


Title:			
Solar Monitoring			
RFQ Identification Number:			
ToFM-PLT-RFP-2025-009			
Administered by:	Brennan Orr, Director of Operations	Initiation Date:	2025.03.28
Contact:	operations@fortmacleod.com , (403) 553-4425	Close Date:	2025.04.18

1 Introduction

The Town of Fort Macleod is requesting proposals for the monitoring of the Fort Macleod Wastewater Treatment Solar facility.

1. Interested parties must have proof of liability insurance, registered with WCB Alberta, and detailed information on criteria for payment
2. The Town of Fort Macleod reserves the right to reject any and all bids
3. The Town of Fort Macleod has the right to select the proposal that best satisfies its interests and not necessarily on the basis of price or any other single factor
4. The town will not be liable for any additional work or damages directly attributed to neglect or poor workmanship of the prime contractor or any of their subcontractors

2 Scope

Each bid must outline the proposed strategy and cost to meet the following criteria. Cost breakdown should be detailed enough to evaluate each of the scope categories individually.

Interested parties will be required to set up a site visit and will be provided with the SkyFire (EPC) user manual, inclusive of component specifications and SLD.

<i>Rated Criteria Category</i>	<i>Weight (Points)</i>	<i>Minimum Threshold</i>
Monitoring of Site	45	30/45
Unscheduled Response Time	20	10/20
Technical Support	15	NA
Scheduled Maintenance	10	NA
Reporting	10	NA
		40/65
Total Points	100	

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operations@fortmacleod.com	Brennan Orr, Director of Operations	PO Box 1420, 410 20 th St	

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2.1 Monitoring of Site

- Integration of Monitoring System
- Monitoring Coverage schedule
- Communication Strategy
- Interpretation and Analysis of Errors

2.2 Unscheduled Response Time

- Remote Response Times
- Remote Troubleshooting
- On site Investigations
 - Onsite Team Support or Dispatched Personnel
- Repair Process

2.3 Technical Support

- Troubleshooting Expertise and History
 - Team Certifications
- Customer Experience, Resume / References of past projects

2.4 Scheduled Maintenance

- Proposed Maintenance Schedule and Checklist
- History with Manufacturer, Familiarity
 - Foundation / Mechanical Structure
 - Modules
 - Inverters
- Spare Parts Suggestions
 - Vendor Relations
 - Estimated Lead Times

2.5 Reporting

- Facility Production Evaluation
- Monitoring Assessment – Value of Work
- Alberta Emissions Offset System – Qualification / Application Support
- Efficiency Suggestions
- Regulatory Reporting and Efficiencies – AESO regulations

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3 Details

Interested parties will be required to set up a site visit and will be provided with the SkyFire user manual with details on:

- Mechanical Drawing
- Electrical Single Line Diagram
- Component Breakdown and Manufacturer
- Module Specifications

4 Submission Requirements

Please forward your proposal to the Town of Fort Macleod

CLOSE DATE: Friday, April 18, 2025, at 4 pm

Electronically

Email Address: operations@fortmacleod.com

Subject Line: Include the RFQ Identification Number and Title

Attention: Brennan Orr, Director of Operations

Hand delivered

Address: 410-20th St. Fort Macleod, AB T0L 0Z0

Standard Mail

Attention: Brennan Orr

Town of Fort Macleod

Box 1420

Fort Macleod, AB T0L 0Z0

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