

## **REQUEST FOR BIDS FOR ELECTRIC VEHICLE SUPPLY EQUIPMENT**

The Town of Greenville is seeking sealed bids for the installation of one dual port level 2 plug-in electric vehicle (PEV) charging station to be located in a municipal parking lot adjacent to the Town Library (11177 NY-32, Greenville, NY 12083). The end result should be a turnkey charging station ready to operate. General requirements and information on the Scope of Work and Deliverables for Electric Vehicle Charging questions can be viewed via a link on the home page of the town's website: [www.townofgreenvillenyc.com](http://www.townofgreenvillenyc.com), or at the Town Clerk's Office during regular business hours. Send sealed bids along with a non-collusive bidding certification form, §103d of the General Municipal Law by mail to the Town of Greenville Attention – Town Clerk Jackie Park, PO Box 38 Greenville, NY 12083. All bids must be received by 7:00 pm on Monday, August 20, 2018, to be opened when the meeting commences at 7:00 pm that day; any bid received late cannot be considered. All proposals become the property of the Town of Greenville. The Town reserves the right to reject any or all bids. For any questions, contact Nicole Ambrosio at 518-929-6616.

By order of the Town Board, Jackie Park, Town Clerk-Collector

### **GENERAL REQUIREMENTS**

Installation of the EVSE entails an electrical interconnection to the Library's existing 208/240v 40A service panel(s), which is approximately 25 feet from the proposed location of the EVSE. All electrical work must comply with National Electrical Code and New York State Uniform Fire Prevention and Building Codes.

The power source for the charging station will be a meter located in the Town Library. Town of Greenville personnel will complete necessary excavation and site preparation. The contractor for the electrical installation will be responsible for all conductors, conduit, and associated accessories as needed.

A site visit should be conducted prior to responding to this RFP. Bidders will be responsible for scheduling a site visit by contacting Town Supervisor Paul Macko at 518-966-5055 ext. 2.

The proposals should include an electrical single line diagram, equipment cut sheets, a description of any warranties associated with the installation including a full system coverage and/or warranties associated with individual components (per the Requirements for EVSE section below), and a proposed schedule for completion.

Proposers must have prior experience successfully installing 5 commercial EVSE and be able to provide 3 (three) references. Please include a statement of qualifications that demonstrates experience with similar projects.

The successful bidder will provide at least one hour of training with Town maintenance staff and other interested members of the public regarding electric vehicles and the operation of the charging station.

The proposal should include a line item price for the job including the hardware, the annual software costs (two years of software), warranties (two years of coverage), and the electrical installations. The Town will accept proposals for the total project and/or standalone electrical work and installation.

## REQUIREMENTS FOR EVSE

### Standards and Safety

| Description  | Yes | No | Response/Comments |
|--|-----|----|-------------------|
| 1.1 SAE J1772 – standard for specialized connector   |     |    |                   |
| 1.2 UL listed  |     |    |                   |
| 1.3 UL2231 (Parts 1 and 2) – UL standard for Personnel Protection Systems for EV supply circuits           |     |    |                   |
| 1.4 Enclosure Rating - NEMA 3R or better, per UL 50E   |     |    |                   |
| 1.5 NEC Article 625 and related articles and tables  |     |    |                   |
| 1.6 Open Safety Ground Detection – continuously monitors presence of safety (green wire) ground connection |     |    |                   |
| 1.7 Surge Protection – 6kV @ 3000A   |     |    |                   |
| 1.8 Ground Fault Detection – 20mA CCID with auto retry   |     |    |                   |
| 1.9 Operating Temperature – -22F to 122F (-30C to +50C)  |     |    |                   |
| 1.10 Operating Humidity – up to 85% @ +50C (122F) non-condensing   |     |    |                   |

### Station Requirements

| Description  | Yes | No | Response/Comments |
|--|-----|----|-------------------|
| 2.1 Dual Port Models   |     |    |                   |
| 2.2 Input Power – 208V/240V 60Hz single phase @ 30A  |     |    |                   |
| 2.3 Power Share – ability to power two J1772 ports with a single 30A circuit. When a single vehicle is connected it receives the full 30A power (6.24kW at 208V), and when two vehicles are connected each vehicle receives 16A power (3.3kW at 208V). |     |    |                   |

|   |  |  |  |
|---|--|--|--|
| <b>2.4</b> Power Select – ability to permanently limit the output power (per port) to 24A, 20A, or 16A to reduce electrical infrastructure requirements. Must comply to UL standards. |  |  |  |
| <b>2.5</b> Power Measurement – +/- 2% from 2% to full scale (30A) with 15-minute interval recording   |  |  |  |
| <b>2.6</b> Cable Length – standard 18' cable length, 23' cable length available   |  |  |  |
| <b>2.7</b> Automatic cable retraction to keep cables from lying on the ground   |  |  |  |
| <b>2.8</b> Mounting – precast pedestal  |  |  |  |
| <b>2.9</b> ADA compliant  |  |  |  |
| <b>2.10</b> Graffiti and tamper resistant – describe in comments  |  |  |  |
| <b>2.11</b> Driver Assistance – describe in comments how drivers receive help in using the station (e.g. toll free number printed on station, instructional video, etc.)              |  |  |  |
| <b>2.12</b> Branding and Advertising – describe in comments how your station may be branded or provide advertising opportunities  |  |  |  |
| <b>2.13</b> EVSE must have minimal required maintenance. Describe in comments how your product is designed to avoid having ongoing maintenance requirements.                          |  |  |  |

## Networking and Cloud Services

| Description   | Yes | No | Response/Comments |
|---|-----|----|-------------------|
| <b>3.1</b> EVSE must be networked for remote management – describe in comments how stations communicate to the network and with each other. |     |    |                   |
| <b>3.2</b> EVSE must operate on the ChargePoint Network.  |     |    |                   |
| <b>3.3</b> EVSE must connect to the network via cellular network – describe in comments which carriers are supported.                       |     |    |                   |
| <b>3.4</b> EVSE and Network must be PCI (Payment Card Industry) compliant.  |     |    |                   |

|   |  |  |  |
|---|--|--|--|
| <b>3.5</b> EVSE must have the ability to notify driver when charging is complete or if a charging session has been disrupted.   |  |  |  |
| <b>3.6</b> EVSE must have ability to limit access to the station – describe in comments how user access may be restricted including ability to <u>selectively</u> hide the station from online services (mobile apps, station maps, etc.) |  |  |  |
| <b>3.7</b> EVSE must have the ability to collect revenue from the driver – describe in comments how sessions are authorized and how funds are collected from drivers and settled with station owner.                                      |  |  |  |
| <b>3.8</b> EVSE must have flexible pricing options, including hourly, by kwh, by session, and vary the price by time of day or length of session – describe pricing options in comments   |  |  |  |
| <b>3.9</b> Does your company offer escrow services such that funds collected may be applied towards networking fees, services, or funding the purchase of additional stations?  |  |  |  |
| <b>3.10</b> EVSE must be able to provide free charging to select vehicles/drivers – describe capabilities in comments   |  |  |  |
| <b>3.11</b> EVSE real-time status and availability must be available to drivers online via mobile app and/or website – describe in comments   |  |  |  |
| <b>3.12</b> EVSE real-time status and availability must be available to station owners via secure website – describe in comments  |  |  |  |

## Data Collection and Reporting

| Description  | Yes | No | Response/Comments |
|--|-----|----|-------------------|
| <p><b>4.1</b> The following information for each charging event (session) will be collected and available via secure web interface, and available for download/export to Excel/CSV:</p> <ul style="list-style-type: none"> <li>a. Time Stamp (time zone local to EVSE)</li> <li>b. Unique ID for Charging Event</li> <li>c. Unique ID for EVSE</li> <li>d. EVSE Name</li> <li>e. EVSE Address</li> </ul> |     |    |                   |

|  |  |  |  |
|--|--|--|--|
| <ul style="list-style-type: none"> <li>f. Port Number (if dual port EVSE)</li> <li>g. Port Type (L1, L2, DC)</li> <li>h. Charging Event Duration (connect time)</li> <li>i. Active Charging Time</li> <li>j. Energy (kWh)</li> <li>k. Session fee (if any)</li> <li>l. Unique ID for Driver</li> </ul> |  |  |  |
| <b>4.2</b> Report showing number of sessions by time, viewable by sessions per day, per week, or per month and exportable to Excel/CSV   |  |  |  |
| <b>4.3</b> Report showing total energy (kWh), viewable by energy per day, per week, or per month and exportable to Excel/CSV   |  |  |  |
| <b>4.4</b> Report showing number of unique drivers by time, viewable per day, per week, or per month and exportable to Excel/CSV   |  |  |  |
| <b>4.5</b> Report showing station utilization (hours per day), configurable by hours of the day (e.g. 8am to 5pm), weekday vs weekend (or both), and by port type (L1, L2, DC)   |  |  |  |
| <b>4.6</b> Report showing revenue over time, viewable by day, by week, or by month and exportable to Excel/CSV   |  |  |  |

### Driver and Station Owner Support

| Description  | Yes | No | Response/Comments |
|--|-----|----|-------------------|
| <b>5.1</b> Driver Support: 24/7 direct toll free technical support telephone number. Provide details on your call center and call handling capability in the comments section. |     |    |                   |
| <b>5.2</b> Is Driver Support available in multiple languages?  |     |    |                   |
| <b>5.3</b> Is Driver Support able to activate stations and process payments over the phone for drivers that are  |     |    |                   |

|  |  |  |  |
|--|--|--|--|
| unable to do so at the station.  |  |  |  |
| <b>5.4</b> Technical Support: Provide customer support service (telephone and e-mail) to assist in EVSE operations and provide general assistance with policies and best practices |  |  |  |

## Warranty and Operations & Maintenance

| Description  | Yes | No | Response/Comments |
|--|-----|----|-------------------|
| <b>6.1</b> EVSE must come with minimum one year parts and onsite labor warranty.   |     |    |                   |
| <b>6.2</b> Are additional years of coverage available?   |     |    |                   |
| <b>6.3</b> Do you offer a site validation service to ensure EVSE are installed correctly and according to manufacturer specifications? |     |    |                   |
| <b>6.4</b> Do you offer outsourced operations or management programs with the ability to guarantee 98% uptime? Describe in comments.   |     |    |                   |

## Demand Response and Energy Management

| Description  | Yes | No | Response/Comments |
|--|-----|----|-------------------|
| <b>7.1</b> EVSE must provide a standards-based interface for energy management – describe the interface in comments            |     |    |                   |
| <b>7.2</b> Ability to set allowed load based on percentage of current load or set a maximum load (kW)                          |     |    |                   |
| <b>7.3</b> Ability to define event duration  |     |    |                   |
| <b>7.4</b> Report on Rolling Average Power (kW) and Peak Power (kW) in 15 minute intervals with ability to export to Excel/CSV |     |    |                   |
| <b>7.5</b> Report on Energy (kWh) by EVSE or by group of EVSE with ability to export to Excel/CSV                              |     |    |                   |