



**REQUEST FOR PROPOSALS TO PROVIDE PROFESSIONAL DESIGN AND
INSTALLATION SERVICES FOR A ROOFTOP SOLAR PV SYSTEM**

Project No.: 64765

Advertised:	June 18, 2026
Site Visit (Optional):	June 22, 2026
Deadline for Questions:	4:00 p.m., June 24, 2026
Proposals Due:	4:00 p.m., June 26, 2026
Potential Award Timeframe:	July 2026

Project Manager

Email: support@sopec-oh.gov

Executive Director

Luke Sulfridge

Administrative Offices

Athens: 340 West State St., Ste. 134 B-C, Athens, Ohio 45701

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Public Notice

The Sustainable Ohio Public Energy Council (SOPEC) invites qualified vendors to submit a Proposal to design and install a new rooftop solar PV system. Vendors may download the RFP documents by visiting: <https://www.sopec-oh.gov/bids>. Sealed Proposals are due and must be received by SOPEC no later than 4 p.m. (ET), June 26, 2026. For questions concerning this RFP, contact SOPEC in writing only, at: support@sopec-oh.gov. SOPEC reserves the right to reject any and all proposals and/or to waive minor irregularities or informalities in the competitive process.

Advertised in The Columbus Dispatch on June 24, 2026.

I. General Information.

The Sustainable Ohio Public Energy Council (SOPEC) is a regional council of governments, organized under Chapter 167 of the Ohio Revised Code, that functions as a shared energy office dedicated to providing innovative and sustainable energy solutions. SOPEC is governed by the members it serves, with a General Assembly and Board of Directors made up of elected officials and representatives from its member communities and political subdivisions, which currently includes over fifty member communities and political subdivisions across the State of Ohio. SOPEC provides shared administrative, financial, technical, grant writing, and legal services required for high-value public energy programs and projects that support sustainable communities. With a strong focus on community engagement and environmental stewardship, SOPEC is at the forefront of promoting green energy initiatives.

II. Project Overview.

A. Project Description. SOPEC seeks to reduce its emissions, reduce electricity bills, and showcase renewable energy to the community through the installation of a rooftop solar photovoltaic (PV) system. The Successful Proposer is expected to design and install the rooftop PV system in coordination with SOPEC (hereinafter collectively referred to as “Project”).

B. Project Objective. SOPEC is seeking to secure a contract with a qualified professional for the installation of a rooftop solar photovoltaic (PV) system and secure a safe harbor payment prior to July 4, 2026. The Successful Proposer will be able to begin installation of the system within six (6) months of Notice to Proceed.

SOPEC invites qualified solar developers to submit proposals for the design and installation of a rooftop solar PV system on the Russell’s Garage building, a former single-story automotive service facility of approximately 2,800 square feet, located at 136 Columbus Road, Athens, Ohio 45701. The estimated size will be a 15 kW system or better. The Project expectations and details are described in the Scope of Services.

C. Scope of Services. For the purposes of seeking Proposals for the Project, SOPEC has developed a Scope of Services, attached hereto as **Exhibit A**, which may be further developed and refined during the Proposal evaluation process and the negotiation of any contract that may be awarded to the Successful Proposer(s), if any. The final Scope of Services for the Project may include any, all, or none of the elements as contained in **Exhibit A**.

D. Required Documents. The list of Required Documents for this RFP is attached hereto as **Exhibit B**. All Required Documents are to be filled out in their entirety, notarized when applicable, and included with the Proposal. Please be sure to include any documentation required.

- E. Sample Contract.** A Sample Contract is provided, attached hereto as **Exhibit C**, setting forth the proposed terms, conditions, provisions and/or specifications, which shall govern the relationship of SOPEC and the Successful Proposer, if any, upon the award of a contract for the Project.
- F. Exceptions to RFP.** Any exceptions to this RFP will be considered and included in SOPEC’s evaluation. If the Proposer fails to list any exceptions, SOPEC will assume compliance with the terms, conditions, and requirements of the RFP, including the Sample Contract, and the Proposer shall not raise any exceptions later if selected for award. Please see Required Documents (**Exhibit B**) for the RFP Exceptions Form.
- G. Times.** All times set forth in this RFP are listed at Athens, Ohio local time.
- H. Timeline of Events.** The following is the timeline of events concerning the submission and consideration of Proposals and the award of the contract to the Successful Proposer(s). All dates listed may be altered at SOPEC’s sole and complete discretion.

Advertised:	June 18, 2026
Optional Site Visit:	June 22, 2026
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Potential Award Timeframe:	July 2026

- I. Project Definitions.** For purposes of this RFP, the words, terms, and phrases set forth below shall have the indicated meanings. Any other terms, words, or phrases herein shall have their ordinary meaning.
- Project* means “the design and installation of the rooftop PV system in coordination with SOPEC”.
 - Proposal* means “the written response to this RFP, including, without limitation, any modifications or revisions thereto, submitted pursuant to the terms, conditions, and provisions set forth in this RFP”.
 - Proposer* means “any vendor that submits a Proposal”.
 - RFP* means this “Request For Proposals”.

5. *RFP Documents* mean “this RFP and the documents listed in the Exhibits, any addenda, or documents issued by SOPEC after release of this RFP but before the Proposal due date”.
6. *Sample Contract* means “the agreement provided by SOPEC to the Successful Proposer setting forth the proposed terms, conditions, provisions, and/or specifications which may govern the relationship of SOPEC and the Successful Proposer, if any, upon the award of the Project”.
7. *SOPEC* means the “Sustainable Ohio Public Energy Council”.

III. Proposal Format and Requirements.

- A. **Proposal Format.** All Proposals must be electronically uploaded to SOPEC using the link provided in Section IV below.
- B. **Proposal Requirements.** All Proposals must contain the information requested in this Section III to be considered a responsive Proposer. Proposals should be no more than thirty (30) pages, not including resumes and required documents, and assembled in sequential order of the requested information, including and without limitation, information regarding the following:
 1. **Brief Narrative.** A brief narrative describing the Proposer, its subcontractors, Proposer and subcontractor personnel, and Proposer and subcontractor experience. Please limit the brief narrative not to exceed three (3) pages. Brief narratives that contain sections simply relying on references to attachments or appendixes will not receive consideration.
 2. **Description of the Proposer.** Proposer’s company/organization description, background information, business affiliations and/or partnerships of the Proposer. The description must include the following information:
 - a) A brief description of the Proposer’s company/organization background, date founded, and ownership of the Proposer (e.g., past history, present status, future plans, company/organization size, years in business, number of locations as well as the number of years operating in Ohio).
 - b) Describe any other business affiliations or partnerships Proposer currently has in place that may impact Proposer in providing the Project(s).
 3. **Proposer’s Minimum Qualifications and Experience.** Provide a brief description of Proposer’s qualifications and experience for performing the

Scope of Services, and without limitation, information regarding the following:

- a) A list showing at least three (3) client references demonstrating five (5) years of experience for which Proposer has provided similar services to those listed in the Scope of Services (Exhibit A):
 - 1) Provide contact information for those references that may be contacted by SOPEC; and
 - 2) Include any experience and references with the government segment.
- b) Proposers should be able to demonstrate their experience providing similar services through references.

4. Proposer's Personnel and Subcontractors. Include a list of all persons to be assigned or employed on the Project by the Proposer. In addition, the Proposal shall also identify:

- a) Background information on Proposer's team leader and all key personnel who will be the primary daily contact with SOPEC;
- b) Resumes and biographical information on key personnel who will be directly involved in the Project. Describe their experience and total years, including the number of years at the Proposer's company/organization and any professional licenses and designations; and
- c) Any subcontractors and their assigned roles that may be employed by the Proposer on the Project. Provide the best estimate for the percentage of the subcontractor's responsibility for the assigned role.

5. Approach to the Project. Provide a detailed plan setting forth the manner in which you are proposing to deliver services for this Project, including Project objectives, milestones, communications, how any changes will be implemented, and any information or decisions required of SOPEC.

- a) Briefly describe any additional features, attributes, or conditions which SOPEC should consider in the selection process.
- b) Provide any other information that Proposer feels applicable to the evaluation of the Proposal or of their qualifications for providing the Project. Use this section to address those aspects of the Proposer's

services that distinguish it from other Proposers. Additional information shall be considered when evaluating.

6. **Fee Components and Pricing.** Describe the fee components for the Project and incorporate the following:
- a) Proposals should include recommended activities under each category listed in the Scope of Services (**Exhibit A**), along with:
 - 1) A timeline of those activities between June 2026 and estimated completion; and
 - 2) A recommended budget for each of the categories in **Exhibit A**.
 - b) Pricing should display detailed pricing for each category, a description, and an overall cost.
 - c) Proposals should include hourly rates for miscellaneous services. Additional services, commission charges, or other additional costs should be identified separately.
 - e) Proposer agrees to immediately pass any reductions or cost savings on to SOPEC expected during the contract period.

IV. Submitting the Proposal.

- A. **Submission Information.** All Proposals must be uploaded electronically in PDF format labeled, “Proposer’s Name – SOPEC ROOFTOP SOLAR PROJECT – Project No.: 64765”. Please include Proposer’s full name and send to: support@sopec-oh.gov.
- B. **Proposal Documents.** All submitted Proposal responses (unless otherwise stated, hereinafter referred to as “Proposal”) must be uploaded to the link provided no later than 4:00 p.m. on June 26, 2026. All Proposals will be time and date stamped upon receipt by SOPEC, and such shall be considered the official time and date of receipt.
- C. **Proposal Submission.** It is the sole responsibility of the Proposer for the uploading of its Proposal to the link provided prior to the deadline as provided herein. Failure to submit Proposal electronically as instructed above shall not be considered as a valid submission to SOPEC. SOPEC is not liable for non-submission and/or late submission of any response due to Proposer not having correct information.
- D. **Proposal Preparation Costs.** Proposer shall be liable for all costs or expenses related to investigating, preparing, and submitting a Proposal in response to this RFP as well as any costs or expenses related to the negotiation and award of any contract resulting from this RFP.

- E. **Termination of RFP Process.** At any time prior to the execution of any contract awarded pursuant to this RFP by SOPEC, SOPEC may terminate the process set forth in this RFP for any or no reason.

V. **Proposal Questions, Modifications, Withdrawal, and Opening**

- A. **Proposer Requests for Information and Addendums.** Any questions or requests for information from a Proposer shall be submitted in writing only to SOPEC via email at: support@sopec-oh.gov. Any and all such requests must be received no later than 4:00 p.m. on June 24, 2026. SOPEC shall respond to any properly submitted questions or requests for information by a written addendum issued to all Proposers who have obtained an RFP packet for this Project. In addition, SOPEC, on its own initiative, may issue such other addenda as it may deem appropriate from time to time.
- B. **Modification of Proposal.** At any time prior to the opening of Proposals, a Proposer may modify its Proposal in writing by submitting a modification marked in the same manner as the original proposal via email to: support@sopec-oh.gov. Any such modification must be received by SOPEC prior to the opening date and time of the Proposals to be considered effective.
- C. **Withdrawal of Proposal.** Prior to the opening of Proposals, a Proposer may withdraw its Proposal provided the Proposer makes a written request to withdraw the Proposal. Such a request to withdraw the Proposal must be received by SOPEC prior to the opening of Proposals at: support@sopec-oh.gov. The written request to withdraw must be executed by a party authorized to execute the Proposal, with the inclusion of an executed Affidavit of Authority, and be either emailed, mailed via registered, certified, or express mail to SOPEC.
- D. **Proposal Opening.** All Proposals received by 4:00 p.m., June 26, 2026, shall be electronically opened. No proposed pricing information will be released at the time of the opening.
- E. **Rejection or Waiver of Proposals.** SOPEC may, in its sole and complete discretion, reject any or all Proposals, waive any irregularities contained in a Proposal or Proposals, or terminate the process set forth in this RFP at any time if it is determined in the best interest of SOPEC to do so. Solicitation and opening of any Proposal submitted in response to this RFP does not create any express or implied obligation of SOPEC to enter into any contract.

VI. **Standard Terms and Conditions.**

- A. **Budgeting.** SOPEC's budgets are subject to the annual appropriation of funds by the SOPEC General Assembly.

- B. Taxes and Payment.** The Proposer is hereby notified that:
1. SOPEC is exempt from State sales or use taxes and therefore, such taxes shall not be included in any rate or price quotations submitted as part of any Proposal; and
 2. SOPEC does not pay retainers, deposits, or make any other advance payments prior to services rendered.
- C. Contract Termination.** SOPEC's standard contract termination is at least fifteen (15) days in writing prior to the date of the intended early termination of the Proposed Contract.
- D. Invoicing.** Invoices must be submitted to SOPEC within sixty (60) days after Services have been rendered and such invoice(s) received shall be paid within thirty (30) days of its approval by SOPEC. Notwithstanding any term, condition, or provision set forth in the RFP, SOPEC shall not be obligated or liable to the Successful Proposer and/or any other party for any late payment, collection costs, fees, and/or interest charges.
- F. Indemnification and Insurance.** The Successful Proposer is advised that in addition to any other terms, conditions, or provisions that may be contained in any contract awarded and executed as a result of this RFP (including without limitation warranty provisions), the Successful Proposer shall agree to the following indemnification and insurance provisions:
1. **General Duty to Indemnify.** The Successful Proposer shall indemnify and hold harmless SOPEC, its directors, officers, employees, and representatives from and against all claims, damages, losses, liens, causes of action, suits, judgments, and expenses (including reasonable attorney's fees and other reasonable costs of defense), of any nature, kind or description, which:
 - a) are caused by or result from the performance of the Services by the Successful Proposer, anyone directly or indirectly employed by the Successful Proposer, any sub-contractor of the Successful Proposer, or anyone for whose acts the Successful Proposer is legally liable;
 - b) are attributable to bodily injury, personal injury, sickness, disease, or death of any person, or to damage to or destruction of property; but
 - c) only to the extent they are caused by any negligent, reckless, or willful act, error or omission of the Successful Proposer, anyone directly or indirectly employed by the Successful Proposer, any sub-contractor of the Successful Proposer, or anyone for whose acts the

Successful Proposer is legally liable. The terms and conditions of this paragraph shall survive termination of this contract for any reason.

2. PLEASE NOTE: THE GENERAL DUTY TO INDEMNIFY SOPEC IS NOT NEGOTIABLE. IF YOU ARE UNABLE TO AGREE TO THE PROVISION SET FORTH ABOVE, SOPEC WILL BE UNABLE TO ENTER INTO A CONTRACT WITH YOUR ORGANIZATION.
3. **Liability Insurance.** Proposals must include proof of insurance and bonding. The Successful Proposer shall purchase and maintain the following liability and other insurance at the indicated limits, under the terms set forth below:
 - a) *General Liability Insurance*, containing the following limits and terms:
 - 1) \$1,000,000.00 per occurrence.
 - 2) \$2,000,000.00 aggregate.
 - 3) \$1,000,000.00 Products/Completed Operations Aggregate.
 - 4) Name SOPEC as an additional insured.
 - 5) Waiver of subrogation in favor of SOPEC and all related entities or subsidiaries, employees, agents and/or representatives.
 - 6) Automobile Liability Insurance, containing a limit of \$1,000,000.00 per occurrence.
 - 7) Worker's Compensation and Employer's Liability Insurance, containing the following limits:
 - Statutory Limits for the State of Ohio \$500,000.00/\$500,000.00 Employer's Liability Limit.
 - 8) Professional Liability Insurance covering errors, omissions, and/or negligence of the Advisor with a coverage limit of \$5,000,000.00.
 - 9) Umbrella Liability Insurance containing the limit of \$2,000,000.00 per occurrence and terms including the following "form coverage."

- b) The limits set forth above may be adjusted according to industry standards, risk, and further assurances.
- c) Each policy of insurance required to be purchased and maintained by the Successful Proposer shall be purchased from an insurance carrier rated by A.M. Best as A-, VII or better.
- d) Each policy and respective certificate of insurance shall expressly provide that should the Successful Proposer's insurance lapse, be cancelled, non-renewed, or materially altered, the Successful Proposer shall provide SOPEC with no less than thirty (30) days prior written notice of such cancellation, non-renewal, expiration, or material alteration of the coverage contained in such policy or evidenced by such certificate of insurance.
- e) The Successful Proposer shall maintain all insurance in the required amounts, without interruption, from the date of the execution of the contract until the date of the termination of the contract or the date of payment of the final invoice issued by Successful Proposer, whichever is later. Failure of the Successful Proposer to comply with the terms and conditions of this paragraph shall constitute a material breach of the contract and shall be cause for termination of this Contract by SOPEC.
- f) Insurance policies required to be purchased and maintained by the Successful Proposer may include a reasonable loss deductible, as is customary for the Successful Proposer's industry, which shall be the sole responsibility of the Successful Proposer to pay in the event of any covered loss.

VII. Applicable Law.

- A. **Venue.** The terms, provisions, and conditions as set forth in this RFP, the submission and evaluation of any Proposals submitted in response to this RFP, the negotiation, award, execution, and construction of the terms, conditions, provisions, and the scope of services of any contract resulting from this RFP, and all other matters or claims related to this RFP and/or any contract resulting from this RFP shall be solely governed by, and construed in accordance with, the laws of the State of Ohio without regard to its choice of law provisions and to the exclusion of the law of any other jurisdiction. Any action, claim, suit, or proceeding related to this RFP or any contract resulting from this RFP shall be brought only in a court having appropriate jurisdiction and venue in Montgomery County, Ohio.
- B. **Public Records.** A Proposal submitted pursuant to this RFP shall become the property of SOPEC. Pursuant to and subject to this RFP and the Ohio Revised

Code, all information submitted shall become a record open to the inspection of the public upon the completion or termination of the selection process set forth in this RFP. However, if there is material in a Proposal that a Proposer deems to be confidential or a trade secret, it should be clearly identified and marked confidential, and accompanied by a written explanation stating the basis of such claim. Any confidential material that is so designated shall be removed from the Proposal prior to release of the Proposal to the public if permitted by the laws of the State of Ohio including, without limitation, Ohio Revised Code Section 149.43. The determination as to the confidentiality of any material identified as such by a Proposer shall be made by SOPEC in its sole and complete discretion. SOPEC shall assume no risk, nor shall it be held liable by any Proposer for the release of any material that a Proposer may claim to be confidential. Submission of a Proposal in response to this RFP shall be deemed acknowledgement and acceptance of the terms and provisions contained in this paragraph B.

VIII. Proposal Evaluation.

A. Evaluation Criteria. Proposals shall be evaluated based upon the Proposer's ability to meet the requirements set forth in this RFP as stated in the submitted Proposal, any clarifications that SOPEC may request from individual Proposers, and the criteria below. SOPEC reserves the right to give each of the following criteria such weight as it deems appropriate in its sole and complete discretion:

1. Proposer's ability to perform the proposed scope of services;
2. Proposer's experience and the quality of its available services;
3. Proposer's understanding of SOPEC's requirements as expressed in the Proposal Scope of Services; and
4. The proposed fee schedule and estimate of costs based on the information set forth in this RFP. The estimate shall clearly present anticipated personnel, administrative, equipment, travel, per diem, and miscellaneous costs such as shipping, supplies, or other items.

B. Evaluation of Proposals. SOPEC's Executive Director or designee shall appoint an Evaluation Committee ("Committee") to evaluate the Proposals received. The Committee shall evaluate all Proposals received and rank the Proposers based upon the evaluation criteria set forth above in Section A, Evaluation Criteria, and the responsiveness to the RFP requirements. SOPEC reserves the right to request additional information from Proposers as needed. If such information is requested, the Committee is not required, at this stage of the evaluation process, to request the same information from all Proposers.

1. The Committee may, at its sole and complete discretion, select two (2) or more of the highest qualified Proposers with which to hold additional

discussions. Proposers not selected for further discussions may be excluded from further consideration for the contract to be awarded through this RFP upon notification by the Committee and/or SOPEC's Executive Director or designee.

2. Additional discussions with selected Proposers indicated above in Paragraph 1 above may include, without limitation, discussions, interviews, and presentations by the selected Proposer(s) to SOPEC to elaborate upon their qualifications, proposals, proposed scope of services, cost estimates, and other pertinent information. During the "additional discussions phase" the Committee may permit revisions of Proposals. In such an event, all Proposers who have been selected for additional discussions shall be given an equal opportunity to revise their Proposals.
3. SOPEC shall then rank the Proposals that have not been otherwise excluded from further consideration based upon the evaluation requirements set forth in this RFP, the content of the Proposals received, any revisions thereto, and any additional discussions with the Proposers that may have been held by the Committee and any non-excluded Proposers.

- C. **Notifications.** All Proposers submitting a response to this RFP will be notified upon final determination of the Successful Proposer(s) selected to perform the Project.

IX. Awarding the Contract.

- A. **Information Provided to Successful Proposer(s).** SOPEC shall provide to the Successful Proposer(s), upon request, any information concerning the Project to which it has access. SOPEC may, in its sole discretion, provide information to the Successful Proposer(s) in electronic format.
- B. **Negotiation and Award of Contract.** After non-excluded Proposers have been evaluated and ranked, SOPEC's Executive Director or designee shall enter into contract negotiations with the highest ranked Successful Proposer. If negotiations between such highest ranked Successful Proposer and SOPEC's Executive Director or designee fail to result in a contract between SOPEC and the Successful Proposer, those negotiations shall be terminated, and SOPEC's Executive Director or designee may enter into contract negotiations with the next highest ranked Successful Proposer. The previously described process may continue until a contract has been successfully negotiated between SOPEC and a Successful Proposer or until there are no Proposers left in which to hold contract negotiations.
1. Negotiations shall cover such terms, provisions, conditions, scope of services, and other matters as the parties deem appropriate to attain the objectives of the Project contemplated in this RFP.

2. In SOPEC's sole and complete discretion, SOPEC may terminate contract negotiations with a Successful Proposer and begin contract negotiations with the next highest ranked Proposer.
3. At any time prior to the execution of a contract by SOPEC's Executive Director, the Executive Director may cancel or terminate the process set forth in this RFP for any or no reason.
4. No contract negotiated between SOPEC and the Successful Proposer shall become effective until the terms, conditions, provisions, and services negotiated between SOPEC and the Successful Proposer have been reduced to a written contract, and the resulting contract has been executed by the Successful Proposer and SOPEC's Executive Director.

C. Contract Execution. Any contract awarded shall be signed by the Successful Proposer(s) and returned within thirty (30) days after the Successful Proposer(s) has received the "Notice of Award" and negotiated the contract for signature.

1. No contract resulting from negotiations with the Successful Proposer(s) or from the process set forth in this RFP shall be considered binding upon SOPEC until execution of the contract by the Successful Proposer(s) and SOPEC's Executive Director pursuant to the procurement policy.
2. If the Successful Proposer(s) fails to execute and return the contract and other required documents within thirty (30) days of the receipt of the Notice of Award, SOPEC may, in its sole and complete discretion, either withdraw the award of the contract to the Successful Proposer(s) and begin negotiations with the next highest ranked Proposer pursuant to the terms, conditions, and provisions set forth in this RFP or in the alternative, terminate the process set forth in this RFP.

EXHIBIT A

SCOPE OF SERVICES

SOPEC is seeking to secure a contract with a qualified professional for the installation of a rooftop solar photovoltaic (PV) system and secure a safe harbor payment prior to July 4, 2026. The Successful Proposer will be able to begin installation of the system within six (6) months of Notice to Proceed.

SOPEC seeks qualified solar developers to submit proposals for the design and installation of a 15 kW or better rooftop solar PV utilizing domestic bifacial panels on the former Russell's Garage facility. The goals of the project are to generate clean, renewable energy to offset operational costs, increase facility resiliency through reduced reliance on traditional grid-supplied electricity, and demonstrate the commitment of SOPEC to sustainability and environmental responsibility.

Additional consideration will be given to firms that have experience working with governments, government agencies, or multiple brands. There is no expressed or implied obligation for SOPEC to reimburse responding firms for any expenses incurred in preparing proposals in response to this request.

I. Scope of Work.

The Successful Proposer's role will include all tasks associated with the successful and operational installation including the system engineering and design, permitting, interconnection process and paperwork, material procurement, installation, inspections, and commissioning, resulting in the delivery of a full operational rooftop system to SOPEC. SOPEC reserves the right to modify the scope of the project at any time.

- A.** Conducting a detailed site assessment of the building roof, including structural analysis and shading studies. Because of the height of the building and pitch of the roof, it is expected that the system will need ballasted to the roof, but SOPEC welcomes other options as well. Shading is not expected to be an issue. SOPEC plans to install a new white-surface flat roof prior to the installation of the solar array. A professional opinion regarding the approach and material choice for the replacement is requested if it is a contributing factor to the proposal scope and pricing. SOPEC invites vendors capable of performing roof repair or replacement work to include that information and pricing in their bid.
- B.** Developing a comprehensive system design proposal that includes system sizing, bifacial panels and inverters, mounting systems, an interconnection plan, and ongoing monitoring capabilities. The Successful Proposer will provide engineering source documents and design drawings stamped (by an appropriately licensed Ohio professional engineer) specifying all details of design including structural support and electrical interconnection. The vendor will provide as-built record drawings, specifications for all major components of the systems (ex: panels, inverter(s), etc.), and any other appropriate supporting documentation.

- C. Providing a detailed cost estimate for the project that includes installation, permitting, and ongoing monitoring and maintenance. If possible, please also include costs for meter head, meter box, and breaker box equipment and installation for the inside of the building so the electrical system will be in alignment with the solar system.
- D. Obtaining all permits, licenses, applications (e.g., interconnection with the utility), and meeting applicable codes and standards. For example, the solar PV system design must comply with current adopted federal, State and local codes, Regulations and Standards including but not limited to Ohio Building Code, National Electric Code, National Electric Safety Code (NESC), Arc Flash Hazard Safety, OSHA, etc.
- E. Commissioning the system and ensuring it is operational to specified performance standards. Vendors should provide a commissioning plan with their bid that states what documentation deliverables will be provided to SOPEC to confirm the completion of commissioning activities. The commissioning plan should include steps to record true power production to confirm the utility-grade meter is reading correctly and the panels are producing as expected.
- F. Providing a platform for online performance monitoring and grant SOPEC full access to the data. Regularly collected data should include, but not be limited to, the measured and accumulated solar generation (kWh/day, kWh/year, and cumulative kWh) and an estimated percentage of site electric use offset by solar. A process and a contact for assistance with troubleshooting must be established.
- G. Working collaboratively with SOPEC through the project lifecycle.

II. Additional Information.

SOPEC will offer the opportunity for a site visit and a pre-proposal meeting with interested applicants and the following information:

- A. Site plans, roof drawings, and relevant electrical plans to help developers better understand the available project space and potential development challenges. SOPEC plans to coordinate with a structural engineer for the site. Should any recommendations result in changes to the project, SOPEC will make the necessary adjustments with the solar installer.
- B. Relevant results from any daily and/or hourly energy usage to enable the developer to better estimate system orientation, sizing, and operational impacts.
- C. Potential information about any budgetary constraints or funding sources that may affect the project.

- D. Relevant SOPEC sustainability, resiliency, and energy goals and policies, including the preference to install domestically manufactured panels, to help developers better understand the parties' commitment to sustainability and how the solar PV system will support these goals.
- E. SOPEC is also interested in learning more about the potential for an integrated battery energy storage system for the purpose of increased resiliency during natural disasters and unanticipated power outages.

III. Project/Site Details.

- A. **Site Use:** The site is currently unoccupied. It is located in a floodplain.
- B. **Desired Solar PV System Description:** The Successful Proposer will construct an approximately 15 kW DC solar PV system on the roof of the SOPEC facility with the interconnection point at the building's electrical room. **A proposed mapping of the system on the facility is included in Section V.**
 - 1. The **base bid** must be an approximately 15 kW DC or better rooftop system utilizing domestic bifacial panels. The system design must consider potential expansion to include additional rooftop solar or parking canopy solar.
 - 2. Larger system proposals are welcome in addition to the base bid.
 - 3. Other beneficial technologies such as battery storage or related infrastructure are welcome in the bid.
 - 4. Timeline for estimated completion of installation may be considered.
- C. **Electric Details:** The building currently receives electricity distribution service from AEP Ohio. The building is served by a single electric feed located on the southwest corner. Pertinent details regarding the existing electric load and demand are provided below.
- D. **Roof Details:** The roof was constructed in approximately 1954 and consists of decking and a flat-roof surface that has been covered in two areas by metal sheeting, with rubber roofing material in the third area. The vendor's method of attachment is subject to SOPEC review and approval. The solar PV system will need to be compatible with the method of attachment.
- E. **Construction Coordination:** SOPEC requires that array construction and installation minimize impacts to the environment and the local community. Additionally, SOPEC requires that the interconnection of the system be scheduled such that any power shut-off shall not interfere with the operational needs.

F. **Warranties:** SOPEC would prefer the following warranties. Longer warranties are encouraged and will be evaluated as part of the evaluation criteria.

1. Inverter(s);
2. Optimizers (if applicable);
3. Panels;
4. Production Output and Performance Guarantee;
5. Workmanship; and
6. Roof Penetration Warranty.

IV. **Schedule.**

The tentative RFP schedule is listed below. This may be modified at any time.

Project Milestone	Date
RFP Released	June 18, 2026
Site Visit (Optional)	June 22, 2026
Deadline to Submit RFP Questions	June 24, 2026
RFP Responses Due	June 26, 2026
Award of Contract/Notice to Proceed	July 2026

Respondents are required to provide a preliminary project schedule as part of their response. Exact dates are contingent upon approvals by the SOPEC Executive Director, or designee, and execution of contracts by all parties.

V. Potential Facility Design.

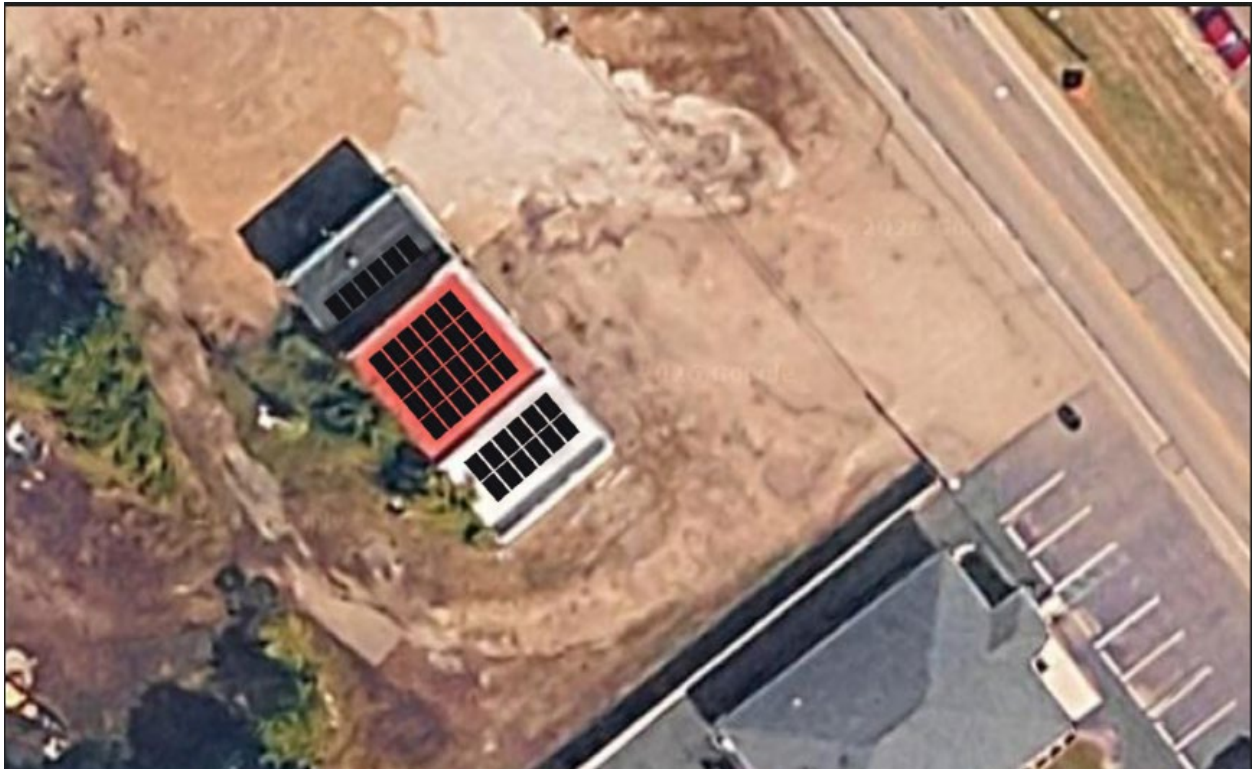


EXHIBIT B

REQUIRED DOCUMENTS

Each Proposal must contain the following documents, attached hereto as Exhibit B, which must be filled out in their entirety, fully executed, and included with the Proposal:

- A.** Non-Collusion Affidavit;
- B.** Non-Discrimination Affidavit;
- C.** Affidavit of Authority;
- D.** Delinquent Tax Affidavit;
- E.** W-9 Form;
- F.** Exceptions to RFP; and
- G.** Certificate of Insurance.