

**Request for Proposal (RFP) for Solar Rooftop Photovoltaic (PV) System Installation
Issued by: Cedarburg Public Library**

Project Location: W63N589 Hanover Avenue Cedarburg, WI 53012

RFP Number: 1234-SOLAR

Date Issued: April 29, 2026

Responses Due By: June 26, 2026

1. Introduction

Cedarburg Public Library is seeking sealed bids from qualified contractors for the design, procurement, installation, and commissioning of a solar photovoltaic (PV) system at W63N589 Hanover Ave Cedarburg, WI 53012. The project aims to reduce energy costs and promote sustainability.

2. Project Description

- System Size: Initial projected output: around 77,000 kwh/yr.
- Location: W63N589 Hanover Avenue Cedarburg, WI 53012
- Scope of Work: Design, procurement, installation, testing, commissioning, and maintenance of the solar PV system.
 - o In-person or drone-assisted site map and panel array layout.
 - o Installation
 - Install all solar module racking, combiner boxes, disconnect switches, overcurrent protection devices, meters, enclosures, conduit, wire, warning placards and any other equipment required for a code compliance photovoltaic system.
 - o Obtain required permits and approvals from any authorities having jurisdiction regarding solar energy systems.
 - o Complete any paperwork required for local incentives, if applicable.
 - o Administer interconnection agreement with local electric utility, Cedarburg Light & Water.

o Computer kiosk for in-library education about solar energy in general and this project including energy savings and sustainability.

o Warranties: Minimum five (5) year warranty on all labor, and the transfer of all manufacturers warranties to Cedarburg Public Library.

3. Submission Requirements

- Bid Submission: Bids must be submitted in a sealed envelope, clearly marked with the RFP number and project title.
- Deadline: All bids must be received by 3:00pm Friday, June 26, 2026 to the Cedarburg Public Library.
- Contact Information: Linda Eastwood, Library Director. W63N589 Hanover Ave Cedarburg, WI 53012 (262) 376-7640 ext. 202 leastwood@cedarburglibrary.org

4. Bid Content

- Cover Letter: Introduction of the bidder and summary of the proposal.
- Technical Proposal: Detailed description of the proposed system, including design, equipment specifications, and installation plan.
- Financial Proposal: Itemized cost breakdown, including equipment, labor, permits, and any other associated costs.
- Experience and Qualifications: Information on the bidder's experience with similar projects, including references.

5. Evaluation Criteria

- Technical Merit: Quality and feasibility of the proposed system design.
- Cost: Total project cost and cost-effectiveness.
- Experience: Bidder's experience and track record with similar projects.
- Timeline: Proposed project schedule and ability to meet deadlines.

6. Terms and Conditions

- **Contract Award:** The contract will be awarded to the bidder whose proposal best meets the evaluation criteria and project requirements.
- **Confidentiality:** All bid submissions will be kept confidential.
- **Right to Reject:** Cedarburg Public Library Board of Trustees reserves the right to reject proposals not in the best interest of the Library.

7. Future claims and indemnity

Cedarburg Public Library will not permit change orders without full approval.