



Request for Proposal Electric Vehicle (EV) Charging Station

Issued: Wednesday, June 22, 2022

Proposals Due: Wednesday, July 6, 2022

Description

The Town of Rolesville is seeking proposals from established vendors who are in the business of installing and maintaining electric vehicle (EV) charging stations, also known as Electric Vehicle Supply Equipment (EVSE).

Background

The Town is adding one EV (2022 Nissan Leaf) to its fleet and wishes to provide an EV charging station for the fleet vehicle and any employee personal EVs at Rolesville Town Hall (502 Southtown Circle, Rolesville, NC 27571). The vendor will design, install, operate, maintain, and potentially remove the charging station on Town-owned property and for Town use.

Scope of Services

The vendor shall:

- Provide and install an attractive and well-maintained EVSE that is newly manufactured with no used or refurbished parts.
- Provide maintenance and troubleshooting services for the EVSE as needed.
- Provide proper EV parking signage and marking of designated parking spaces.
- Offer options for EVSE when the agreement expires (charging unit removal, transfer of ownership, contract renewal options, etc.).

Proposal

Format

Submitted proposals shall conform to the following format and be organized as outlined below. Responses should be complete and unequivocal. In instances where a response is not required, or is not applicable or material to the proposal, a response such as “no response is required” or “not applicable” is acceptable. The proposal must be signed by the individual(s) legally authorized to bind the supplier.

A) **Letter of Intent** to include:

- 1) The legal name of the vendor, company address, and telephone number.
- 2) The name, telephone number, and email address of the person to whom correspondence should be directed (company contact person).
- 3) A statement indicating the period, not less than 120 days from the bid date, during which the proposal will remain valid.

B) **Company Background** to include:

- 1) Location of main office and any local support centers.

- 2) The year the company was established and the structure of the organization (partnership, corporation, etc.).
- 3) Names of North Carolina municipal customers, total number of North Carolina clients.

C) **Scope of Services** description and/or documentation to include:

- 1) A written and pictorial description of the proposed EVSE design, including:
 - a) Comprehensive specifications (including make, manufacturer, & model numbers of equipment).
 - b) Delivery and proposed installation schedule.
 - c) The submission of more than one type of charging station is permitted, however, if the selection of any design would result in a change to the proposed rate structure and method of collection, those changes must be noted.
- 2) Description of the proposed EVSE maintenance program including the location of maintenance facilities, number of staff that will be available for maintenance, and anticipated response times.
- 3) Options for EVSE when the agreement expires (e.g. charging unit removal, transfer of ownership, contract renewal options) and responsible party for any costs incurred (if applicable). Highly preferred that the supplier cover any removal costs.

D) **References** to include

- 1) At least one local government client
- 2) At least two commercial or private clients

Term

The proposal will be for a 24-month period starting from the effective date of the negotiated and executed contract.

This option can be cancelled by the Town upon 30 days written notice. The equipment maintenance will remain in effect during the month-to-month extension period.

If the term of this contact extends into fiscal years subsequent to that in which it is approved, such continuation of the contact is subject to the appropriation of funds by the Town Board. If sufficient funds are not authorized, the parties mutually agree that the contract may be terminated or amended. If the contact is terminated, vendor agrees to uninstall & take back any equipment, terminate any services, and relieve the Town of any further obligation.

Pricing

Vendors shall provide separate prices for:

- Installation of EVSE
- Maintenance agreement for EVSE

Timeline & Submission

Date of advertisement: Wednesday, June 22, 2022

Proposal due date: Wednesday, July 6, 2022 at 5:00pm

Estimated contract award: Wednesday, July 13, 2022

Interested vendors should submit a proposal no later than Wednesday, July 6. Responses may be submitted by mail, in person, or via email to:

Eric Marsh, Assistant Town Manager
Town of Rolesville
PO Box 250 (mailing)
502 Southtown Circle (physical)
Rolesville, NC 27571

Proposals should be valid for 45 days, and the contractor will have 90 days after the contract has been signed by both parties to complete the project.

Selection Process

Proposals will be evaluated based on:

1. Demonstration of the firm's ability to complete all of the requirements
2. Cost of services
3. Performance history per references

Staff in the Finance Department will review all submitted proposals.

General Requirements

This solicitation and any subsequent contract shall be awarded consistent with and governed by the laws of the State of North Carolina.

Proposals submitted shall not be subject to public inspection until a contract is awarded.

The Town reserves the right to reject any or all proposals and to waive any informalities as may be permitted by law.

The Town reserves the right to request oral interviews or request additional information from any or all vendors.

The Town reserves the right to award a contract based on proposals received without further discussion or negotiation.

All proposals shall be signed by an authorized officer or employee of the submitting organization. The name of the company, contract person, telephone number, fax number, and address shall be included.

The RFP does not commit the Town to award, nor does it commit the Town to pay any cost incurred in the submission of a proposal, or in making necessary studies or designs for the preparation thereof, no procure or contract for service or supplies. Further, no reimbursable cost may be incurred in anticipation of a contract or award.

Attachments

- Contract: The final contract will consist of the Independent Contractor Service Agreement, this Request for Proposal, and the Contractor's submitted Bid Proposal.