pricing or were rejected as unacceptable and/or copies of responses from firms indicating that they would not be submitting a bid.
  - a. Bidder has to submit sound reasons why the quotations were considered unacceptable. The fact that the bidder has the ability and/or desire to perform the contract work with its own forces will not be considered a sound reason for rejecting a small business', DBE's MBE's, WBE's, VOSB's and/or SDVOSB's quote. Nothing in this provision shall be construed to require the bidder to accept unreasonable quotes in order to satisfy the participation goals.
13. Made an effort to offer assistance to or refer interested small businesses, DBEs, MBEs, WBEs, VOSBs and/or SDVOSBs to obtain the necessary equipment, supplies, materials, insurance and/or bonding to satisfy the work requirements of the bid proposal.

14. Made efforts to expand the search for small businesses, DBEs, MBEs, WBEs, VOSBs and/or SDVOSBs beyond the usual geographic boundaries.
15. Other – any other evidence that the bidder submits that may demonstrate that the bidder has made reasonable efforts to include small, DBE, MBE, WBE, VOSB and/or SDVOSB participation.

Bidder must document, with specificity, each of the efforts it made to include small businesses, DBEs, MBEs, WBEs, VOSBs and/or SDVOSBs as subcontractors in the procurement, including the date on which each effort was made, the medium through which each effort was made, and the outcome of each effort.

**Note: Failure to submit the documentation requested in this section may be cause for rejection of bid. Bidders may include any other documentation deemed relevant to this requirement which is subject to review by the MBE Liaison. Documentation of Good Faith and Outreach Efforts must be submitted with the Bid, regardless of the proposed level of small, DBE, MBE, WBE, VOSB and/or SDVOSB participation in the procurement. If the Good Faith and Outreach Effort documentation is not submitted with the bid response, the bid may be rejected.**

#### OUTREACH EFFORTS EVALUATION

Outreach efforts demonstrated by the bidder or respondent will be evaluated on a pass/fail basis.

# ATTACHMENT A – SMALL AND DISADVANTAGED, MINORITY-, WOMEN-, AND VETERAN-OWNED BUSINESS OUTREACH PLAN

<b>Proposer Name:</b>	_____	<b>Date:</b>	_____
<b>Project Name:</b>	_____	<b>Project Number:</b>	_____
<b>Contact Name:</b>	_____	<b>Telephone:</b>	_____
<b>Email:</b>	_____		

The mission of the Minority Business Enterprise Program is to facilitate the full participation of disadvantaged businesses, minority-, women-, veteran-, and service-disabled veteran-owned businesses in the procurement process and to promote economic inclusion as a business imperative essential to the long-term economic viability of Lexington-Fayette Urban County Government.

To that end, small and disadvantaged businesses, including minority-, woman-, veteran-, and service-disabled veteran-owned businesses, must have an equal opportunity to be utilized in the performance of contracts with public funds spent from certain discretionary agreements. By submitting its offer, Bidder/Proposer certifies that it has taken, and if there are further opportunities will take, reasonable steps to ensure that small and disadvantaged businesses, including minority-, woman-, veteran-, and service-disabled veteran-owned businesses, are provided an equal opportunity to compete for and participate in the performance of any subcontracts resulting from this procurement.

The information submitted in response to this clause will not be considered in any scored evaluation. Failure to submit this form may cause the bid or proposal to be rejected.

**Is the Bidder/ Proposer a certified firm?** Yes  No

If yes, indicate all certification type(s):

DBE  MBE  WBE  SBE  VOSB/SDVOSB

and supply a copy of the certificate and/or certification letter if not currently listed on the city's Minority Business Enterprise Program's (MBEP) certified list.

**1. Include a list of firms that Bidder/ Proposer has had a contractual relationship with within the last two years that are minority-owned, woman-owned, veteran-owned or small businesses, regardless of their certification status.**

**2. Does Bidder/Proposer foresee any subcontracting opportunities for this procurement?**

Yes  No

If no, please explain why in the field below. Do not complete the rest of this form and submit this first page with your bid and/or proposal.  (Click or tap here to enter text.)

If yes, please complete the following pages and submit all pages with your bid and/or proposal.

**Describe the steps Bidder/Proposer took to solicit small and disadvantaged businesses, including MBEs, WBEs, VOSBs, and SDVOSBs, for subcontracting opportunities for this procurement.**

**3. Check the good faith and outreach efforts the Bidder/Proposer used to encourage the participation of small and disadvantaged businesses including, MBEs, WBEs, VOSBs and SDVOSBs:**

- Bidder placed advertisements in search of prospective small businesses, DBEs, MBEs, WBEs, VOSBs and/or SDVOSBs for the solicitation.
- Bidder attended LFUCG Procurement Economic Inclusion Outreach event(s) within the past year.
- Bidder attended pre-bid and/or pre-proposal meetings for this solicitation.
- Bidder sponsored an Economic Inclusion Outreach event.
- Bidder requested a list of certified small, DBE, MBE, WBE, VOSB and/or SDVOSB subcontractors or suppliers from LFUCG.
- Bidder contacted organizations that work with small, DBE, MBE, WBE, VOSB and/or SDVOSB companies.
- Bidder sent written notices to certified small, DBE, MBE, WBE, VOSB and SDVOSB businesses.
- Bidder followed up to initial solicitations with interested small, DBE, MBE, WBE, VOSB and/or SDVOSB.
- Bidder provided small, DBE, MBE, WBE, VOSB and/or SDVOSB businesses interested in performing the solicited work with prompt access to the plans, specifications, scope of work, and requirements of the solicitation.
- Bidder made efforts to segment portions of the work to be performed by small businesses, DBEs, MBEs, WBEs, VOSBs and/or SDVOSBs, including dividing sub-bid/partnership opportunities into economically feasible units/parcels, to facilitate participation.

- Bidder negotiated in good faith with interested small, DBE, MBE, WBE, VOSB and/or SDVOSB businesses.
- Bidder provided adequate rationale for rejecting any small business', DBEs, MBEs, WBEs, VOSBs or SDVOSBs for lack of qualifications.
- Bidder offered assistance in obtaining bonding, insurance, financial, equipment, or other resources to small businesses, DBEs, MBEs, WBEs, VOSBs and/or SDVOSBs, in an effort to assist them in meeting project requirements.
- Bidder made efforts to expand the search for small businesses, DBEs MBEs, WBEs, VOSBs and/or SDVOSBs beyond the usual geographic boundaries.
- Bidder made other reasonable efforts to include small businesses, DBEs, MBEs, WBEs, VOSBs and/or SDVOSBs participation.

**4. Bidder/Proposer must include documentation, including the date each effort was made, the medium through which each effort was made, and the outcome of each effort with this form, regardless of the level of small, DBE, MBE, WBE, VOSB and/or SDVOSB participation. Examples of required documentation include copies of email communications, copies of newspaper advertisements, or copies of quotations received from interested small businesses, DBEs, MBEs, WBEs, VOSBs or SDVOSBs.**

 (Click or tap here to enter text.)

**For detailed information regarding outreach efforts that satisfy the MBE Program's requirements, please see "Documentation Required for Good Faith Efforts and Outreach Plans" page.**

**Note: The Bidder/Proposer must be willing to report the identity of each subcontractor and the value of each subcontract to MBEP if awarded a contract from this procurement.**

**Failure to submit the documentation requested may be cause for rejection of the bid. Bidders may include any other documentation deemed relevant to this requirement, which is subject to review by the MBE Liaison. Documentation of Good Faith and Outreach Efforts must be submitted with the bid, regardless of the proposed level of SBEs, DBEs, MBEs, WBEs, VOSBs and/or SDVOSBs participation in the procurement. If the Good Faith and Outreach Effort Form and associated documentation is not submitted with the bid response, the bid may be rejected.**

The undersigned acknowledges that all information is accurate. Any misrepresentations may result in termination of the contract and/or be subject to applicable Federal and State laws concerning false statements and claims.

---

**Company**

---

**Company Representative**

---

**Date**

---

**Title**

## **GENERAL PROVISIONS**

1. Each Respondent shall comply with all Federal, State & Local regulations concerning this type of service or good.

The Respondent agrees to comply with all statutes, rules, and regulations governing safe and healthful working conditions, including the Occupational Health and Safety Act of 1970, *29 U.S.C. 650 et. seq.*, as amended, and KRS Chapter 338. The Respondent also agrees to notify the LFUCG in writing immediately upon detection of any unsafe and/or unhealthful working conditions at the job site. The Respondent agrees to indemnify, defend and hold the LFUCG harmless from all penalties, fines or other expenses arising out of the alleged violation of said laws.

2. Failure to submit ALL forms and information required in this RFP may be grounds for disqualification.
3. Addenda: All addenda and IonWave Q&A, if any, shall be considered in making the proposal, and such addenda shall be made a part of this RFP. Before submitting a proposal, it is incumbent upon each proposer to be informed as to whether any addenda have been issued, and the failure to cover in the bid any such addenda may result in disqualification of that proposal.
4. Proposal Reservations: LFUCG reserves the right to reject any or all proposals, to award in whole or part, and to waive minor immaterial defects in proposals. LFUCG may consider any alternative proposal that meets its basic needs.
5. Liability: LFUCG is not responsible for any cost incurred by a Respondent in the preparation of proposals.
6. Changes/Alterations: Respondent may change or withdraw a proposal at any time prior to the opening; however, no oral modifications will be allowed. Only letters, or other formal written requests for modifications or corrections of a previously submitted proposal which is addressed in the same manner as the proposal, and received by LFUCG prior to the scheduled closing time for receipt of proposals, will be accepted. The proposal, when opened, will then be corrected in accordance with such written request(s), provided that the written request is contained in a sealed envelope which is plainly marked "modifications of proposal".
7. Clarification of Submittal: LFUCG reserves the right to obtain clarification of any point in a bid or to obtain additional information from a Respondent.
8. Bribery Clause: By his/her signature on the bid, Respondent certifies that no employee of his/hers, any affiliate or Subcontractor, has bribed or attempted to bribe an officer or employee of the LFUCG.

9. Additional Information: While not necessary, the Respondent may include any product brochures, software documentation, sample reports, or other documentation that may assist LFUCG in better understanding and evaluating the Respondent's response. Additional documentation shall not serve as a substitute for other documentation which is required by this RFP to be submitted with the proposal,
10. Ambiguity, Conflict or other Errors in RFP: If a Respondent discovers any ambiguity, conflict, discrepancy, omission or other error in the RFP, it shall immediately notify LFUCG of such error in writing and request modification or clarification of the document if allowable by the LFUCG.
11. Agreement to Bid Terms: In submitting this proposal, the Respondent agrees that it has carefully examined the specifications and all provisions relating to the work to be done attached hereto and made part of this proposal. By acceptance of a Contract under this RFP, proposer states that it understands the meaning, intent and requirements of the RFP and agrees to the same. The successful Respondent shall warrant that it is familiar with and understands all provisions herein and shall warrant that it can comply with them. No additional compensation to Respondent shall be authorized for services or expenses reasonably covered under these provisions that the proposer omits from its Proposal.
12. Cancellation: If the services to be performed hereunder by the Respondent are not performed in an acceptable manner to the LFUCG, the LFUCG may cancel this contract for cause by providing written notice to the proposer, giving at least thirty (30) days notice of the proposed cancellation and the reasons for same. During that time period, the proposer may seek to bring the performance of services hereunder to a level that is acceptable to the LFUCG, and the LFUCG may rescind the cancellation if such action is in its best interest.

#### A. Termination for Cause

- (1) LFUCG may terminate a contract because of the contractor's failure to perform its contractual duties
- (2) If a contractor is determined to be in default, LFUCG shall notify the contractor of the determination in writing, and may include a specified date by which the contractor shall cure the identified deficiencies. LFUCG may proceed with termination if the contractor fails to cure the deficiencies within the specified time.
- (3) A default in performance by a contractor for which a contract may be terminated shall include, but shall not necessarily be limited to:
  - (a) Failure to perform the contract according to its terms, conditions and specifications;
  - (b) Failure to make delivery within the time specified or according

- to a delivery schedule fixed by the contract;
- (c) Late payment or nonpayment of bills for labor, materials, supplies, or equipment furnished in connection with a contract for construction services as evidenced by mechanics' liens filed pursuant to the provisions of KRS Chapter 376, or letters of indebtedness received from creditors by the purchasing agency;
  - (d) Failure to diligently advance the work under a contract for construction services;
  - (e) The filing of a bankruptcy petition by or against the contractor; or
  - (f) Actions that endanger the health, safety or welfare of the LFUCG or its citizens.

#### B. At Will Termination

Notwithstanding the above provisions, the LFUCG may terminate this contract at will in accordance with the law upon providing thirty (30) days written notice of that intent, Payment for services or goods received prior to termination shall be made by the LFUCG provided these goods or services were provided in a manner acceptable to the LFUCG. Payment for those goods and services shall not be unreasonably withheld.

13. **Assignment of Contract:** The contractor shall not assign or subcontract any portion of the Contract without the express written consent of LFUCG. Any purported assignment or subcontract in violation hereof shall be void. It is expressly acknowledged that LFUCG shall never be required or obligated to consent to any request for assignment or subcontract; and further that such refusal to consent can be for any or no reason, fully within the sole discretion of LFUCG.
14. **No Waiver:** No failure or delay by LFUCG in exercising any right, remedy, power or privilege hereunder, nor any single or partial exercise thereof, nor the exercise of any other right, remedy, power or privilege shall operate as a waiver hereof or thereof. No failure or delay by LFUCG in exercising any right, remedy, power or privilege under or in respect of this Contract shall affect the rights, remedies, powers or privileges of LFUCG hereunder or shall operate as a waiver thereof.
15. **Authority to do Business:** The Respondent must be a duly organized and authorized to do business under the laws of Kentucky. Respondent must be in good standing and have full legal capacity to provide the services specified under this Contract. The Respondent must have all necessary right and lawful authority to enter into this Contract for the full term hereof and that proper corporate or other action has been duly taken authorizing the Respondent to enter into this Contract. The Respondent will provide LFUCG with a copy of a corporate resolution authorizing this action and a letter from an attorney confirming that the proposer is authorized to do business in the State of Kentucky if requested. All proposals must

be signed by a duly authorized officer, agent or employee of the Respondent.

16. **Governing Law:** This Contract shall be governed by and construed in accordance with the laws of the Commonwealth of Kentucky. In the event of any proceedings regarding this Contract, the Parties agree that the venue shall be the Fayette County Circuit Court or the U.S. District Court for the Eastern District of Kentucky, Lexington Division. All parties expressly consent to personal jurisdiction and venue in such Court for the limited and sole purpose of proceedings relating to this Contract or any rights or obligations arising thereunder. Service of process may be accomplished by following the procedures prescribed by law.
17. **Ability to Meet Obligations:** Respondent affirmatively states that there are no actions, suits or proceedings of any kind pending against Respondent or, to the knowledge of the Respondent, threatened against the Respondent before or by any court, governmental body or agency or other tribunal or authority which would, if adversely determined, have a materially adverse effect on the authority or ability of Respondent to perform its obligations under this Contract, or which question the legality, validity or enforceability hereof or thereof.
18. Contractor understands and agrees that its employees, agents, or subcontractors are not employees of LFUCG for any purpose whatsoever. Contractor is an independent contractor at all times during the performance of the services specified.
19. If any term or provision of this Contract shall be found to be illegal or unenforceable, the remainder of the contract shall remain in full force and such term or provision shall be deemed stricken.
20. Contractor [or Vendor or Vendor's Employees] will not appropriate or make use of the Lexington-Fayette Urban County Government (LFUCG) name or any of its trade or service marks or property (including but not limited to any logo or seal), in any promotion, endorsement, advertisement, testimonial or similar use without the prior written consent of the government. If such consent is granted LFUCG reserves the unilateral right, in its sole discretion, to immediately terminate and revoke such use for any reason whatsoever. Contractor agrees that it shall cease and desist from any unauthorized use immediately upon being notified by LFUCG.

---

Signature

---

Date

**RISK MANAGEMENT PROVISIONS  
INSURANCE AND INDEMNIFICATION**

---

**INDEMNIFICATION AND HOLD HARMLESS PROVISION**

- (1) It is understood and agreed by the parties that Contractor hereby assumes the entire responsibility and liability for any and all damages to persons or property caused by or resulting from or arising out of any act or omission on the part of Contractor or its employees, agents, servants, owners, principals, licensees, assigns or subcontractors of any tier (hereinafter "CONTRACTOR") under or in connection with this agreement and/or the provision of goods or services and the performance or failure to perform any work required thereby.
- (2) CONTRACTOR shall indemnify, save, hold harmless and defend the Lexington-Fayette Urban County Government and its elected and appointed officials, employees, agents, volunteers, and successors in interest (hereinafter "LFUCG") from and against all liability, damages, and losses, including but not limited to, demands, claims, obligations, causes of action, judgments, penalties, fines, liens, costs, expenses, interest, defense costs and reasonable attorney's fees that are in any way incidental to or connected with, or that arise or are alleged to have arisen, directly or indirectly, from or by CONTRACTOR's performance or breach of the agreement and/or the provision of goods or services provided that: (a) it is attributable to personal injury, bodily injury, sickness, or death, or to injury to or destruction of property (including the loss of use resulting therefrom), or to or from the negligent acts, errors or omissions or willful misconduct of the CONTRACTOR; and (b) not caused solely by the active negligence or willful misconduct of LFUCG.
- (3) In the event LFUCG is alleged to be liable based upon the above, CONTRACTOR shall defend such allegations and shall bear all costs, fees and expenses of such defense, including but not limited to, all reasonable attorneys' fees and expenses, court costs, and expert witness fees and expenses, using attorneys approved in writing by LFUCG, which approval shall not be unreasonably withheld.
- (4) These provisions shall in no way be limited by any financial responsibility or insurance requirements, and shall survive the termination of this agreement.
- (5) LFUCG is a political subdivision of the Commonwealth of Kentucky. CONTRACTOR acknowledges and agrees that LFUCG is unable to provide indemnity or otherwise save, hold harmless, or defend the CONTRACTOR in any manner.
- (6) Notwithstanding, the foregoing with respect to any professional services performed by CONTRACTOR hereunder (and to the fullest extent permitted by law), CONTRACTOR shall indemnify, save, hold harmless and defend LFUCG from and against any and all liability, damages and losses, including but not limited to, demands, claims, obligations, causes of action, judgments, penalties, fines, liens, costs, expenses, interest, defense costs and reasonable attorney's fees, for any damage due to death or injury to any person or injury to any property (including the loss of use resulting therefrom) to the extent arising out of, pertaining to or relating to the negligence, recklessness or willful misconduct of CONTRACTOR in the performance of this agreement.

**FINANCIAL RESPONSIBILITY**

BIDDER/CONTRACTOR understands and agrees that it shall demonstrate the ability to assure compliance with the above Indemnity provisions and these other risk management provisions prior to final acceptance of its bid and the commencement of any work or provision of goods.

**INSURANCE REQUIREMENTS**

YOUR ATTENTION IS DIRECTED TO THE INSURANCE REQUIREMENTS BELOW, AND YOU MAY NEED TO CONFER WITH YOUR INSURANCE AGENTS, BROKERS, OR CARRIERS TO DETERMINE IN ADVANCE OF SUBMISSION OF A RESPONSE THE AVAILABILITY OF THE INSURANCE COVERAGES AND ENDORSEMENTS REQUIRED HEREIN. IF YOU FAIL TO COMPLY WITH THE INSURANCE REQUIREMENTS BELOW, YOU MAY BE DISQUALIFIED FROM AWARD OF THE CONTRACT.

Required Insurance Coverage

BIDDER/CONTRACTOR shall procure and maintain for the duration of this contract the following or equivalent insurance policies at no less than the limits shown below and cause its subcontractors to maintain similar insurance with limits acceptable to LFUCG in order to protect LFUCG against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder by CONTRACTOR. The cost of such insurance shall be included in any bid:

<b><u>Coverage</u></b>	<b><u>Limits</u></b>
General Liability (Insurance Services Office Form CG 00 01)	\$1 million per occurrence, \$2 million aggregate or \$2 million combined single limit
Auto Liability	\$1 million per occurrence
Worker’s Compensation	Statutory
Employer’s Liability	\$100K
Professional (E&O) Liability	\$1 million per claim

The policies above shall contain the following conditions:

- a. All Certificates of Insurance forms used by the insurance carrier shall be properly filed and approved by the Department of Insurance for the Commonwealth of Kentucky (DOI). LFUCG shall be named as an additional insured in the General Liability Policy and Commercial Automobile Liability Policy using the Kentucky DOI approved forms.
- b. The General Liability Policy shall be primary to any insurance or self-insurance retained by LFUCG.
- c. LFUCG shall be provided at least 30 days advance written notice via certified mail, return receipt requested, in the event any of the required policies are canceled or non-renewed.
- d. Said coverage shall be written by insurers acceptable to LFUCG and shall be in a form acceptable to LFUCG. Insurance placed with insurers with a rating classification of no less than Excellent (A or A-) and a financial size category of no less than VIII, as defined by the most current Best's Key Rating Guide shall be deemed automatically acceptable.

## Renewals

After insurance has been approved by LFUCG, evidence of renewal of an expiring policy must be submitted to LFUCG, and may be submitted on a manually signed renewal endorsement form. If the policy or carrier has changed, however, new evidence of coverage must be submitted in accordance with these Insurance Requirements.

## Deductibles and Self-Insured Programs

**IF YOU INTEND TO SUBMIT A SELF-INSURANCE PLAN IT MUST BE FORWARDED TO LEXINGTON-FAYETTE URBAN COUNTY GOVERNMENT, DIVISION OF RISK MANAGEMENT, 200 EAST MAIN STREET, LEXINGTON, KENTUCKY 40507 NO LATER THAN A MINIMUM OF FIVE (5) WORKING DAYS PRIOR TO THE RESPONSE DATE.** Self-insurance programs, deductibles, and self-insured retentions in insurance policies are subject to separate approval by Lexington-Fayette Urban County Government's Division of Risk Management, upon review of evidence of BIDDER/CONTRACTOR's financial capacity to respond to claims. Any such programs or retentions must provide LFUCG with at least the same protection from liability and defense of suits as would be afforded by first-dollar insurance coverage

## Safety and Loss Control

CONTRACTOR shall comply with all applicable federal, state, and local safety standards related to the performance of its works or services under this Agreement and take necessary action to protect the life, health and safety and property of all of its personnel on the job site, the public, and LFUCG.

## Verification of Coverage

BIDDER/CONTRACTOR agrees to furnish LFUCG with all applicable Certificates of Insurance signed by a person authorized by the insurer to bind coverage on its behalf prior to final award, and if requested, shall provide LFUCG copies of all insurance policies, including all endorsements.

## Right to Review, Audit and Inspect

CONTRACTOR understands and agrees that LFUCG may review, audit and inspect any and all of its records and operations to insure compliance with these Insurance Requirements.

## **DEFAULT**

BIDDER/CONTRACTOR understands and agrees that the failure to comply with any of these insurance, safety, or loss control provisions shall constitute default and that LFUCG may elect at its option any single remedy or penalty or any combination of remedies and penalties, as available, including but not limited to purchasing insurance and charging BIDDER/CONTRACTOR for any such insurance premiums purchased, or suspending or terminating the work.



**Solarize Lexington**  
Lexington-Fayette Urban Co. Government (LFUCG)  
200 East Main St.  
Lexington, KY 40507

# **REQUEST FOR PROPOSALS**

Group Solar PV Installation Services

# Table of Contents

<b>1</b>	<b>Project Overview</b>	<b>3</b>
1.1	Purpose of RFP	3
1.2	Project Goals and Strategies	3
1.3	Project Details	4
1.4	Project Timeline	5
1.5	Installer Benefits	5
<b>2</b>	<b>Scope of Work</b>	<b>7</b>
2.1	LFUCG Requirements	7
2.2	Selected Installer(s) Responsibilities	8
2.3	System Requirements	11
<b>3</b>	<b>Proposal Requirements</b>	<b>13</b>
3.1	Installer Eligibility Requirements	13
3.2	Proposal Format, Submission, and Deadline	13
3.3	Response Form	14
3.4	Required Attachments	15
3.5	Submission Recommendations	16
3.6	Submission Questions	17
<b>4</b>	<b>Proposal Evaluation</b>	<b>17</b>
4.1	Evaluation Process	17
4.2	Evaluation Criteria	17
4.3	Acceptance and Award Process	17

# 1 Project Overview

## 1.1 Purpose of RFP

The purpose of this Request for Proposals (RFP) is to solicit business information and pricing proposals from solar photovoltaic (PV) installers (“Installers”) who would like to provide their services to participants of Solarize Lexington, a “solarize” group buying program for residents, small businesses, and organizations in the greater Lexington region to install solar and energy storage on their property. LFUCG’s Division of Environmental Services Sustainability Section, who is managing the program, along with the selection committee, will evaluate proposals based on the listed evaluation criteria to select a single solar PV Installer or multiple Installers (“Selected Installer(s)”) for the 2026 Solarize Lexington Program. The Selected Installer(s) will collaborate with Solarize Lexington on marketing and outreach and will deliver cost-competitive solar installations to this group of single or multifamily homeowners (“residential”), tax-exempt organizations including non-profits or places of worship, and small businesses within the Lexington-Fayette County Metropolitan Statistical Area (“MSA”), including Fayette, Clark, Scott, Bourbon, Jessamine, and Woodford counties in Kentucky.

## 1.2 Project Goals and Strategies

Solarize Lexington aims to stimulate and grow solar implementation and bring the benefits of solar to the Lexington-Fayette County, Kentucky MSA. The primary goals of the program are to:

- Enable 50-75 solar PV installations.
  - a. Note that multiple installers of comparable capability may be selected to complete this.
- Expand solar access in communities throughout the region, especially areas that have historically not benefitted from solar.
- Educate the community about the benefits of solar PV.
- Partner participants with solar installers of known and vetted capability and reputation.
- Use solar PV to help residential and non-residential customers save money on their energy bills.
- Generate living wage jobs and local economic development.
- Empower community members and organizations to continue to promote solar PV development.
- Build the local Lexington-Fayette County MSA market for solar PV.
- Build on the successes of the 2023 and 2024 campaigns, which have resulted in over 128 solar installations.

Solarize Lexington intends to use the following strategies to achieve these outcomes:

1. Group purchasing of solar and energy storage systems to moderately reduce Selected Installer(s) customer acquisition costs and provide cost savings to participants.
2. Community-specific outreach to educate residents, small businesses, and organizations about solar and engage them in a collective process of solar adoption.
3. If possible, include financing options to enable low- and moderate-income households to participate in the campaign.
4. Streamlined solar and battery storage adoption process, in which customers can sign up, receive vendor neutral technical assistance, and a standardized quote from the pre-vetted Selected Installer(s).
5. Pre-screening of customers' property to estimate suitability of potential sites, including assessing shade, aspect, and roofing age and type.

### **1.3 Project Details**

This section provides an overview of the phases and key components of the Solarize Lexington program. Detailed descriptions of the responsibilities of the Selected Installer(s) and LFUCG are included in Section 2: Scope of Work.

**Campaign Outreach:** Solarize Lexington will partner with the Selected Installer(s) and community-based organizations (CBOs) to develop a communications strategy and amplify the Solarize Lexington campaign. This outreach will include in-person and/or virtual events, email, social media, and other activities. LFUCG will also create a simple intake process and website for participants to express their interest and receive a free solar assessment of their home from the Selected Installer(s).

**Limited Time Sign-Up Window:** Participants will have a limited 4-6month period, following the planned campaign launch in April 2026, to sign up for the campaign and receive the competitive discount pricing offered by the Selected Installer(s). During this time, the Selected Installer(s) will provide campaign participants with a free site assessment and an individualized quote. Participants can then sign the contract at any point in time during the sign-up window and up to 8 weeks after the sign-up window ends, as noted in Section 1.4: Project Timeline, to receive the Solarize Lexington discounted pricing and support.

**Installer Selection:** Installers should review this RFP and submit a detailed and complete proposal, with all required supporting documents according to the format specified in Section 3: Proposal Requirements. Partial or late submissions will not be considered. Solarize Lexington will convene a selection committee that may be comprised of local government officials, representatives of partner organizations, solar industry experts and community members to review the proposals and select a single Installer or multiple Installers based on the selection criteria listed in Section 4: Proposal Evaluation. If the selection committee does not find any proposals meeting their required value, Solarize Lexington reserves the right not to select an Installer or to re-issue the RFP.

**Installations:** The Selected Installer(s) can begin installations as soon as contracts are signed and must complete all installations, permitting, and interconnection processes by the deadline listed in Section 1.5: Project Timeline.

### 1.4 Project Timeline

The timeline and deadlines for this RFP and Solarize Lexington are as indicated below and may be modified at the discretion of LFUCG and partners. An addendum will be issued in the event of any scheduling changes.

Project Milestone	Date
RFP Released	April 24, 2026
RFP Q&A Session	May 4, 2026, 2pm EST
<b>Deadline to Submit RFP Proposal</b>	<b>May 14, 2026</b>
Installer Shortlist Interviews, if needed	Week of May 18 <sup>th</sup>
Selected Installer(s) Announced	Week of May 25 <sup>th</sup>
Selected Installer(s) Onboarding	Week of June 8 <sup>th</sup>
Enrollment & Contracts Begin	June 15, 2026
Marketing Blast	June 2026
Mid-Campaign Performance Evaluation and Pricing Review	July 27-31, 2026
Any Changes in Selected Installer(s) Announced	August 3-7, 2026
Customer Enrollment Period Ends	October 2, 2026
Customer Contract Signing Deadline	October 16, 2026
Installation Deadline (energized and utility meter swap)	December 31, 2026

### 1.5 Installer Benefits

Solarize Lexington is explicitly designed to stimulate local solar development and, by doing so, support local solar installers. This campaign intends to build awareness of solar in the

community and accelerate solar PV adoption in emerging markets, which should benefit all installers in the long term.

Based on the success of our previous Solarize campaigns, the Selected Installer(s) may expect to see an increased volume of pre-screened customers resulting in reduced customer acquisition costs. In addition, the Selected Installer(s) will have the opportunity to build relationships with CBOs and residents, and to be featured in city media and public relations events which can increase their brand recognition and referral business. Solarize campaigns have shown to increase the lead to contracting ratio, in past campaigns by a factor of 3, as marketing and publicity efforts present motivated and informed customers to the installer. Lead to contract conversion rates of up to 30% have been seen in a number of Solarize Kentucky locations.

## 2 Scope of Work

### 2.1 LFUCG Responsibilities

LFUCG will perform the following project management, marketing, participant recruitment, and pre-screening responsibilities as part of Solarize Lexington.

1. LFUCG will lead the necessary project management responsibilities as part of Solarize Lexington. This includes the following:
  - a. LFUCG will coordinate the project, manage campaign partners, and set and adjust the program's timeline.
  - b. LFUCG will support participants and the Selected Installer(s) throughout the process.
2. LFUCG will lead the necessary marketing responsibilities as part of Solarize Lexington. This includes the following:
  - a. LFUCG will conduct outreach and organize educational events along with other program partners. This will include presentations with CBOs during in-person and/or virtual community events, newsletters, social media, flyers, press releases, and promotional activities undertaken in partnership with other city departments. It will also include outreach to key counties or government includes in the Lexington-Fayette County MSA.
  - b. LFUCG will create and provide the Selected Installer(s) with logos and marketing language.
  - c. LFUCG will maintain and update common and shared lead data management systems with the installer(s) via Google Docs or a common- access CRM.
3. LFUCG will participate in recruitment responsibilities as part of Solarize Lexington. This includes the following:
  - a. LFUCG will create a webpage representing the program and manage the sign-up information through this webpage. Sign-up information will include, but not be limited to, address, type of property, roof type and age (if known), home ownership status, and if they may qualify for lower-income incentives should they become available.
  - b. LFUCG will answer Solarize Lexington related questions from participants by phone and/or email within one business day.
4. LFUCG will participate in pre-screening responsibilities as part of Solarize Lexington. This includes the following:
  - a. LFUCG will conduct an initial pre-screening of interested participants based on intake questions as well as roof shading and orientation based on Project Sunroof before providing their information to the Selected Installer(s). Locations with no or poor solar availability will be screened out to better support campaign and Installer success rates.

- b. LFUCG will collect Kentucky Utilities, Bluegrass Energy, or Clark Energy Cooperative utility data to give Selected Installer(s) annual kWh usage to tailor installation designs upon.
  - c. LFUCG will sample Selected Installer(s) installs to ensure adherence to RFP requirements and solar industry design, technical and code standards.
- 5. LFUCG will provide participants with financing information as part of Solarize Lexington. This includes the following:
  - a. Selected Installer(s) financing information and, if necessary, other financing options for participants that do not qualify for the Selected Installer(s) financing.
  - b. The calculation of rate of financial return should be based on the 25-year average rate of return in Kentucky or warranty life of the system.
- 6. LFUCG will support the Selected Installer(s) to attempt to resolve any permitting issues, should they arise.

## **2.2 Selected Installer(s) Responsibilities**

The Selected Installer(s) will coordinate with LFUCG to perform the necessary internal campaign communications, customer outreach and communications, site assessments, proposals and contracts, and installations as part of Solarize Lexington and detailed in the following required responsibilities:

- 1. The Selected Installer(s) will perform internal campaign communication as part of Solarize Lexington. This includes the following:
  - a. The Selected Installer(s) will respond to communications from LFUCG within one business day.
  - b. The Selected Installer(s) will participate in check-in virtual meetings with LFUCG to discuss the status of campaign participants, questions or concerns, and any changes in staffing capacity for the weeks ahead.
  - c. The Selected Installer(s) will update customer tracking records weekly and report on speed of response of lead processing against agreed time targets.
  - d. The Selected Installer(s) must provide their first 5 Customer Proposals to LFUCG during the campaign to verify compliance.
- 2. The Selected Installer(s) will assist with all necessary customer outreach and communications as part of Solarize Lexington. This includes the following:
  - a. The Selected Installer(s) will present material on residential and non-residential solar fundamentals and answer questions to educate potential participants and encourage them to sign up during at least one (1) recruitment workshops coordinated by LFUCG.
  - b. The Selected Installer(s) will contact potential customers as soon as possible, and within three business days at the latest, once the LFUCG makes pre-screened participant data available to the Selected Installer(s).
- 3. The Selected Installer(s) will prepare the necessary site assessments for pre-screened

campaign participants as part of Solarize Lexington. This includes the following:

- a. For all pre-screened participants, the Selected Installer(s) will prepare a free remote site assessment using satellite imagery based on shading, size, shape, and orientation of the roof to determine the feasibility of installing solar PV on the participant's rooftop and a recommended system size. This initial assessment should also include a preliminary financial analysis based on the remote assessment and should be included as part of this initial contact. The financial assessment should state the key assumptions, including future utility electricity rate escalation. If a pre-screened participant's roof is deemed unsuitable during this assessment, the participant must be notified accordingly as part of this initial contact.
  - b. For participants that express interest (as determined by the Selected Installer(s)) after the initial contact and remote assessment, the Selected Installer(s) will conduct a site visit within fifteen business days after the participant's interest is determined. Site assessments may be clustered to reduce costs for the Selected Installer(s). This site visit's objective should be to first provide a more thorough site assessment to confirm the necessary information needed to develop an official proposal. Second, this site visit should also include the necessary communications with the homeowner to answer their respective questions. If the customer's roof is deemed unsuitable during this assessment, the customer must be notified, and the reasons and potential remedies explained within three business days after the site visit.
4. The Selected Installer(s) will provide an official proposal and contract for campaign participants deemed qualified and interested after the site visit as part of Solarize Lexington. All installation contracts will be executed between the property owner and the Selected Installer(s). LFUCG, City of Winchester, Clark Co., the City of Georgetown, Scott Co., the City of Paris, Bourbon Co., the City of Nicholasville, the City of Wilmore Jessamine Co., the City of Versailles, and Woodford Co. in Kentucky will not be party to the contract. This includes the following:
- a. Selected Installer(s) will provide a detailed, custom proposal within five business days after the site visit. This custom proposal should explain all the services provided in the turnkey price for the project (assessment, system design, permitting, installation, interconnection paperwork, etc.). The proposal must also include a visual representation of the proposed system, the participant's energy profile, and a financial analysis that shows anticipated monthly and annual system output and financial returns. The financial analysis should state the key assumptions, including a 3.5% (subject to validation at date of campaign launch) future utility electricity rate escalation. The proposal must also detail reasons for any project-specific cost adder in compliance with the RFP Response Form detailed in Section 3.3: Response Form. Individual proposals should include the following:
    - i. An image showing location of the solar array and/or battery system on the property.
    - ii. Array size in number of panels and total rated kilowatt size.

- iii. Solar cost per watt, total cost, tax credit (including IRA adders if applicable) and net cost after tax credit
  - iv. Separate battery system cost including all required control, transformer, monitoring, ATS, critical load panel and installation components
  - v. Estimated annual solar kWh production.
  - vi. Stated battery storage usable capacity (kWh) and max load amperage (starting and continuous) and power output (pulse and continuous)
  - vii. Ratio of estimated annual kWh per kilowatt PV, for example: 1300 kWh annually per kilowatt PV installed
  - viii. Approximate annual energy usage history (received through pre-screening process from customer/ LFUCG and partners).
  - ix. Estimated percent reduction of annual energy usage.
  - x. Specification data sheets for panel, inverter, racking and, if relevant, optimizer and battery system.
  - xi. Product warranties, and availability and cost of extended warranties.
  - xii. Terms of payment, process, and timeline from initial deposit to final payment.
  - xiii. The statement: "This contract is executed between [Installer name] and [name of property owner]. Solarize Lexington, LFUCG, City of Winchester, Clark Co., the City of Georgetown, Scott Co., the City of Paris, Bourbon Co., the City of Nicholasville, the City of Wilmore Jessamine Co., the City of Versailles, and Woodford Co. are not parties to this contract. [Installer name] is solely liable for any claims, losses, or damages arising out of the contract."
- b. The Selected Installer(s) must manage the permitting, interconnection, and applicable incentives.
  - c. The Selected Installer(s) must provide each participant who signs a contract with them through Solarize Lexington with the necessary documentation, including, but not limited to, the site assessment, financial analysis, structural assessment, design and equipment details, financing options, and operations manual.
5. The Selected Installer(s) will provide solar PV installations for all contracted campaign participants as part of Solarize Lexington. This includes the following:
- a. The Selected Installer(s) may geographically cluster installation work to reduce costs but will be responsible for the timely completion of all work in accordance with Section 1.5: Project Timeline.
  - b. All installations must be performed in conformance with applicable laws and codes, interconnection requirements, and any incentive-related installation requirements, rules, and timelines.
  - c. The Selected Installer(s) should confirm that they follow the [SEIA Solar Business Code](#) as a standard of fair, transparent business practices to ensure solar customers are treated in a fair and honest manner.
  - d. The Selected Installer(s) is highly recommended to be a current member or become a member of the SEIA or [Kentucky SEIA](#) chapter.

## 2.3 System Requirements

The proposed PV systems must meet the following requirements.

General system must:

1. All systems shall be code-compliant to the prevailing local NEC code year standard. (Kentucky at 2023)
2. Kentucky NEC 2023 compliant systems must fully incorporate 690.1 rapid disconnect requirements (as legally mandated).
3. Central inverters shall be transformerless.
4. Electrical connection shall be on the load side of the meter.
5. Rigid metal conduit shall be used for all above ground wiring.
6. Surface mounted metal conduit is acceptable, except in finished interior areas.
7. Only copper wire shall be used except that aluminum conductors may be used for specific application with prior approval from LFUCG's Program Manager Senior.
8. For roof-mounted systems, PV system components shall minimize roof penetrations.
9. Designs shall comply with all local code and bylaw requirements including access space around the array and conduit surface support requirements
10. Grid connection shall follow the utility company's design and installation standards.
11. Performance reporting shall be provided at array or panel level, and installers will provide appropriate written and verbal guidance to ensure all customers can access web or app-based monitoring and fault data.

PV modules must:

1. Be listed and reviewed on the California Energy Commission list entitled, '[Incentive Eligible Photovoltaic Modules in Compliance with SB1 Guidelines](#)'.
2. Have at least a 25-year power warranty with a specified performance degradation curve showing acceptable levels of performance or replacement and show achievement of a minimum of 80% of the nameplate rated power at STC by year 25.
3. Have a product warranty of at least 10 years.
4. Independent of the mounting systems, panels must be rated for snow and wind load in accordance with local permitting requirements.
5. Panels must have efficiencies of no less than 20% at Standard Test Conditions for the base price.

Inverters must:

1. Be included in the California Energy Commission list entitled '[List of Eligible Inverters per SB1 Guidelines](#)'.
2. Have a warranty that allows for replacement due to premature failure over the specified warranty time frame and consists of a minimum of 25-year material warranty for micro inverters and 10 years for string inverters. Longer warranties will be viewed favorably.

Mounting Equipment must:

1. Be grounded in accordance with manufacturer's specifications.
2. Be used in accordance with its manufacturer's listed purpose and specifications.
3. Be used in accordance with manufacturer specifications for waterproofing penetrations.
4. Be installed in accordance with specific local zoning requirements beyond #2 and #3.
5. Be fitted with manufactured flashing systems for roof penetrations and shall be installed in accordance with manufacturer's and NABCEP recommendations.

Batteries must:

1. Meet all Kentucky and LFUCG standards for technology, safety, and grid interoperability.

## 3 Proposal Requirements

### 3.1 Installer Eligibility Requirements

Installers must meet the following eligibility requirements to submit a bid:

1. Demonstrate experience and proficiency in solar PV installations. The Installer must have designed, engineered and installed a minimum of 20 total single-family residential solar PV projects in Kentucky or adjacent states. To receive leads for multifamily or non-residential projects, the installer must demonstrate experience with a minimum of 20 non-residential solar PV projects in Kentucky.
2. Demonstrated experience in battery storage projects. The installer must have designed, engineered and installed a minimum of 20 total residential energy storage projects in Kentucky or adjacent states.
3. Demonstrated experience in ground mount construction. The installer must have installed a minimum of 10 total ground mount arrays in Kentucky or adjacent states.
4. A strong multi-year track record of offering financing solutions from reputable lenders to homeowners who choose not to make a cash purchase.
5. Be licensed to conduct business in Lexington-Fayette County and the other counties included in the Solarize Lexington campaign.
6. Include on the project team at least one Journeyman or Master Electrician holding a valid and current Kentucky electrical license to perform any electrical work on the solar PV projects and battery systems, and at least one NABCEP-certified installer.
7. Formal and documented training from the battery system manufacturer showing appropriate capability in installation and commissioning.
8. Installer must offer parts and labor warranty for installed arrays of no less than 5 years. Longer warranties and/or third-party extended full-system warranties (e.g. Solar Insure) will be viewed favorably.
9. The Installer and any sub-contractors must also meet the following insurance requirements:
  - a. General liability: \$1,000,000 per occurrence, \$2,000,000 in aggregate
  - b. Worker's compensation: \$1,000,000 each accident, each employee, policy limit
  - c. Automobile liability: bodily injury, death, and property damage combined single limits of at least \$1,000,000 per occurrence covering vehicles owned, hired, or non-owned
  - d. Umbrella/Excess Liability Insurance: \$2,000,000 limit per occurrence

*NOTE: Official proof of exemption by LFUCG for any above insurance requirements for a company is also acceptable.*

### 3.2 Proposal Format, Submission, and Deadline

All proposals in response to this RFP must use the *Solarize Lexington RFP Response Form* and include the completed form and required attachments described in the following sections. Responses must be sent no later than 2:00 PM Eastern Time on May 14, 2026, via IonWave. LFUCG retains the right to discard any responses that do not meet all the requirements

described in the following sections, are incomplete, or do not provide all the required supporting documents such as staff licensing and training certifications. Please take time to fully read and respond to the RFP form and do reach out to the Solarize Lexington team if you have questions or are not clear on how to complete any section.

### 3.3 Response Form

#### **PLEASE NOTE UPDATES/ADDITIONS TO PRIOR YEARS DATA SUBMISSION NEEDS FOR 2026**

All proposers must fill out the *Solarize Lexington RFP Response Form* in Microsoft Excel. After completing the form, it should be saved under a file name that includes the Installer business name (e.g., “Solarize Lexington RFP Response Form for Sunshine Solar”). The following parts are included as separate tabs in the Excel file.

**Part 1** (Installer Profile) requests information regarding the Installer’s subsidiaries, affiliates, business relationships, employees, experience and qualifications, and financial position.

- **Specifics are now required regarding which sales and marketing resources will be dedicated to the campaign account and their respective level of solar industry sales and technical experience**

**Part 2A** (Proposed Pricing) requests proposed pricing for the base proposal and cost adjustments for all participation tiers. Installers will be asked to provide standard pricing examples for set system sizes to substantiate campaign marketing discount claims.

- **Only a standard module pricing is now required, a premium option requirement having been removed**
- **Modules should be Tier 1 listed, but the campaign is open to more flexible options using less recognized vendors, stock from industrial wholesale discounters or even multiple vendors over the duration of the campaign.**

**Part 2B** (Cost Engineering Pricing) For the first time we will be looking for optional (Part 2B) pricing proposals that take a cost-engineered approach to reducing \$/W system costs, a key barrier for participation of lower income groups. Such approaches might only apply to a limited percentage of building or customer classes but could include ideas such as:

- **Reduced Module Level Power Electronics (MLPE) deployment**
- **Rapid disconnect-only systems for non-shaded or simple surface builds**
- **Novel roof attachment (non-rail) approaches**
- **Non-MLPE ground mounts**

The evaluation criteria have been updated to recognize (optional) submission in this area.

**Part 3** (Financing and Qualifications) requests information about financing solutions that the Installer intends to offer customers and the qualification requirements for financing. The ability to provide and experience in 3<sup>rd</sup>-Party financing is a critical selection criteria, the absence of which has a significant impact on contract conversion rates.

**Part 4A** (Solar PV System Equipment) requests information regarding the proposed standard options for hardware (i.e., modules, inverters, racking, and flashing) that the respondent intends to offer participants. These hardware descriptions should match the price options described in Part 2A. This section also requests labor and workmanship warranties on all installations. If cost engineering ideas are provided in Part 2B details on any additional or amended equipment should also be provided in 4B.

**Part 4B** (Cost Engineering Equipment) If cost engineering ideas are provided in Part 2B, details on any additional or amended equipment should also be provided.

**Part 5** (Battery Equipment Specifications) requests information regarding the proposed battery equipment options. Respondents are not required to offer a battery storage but including this option will be viewed favorably. Known brands such as Tesla, LG, SolarEdge, Enphase or SunPower drive significantly greater consumer traction and purchase over other worthy but still unknown vendors.

**Part 6** (Services) includes additional questions about the customer and campaign services the Selected Installer(s) will provide.

**Part 7** (Additional System Offerings) requests other optional offerings that the Installer can provide alongside the solar PV system. These can include services from sub-contractors and could include electrical services, roof repair, battery storage, or energy efficiency. Providing these services is not mandatory for proposals but will be viewed favorably and scored as described in 4.2: Evaluation Criteria.

**Part 8** (Community Benefits) asks a number of questions about the Installer's employment practices and other benefits the Installer can offer to the community and has offered to communities in the past.

**Part 9** (Additional Information) provides space for any additional information that is relevant to the bid.

### **3.4 Required Attachments**

**Attachment A:** Copies of all applicable business, LFUCG and employee licensing certificates, including business license, and individual employee electrical / NAPCEP licenses. Certifications and licenses must relate to local employees or those who will directly engage in install work or its supervision. Qualifications of HQ or other office locations not

directly involved with day-to-day Solarize Lexington work are normally not deemed relevant.

**Attachment B:** Specification sheets for all equipment specified in Part 4 and Part 6 of *Solarize Lexington RFP Response Form*.

**Attachment C:** A copy of current insurance and liability certificates specified in Section 3.1.

**Attachment D:** A copy of the standard contract agreement. This could be a redacted version of a recent contract or a contract template.

**Attachment E:** A copy of the Installer's template sales proposal, if different from the standard contract.

**Attachment F:** A copy of Installer's standard contract language covering installation and roof penetration warranties, including language labor warranties and product warranties.

**Attachment G:** A description of Installer's standard tools or software used to calculate a solar array's potential energy production (PV Watts, HelioScope, PVSyst, Aurora etc.)

**Attachment H:** If applicable, a copy of Installer's standard loan agreement. This could be a redacted version of a recent contract or a contract template.

**Attachment I:** Sales and marketing staff organizational and bio details.

### **3.5 Submission Recommendations**

1. Although the selection committee will look for aggressive pricing in this RFP, price is not the only factor the committee will consider. We value experience in the marketplace, quality system components, and strong warranties, among other factors.  
**We do not want Solarize Lexington to be a "race to the bottom" in terms of system price and quality, nor do we want proposers to feel they must sacrifice quality to be selected. See Section 4.2 for further details on the weighting of different evaluation criteria.**
2. We recommend that all costs to most participants are factored into the base price, and that additional charges, if necessary, are reserved for unique participant circumstances. A single inclusive base price for each requested system size with limited or no additional charges is preferable to a lower base price with many additional potential charges. Additional charges should typically be reserved for add-ons such as roof repairs, battery storage, energy efficiency upgrades, etc.
3. Battery and ground mount capabilities are viewed favorably. Please keep responses as clear and concise as possible.
4. **This Solarize campaign wishes to recognize that current supply chain/tariff uncertainties may cause unexpected price fluctuations over the course of the project. The mid-campaign performance evaluation and pricing review has been put in place to recognize**

**this and allow for appropriate adjustments (up or down) on the presentation by the installer of supporting input pricing data.**

### **3.6 Submission Questions**

All questions regarding Solarize Lexington, this RFP, or the *Solarize Lexington RFP Response Form* should be sent through Ionwave at <https://lexingtonky.ionwave.net>.

## **4 Proposal Evaluation**

### **4.1 Evaluation Process**

Proposals in response to this RFP will be evaluated by the Solarize Lexington Selection Committee. LFUCG may invite the top-ranked Installers to make a brief oral presentation and be interviewed by the Selection Committee. Quality Assurance Assessments of the Installers' installations to confirm the quality of previous work. LFUCG may also seek supplemental information from any respondent at any time after the official proposal opening and before the award. This will be limited to clarification or more detail on information included in the original proposal.

### **4.2 Evaluation Criteria**

Proposals will be scored according to the following criteria. The points associated with each category reflect their relative importance and alignment with the goals of Solarize Lexington.

<b>Evaluation Category</b>	<b>Associated Points</b>
Installer's Credentials and Experience (Response Form Part 1)	25
Proposal Cost Effectiveness and Inclusivity to LMI Residents (Response Form Part 2 and 3)	40
Proposed Quality of Hardware, Warranty, and Service (Response Form Parts 4, 5 and 6)	30
Installer's Community Benefits and Additional Offerings (Response Form Parts 7, 8, and 9)	5
<b>Total points</b>	<b>100</b>

### **4.3 Acceptance and Award Process**

LFUCG reserves the right to make multiple awards, one award, or no awards as a result of this solicitation. Upon acceptance of a proposal and intent to award, the Selected Installer(s) will be required to execute and return all required project documents and certificates of insurance within 10 days from the Notice of Award. Should the Selected Installer(s) fail or refuse to execute the project documents in this time period, LFUCG can accept the next best proposal.