

**REQUEST FOR PROPOSAL**

**SOLAR PV SYSTEM**

**SANGSTER INTERNATIONAL AIRPORT**



**MARCH 2023**

**REQUEST FOR PROPOSAL  
SOLAR PV SYSTEM  
SANGSTER INTERNATIONAL AIRPORT**

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**PART I**  
**INVITATION AND INSTRUCTIONS**

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## 1.0 INTRODUCTION

Sangster International Airport (the “Airport”) is operated by MBJ Airports Limited (“MBJ”) through a partnership between Grupo Aeroportuario Del Pacifico or “GAP” (Mexico) and Vantage Airport Group (Canada) through a concession agreement with the Government of Jamaica for 30 years which commenced in 2003.

The Airport serves as the primary gateway to Jamaica and facilitates the transit of more than 80% of tourists arriving on island and served over 4.356 million total passengers in 2022.

The Airport connects Jamaica to more than 50 international destinations and has been named the Caribbean’s Leading Airport by World Travel Awards for the past ten years.

## 2.0 INVITATION

MBJ Airports Limited (“MBJ”) invites proposals for the procurement of a solar photovoltaic (PV) installation under an Engineering, Procurement and Construction (EPC) model at the Sangster International Airport (“the Project”) in accordance with the Scope of Works as outlined in Part II of this Request for Proposal (“RFP”).

The successful Proposer is expected to meet stringent safety, efficiency, environmental, and quality standards. The Proposer is also expected to employ management and operational personnel with experience and expertise in the provision of this service.

Proposers must submit all information requested on the Form of Proposal and accompanying Schedules that follow these instructions.

Note: MBJ reserves the right to add or remove Proposers at its sole discretion; also the right not to accept any Proposal submitted, and may seek additional or further Proposals from any other party or parties. MBJ also reserves the right to retain proposals submitted in connection with this RFP at its sole discretion.

## 3.0 PROFILE OF QUALIFIED PROPOSER

MBJ is dedicated to providing the highest level and quality of service to users of the Airport in all facets of activities associated with the Airport, including its own supply chain management. MBJ strives to minimize costs and maximize efficiency in its requirements. To ensure that this is achieved, the successful Proposer must:

- a) Have experience and success in the construction, implementation, and operation of a similar Project in terms of size and complexity;
- b) Have the financial capacity to successfully carry out the Scope of Works;
- c) Demonstrate the ability to provide excellent customer service, high environmental and quality standards at the best possible cost.

## 4.0 BID SECURITY

Bid Security of One Thousand United States Dollars (US\$1,000.00) must be submitted along with the proposal. The Bid Security may be in the form of manager’s cheque, tender bond or bid guarantee (see specimen at Section III of the Contract).

Upon notification of the award of the contract, the bid security will be returned to the unsuccessful Proposer. The successful Proposer's bid security will be discharged when it has signed the Contract for the Services and furnished the required Performance Guarantee.

## 5.0 CLOSING OF PROPOSALS

Sealed proposals in packages marked “**Request for Proposal RFP# MA2302 Solar PV**” will be received by MBJ on or before **Friday, April 28, 2023, at 3:00 pm** (“Closing Time”), and then privately opened.

Proposals must be submitted in ONE (1) ORIGINAL AND

Attention:

Shervan Goslin  
Purchasing Manager  
MBJ Airports Limited  
Sangster International Airport  
Montego Bay, Jamaica

AND ONE (1) ELECTRONIC COPY

<https://mbjairport-my.sharepoint.com/:f/p/sgoslin/Ep01r1og0KVlploymdMIngBgFm6J9KwnUiQgl6Z3MDZVQ>

## 6.0 PROPOSER BRIEFING

Attendance at the pre-proposal briefing and site visit is highly recommended. The meeting will be held at MBJ Airports Limited on **Tuesday, March 28, 2023, at 11:00 am** in the OCC Board Room, KESPA at Sangster International Airport, Montego Bay, St James.

## 7.0 REQUEST FOR PROPOSAL DOCUMENTS

7.1 The “Documents” consist of:

1. These Instructions
2. Scope of Works
3. Form of Proposal
4. Schedules to Form of Proposal:
  - A. Company Profile
  - B. Corporate References and Experience
  - C. Audited Financial Statements & Financial References
  - D. Proposed Implementation Plan
  - E. Proposed Organization Chart
  - F. Quality Assurance Plan
  - G. Price Summary
  - H. Delivery Timescale
  - I. Safety Management Plan
5. Appendices to Form of Proposal
  - A. Installation Location

- B. Electrical Consumption Data
- C. Specimen Bid Guarantee

7.2 Proposers should ensure that they receive all components that make up the “Documents” as set out in Section 7.1.

## **8.0 INTERPRETATION AND MODIFICATION OF DOCUMENTS**

- 8.1 Definitions of terms are set out in these RFP Documents.
- 8.2 MBJ may issue additional information, clarification or modification of the Documents by written addendum. MBJ shall not be bound by oral or other informal explanations or clarifications not contained in such addenda.
- 8.3 MBJ will consider written questions received by Friday, March 31, 2023. All written enquiries must be directed to the attention of Shervan Goslin, Purchasing Manager Telephone: 1876-952-2712, Email:sgoslin@mbjairport.com
- 8.4 All Requests for Proposal submissions must be in writing and received before Closing Time at the address set out in Section 3.0.
- 8.5 Proposers shall immediately notify MBJ in writing should they find any inconsistency, discrepancy, ambiguity, error or omission in the Documents.
- 8.6 Proposers, if uncertain or in doubt as to the intended meaning of the Documents, or of any term in the Documents, may submit to MBJ a written request for clarification.
- 8.7 Proposals must be submitted by hard copy along with electronic means (**only** if it is being uploaded directly to the share link.) or by hard copy along as per Clause 5.0 above. Other forms of electronic transmission (e.g.: facsimile, electronic mail (e-mail), etc.) are not acceptable.
- 8.8 Proposers using any electronic transmissions to make enquiries relative to their Proposal assume the entire risk that the e-mail or facsimile document will be properly received by MBJ, on time or at all, and that all other requirements herein will be satisfied. MBJ shall not be liable to the Proposer if its e-mail or facsimile document is not properly received on time or at all due to the malfunctioning of MBJ’s equipment, the errors or omissions of MBJ’s employees or agents, the interruptions or inability to obtain connection with MBJ’s equipment, insufficient paper supply for facsimile machines or for any reason whatsoever.
- 8.9 All written addenda issued by MBJ before Closing Time shall be delivered to all Proposers who have received Documents according to the records of MBJ. All addenda shall be incorporated into and become a part of the Documents.
- 8.10 Proposers shall complete the Form of Proposal acknowledging receipt of all addenda.
- 8.11 Proposers shall examine all Documents relating to this RFP and make an independent judgment as to the circumstances and conditions affecting the business opportunity of their Proposal. Failure on the part of Proposers to examine and investigate thoroughly shall not be grounds for any claim that Proposer did not understand the conditions of this RFP.
- 8.12 As a part of the evaluation process, all Proposers are encouraged, at their cost, to attend the mandatory site visit on the day of the Pre-proposal meeting in order to assess all the

areas, components and units required for satisfactory preparation of Proposal and discharge of contracted obligations, if successful.

- 8.13 Each Proposer shall, before submitting its Proposal, thoroughly examine and assess the requirements and specifications set out in this RFP, the equipment and materials needed, all relevant laws, rules, notices, directives, standards, orders and regulations, licensing and permit requirements and other circumstances which may affect its Proposal. Submission of a Proposal constitutes a representation by Proposer that it is familiar with and accepts all of the foregoing.
- 8.14 MBJ does not warrant or assume any legal liability or responsibility for the accuracy, completeness, interpretation or usefulness of any information or process disclosed, to the extent that each Proposer should undertake its own due diligence checks.
- 8.15 The terms and conditions of the executed contract for the provision of this service to the Airport supersede the contents of the RFP and all associated documentation

## 9.0 SUBMISSION OF PROPOSAL

- 9.1 Proposals must conform to all Instructions.
- 9.2 ONE (1) ORIGINAL AND ONE (1) ELECTRONIC COPY
- 9.3 MBJ shall receive proposals at its offices referred to in Clause 5 and the link shared referred at Clause 9.6 before Closing Time. Any Proposal or its modification received after Closing Time will be declared late and rejected and shall be promptly returned unopened. Proposals sent by facsimile or email will not be accepted. Proposers accept all risks of late delivery of Proposals if hand delivered or sent by mail and/or courier. In no event will MBJ be responsible for the timely submission of Proposals by the Closing Time or otherwise
- 9.4 Proposals shall be prepared and completed on the attached forms, with all schedules fully and properly completed. Please complete in ink or type, **pencil is not acceptable**. Should there be insufficient space on the Form of Proposal or Schedules, additional sheets appropriately marked and identified, may be attached. No additions, deletions, interlineations or modifications shall be made to the Form of Proposal or Schedules. For clarity, Proposers are permitted to incorporate the Form of Proposal and Schedules onto a corporate template and are solely responsible for ensuring that all required information has been incorporated.
- 9.5 Proposals shall be submitted in a sealed envelope bearing the name and address of Proposer and marked:  
  
**“Request for Proposals RFP# MA2302 SOLAR PV”**  
  
If envelopes and packages with the Proposal are not properly sealed and marked as required, MBJ will assume no responsibility for the misplacement, loss or premature opening of the Proposal.
- 9.6 Proposals submitted electronically by uploading to this link:  
<https://mbjairport-my.sharepoint.com/:f/p/sgoslin/Ep01r1og0KVIpIovrmdMlngBgFm6J9KwnUiQgl6Z3MDZVQ>



- 9.7 Proposals shall be dated and signed by one or more duly authorized signing officers of the Proposer. Signatures shall be in original handwriting; facsimile signatures will not be accepted.
- 9.8 Each page of the Form or Proposal and Schedules shall be initialed by one of the authorized signing offices whose signature appears on the execution page of the Form or Proposal.
- 9.9 MBJ will assume that all statements, oral or in writing, made by persons submitting Proposals are true, accurate, complete and not misleading. All such statements will constitute representations and warranties made to MBJ.
- 9.10 Proposal containing qualifying conditions or otherwise fail to conform to these instructions may be disqualified or rejected. Anything to the contrary herein notwithstanding, MBJ may elect to retain for consideration Proposals that are non-conforming, and may waive any non-compliance, irregularity, error, or time stipulation required by these Instructions. The stipulations herein are for the sole benefit of MBJ and may be waived by MBJ unilaterally.
- 9.11 A Proposer may submit a revised Proposal providing it is received prior to the Closing Time, it is accompanied by a request in writing, and it is submitted in accordance with these Instructions. Any Proposal received prior to the receipt of a revised Proposal will be returned to the originating Proposer unopened.
- 9.12 Proposers shall structure the proposals as follows:
- a. Envelope 1 – Administrative & Technical Documentation  
The proposal documents shall comprise the
    - i. Proposal Form
    - ii. Company Profile
    - iii. Corporate References & Experience
    - iv. Proposed Implementation Plan
    - v. Project Org Chart
    - vi. Quality Assurance Plan
    - vii. Safety and Environmental Management Plan
    - viii. Proposal Security
  - b. Envelope 2 – Economic Proposal  
The proposal documents shall comprise the
    - i. Pricing Summary
    - ii. Audited Financial Statements & Financial References
  - c. Electronic Proposals uploaded to the shared link should be in two files labeled 1) Technical Proposal and 2) Economic Proposal reflecting information in Envelope 1 and Envelope 2 respectively.
- 9.13 Unless otherwise indicated, all financial information in this RFP is stated in United States of America Dollars. Proposers shall use the said currency throughout in the submission of their Proposals.

## **10.0 NO OBLIGATION ON THE PART OF MBJ AIRPORTS LIMITED**

- 10.1 The evaluation of responses will be based on a number of factors, weighted according to the needs of MBJ. The lowest or any Proposal will not necessarily be accepted. Any



implication that the lowest or any Proposal will be accepted is hereby expressly negated. MBJ reserves the right to accept the Proposal that it deems most advantageous, and the right to reject any or all Proposals for any reason.

- 10.2 The Proposer shall bear all costs associated with the preparation and submission of its Proposal, and MBJ shall not be responsible or liable for those costs, regardless of the conduct or outcome of the selection process. MBJ is not bound to accept any proposal, and reserves the right to annul the selection process at any time prior to Contract award, without thereby incurring any liability to the Proposer.
- 10.3 MBJ reserves the right to negotiate with any Proposer or with another Proposer or Proposers concurrently. In no event shall MBJ be required to offer any modified terms to other Proposers. MBJ shall incur no liability to any other Proposer as a result of such negotiations or modifications.
- 10.4 MBJ recognizes that the information required is confidential and will not disclose details of any submission to any other Proposer.
- 10.5 Each Proposer submitting a proposal acknowledges and agrees, by submitting a Proposal, that MBJ will have no liability or obligation to any Proposer except only the Proposer, if any, awarded a contract by MBJ in its sole discretion and each Proposer agrees that, if it is not awarded a contract, then whether or not any express or implied obligation has been discharged by MBJ, MBJ shall be fully and forever released and discharged of all liability and obligation in connection with this Request for Proposals.
- 10.6 In particular, MBJ shall not be under any obligation to return or save either the original or any copies of any Proposer's Proposal, and all Documents submitted to MBJ, whether original or copies, shall be kept or disposed of by MBJ.
- 10.7 This RFP does not constitute an offer. No agreement shall result upon the submission of Proposals. MBJ shall not be under obligation to enter into any agreement with anyone in connection with this RFP and responses received. MBJ will not have any obligation to anyone in connection to this RFP unless MBJ executes and delivers an agreement in writing approved by MBJ's Senior Management.
- 10.8 Notice of award will be in writing by an authorized representative of MBJ.
- 10.9 This RFP is the property of MBJ and is not to be disclosed, reproduced, or distributed without prior written consent of MBJ. Copyright and all related rights are expressly asserted and reserved.

## **11.0 QUALIFICATIONS AND MODIFICATIONS**

- 11.1 Proposals that contain qualifying conditions, or fail to conform to these Instructions may be disqualified or rejected. Collusion between Proposers is sufficient cause for rejection of all Proposals affected.
- 11.2 Proposals may only be modified in writing, signed by an authorized officer of Proposer who has signed the Form or Proposal. MBJ shall receive modifications by Closing Time. Modifications made verbally, by facsimile or by email transmission will not be accepted and modifications received after Closing Time will not be considered and will not form part of any Proposal submitted.

## **12.0 CORRECTION OF ERRORS**

The Proposer is responsible to ensure the accuracy of the arithmetic calculations used to determine the Bid price. Where there is a discrepancy between the amounts in figures and in words, the amount in words will govern; and where there is a discrepancy between the unit rate and the line item total resulting from multiplying the unit rate by the quantity, the unit rate as quoted will govern, unless in the opinion of MBJ there is an obviously gross misplacement of the decimal point in the unit rate, in which case the line item total as quoted will govern, and the unit rate will be corrected.

### **13.0 TAXES**

- 13.1 Where General Consumption Tax (GCT) is applicable it must be considered. However, prices quoted shall exclude GCT and all other taxes and levies. Proposers shall separately state such GCT or other taxes, which may be due on the provisioning of the services. These taxes shall be charged in addition to the prices or amounts quoted.
- 13.2 In the case of withholding tax applicable to foreign companies, MBJ will pay the Compensation to the successful Consultant net of withholding tax where applicable pursuant to the Double Taxation Treaty between Jamaica and the Consultant's country of residence.
- 13.3 MBJ reserves the right to apply applicable taxes and/or withholding taxes properly required by the Government of Jamaica to any payment to the successful Proposer.
- 13.4 Contractor's Levy representing 2% of contract sum will be deducted from all invoiced amounts where applicable.

### **14.0 EVALUATION**

- 14.1 To enable MBJ to select the most suitable Proposer, it is imperative that all of the Schedules attached to the Form of Proposal are completed in sufficient detail and accuracy to permit proper evaluation of all Proposals. Inaccurate information may disqualify a Proposer for further consideration.
- 14.2 MBJ will not be limited as to its criteria for evaluating Proposals. Proposals will be evaluated for the overall "best value" and MBJ will consider among other things:
  - (a) Company Profile
  - (b) Project Team and Experience
  - (c) Corporate and Financial References
  - (d) Work Programme / Project Schedule
  - (e) Quality Assurance Plan
  - (f) Method Statement
  - (g) Pricing
  - (h) Delivery Timescale
  - (i) Safety Management Plan
- 14.3 The evaluation process will be conducted solely at the discretion of MBJ.

### **15.0 SELECTION OF PROVIDER**

- 15.1 Negotiation with Preferred Proposer:

MBJ may select one or more Proposers as a result of this RFP process, and may enter into negotiations with the Preferred Proposer in an attempt to settle one or more agreements necessary to implement the services generally described in this RFP. Proposers must commit to negotiate in good faith with MBJ if chosen as a Preferred Proposer.

MBJ reserves the right to terminate negotiations at any time with any Proposer and then enter into negotiations with another Proposer or to cancel the entire process.

#### 15.2 Recommendation to MBJ's Executive Management

Following conclusion of the evaluation process and any resulting negotiations, the Evaluation Committee will make a recommendation to MBJ's Executive Management with regard to the award of a contract for the provision of this service at the Sangster International Airport. The final decision is that of MBJ's Executive Management Team.

#### 15.3 Contract for Services:

MBJ may, at its sole discretion and following any recommendation to, and direction provided by its Executive Management Team, enter into a written contract with any one of the Proposers for the provision of the services generally described in this RFP. There shall be no agreement, and no Proposer shall acquire any legal or equitable rights or privileges with respect to this RFP or the services in question, until such a written contract has received MBJ's Executive Management approval and is duly executed by the signing authorities of the Proposer, and of MBJ.

Any response to this RFP may become part of any contract entered into with a successful Proposer.

#### 15.4 Contract Administration:

Following the execution of any contract for service, which results from this RFP process, MBJ will appoint a contract administrator. The service provider will be expected to name a counterpart contact (Site Contract Manager), who will undertake appropriate technical functions and oversee the administration of the contract with regard to the service provider's responsibilities, and will provide information upon request to MBJ's contract administrator or designate regarding the implementation and ongoing provision of service.

#### 15.5 Term of Contract:

Any contract for service, which results from this RFP process, shall be effective from the date of commencement specified in the contract and shall continue until satisfactory completion or termination, subject to the terms and conditions of the contract. Such terms and conditions may include provisions for the extension, upon mutual agreement between MBJ and the Contractor.

#### 15.6 Compliance with Laws:

Neither the acceptance of any proposal submitted pursuant to this RFP, nor the execution of any agreement for the provision of the service, as generally described in this RFP, is an explicit or implicit approval or waiver of the requirement of or for any permits, licenses, fees, taxes or other legal requirements that would ordinarily be required for the implementation or operation of the service. The successful Proposer is solely responsible for complying with all applicable governing law and jurisdiction in accordance with the laws of Jamaica.

15.7 Laws of Jamaica:

Any Contract resulting from this RFP will be governed by and will be construed and interpreted in accordance with the laws of Jamaica.

15.8 Equipment Safety:

All equipment and material used in performance of the contract must be certified by an accredited certification organization acceptable to MBI. All costs of approval will be at the Proposer's expense.

15.9 Software:

It is the Proposer's responsibility to ensure that MBI has all licenses required to use any software that may be supplied.

15.10 Security:

It is a requirement that the Proposer will responsibly manage and protect the integrity, reliability and confidentiality of MBI's information and the security of its physical assets.

Security escort/services will be provided by MBI as required in the performance of the works.

15.11 Office Space, Equipment and Services:

All equipment, tools, etc. required must be supplied by the successful Proposer.

MBI will consider request for site office space.

15.12 Option if Negotiation Delayed:

If a written contract cannot be negotiated within 30 days of notification of the successful Proposer, MBI may at its sole discretion at any time thereafter, terminate negotiations with that Proposer and negotiate with another Proposer. MBI reserves the right to terminate the RFP process and not enter into a Contract with any of the Proposers.

15.13 No Successful Proposer:

In the event that there is no successful Proposer resulting from this RFP for the services, MBI reserves the right to negotiate for services with any supplier.

15.14 Performance Guarantee:

If applicable, on award of Contract, the successful Proposer shall be required to provide a Performance Bond. This bond shall be in an amount equal to 10% of the value of the Contract. This bond must be issued by a reputable financial institution and will be held for up to one (1) month after completion of the Warranty Period/ Defects Liability Period.

15.15 Mobilization

If applicable, MBI shall make a mobilization payment to the Contractor of up to 10% of the Contract Price on a date to be agreed by both parties, provided the Service Agreement has been duly executed by both parties and MBI is in receipt of a valid demand Performance

Guarantee Bond equivalent to 10% of the Contract Price and proof that the Contractor has obtained the required Insurance coverage.

## **16.0 CORRUPT AND FRAUDULENT PRACTICES**

16.1 MBJ requires that MBJ requires that Proposer, Suppliers, Contractors, and Consultants, observe the highest standard of ethics during the procurement and execution of such contracts.

In pursuit of this policy, MBJ:

- (a) defines, for the purposes of this provision, the terms set forth below as follows:
  - (i) “corrupt practice” means the offering, giving, receiving or soliciting of anything of value to influence the action of a public official in the procurement process or in contract execution; and;
  - (ii) “fraudulent practice” means a misrepresentation or omission of facts in order to influence a procurement process or the execution of a contract, to the detriment of MBJ and includes collusive practice among Proposer (prior to or after bid submission) designed to establish bid prices at artificial non-competitive levels and to deprive MBJ of the benefits of free and open competition;
  - (iii) “collusive practice” means a scheme or arrangement between two or more Proposer, with or without the knowledge of the MBJ, designed to establish bid prices at artificial non-competitive levels or to influence the action of any party in the procurement process or the execution of a contract; and
  - (iv) “coercive practice” means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in the procurement process or affect the execution of a contract;
- b) will reject a proposal for award if it determines that the Proposer recommended for award has engaged in corrupt or fraudulent practices in competing for the contract in question.

## **17.0 CONFLICT OF INTEREST**

17.1 The Consultant is required to provide professional, objective, and impartial advice, at all times holding MBJ’s interests paramount, strictly avoiding conflicts with other assignments or its own corporate interests, and acting without any consideration for future work. The Consultant has an obligation to disclose to MBJ any situation of actual or potential conflict that impacts its capacity to serve the best interest of MBJ.

17.2 The Consultant has an obligation to disclose to MBJ any situation of actual or potential conflict that impacts its capacity to serve the best interest of MBJ. Failure to disclose such situations may lead to the disqualification of the Consultant or the termination of the Contract

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**PART II**  
**SCOPE OF WORK**  
**SANGSTER INTERNATIONAL AIRPORT**

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## **18.0 SCOPE OF WORKS**

The Project and Services shall include all designing works, all labour, supervision, management, overhead, materials, temporary works, construction plant, supplies, services, freight and handling, transportation, foreign taxes, Jamaican taxes and duties of whatsoever kind and other things necessary for and incidental to the commencement, performance and completion of all the and incidental to the commencement, performance and completion of all the Work as shown on the Drawings or as described in the Specifications, save and except only as specifically excluded hereunder or expressly to be provided by MBJ hereunder.

Reference to “Contractor” in this section is a reference to the firm or entity which enters into a contract with MBJ to carry out the Project upon completion of the RFP process.

### **18.1 Introduction**

#### **18.1.1 Introduction**

Renewable energy, and specifically solar photovoltaics (PV), have become a key tool in reducing greenhouse gas emissions and operating costs at residential, commercial and industrial facilities globally, with an exponential increase in the rate of adoption in recent years. MBJ Airports (MBJ), the operator of Sangster International Airport in Montego Bay, Jamaica aims to procure solar PV installations under an Engineering, Procurement and Construction (EPC) model.

#### **18.1.2 Objectives**

MBJ’s goal for renewable includes increasing its energy resilience, to further reduce its reliance on power purchased from the national energy grid, reducing its operating costs and its carbon footprint in a sustainable manner. The initial solar PV installation has a target capacity of 6 Megawatt Alternating Current (6 MWac) and should be capable of supporting future expansions as the airport continues to grow.

#### **18.1.3 Areas under Consideration**

There are four (4) primary locations that have been identified to host the solar PV installation under the proposed scope. The locations includes, the Western Concourse curved roof with an approximate area of 3,500 square meter for solar PV membrane application, the Public Carpark with an approximate area of 12,000 square meter a for solar PV carport application, the proposed Staff Carpark with an approximate area of 9,000 square meter a for solar PV carport application and the Chatham Pond with approximate area of 23,000 square meter for a floating solar PV application. Appendix A shows the airport from an aerial view and visually identifies each of these areas.

### **18.2 SPECIFICATIONS**

#### **18.2.1 Requirements for Technical and Financial Proposals**

Proposer will be required to submit technical and financial proposals for the supply and installation of the solar PV systems, including all parts and labor required for installation, as well as control components, installation costs, commissioning costs and costs to train MBJ personnel on the operation and maintenance of the solar PV systems. Proposals shall include the following:

1. Proposed solar layout designs with a total installed capacity of 6 MWac for the selected areas, showing key design details such as row spacing, setbacks, access paths, and cable routing. If a commercial software package is used to conduct the design, the components output section of the design shall be submitted, along with component prices to comply with this requirement.



2. Proposed preliminary single-line diagram (“SLD”) showing the system and planned interconnection(s) with the MBJ electrical system
3. Description of any requirements of the electrical utility (Jamaica Public Service Company) with respect to behind the meter solar PV systems installed in customer premises and allowance for any costs associated with such requirements
4. An energy production estimate for the proposed design developed using PV Syst
5. Technical details of proposed equipment, including warranties and other supporting documents
6. Details of the commissioning process.
7. The Offer Price for the proposed system in United States Dollars. This Offer Price shall be all inclusive including allowances for equipment, delivery, taxes & duties, permits, installation, commissioning, training, warranties and any other costs associated with the systems prior to handover to MBJ having passed all testing specified in Section 17.4.6. Any factors that would adjust the Offer Price shall be clearly specified. The proposer shall also provide a three-year proposal for operation and maintenance of the system.
8. An example scope and schedule of activities for O&M services.

### **18.3 Health, Safety and Environment (HSE)**

The components, equipment, systems, sub-systems, connections, temporary installations and/or buildings when supplied and/or designed by the successful bidder (the Contractor), shall be designed for a safe operation and maintenance while meeting all the applicable laws, regulations, standards and codes of Jamaica, as well as MBJ specifications, standards and guidelines.

In the event of a conflict between the regulations and specifications outlined above and in Section 17.4, the more stringent requirement shall prevail.

### **18.4 Technical Requirements for Proposed Solar PV Systems**

#### **18.4.1 General**

- 18.4.1.1 The supplied equipment shall be designed to operate for a minimum 20-year lifespan, and all components shall be of a robust, industrially proven design.
- 18.4.1.2 The Contractor shall be responsible for all installation hardware, accessories, cable terminators, and conduits required to complete the installation.
- 18.4.1.3 The Contractor shall be responsible for supplying and installing identification labels on all electrical equipment supplied by the contract and on all cable tray and cables installed in this contract, unless otherwise notified. Identification tag numbers are as per the approved drawings.
- 18.4.1.4 The Contractor shall be responsible to secure and maintain safety for its working areas and for all openings the Contractor is creating to perform its works.
- 18.4.1.5 The Contractor is responsible to provide as-built drawings.

- 18.4.1.6 The installation of all equipment, be it supplied by the Contractor or Others, shall be performed in accordance with the Vendors' specifications and recommendations.
- 18.4.1.7 The system installation including system components, mounting structures, civil works, etc., shall comply with the following codes and regulations where applicable, International Electro-technical Commission (IEC), the National Electric Safety Codes (NESC), the National Electric Code (NEC), the National Electric Testing Association (NETA), the Natural Environmental and Planning Agency of Jamaica (NEPA), the Electric Utility Sector of Jamaica Generation Code (Generation Code), the Occupational Safety and Health Administration (OSHA), the American Concrete Institute (ACI), the American National Standards Institute (ANSI), the National Building Code of Jamaica (NBCJ), and the International Organization for Standardization (ISO).
- 18.4.1.8 The Contractor shall review all the Vendor documents prior to installation and respect the instructions.
- 18.4.1.9 When removing cable, no cable shall be cut unless the proposed to be disconnected cable end can be seen from the cut location and the cable can be traced to the location of the cut. Contractor cable cutting procedure shall be reviewed with MBI before cables are cut to ensure the correct cables are removed.
- 18.4.1.10 All equipment shall be installed rigid and secure, plumb and level, and in true alignment with related and adjoining work.
- 18.4.1.11 The Contractor shall install and connect the grounding cable for all equipment installed by the Contractor, and said grounding shall comply with the codes and standards of Jamaica and MBI whichever are more rigorous.
- 18.4.1.12 The system must be capable of responding to conditions outside of the norm, protecting itself and the utility distribution system. At minimum, the plant should incorporate the following protective functions namely anti-islanding, over/under voltage trip, over-current trip, over/under frequency trip.
- 18.4.1.13 AC and DC Circuits are to be equipped with the appropriate Lightning Arrestors and grounded to the nearest point of earthing.
- 18.4.1.14 Lightning Protection System to the GEI Regulation shall be provide where applicable with adequate grounding points.
- 18.4.1.15 Adequate lighting shall be provided in the Public Carpark location to satisfied security and safety requirements.
- 18.4.1.16 The selected Company will be required to provide details in engineering drawings approved by Jamaica Public Service as part of the design and permitting process. Structural details should include, but are not limited to, the PV mounting fasteners, support structures, material specifications, grades and finishes, inverter pads, metering sections, monitoring and disconnect facilities and array layout drawings.
- 18.4.1.17 The contractor shall demonstrate that glare will not impact airspace safety and meets FAA glare analysis requirements (78 FR 63276).
- 18.4.1.18 The Contractor shall prepare a Grid Impact Assessment to ensure that the proposed solar PV system design is within the accepted parameters to satisfy JPS and international planning criteria.

18.4.1.19 The contractor shall be responsible to submit all applications for approval of permits and licenses required from the regulatory agencies for the implementation of the project. The processing fees and the cost for the licenses and permits shall be borne by MBJ.

#### **18.4.2 PV Modules**

18.4.2.1 Only Mono-Crystalline PV modules shall be supplied, rating to be specified by the Contractor. Each module shall include the following components at a minimum (note: any deviation to be clarified in writing in the quote):

- Module junction boxes
- Module output cables
- Connectors and internal fusing
- Document package
- Shop assembly and factory acceptance testing.

2.1.1.2 Module shall be a minimum of 22% efficiency rating

18.4.2.2 Degradation of the PV modules should be such that losses due to panel aging do not reduce the output of the modules below 90% of their rated power after 10 years of operation, and 80% of their rated power after 25 years of operation. Degradation should occur in a linear manner, and comply with the industry standard annual degradation of between 0.5% to 0.7%. Degradation limits should be covered in the module warranty documents.

18.4.2.3 Modules shall be listed to Underwriters Laboratories (UL) 1703 and/or IEC and individually marked as such. Panels are certified to qualification standard IEC 61215 (crystalline silicon flat plate modules) or to IEC 61646 (thin film flat plate modules), as appropriate

18.4.2.4 Panels shall be suitable for commercial solar projects in the Jamaican climate with exposure to salt air, be able to survive a Category 5 hurricane, and shall conform to the latest editions of the relevant codes and standards.

#### **18.4.3 PV Mounting System**

18.4.3.1 The mounting system shall be suitable for commercial rooftop solar projects in the Jamaican climate and shall conform to the latest editions of the relevant codes and standards. This includes resistance to salt air, high temperatures, and category five (5) hurricane events.

18.4.3.2 Bolts, nuts, fasteners, and mounting clips shall be stainless steel SS304.

18.4.3.3 The Contractor is responsible for ensuring that the facility has adequate load capacity in any area used as part of this PV installation, and that the selected mounting system meets the identified structural loading requirements.

18.4.3.4 Panels shall be in landscape orientation, with one panel stacked in each row. Multiple panels stacked in each row may be proposed if the mounting system allows for it.

18.4.3.5 All structural steel items, unless specifically noted as exceptions, shall be shop primed and painted prior to shipment to site.

18.4.3.6 All metal surfaces shall be thoroughly cleaned of loose rust, scale, weld slag and dust and shall be degreased in accordance with Steel Structures Painting Council (SSPC) – SP1. Excessive rust scale shall be removed by hand chipping or by power-impact tools. Rough

welds, sharp edges and corners shall be ground smooth and all weld spatter shall be removed.

18.4.3.7 Rust protection primer shall be applied in accordance with appropriate standards within 4 hours of cleaning and shall have a dry film thickness of 40 micrometres.

18.4.3.8 After erection in the field, all field bolts and welds and any surface areas where the shop coat has been damaged shall be cleaned, primed and painted with the paint system used for the shop coat.

#### **18.4.4 Inverters**

18.4.4.1 Indoor equipment shall be NEMA/CEMA rated 1A. Outdoor equipment shall be NEMA/CEMA rated a minimum of 3 R. Enclosures shall be designed to accommodate the environment in which they are situated and be complete with cubicle heaters, ventilation fans and filters, etc. as required. Pad mounted inverter cubicles shall be of tamper proof design. Metal preparation, prime and finish coat shall be consistent with the 20-year life expectancy. For ease of spare parts procurement, stocking and maintenance purposes, MBJ requires the Kaco Inverters are of similar specs to the existing inverters.

18.4.4.2 Full System documentation shall be provided including equipment drawings and specifications, operations and maintenance manual(s), recommended maintenance schedule, commissioning plan, study reports and test reports.

18.4.4.3 The inverters shall be capable of completely automatic unattended operation, including self-protection and synchronization. Upon start up, prior to attempting synchronization, the inverter shall go into a self-test mode and not go on line unless the test has been passed.

18.4.4.4 The inverter shall be provided with internal event recording facilities and shall be remotely accessible for the purposes of diagnostics.

18.4.4.5 PV inverter system shall be designed in accordance with the last editions of UL 1741 and IEE 1547 standards

#### **18.4.5 Communications, Monitoring and Control**

18.4.5.1 The Contractor shall be responsible for providing a supervisory control and data acquisition (SCADA) system for the MBJ's use, which allows the operations and performance of the system to be monitored remotely via web portal.

18.4.5.2 The inverters shall be capable of connecting to the above monitoring system via an Ethernet connection. The inverters shall be capable of downloading to a monitoring system the accumulated data, events, and failure codes

18.4.5.3 The inverters shall be capable of data logging and recording, for a minimum of 7 days, at 15 minute intervals, the following quantities as a minimum:

- Inverter connection status
- AC output voltage
- Output current
- Power Output (average and maximum kW during the 15-minute interval as well as the total number of kWh generated during the interval)
- Reactive Power Output or Power Factor

- DC Input Voltage
  - DC Input Current
  - Alarms
- 18.4.5.4 A high-accuracy “Revenue Grade” AC meter on the combined output of the plant with uncertainty of  $\pm 0.5\%$  is provided.
- 18.4.5.5 Onsite environmental sensors that measure irradiance and temperature shall be provided.
- 18.4.5.6 The Contractor shall be responsible for providing communications infrastructure required by the grid operator (if any).
- 18.4.6 Testing and Commissioning**
- 18.4.6.1 Prior to testing equipment, the Contractor shall submit for approval to MBJ a testing and commissioning plan. This plan will then be used by the Contractor for the inspection, checking and testing, and form the bulk of the quality documentation to be submitted by the Contractor.
- 18.4.6.2 Testing shall include as a minimum:
- Point to point wire tests;
  - Signal injection tests for new ground fault protection system;
  - Megger tests;
  - Hi-pot tests;
  - All testing as listed in the Vendor documentation.
- 18.4.6.3 Pre-commissioning shall be divided into two main stages: Energization and System Tests;
- 18.4.6.4 During the Energization stage, the Contractor shall apply energy to each piece of equipment individually. The Contractor shall ensure the respective equipment supplier directions are followed and that start-up adheres to any special initialization requirements for the piece of equipment.
- 18.4.6.5 During the System Test phase, the Contractor shall perform testing on each equipment subsystem as per the Vendor requirements and recommendations.
- 18.4.6.6 Upon completion of the commissioning, the Contractor shall provide MBJ with all marked up drawings, test sheets, Vendor information, and general documentation as listed in the Vendor Data Requirements.

The work is detailed in the documents and technical specifications as listed at Item 18.0 above and in the following Appendices:

- Appendix A: Installation Location
- Appendix B: Consumption Data

## 19.0 CONSTRUCTION DOCUMENTS AND SPECIFICATIONS

These Specifications shall be read in conjunction with the several documents forming the Tender Documents listed in the Instructions to Tenderers. The Contractor shall not be absolved from complying with any of the provisions contained within these documents on the ground that they are not repeated in the Specifications. Where the approval of the Contract Administrator is required under these Specifications, such approval shall not relieve the Contractor of any of his duties or responsibilities under the Contract.

## 20.0 RESTRICTION OF CONSTRUCTION OPERATIONS

The construction works must be phased and protected in order to:

- Reduce the risk of unplanned interruption to the Owner's operations. No construction activity may interfere with existing airport or airline operations, except as agreed with the Contract Administrator. The contractor has the responsibility to familiarize himself with MBJ Airports Limited requirements for delivery of material relating to approved loading areas, loading teams, cleanup and related activities.
- Avoid water or other damage to critical areas of the Owner's facility. Coordinate all service connections with the Contract Administrator. All work in occupied areas, whether indoor or outdoor, must be coordinated with the Owner, and must be performed during hours specified by the Owner.

The contractor shall indemnify and hold harmless the MBJ Airports Limited and the Consultants for and against any and all claims, damage, expenses or costs (including those asserted by third parties) directly or indirectly related to the construction activity. The contractor shall replace, reinstate at his own expense, any damage to the existing building and interiors arising from the construction operations.

The contractor shall obtain any limitations and restrictions of work within the building from MBJ Operations in consultation with the Contract Administrator.

## **21.0 METHOD STATEMENT**

The Contractor **shall submit with his tender** method statement setting out:

1. Sequence of work from start to finish.
2. Protective measures to be undertaken for the protection of building interiors and critical areas.
3. Plan of Construction including Hoarding, Fencing and Site Layout Plan to minimize impact on Airport Operations and ensure the safety of passengers, and
4. Overall programme of works.

## **22.0 PROGRESS REPORT**

The Contractor shall submit to the Contract Administrator on the first work day of each week or at such other times as may be directed, a Progress Report for the preceding period, showing up-to-date progress during the previous period on all important items in each section of the work in the manner prescribed by the Contract Administrator. The Progress Report shall include progress photographs statistical information showing the personnel employed, equipment used, sub-contracts entered into, if any, during the period. When required by the Contract Administrator, the Contractor shall submit on Friday of each week full details of the operations proposed for the following two weeks.

## **23.0 SERVICES**

The Contractor shall be responsible for obtaining and verifying information on all existing services located within the Works' site. Drains, pipes, cables and similar services encountered in the course of the Works shall be guarded from injury by the Contractor at his own cost so that they may continue in full and uninterrupted use to the satisfaction of the owners thereof, and the Contractor shall not store materials or otherwise occupy any part of the Site in any manner likely to hinder the operations of such owners.



The Contractor shall be held liable for all damage and interference to mains and pipes, electric cable or lines of any kind either above or below ground caused by him or his Sub-contractors in the execution of the Works. Should any damage be done to mains, pipes, wires, telegraph or electric light services, or other utilities, the Contractor must make good the same without delay at his own cost.

#### **24.0 PROTECTION OF WORKS AND PUBLIC SAFETY**

Throughout the Contract it shall be entirely the Contractor's responsibility to take all necessary precautions both to ensure the protection of the Public and all their property from the Works of the Contract and to protect such Works of the Contract from the Public, and the Contractor shall provide any hoarding, trash collection and disposal, temporary roof covering and waterproofing, temporary fencing, temporary roads, bridges, staging, signs, notices, lighting and any other provision required for the safety of the Public or the security of the Works.

The Contractor shall take all steps necessary to protect the Permanent Works and all stores and materials from the effects of weather, flood, willful damage, fire or theft, and damage arising therefrom.

The Contractor shall take all reasonable precautions to prevent outbreaks of fire on the Works and in all offices, stores, camps and other places and things connected therewith or nearby. Special measures for fire precautions are to be taken with regard to petrol and asphalt stores and the protection of other inflammable materials in accordance with existing legislation. All fire buckets, sands, water extinguishers and such other appliances, together with sufficient trained personnel and fire warning devices, shall be maintained ready for use at all times to the satisfaction of the Contract Administrator.

The contractor shall conform to the safety and emergency procedures of the building occupants and setting out.

#### **25.0 HORIZONTAL AND VERTICAL CONTROL**

The Contractor shall be responsible for all construction surveying and staking required to complete the works. Markings shall be maintained by the Contractor on each section of the Works until the Certificate of Completion has been issued for the Works.

Coordinates for horizontal controls shall be based on the Jamaica National Grid.

#### **26.0 SAMPLING, TESTING AND QUALITY CONTROL OF MATERIALS**

The Contractor shall arrange the necessary laboratory, qualified staff and equipment for independent tests on materials used on the site.

All materials used in the Works shall be new and of the types and qualities specified and shall be approved by the Contract Administrator. They shall comply with the requirements, unless modified herein, of the current amended editions, at the date of invitation to original Tender, of the British Standard Specifications (hereinafter abbreviated to B.S.S.) published by the British Standards Institution, or any other recognized Standards which may be quoted. All materials may be checked both at the source and on site and approval of any materials at its source does not necessarily imply that it will be approved on site.

Before ordering any materials, the Contractor shall submit, for the approval of the Contract Administrator, the name of the Supplier and the source of supply, as well as relevant test results for any materials to be used in the Works. The approval in writing of the Contract Administrator



must be obtained before relevant items are obtained. The information concerning the names of Suppliers may be submitted at different times for different materials, as may be convenient, but no source of supply shall be changed without the Contract Administrator's prior approval.

In addition to any special provisions made hereinafter as to sampling and testing of materials by particular methods, samples of all materials and workmanship proposed to be employed in the execution of the Works comprised in this Contract may be called for at any time by the Contract Administrator and are to be furnished free by the Contractor. Samples of the material approved will be retained by the Contract Administrator until the completion of the Contract and he shall reject all materials and workmanship not conforming in quality and character with the approved samples. Suitable labelled receptacles for the storage of samples are to be provided by the Contractor without additional charge.

In addition to the tests required under other clauses hereof, the Contract Administrator shall have power to order independent tests of all materials to be carried out by some person appointed by him at such place as he may determine.

Whenever considered desirable by the Contract Administrator, inspectors may be sent to the Supplier's premises to test the materials or to monitor their manufacture. Materials shall be tested before leaving the premises as well as after delivery to the Site and the Contract Administrator shall be at liberty to reject materials notwithstanding favorable preliminary test results at the Supplier's premises. Should the Contract Administrator not decide to send an inspector to a Supplier's premises, the Contractor shall obtain from the Supplier Certificates of Test showing that the materials have been tested in accordance with the requirements of these Specifications relating thereto but neither the omission of the Contract Administrator's Representative to send an Inspector nor the production of Supplier's Certificate of Test shall affect the liberty of the Contract Administrator to reject after delivered materials are found to be unsuitable or not in accordance with these Specifications.

All materials which do not comply with the requirements of the Specifications will be rejected and all such materials, whether in place or not, shall be immediately removed from the Site by the Contractor at his own expense.

All testing shall be conducted in accordance with recognized standards and specifications except as otherwise prescribed in these Specifications. Where no appropriate standards exist, the method of test shall be as mutually agreed by the Contractor and the Contract Administrator, or failing agreement, by the Contract Administrator.

The Contractor shall provide free of charge and for the sole use of the Contract Administrator, one copy of any of the national standard specifications referred to in the Tender Documents and also an official English version of any standard specification whose use is requested by the Contract Administrator.

Where so directed, tests, other than the routine control tests specified herein, shall be carried out on the completed Works or portions thereof at any time until the Maintenance Certificate has been issued. Where there is any doubt that the work has been carried out in accordance with the provisions of the Contract or the Contract Administrator's instructions, such test shall be carried out jointly by the Contract Administrator and the Contractor, or at the request of either party, by an independent Testing Authority who shall be nominated by the Contract Administrator. The cost of such tests shall be borne by the Contractor if the tests show the materials or workmanship to be at fault; otherwise the cost shall be borne by MBI.

Tests shall be conducted at the frequencies shown in these Specifications or as otherwise ordered by the Contract Administrator. The Contract Administrator shall be empowered to alter the number, type or nature of such tests, as may in his opinion be necessary for the proper execution of the

Works. If the quality of the workmanship is inconsistent, the Contract Administrator shall be at liberty to increase the frequency of testing, repeat tests which in his opinion are unsatisfactory and vary the nature and type of tests. The Contractor shall be deemed to have included for these contingencies in his proposal rates and prices and no extra payments shall therefore be allowed.

Samples of all materials to be incorporated in the Works shall be submitted for approval as soon as possible after the commencement of the Works and from time to time as directed, during the continuance of the Works. Such samples, if approved, shall be retained by the Contract Administrator and all materials failing to comply with the Specifications, or inferior to the approved samples, shall be rejected.

## **27.0 REFERENCED STANDARDS**

An effort has been made to provide the Contractor with a consistent and uniform set of referenced specifications. Wherever they exist, ASTM or other American (J.S.) standards are used (metric versions are referenced where available). Where metric versions are not provided, the Contractor should refer to ASTM E 380 EXCERPTS FROM STANDARD PRACTICE FOR USE OF THE INTERNATIONAL SYSTEM OF UNITS (SI) (THE MODERNIZED METRIC SYSTEM) in order to develop equivalency. Where American (U.S.) standards are either not applicable or not available the corresponding British or Canadian standards are utilized.

## **28.0 UTILITIES**

The Contractor shall be responsible for securing the location of all underground and above ground power and telecommunication utilities in the vicinity of any proposed excavation, pile driving operation or demolition. The Contractor shall obtain copies of any as-built information which may be available from either Cable & Wireless of Jamaica (CWJ), Jamaica Public Service Corporation (JPS), National Water Commission (NWC), or the owners of any telephone, electric, or cable television properties either public or private. This information will be used to supplement information given in the Contract Drawings or will correct any such information that may be incorrect. If the Contractor learns from either the owner of the utility or from any other source of the existence and location of such utilities either omitted from or shown incorrectly on the Contract Drawings, the Contractor shall immediately notify the Contract Administrator and shall not disturb the utilities. Relocation or adjustment of such utilities, if deemed necessary, shall be performed by the utility Owner.

The Contractor shall cooperate with the Owners of any underground or overhead utility lines in their removal and rearrangement operations in order that these operations may progress in a reasonable manner, that duplication of rearrangement work may be reduced to a minimum and that services rendered by these parties will not be unnecessarily interrupted. When the operations of the Contractor result in any damage to any utility line or service connection, the location of which has been brought to the Contractor's attention, the Contractor shall assume full responsibility for such damage. In the event of interruption to utility services as a result of accidental breakage or as a result of lines being exposed or unsupported, the Contractor shall promptly notify the proper authority and shall cooperate with the said authority in the restoration of service. When service is interrupted, repair work shall be continuous until the service is restored.

The exact locations and depths of all utilities that are underground or the location of those on or near the surface of the ground which are not readily visible shall be determined. Such locations shall be marked in such a manner so that all workmen or equipment operators will be thoroughly apprised of their existence and location. It shall be the Contractor's responsibility to see that every effort possible has been made to acquaint those actually involved in working near utilities not only with the type, size, location and depth, but with the consequences that might follow any disturbance.

**29.0 NOISE CONTROL**

The Contractor shall use every effort and every means possible to minimize noises caused by his operations. The Contractor shall provide working machinery and equipment designed to operate with the least possible noise, including the use of shields, soundproof housings, enclosures, or other physical barriers to restrict the transmission of noise, and when gearing is used, such gearing shall be a type designed to reduce noise to a minimum. Compressors shall be equipped with silencers on intake lines. Gas or air operated equipment shall be equipped with silencers or mufflers on intake and exhaust lines. Wherever practicable, electricity shall be used for power to reduce noise, unless otherwise stipulated in these Specifications. Allowable sound levels for mobile construction equipment shall not exceed 85 dBA. Operation shall be restricted to the hours agreed with the airport, unless otherwise approved by the Contract Administrator. Sound levels for employee noise exposure will be measured at the employee's normal work station, and shall not exceed the following limits:

EXPOSURE (HRS/DAY)	SOUND LEVEL (dBA)
8	90
6	92
4	95
3	97
2	100
1 1/2	102
1	105
1/2	110
1/4 or less	115

Sound levels for public noise exposure due to construction will be measured at the closest point adjacent to the site in normal use by the public while construction work is in progress, and one (1) to two (2) meters from building lines affected by noise. Allowable sound levels for mobile construction equipment and stationary construction equipment between the hours of 7 a.m. to 6 p.m., Monday through Saturday are respectively, 85 dBA and 70 dBA and at all other times respectively, 70 dBA and 60 dBA.

Sound measurements shall be made on the A weighing scale of a general purpose sound level meter conforming to the requirements of ANSI A1.4 set at a fast response.

All sound measuring equipment and measurements shall be the responsibility of the Contractor. All sound measurements shall be taken in the presence of the Contract Administrator.

**30.0 CONTROL OF THE WORK - SHOP DRAWING PROCEDURE**

**30.1 Drawings**

Contract Drawings furnished by MBJ consist of general drawings showing such details as are necessary to give a comprehensive idea of the construction contemplated. Structure drawings, in general, will show in detail all dimensions of the work contemplated. When the structure drawings do not show the dimensions in detail, they will show general features and such details as are necessary to give a comprehensive idea of the structure.

**30.2 Alterations In Contract Drawings**

All authorized alterations affecting the requirements and information given on the approved Contract Drawings shall be in writing. No changes shall be made on any Contract Drawing except by approval of the Contract Administrator.

### **30.3 Contractor Submittals**

The Contractor shall make the necessary submittals to the Contract Administrator as from time to time is required by the Contract Administrator for his review. The Contractor shall follow the submittal process detailed in the following Sections. The items listed for submittal may be adjusted by the Contract Administrator as required.

Contractor submittals are working drawings that supplement the Contract Administrator's Contract Drawings, Specifications, and estimates to demonstrate the Contractor's clear understanding of the design intent and to control the work adequately.

The cost of furnishing all Contractor submittals shall be considered as included in the Contract tendered item price for the Contract items or items which the Drawings represent. No separate payment will be provided for Contractor resubmittals in the types, sizes, and number of copies specified herein nor for the necessary completion of the review and approval process.

The Contractor shall:

### **30.4 Procedures**

- (a) Deliver submittals to the Contract Administrator.
- (b) Submit initial progress schedules and schedule of values in duplicate with 14 days after the Letter to Commence. After review by Contract Administrator revise and resubmit as required. Submit revised schedules at the end of each month reflecting changes since previous submittal.
- (c) Notify Contract Administrator in writing, at time of submission, of any deviations in submittals from requirements of Contract Documents. Any such deviations permitted by the Contract Administrator will require modifications of Contract Documents.
- (d) Begin no fabrication or Works which requires submittals until return of submittals by Contract Administrator with Contract Administrator stamp, as either "Reviewed" or "Reviewed as Noted".
- (e) After Contract Administrator's review of submittal, revise and resubmit as required, identifying changes made since previous submittal.
- (g) Distribute reproductions of Shop Drawings which carry Contract Administrator stamp or as either "Reviewed" or "Reviewed as Noted" to:
  - 1. Job site file.
  - 2. Record documents file
  - 3. Other affected Contractors.
  - 4. Subcontractors
  - 5. Supplier or fabricator.

### **30.5 Safety Procedures Manual**

- (a) Prepare and submit to Contract Administrator Safety Procedures Manual defining Contractor's safety programme. Manual shall include as a minimum:

1. Safety responsibilities of Contractor's personnel.
2. Description of Contractor's safety programme.
3. Requirements of use of personal protective equipment
4. General safety-related rules of conduct.
5. Fire prevention measures.
6. Accident reporting procedures.

### **30.6 Product Data**

Mark each copy to identify applicable products, models, options, and other data; supplement manufacturers' standard data to provide information unique to Works. Include manufacturers' installation instructions when required by Specification Section; submit five (5) copies, all to be retained by Contract Administrator.

### **30.7 Samples**

Submit samples to illustrate functional characteristics of product, with integral parts and attachment devices. Coordinate submittal of different categories for interfacing work.

Include identification on each sample, giving full information.

Submit samples in the number specified in respective Specification Section; one will be retained by Contract Administrator. Samples which may be used in the Works are indicated in Specification Section.

#### **i. Coordination of Drawings and Specifications**

These Specifications, the Drawings, and all other supplementary documents are integral parts of the Contract, and a requirement occurring in one is as binding as though occurring in all. They are intended to be complementary and to describe and provide for a complete works. In addition to the work and materials specifically called for in the Specifications as being included in any specific pay item, additional incidental work not specifically mentioned, will be included in such pay item when so shown on the Drawings or if indicated, or obvious and apparent, as being necessary for the proper completion of the work under such pay item and not stipulated as being covered under other pay items.

#### **ii. Conformity of works with the Drawings and Specifications**

All work performed and all materials furnished shall be in conformity with the lines, grades, details, cross sections, dimensions, and material requirements, including tolerances shown on the Drawings or indicated in the Specifications.

In the event the Contract Administrator finds that the materials or the finished product in which the materials are used do not conform with the Contract Drawings and Specifications, but that reasonably acceptable work has been produced, he shall make a determination if the work can be accepted and remain in place. In this event, the Contract Administrator will document the basis of acceptance by Contract Modification which will provide for an appropriate adjustment in the Contract Price for such work or materials as he deems necessary to conform to his determination based on engineering judgment.

In the event the Contract Administrator finds that the materials, or the finished product in which the materials are used, or the work performed are not in conformity with the Contract Drawings and Specifications and have resulted in an inferior or unsatisfactory product, the work or materials shall be removed and replaced or otherwise corrected by and at the expense-of the Contractor. Such

determinations are entirely at the discretion of the Contract Administrator and his decision in all cases will be final.

### iii. Errors or Omissions in Drawings or Specifications

The Contractor shall not take advantage of any apparent error or omission which he might discover in the Contract Drawings, Bills of Quantities or Specifications but shall forthwith notify the Contract Administrator of such discovery, who will then make such corrections and interpretations as he deems necessary for reflecting the actual spirit and intent of the Drawings and Specifications.

## 31. PROGRAMME OF WORKS

The contractor is required to prepare a programme of works to illustrate the schedule and timelines of activities associated with this contract.

## 32. SAFETY AND SECURITY

The Contractor shall protect his work and the existing premises until the project is completed. The Contractor shall institute and operate all security measures in cooperation with MBJ Airports Limited and shall comply with all requirements and systems as provided by MBJ Airports Limited. The contractor shall also coordinate all efforts with all other contractors and parties as required. Further the Contractor agrees to be bound by the terms of the MBJ Safety and Security Manual for Contractor which is appended to this RFP.

## 33. RESTRICTED AREA PASSES FOR EMPLOYEES

**Airport security procedures** require the use of **Restricted Area Passes (RAP)** to access restricted areas. Access to restricted areas are strictly controlled and enforced by security regulations, measures and personnel supported by the police, through the use of security systems to check, clear and monitor persons who need to access these areas. There is a **Police Post** at this airport.

In order to be **compliant** with the International Civil Aviation Organization (ICAO) Security Standards and Recommended Practices (SARPs), all persons whose work requires them to be allowed unescorted access to security restricted areas and persons implementing security controls are subject to a 'background check'.

This is also the first stage of a national security clearance by the Ministry of National Security.

This is to ensure that persons with **criminal records** or who are involved in illegal activities are not employed on the airport, so as to endanger the operations of the various agencies/organizations at the airport.

The background check is the responsibility of the Contractor. Further details are available at Appendix C.

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**PART III**  
**FORM OF PROPOSAL**

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**FORM OF PROPOSAL**

**TO: MBJ AIRPORTS LIMITED (“MBJ”)**

**RE: REQUEST FOR PROPOSAL – SOLAR PV SYSTEM AT THE SANGSTER INTERNATIONAL AIRPORT:**

We, \_\_\_\_\_  
(Name of Proposer)

of \_\_\_\_\_  
(Address of Proposer)

Hereby express interest in participating in the Request for Proposals for the provision of a **SOLAR PV SYSTEM** to Sangster International Airport.

**1.0 SCHEDULES**

The following Schedules are attached to and form part of this Proposal:

- a. Company Profile
- b. Corporate References and Experience
- c. Audited Financial Statements and Financial References
- d. Proposed Implementation Plan
- e. Project Organization Chart
- f. Quality Assurance
- g. Price Summary
- h. Delivery Timescale
- i. Safety/Environmental Management Plan

**2.0 FORM OF PROPOSAL**

The Schedules, incorporated herein by reference, form part of this Proposal.

**3.0 ADDENDA**

Receipt of the following Addenda forming part of this Proposal is acknowledged:

<b>Addendum No.</b>	<b>Date</b>
_____	_____
_____	_____

**4.0 DECLARATION**

Proposer warrants and declares:

- 4.1 That it has complied with the requirements of the Instructions;

- 4.2 That it accepts all of the terms, provisions, stipulations and requirements set out in the Request for Proposal.
- 4.3. That, in submitting this Proposal, it is not relying on any information or documents provided on behalf of MBJ other than these Documents;
- 4.4 That it will comply with all rules and regulations relative to the design, development and implementation of the construction Project, and the proposal process as may be prescribed by MBJ.
- 4.5 That all statements and information set out in this Form of Proposal or otherwise provided to MBJ in connection with this Request for Proposals, including statements and information hereafter provided, are and will be true, accurate and complete, not misleading, and in accordance with the principle of full, true and plain disclosure;
- 4.6 That this Proposal is genuine and not collusive or made in the interest of or on behalf of any person not named herein.
- 4.7 That it has not, directly or indirectly, induced, or solicited any other Proposer to submit a sham proposal or any other person to refrain from submitting a proposal, and that it has not in any manner sought by collusion to secure for itself or for any other person any advantage over any other Proposer.



**SCHEDULE A  
COMPANY PROFILE**

1. Please complete “1(a)” and either “(b)” or “(c)”, whichever is applicable, and attached the most recent corporate profile of the company.

(a) Name of Company (full legal name):

\_\_\_\_\_

Business or Operating Name:

\_\_\_\_\_

Full Street Address:

Courier Address (if different):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Telephone: ( ) \_\_\_\_\_

Fax: ( ) \_\_\_\_\_

Contact Name:

Position:

\_\_\_\_\_

\_\_\_\_\_

(b) CORPORATION STATEMENT: **(Only if Corporation, answer the following)**

Year of Incorporation \_\_\_\_\_

Where Incorporated? \_\_\_\_\_

Address of Registered Office in Jamaica:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

How is the Corporation held:

( ) Privately

( ) Publicly

Name, Title and Address of Company Officers:

Name

Title

Address

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

(c) SOLE PROPRIETOR OR PARTNERSHIP STATEMENT:

( ) General Partnership ( ) Limited Partnership ( ) Sole Proprietor

Date and Place of Organization: \_\_\_\_\_

\_\_\_\_\_

Name and Address of Sole Proprietor or Partners:

<u>Name</u>	<u>Address</u>	<u>Share %</u>
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2. Number of Administration Personnel in the local office: \_\_\_\_\_
3. Number of Operational Personnel in the local operation: \_\_\_\_\_
4. What percentage of your total revenue would this contract represent? \_\_\_\_\_
5. Attach Company Organization Chart

<u>Annual Revenue by Year</u>	<u>Total</u>	<u>In Jamaica</u>
2021		
2020		
2019		

7. Annual sales: Total sales (in USD) in installations, O&M work, and other related services related to PV in the last 12 months.
  8. This Company is a subsidiary of: \_\_\_\_\_
  9. Companies subsidiary to this Company are: \_\_\_\_\_
- \_\_\_\_\_
10. List relevant 'Agreements' implemented by the Company in the last three (3) years. Indicate scope of work, installation location, length of Contract, value of work, and client/owner references for the Contract with contact telephone number.

Scope of Work Installation Location	Length of Contract	Contract Value	Client/Owner Reference & Telephone Number

Identify contracts that you bid on during the past three (3) years that you were not successful in and indicate why you were not successful.

*Attach additional pages as required.*

## **SCHEDULE B CORPORATE REFERENCES AND EXPERIENCE**

Proposer shall submit corporate references for three projects of similar nature and size that was successfully undertaken by the Proposer within the last three years. The references should be typewritten and printed on company letterhead and signed by an authorized officer of the company.

Additionally, the Proposer shall provide details on the following:

- a. Rooftop solar PV supply: A listing of at least 3 past clients and total number/size of rooftop solar PV installations completed during the last 36 months.
- b. Experience in Jamaica: A listing of previous solar PV installations in Jamaica and/or work in Jamaica maintaining solar PV equipment and/or similar services in Jamaica
- c. Follow up services: ability of the bidder to offer follow up services (maintenance, training, warranty replacements, etc.) and previous experience in providing such services
- d. Ability to provide warranty services: such as letter(s) of support from manufacturers' represented.

**SCHEDULE C**  
**AUDITED FINANCIAL STATEMENTS AND FINANCIAL REFERENCES**

Attach Company's most recent Audited Financial Statement. If such a report is more than two (2) years old, provide the latest internal company financial report signed by the company's accountant as well.

Additionally, the Proposer shall provide three (2) financial references from a financial institution of their choice.



**SCHEDULE D  
PROPOSED IMPLEMENTATION PLAN**

Proposer to provide method statement inclusive of Project Completion Schedule/Implementation Plan

*Attach additional pages as required.*

## **SCHEDULE E PROJECT ORGANISATION CHART**

Proposer to provide project organization chart as well as curriculum vitae for their key personnel identified thereon. Curriculum vitae should describe qualifications of the key personnel and prior experience on similar projects.

*Attach additional pages as required.*

**SCHEDULE D  
QUALITY ASSURANCE PLAN**

Proposer to provide Quality Assurance methodology.

*Attach additional pages as required.*

**SCHEDULE E  
PRICING SUMMARY**

The Proposer is requested to indicate the all-inclusive cost of providing the required services as outlined in this RFP, with a detailed listing of all the various areas. The table below represents a summary of the PV Solutions under consideration.

	DESCRIPTION	PRICE SUMMARY
1	ROOF MOUNTED MEMBRANE SOLAR PV SYSTEM (WEST CONCOURSE ROOF)	
2	SOLAR PV CARPORT SYSTEM (PUBLIC AND PROPOSED STAFF CAR PARK)	
3	FLOATING SOLAR PV SYSTEM (CHATHAM POND)	

The contract shall be for the whole works, as described in the Scope of Works, Appendix A: Installation Locations and Appendix B: Consumption Data.

Proposer to provide detailed information on Financial Arrangements being proposed.



**SCHEDULE G  
SAFETY/ENVIRONMENTAL MANAGEMENT PLAN**

Kindly provide your company's Safety Management Plan, including method statement for each activity that will be involved in the execution of this project.

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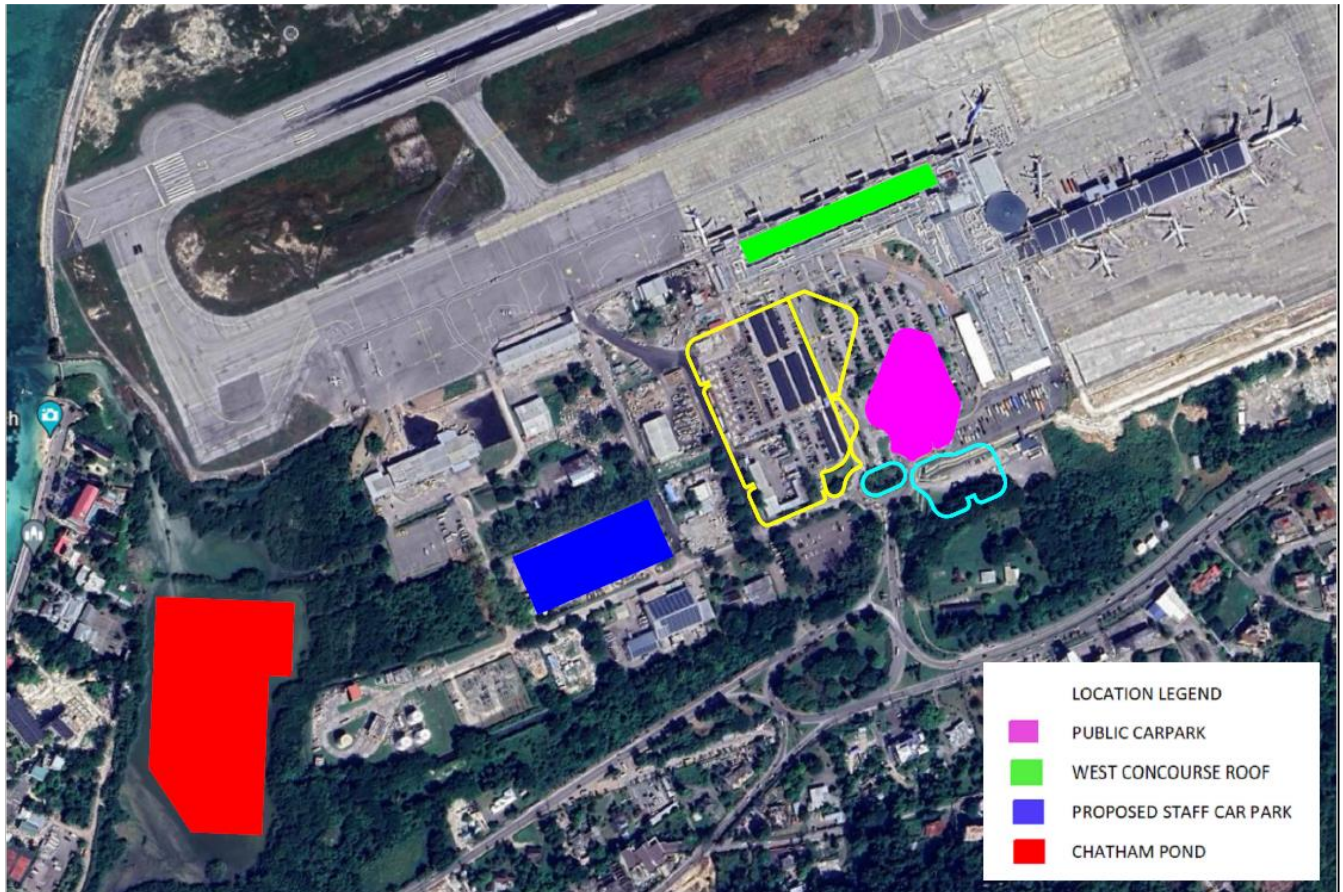
**PART IV**  
**APPENDIX DOCUMENTS**

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### APPENDIX A INSTALLATION LOCATIONS



## APPENDIX B ELECTRICAL CONSUMPTION DATA

Year	Month	Account	Description	JPS Rate	Billed kWh	Billed kva	Total Bill JAM \$	Total Bill US\$	Price per kWh JAM \$	Price per kWh US\$
2022	April	768320	Time of Use	RT74	565,008	2,611	28,079,854	182,337	49.70	0.32
		766609	Time of Use	RT55	458,640	1,752	26,124,676	169,641	56.96	0.37
			Total		1,023,648		54,204,530	351,977	52.95	0.34
2022	March	768320	Time of Use	RT74	560,616	2,611	32,239,291	209,346	57.51	0.37
		766609		RT51	486,672	2,611	35,105,347	227,957	72.13	0.47
			Total		1,047,288		67,344,638	437,302	64.30	0.42
2022	February	768320	Time of Use	RT74	597,960	2,726	30,414,179	197,494	50.86	0.33
		766609		RT51	306,528	2,611	23,997,304	155,826	78.29	0.51
			Total		904,488		54,411,483	353,321	60.16	0.39
2022	January	768320	Time of use	RT74	535,824	2,899	29,089,336	188,892	54.29	0.35
		766609		RT51	511,368	3,095	34,219,514	222,204	66.92	0.43
			Total		1,047,192		63,308,850	411,096	60.46	0.39
			Average January - April 2022		1,005,654	5,229				0.39
2021	August	768320	Time of use	RT74	804,360	3,624	34,066,872	232,336	42.35	0.29
		768320	Standard	RT70	414,000	3,624	14,008,949	95,541	33.84	0.23
					1,218,360		48,075,821	327,877	39.46	0.27
2021	July	768320	Standard	RT70	1,307,736	3,912	50,560,127	344,820	38.66	0.26
2021	January	768320	Standard	RT70	1,116,480	3,288	45,784,423	312,250	41.01	0.28
2020	July	768320	Standard	RT70	1,217,664	3,696	43,145,449	294,252	35.43	0.24
			Average: several pandemic months		1,215,060	3,630				0.26
2020	January	768320	Standard	RT70	1,461,192	4,008	41,285,670	281,568	28.25	0.19
2019	September	768320	Standard	RT70	1,488,000	3,936	48,820,876	332,958	32.81	0.22
			Average: several pre-pandemic months		1,474,596	3,972				0.21

**APPENDIX C  
DRAFT EPC CONTRACT**

MBJ intends to use FIDIC® Conditions of Contract for EPC Turnkey Projects (Second Edition, 2017) for engaging the Contractor for this Project.