



City of Ketchum

CITY COUNCIL MEETING AGENDA MEMO

Meeting Date: Staff Member/Dept:

Agenda Item:

Recommended Motion:

“Council moves to reject all bids received on the Fire Station Solar project and rebid the project with the calculated cost structure.”

Or

“Council moves to accept Evergreen Technologies LLC as the low bidder and award them the Fire Station Solar project.”

Reasons for Recommendation:

- Staff recognized an opportunity to improve the value of the system we will be purchasing if we base the low bidder on a cost per kilowatt basis as opposed to the previous low bid with target system sizes
- The two lowest bidders from the previous round appeared to be very accepting of this new bid structure
- Rebidding this maintains competitiveness and does not specifically favor any contractor over another

Policy Analysis and Background (non-consent items only):

Sustainability Impact:

Financial Impact:

<input type="text" value="None OR Adequate funds exist in account:"/>	<input type="text" value="Adequate funds exist in the Sustainability CIP Fund"/>
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Attachments:

1. Current Fire Station Solar RFP
2. New Proposed Fire Station Solar RFP Draft



CITY OF KETCHUM

City Hall

office: 208.726.3841

participate@ketchumidaho.org

P.O. Box 2315, 191 5th Street West, Ketchum, ID 83340

ketchumidaho.org

City of Ketchum Fire Station Solar

Project Introduction:

The City of Ketchum is seeking a quote from qualified vendors to install a rooftop solar energy system at the Ketchum Fire Station. The goal of this project is to install a 24 kW solar system with an annual energy supply of 230,000 kWh. The Fire Station was built to be solar ready, as there are two 2" empty conduits existing that were routed from the electrical room and up through the roof specifically for the installation of solar panels.

Submission Deadline: **April 4th, 2025 at 5:00 PM MST**

System Target Specifications:

- Size = 24 kW **or more**
- Annual energy supply = **31,000 kWh**

System Requirements:

1. System Design
 - a. Tier 1 premium black on black panels with a snow load capacity of 140lbs/sqft +
 - b. 25-year warranty panels. Performance, labor, failure.
 - c. UL 1741SB certified inverters
 - d. Ballast mounted or fixed tilt racking system
2. Structural engineering report for the roof to verify structural integrity
 - a. Building drawings available upon request
3. Timeline
 - a. Spring 2025 procurement
 - b. Spring/Early Summer 2025 installation and completion

Existing Infrastructure:

Picture of installation location – roof (current conditions) **SITE VISITS AVAILABLE UPON REQUEST**





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Ketchum Fire Station – Approved building permit electrical plan solar-ready mentions (Application File No. B20-049)

861 ROUTE (2) 2" EMPTY CONDUITS FROM THE ELECTRICAL ROOM, OVER TO APPARATUS STORAGE AND UP THROUGH ROOF FOR FUTURE SOLAR PANELS. INSTALL CAP ON CONDUITS AND MAKE WATER-TIGHT. COORDINATE ROUTING WITH OTHER TRADES PRIOR TO BEGINNING WORK.

862 ROUTE (2) 4" EMPTY CONDUITS FROM THE ELECTRICAL ROOM, OVER TO MECHANICAL CHASE AND UP THROUGH ROOF FOR FUTURE SOLAR PANELS. INSTALL CAP ON CONDUITS AND MAKE WATER-TIGHT. COORDINATE ROUTING WITH OTHER TRADES PRIOR TO BEGINNING WORK.

Bid Schedule:

Fill and submit all the information below for your quote:

City of Ketchum Fire Station Solar Bid Schedule					
#	Item	Unit	Quantity	Unit Price	Item Cost
1.	Site Preparation (clearing of rooftop snow and ice)	LS	1	\$0	\$0
2.	Solar Panel Procurement	Per panel	53	\$1.06/W \$487.60	\$25,842.80
3.	Solar Panel Installation	Per panel	53	\$0.55/W	\$13,409.00
4.	Mounting/Racking System Installation	LS	1	\$0.54/W	\$13,189.42
5.	Inverter Procurement	Per Unit	1	\$0.25/W	\$6,109.50
6.	Inverter Installation	Per Unit	1	included in labor above	
7.	Electrical Cabling and Connections	LS	1	included in racking costs	
8.	Monitoring and Controls System Installation	LS	1	\$652	\$652
9.	Permitting and Inspection	LS	1	\$2000	\$2000 (included in Labor)
TOTAL				\$	\$68,166.76

Proposed System Specification Needed:

Expected System Size (kW): 24.38kW Annual energy Production: 25.30MWh (this assumes the panels will be covered in snow for 3 months of the year.)

Tilt Angle: 10

Mounting Method: UniRac Ballast Mount (Ecofoot 5D, rated for Heavy Snowload)

Delivery and Installation Timeline: July 2025



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City of Ketchum Fire Station Solar

Project Introduction:

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Submission Deadline: **May 28thth, 2025 at 5:00 PM MST**

System Target Specifications:

- Size = 24 kW or more

System Requirements:

1. System Design
 - a. Tier 1 premium black on black panels with a snow load capacity of 140lbs/sqft +
 - b. 25-year warranty panels. Performance, labor, failure.
 - c. UL 1741SB certified inverters
 - d. Ballast mounted or fixed tilt racking system at 10 degrees or steeper
2. Structural engineering report for the roof to verify structural integrity
 - a. Building drawings available upon request
3. Timeline
 - a. Late Spring 2025 procurement
 - b. Summer 2025 installation and completion

Bid Award Assessment

Low bidder will be determined base on the following:

1. Meeting the above system requirements
2. Calculation of Cost of System based on Dollars (\$) per Kilowatt of installed system solar capacity
 - a. Example: \$54,000 / 18 kW PV Size = **\$3,000/kW**

Existing Infrastructure:

Picture of installation location – roof (current conditions) **SITE VISITS AVAILABLE UPON REQUEST**



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2.	Solar Panel Procurement	Per panel			
3.	Solar Panel Installation	Per panel			
4.	Mounting/Racking System Installation	LS	1		
5.	Inverter Procurement	Per Unit			
6.	Inverter Installation	Per Unit			



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7.	Electrical Cabling and Connections	LS	1		
8.	Monitoring and Controls System Installation	LS	1		
9.	Permitting and Inspection	LS	1		
				TOTAL	\$

Proposed System Specification Needed:

Expected System Size (kW):

Tilt Angle:

Mounting Method:

Delivery and Installation Timeline: