

DATE: June 02, 2025  
TO: PROSPECTIVE BIDDERS  
SUBJECT: DOCUMENTS  
FOR RFP 25-102  
City of East St. Louis – **On-Site Solar System Services**

This addendum forms a part of the bidding and contract documents and modifies the original bidding documents. Acknowledge receipt of this addendum on Acknowledge Form. FAILURE TO DO SO MAY SUBJECT BIDDER TO DISQUALIFICATION.

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**RFP 25-102**  
**ON-SITE SOLAR SYSTEM SERVICES**

**Addendum No.: 1**

**1. Purpose**

This Addendum is issued to clarify and amend certain provisions of the referenced RFP and to address questions and concerns raised during the review process regarding extension of original due date.

**1a.) Revised due date Monday, June 16, 2025, at 10:00 AM**

**2. Project Ownership and Financial Structure**

**• Clarification of Project Ownership:**

The RFP language has been interpreted to support a cash purchase model. The City clarifies that, while a cash purchase is possible, the City is also open to alternative ownership and financing structures, including a Power Purchase Agreement (PPA) or other third-party ownership models. Accordingly, proposals should clearly indicate the proposed ownership structure.

**• Section 1.3 – Environmental Considerations:**

The requirement that ownership transfer shall not take place beyond six (6) years from system commissioning applies only if the project is not owned by the City at the outset. For a PPA or other third-party ownership model, the timing and conditions of ownership transfer shall be negotiated as part of the contract.

**• Section 2.6 and 2.7 – O&M and Close Out:**

The requirement that the system owner is responsible for O&M during the first 6 years of equipment depreciation applies only if the City owns the system from commissioning. For third-party ownership

models, O&M responsibilities, manuals, and training will be provided upon ownership transfer, unless otherwise negotiated.

### 3. System Size Clarification

- **Section 1.3 – Site Details:**

The target system size is stated as 2-5 MW DC. The City clarifies that, while this is the target, the system may exceed 5 MW DC but in no case shall the AC output exceed 5 MW AC. Proposers should design their systems accordingly.

### 4. Site and Structural Requirements

- **Section 2 – Scope of Work:**

References to "installation of a rooftop solar PV project" and "site's structural integrity" are inadvertent and do not apply to this project. All installations will be ground mounted.

- **Section 2.1(1) – Mounting Systems and Penetrations:**

Mounting systems shall not penetrate the landfill cap. The requirement that "conduit penetrations shall be minimized" is superseded by the EPA mandate that no penetrations to the landfill cap are permitted. All mounting and conduit systems must comply with EPA requirements.

- **Structural Requirements:**

No ground penetration is permitted. All mounting systems must be ballasted or otherwise designed to avoid penetration of the landfill cap.

### 5. Price Proposal and Compensation

- **Section 4.1 – Compensation to the City:**

The \$462,000 compensation to the City for management of the RFP process may be included as an eligible project cost for the Investment Tax Credit (ITC) if supported by the IRS. Proposers should consult with their tax advisors to confirm eligibility.

- **Section 4.2 – Price Proposal for Cash Purchase:**

The requirement for a detailed price proposal for a cash purchase is included for completeness. However, the City recognizes that most proposals are likely to be based on a PPA or other third-party ownership model, and proposers should structure their proposals accordingly.

### 6. Engineering and Production Guarantees

- **PVSYST Reports:**

While PVSYST or similar engineering reports are often required as part of engineering drawings, the City understands that detailed engineering may not be completed by the proposal deadline. Proposers should provide preliminary production estimates and indicate when final engineering reports will be available.

- **Production Guarantee:**

For cash purchase models, a production guarantee may be required. For PPA models, since the City only pays for energy produced, a production guarantee is not required. However, proposers may provide a guarantee for SREC payments based on production estimates if desired. Language regarding production guarantees and O&M responsibilities upon ownership transfer will be incorporated into the final contract.

## 7. Additional Clarifications

The City will address the above clarifications and answer questions at the mandatory pre-proposal meeting. Proposers are encouraged to attend.

Any additional questions regarding this Addendum should be directed to **Tereyowna Martin, Director of Purchasing at [tmartin@cesl.us](mailto:tmartin@cesl.us).**

\*Except as modified herein, the bid documents shall remain in full force and effect.

END OF ADDENDUM NO. 1

### **\*NOTES**

**Addendum has been posted to the City website and emailed to the bidders that were in attendance.**