



OPERATIONAL SERVICES DIVISION

Contract User Guide for FAC91designated DCAMM

FAC91: Solar PV Inspection Services

UPDATED: 02/06/2019

Contract #:	FAC91
MMARS MA #:	FAC91*
Initial Contract Term:	11/30/2015 – 10/31/2017
Maximum End Date:	10/31/2020
Current Contract Term:	11/1/2018 – 10/31/2020
Contract Manager:	Patricia Peterson – 857-204-1338
UNSPSC Codes:	26-13-15-07

*The asterisk is required when referencing the contract in the Massachusetts Management Accounting Reporting System (MMARS).

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TIP: To return to the first page throughout this document, use the CTL + Home command.

Contract Summary

This is a statewide contract for Solar Inspection Services of publically owned solar arrays. There are two levels of inspection available: a comprehensive inspection, usually taking place at five year intervals, which evaluates the arrays at the string level, and a yearly inspection, which is primarily based on performance at expected levels based on the array parameters.

Contract Categories

COMPREHENSIVE INSPECTIONS

This type of inspection covers all aspects of the array. The visual inspection looks at all components of the array and checks for any defects, wear and tear, or changes to the array that may take away from the safe operation of the array or its performance. The electrical testing includes a string-level I-V Curve

Trace, as well as a full inspection of all the electronic components of the array. The inspector also performs an infrared scan of the modules to evaluate performance at the cell level, on a percentage of the modules, but specifically on those that have indications of poor performance in the I-V Curve Output File. An infrared camera is also used to inspect the electrical connectivity in order to locate loose or failing connections. Calibration may be recommended on all meteorological and monitoring equipment, as prescribed by the manufacturer. A report is provided showing actual vs. estimated production.

ANNUAL INSPECTIONS

This type of inspection shall be a low level performance inspection. The visual inspection of the entire array occurs first, and then the Data Acquisition System is used to compare monthly output reports. A graphical report is then provided showing the actual performance compared with the estimate. The inspector makes recommendations for further testing and/or a site inspection if there is an indication that the array may be operating below estimated production without a good reason.

All contractors on this contract provide both services. Contractors may also perform minor repairs (under \$50,000) to correct deficiencies noted during inspection.



Benefits and Cost Savings

Statewide contracts are an easy way to obtain benefits for your organization by leveraging the Commonwealth's buying power, solicitation process, contracting expertise, vendor management and oversight, and the availability of environmentally preferable products.

- Use of this contract ensures that your solar installation operates at optimal levels
- Early identification and resolution of issues helps maximize generation
- Pre-negotiated pricing reduces the time needed to engage the vendor

Who Can Use This Contract

Applicable Procurement Law

Executive Branch Goods and Services: MGL c. 7, § 22; c. 30, § 51, § 52; 801 CMR 21.00;

Eligible Entities

Please see the standard list of Eligible Entities on our [Who Can Use Statewide Contracts](#) webpage.

01. Cities, towns, districts, counties and other political subdivisions
02. Executive, Legislative and Judicial Branches, including all Departments and elected offices therein;
03. Independent public authorities, commissions and quasi-public agencies
04. Local public libraries, public school districts and charter schools;
05. Public Hospitals, owned by the Commonwealth;
06. Public institutions of high education
07. Public Purchasing cooperatives;
08. Non-profit, UFR-certified organizations that are doing business with the Commonwealth;
09. Other states and territories with no prior approval by the State Purchasing Agent required; and
10. Other entities when designated in writing by the State Purchasing Agent.

Find Bid/Contract Documents

If you are logged into COMMBUYS:

- Click on Advanced next to the magnify glass in the upper right hand corner
- Select Contract/Blankets from the drop down menu
- Type in FAC91 under Description and choose Sent under Status
- Click Search
- The results will display all applicable Contract/Blankets
- To view a contract/blanket click on the Contract/Blanket#
- To download attachments, click on the appropriate attachment



If you are not logged into COMMBUYS:

- Go to www.commbuys.com and Click on “Contract & Bid Search”, bottom left hand corner
- Select the “Contracts/Blankets” radio button,
- Enter FAC91 in the “Contract/Blanket” Description field
- Click “Find It”
- The results will display all applicable Contracts/Blanket s
- To view full contract information click on the Contract/Blanket#

Construction Requirements

Purchasers must ensure that any services involving construction are limited to \$50,000 or less.

Purchasing entities are responsible for compliance with applicable construction law requirements. Information concerning specific M.G.L. c. 149 and c. 30 construction requirements may be found in the Office of the Inspector General’s Public Procurement Charts at: www.mass.gov/ig/publications/guides-advisories-other-publications/procurement-charts-november-7-2016.pdf. It is the responsibility of the Eligible Entity to determine whether installation work includes construction as defined by M.G.L. c.149 or M.G.L. c.30, §39M. Chapter 30B Procurement Assistance from the Office of the Inspector General is available at mass.gov/ig/procurement-assistance. Access the 30B Hotline at 617-722-8838 or email them at: 30BHotline@massmail.state.ma.us.

See [Quotes Including Construction Services Requirements](#) below for information on quoting these types of projects.

Pricing, Quote and Purchase Options

Purchase Options

The purchase options identified below are the only acceptable options that may be used on this contract:

Purchase Options: Purchases made through this contract will be on a fee for service basis.

Contract Documents: All contract documents, including the RFR and this Contract User Guide may be found in the two MBPO for this contract (see Appendix A below for document numbers).

Price Structure: Contract pricing is available per array size from each vendor (see Appendix A below). Pricing on this contract is pre-negotiated, so no quotations are required.

Product/Service Pricing and Finding Vendor Price Files

Product pricing may be found in [Appendix A](#)



Setting up a COMMBUYS Account

COMMBUYS is the Commonwealth's electronic Market Center supporting online commerce between government purchasers and businesses. If you do not have one already, contact the COMMBUYS Help Desk to set up a COMMBUYS buyer account for your organization: (888)-627-8283 or COMMBUYS@state.ma.us.

When contacting a vendor on statewide contract, always reference FAC91 to receive contract pricing.

Quick Search in COMMBUYS

Log into COMMBUYS, and use the Search box on the COMMBUYS header bar to locate items described on the MBPO or within the vendor catalog line items. Select Contract/Blanket or Catalog from the drop-down menu.

How to Purchase From the Contract

Directly purchase fixed price items through COMMBUYS

This contract allows buyers to find and quickly purchase specific products/services with pricing within COMMBUYS. In other words, it allows you to create a Release Requisition in COMMBUYS, submit the requisition for approval, and send the vendor a Release Purchase Order.

Contractor Engagement and Purchasing from FAC91 in COMMBUYS:

To order an inspection:

- See Appendix A for pricing and contact the Contractor to schedule an inspection, &
- Eligible Entities using COMMBUYS must issue a COMMBUYS release PO as a “notice to proceed” for the inspection.

To order a repair based on inspection results (limited to repairs under \$50,000):

- After the inspection has been completed, the Contractor must inform the Eligible Entity of the need for repairs,
- If the estimated total cost of repairs is under \$50,000, the Eligible Entity will have the option to hire the Contractor to perform the repairs,
- The Eligible Entity must obtain prevailing wage rates from the Dept. of Labor Standards [Prevailing Wage Program](#) and provide them to the Contractor,
- Based on these rates, the Contractor must issue a final quote for the repairs,
- Based on the final quote, the Eligible Entity may engage the Contractor for the repairs,
- Eligible Entities using COMMBUYS must issue a COMMBUYS release PO as a “notice to proceed”
- The quote is provided at no charge regardless of whether the Contractor is engaged or not.

For a description of how to complete this purchase in COMMBUYS, visit the [Job Aids for Buyers](#) webpage and select:

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- The *COMMBUYS Requisitions* section, and choose the *How to Create a Release Requisition and Purchase Order (Contract Purchase)* job aid.
- **Document items in COMMBUYS that have already been purchased**

This type of contract allows buyers to document a contract purchase in COMMBUYS that already has taken place through a Request for Payment Authorization (RPA) Release Requisition. It also allows MMARS users to easily keep track of spend. NOTE: MMARS and COMMBUYS do not interface –payment request and invoice should be reported in both MMARS and COMMBUYS separately.

For a description of how to complete this purchase in COMMBUYS, visit the [Job Aids for Buyers](#) webpage, and select:

 - The COMMBUYS Requisitions section, and choose the *How to Create an RPA Release Requisition* job aid.

Prevailing Wage Requirements

The buyer has a legal obligation to request a prevailing wage schedule from the Department of Labor Standards (DLS) at www.mass.gov/dols. Questions regarding the Prevailing Wage Law may be answered by accessing the DLS website or by calling the DLS Prevailing Wage Program at (617) 626-6953. For this contract, the following prevailing wage categories include: go to the above listed website and reference all applicable prevailing wage categories.

If prevailing wage is required, make sure to include this information in your quotes or bids so vendors know to include prevailing wage.

Instructions for MMARS Users

MMARS users must reference the MA number in the proper field in MMARS when placing orders with any contractor.

Emergency Services

Many statewide contracts are required to provide products or services in cases of statewide emergencies. [ML - 801 CMR 21](#) defines emergency for procurement purposes. Visit the [Emergency Contact Information for Statewide Contracts](#) list for emergency services related to this contract.



Strategic Sourcing Team Members

Team Members	Department / Organization
James A. Freeley	DCAMM Energy
John Crisley	DCAMM Energy
Kaitlyn Menyo	DCAMM Energy
Tom Tagan	DCP
Jeffrey Marcotte	Cape Cod Community College
Lili Oliver	DOT
Kaitlin Kelly	DOER



OPERATIONAL SERVICES DIVISION

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Vendor List and Information*

Vendor	Master Blanket Purchase Order #	Contact Person	Phone #	Email	Counties	Discounts (PPD, Dock Delivery, Other)	MBE MWBE WBE Veteran
Solar Design Associates, Inc.	PO-16-1019-DCP08-ENR01-00000006236	Colleen Muldoon	978-456-6855	sda@solar design.com	All	N/A	

*Note that COMMBUYS is the official system of record for vendor contact information.

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Appendix A:

Solar Design Associates, Inc.

COMMBUYS PO Document Number: PO-16-1019-DCP08-ENR01-00000006236

Vendor ID: 00009457

Contact Person: Colleen Muldoon

Address: P.O. Box 242, 280 Ayer Rd., Harvard, MA 01451

Email: sda@solardesign.com

Phone: (978) 456-6855

FAX: (978) 772-9715

Annual Inspection Pricing

Size Range of Array (kW DC)	Example Size of Array (kW DC)	Approximate Number of Modules	Cost for Yearly Inspection	Cost per Watt
1 to 50	34	147.8	\$750.00	\$0.022
50 to 100	78	339.1	\$750.00	\$0.010
100 to 250	175	760.9	\$750.00	\$0.004
250 to 500	325	1,413.0	\$750.00	\$0.002
500 to 1,000	750	3,260.9	\$750.00	\$0.001
Above 1,000	2000	8,695.7	\$750.00	\$0.000

Comprehensive Inspection Pricing

Size Range of Array (kW DC)	Example Size of Array (kW DC)	Approximate Number of Modules	Cost for Comprehensive Inspection	Cost per Watt
1 to 50	34	147.8	\$1,800.00	\$0.053
50 to 100	78	339.1	\$2,610.00	\$0.033
100 to 250	175	760.9	\$4,560.00	\$0.026
250 to 500	325	1,413.0	\$6,080.00	\$0.019
500 to 1,000	750	3,260.9	\$12,160.00	\$0.016
Above 1,000	2000	8,695.7	\$22,800.00	\$0.011

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