



TOWN OF RICHMOND

RICHMOND TOWN CENTER
203 Bridge Street, P.O. Box 285
Richmond, Vermont 05477



Invitation to Bid EV CHARGING STATION

1. INTRODUCTION

1.1 GENERAL

The Town of Richmond is seeking the procurement, installation, and configuration of a public 2-unit, level 2, ChargePoint Electric Vehicle (EV) charging station, in the Town municipal parking lot at 203 Bridge St., Richmond.

This solicitation invites Respondents to submit responsive materials describing their qualifications for the project, as well as an estimated date for completion of the project. Site visits will be coordinated through Josh Arneson, Town Manager.

1. SCOPE of WORK/ General Requirements

Permitting, procurement, installation, and configuration of EV Charging Station:

- All Permits will be obtained by the Contractor. It will be the responsibility of the Contractor to determine what permits are required. Below is a list of permits that may be required:

VT Dept. of Fire Safety – Electrical Installation permit

VT Dept. of Fire Safety – Electrical Energizing permit

Flood Plain and Wetlands permit

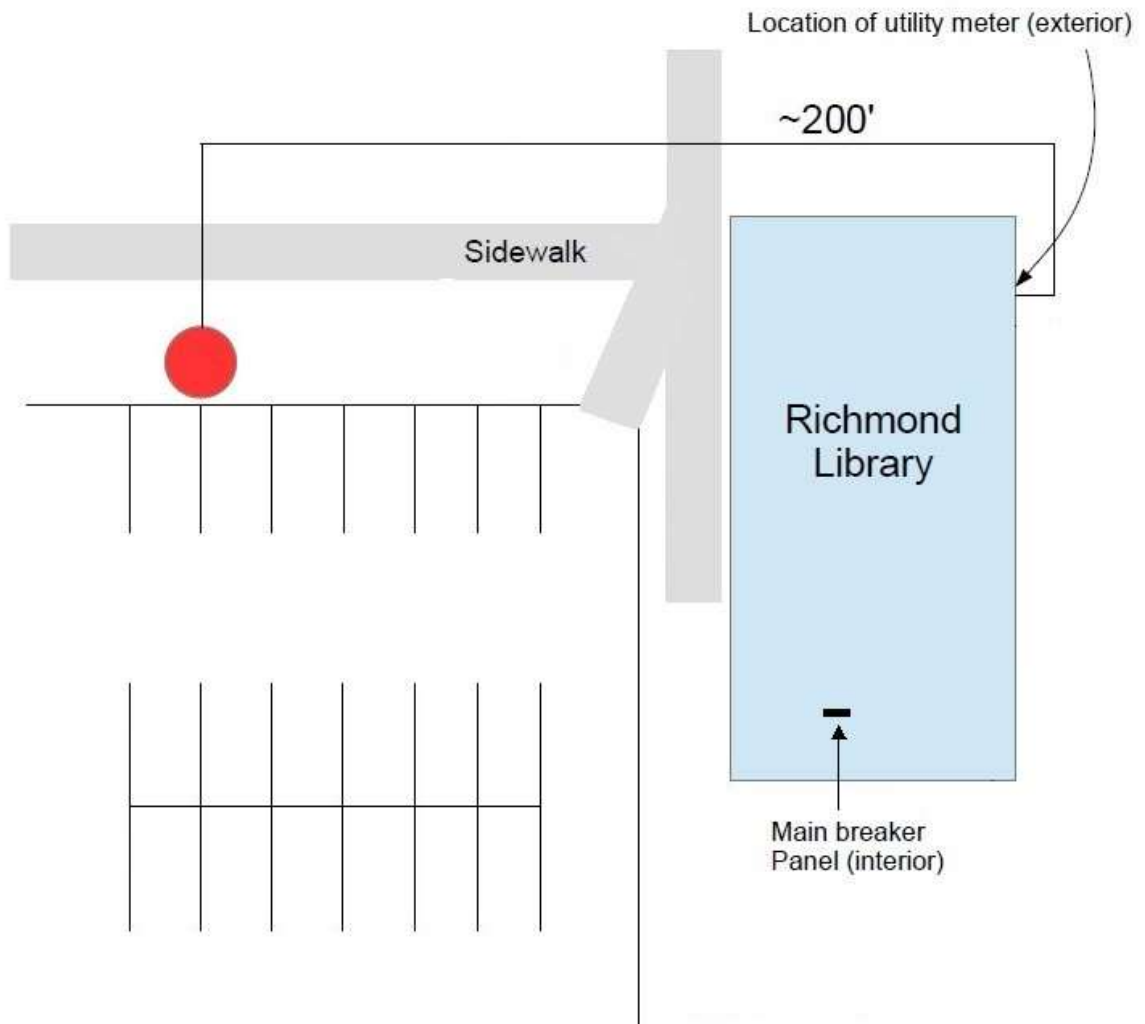
The ANR Project Review Sheet acquired for the grant application indicated the possible need for Flood Plain and Wetlands permits due to:

- a portion of the Town lot property is in the 100-year flood zone, but the installation site and excavation for conduit to the Library are outside the flood zone.
- wetland on the State Wetlands Advisory map layer falls on a portion of the property, but that wetland (actual and as mapped) is on the other side of the parking lot, about 250 feet from the installation site and excavation.

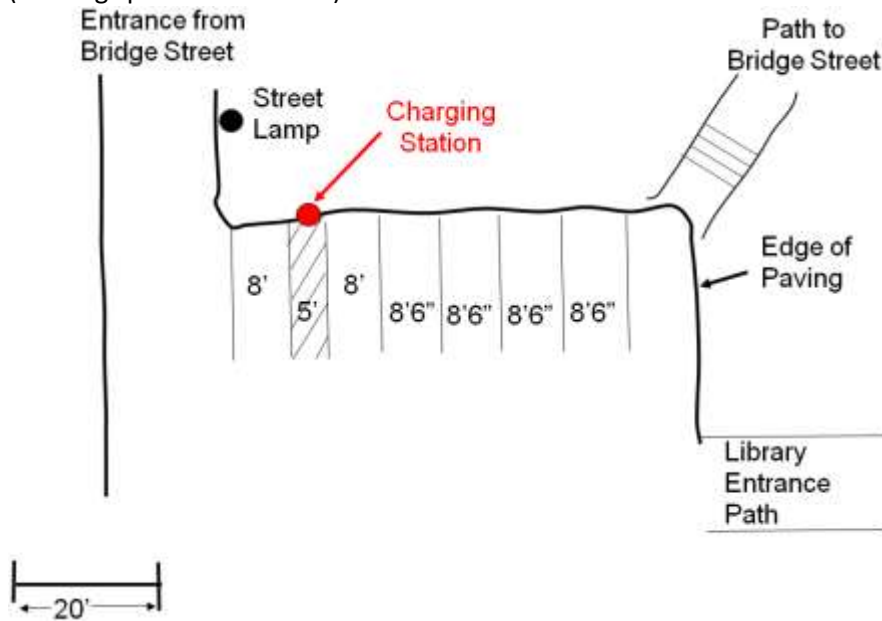
When the project moves forward it should be brought to the attention of the respective ANR field office.

- ChargePoint CT4021-GW1 Dual Port, with 5-year cloud commercial plan per charger, and 5-year Assure Maintenance Program. Alternative ChargePoint equipment can be proposed that meets the requirements described below under Equipment Standards, and Installation and Operation Standards.
- Configuration will include setup for wireless network connectivity, and for the Town's fee/rate structure (proposed at \$0.155/kWh for 3 hours, \$2.00/hour after 3 hours – subject to revision).

- Installation of protective bollard in front of the charge equipment, with a minimum 4-inch diameter.
- Installation of charging station by a licensed electrician in accordance with all current National Electric Codes and the Vermont Electrical Safety Rules, single pedestal mount, dual cable management, trenching/underground wiring, electrical connections (two 40-amp 240V circuits).
- Install additional conduit to support another 2-unit charger at the same location (in adjacent parking spaces) in the future. The additional conduit must support 2 additional 40-amp connections, and extend from the library connection box to the installed ChargePoint station. At the charging station the conduit must be secured from the weather and appropriately accessible for future use. At the library panel the conduit should be capped, tagged and identified.
- Site Plan Diagram, charging station at the large dot:



- The existing row of 6 parking spaces must be restriped as described in the diagram below (existing spaces are 9' wide):



- Charging station parking spaces, to be restriped as described above:



Signage will be handled by the Town, so is not required for this contract.

Equipment Standards

The EV Charging Station must meet the following standards:

- Placement and interface for publicly available EVSE is ADA-compliant with accessible buttons and components.
- User interface is legible in both daytime and nighttime conditions.
- Is certified by a nationally recognized testing laboratory for outdoor use as well as able to operate in extreme temperatures (-20 to +100 degrees F).

- Does not contain advertising visible from a public road, except as permissible by Vermont’s sign statutes and local regulation.
- Meets NEMA Type 3R or 4 certifications for outdoor electrical enclosures.
- Has network monitoring for status (e.g. in-use, malfunction, etc.), fault reporting, energy consumption, and usage patterns.
- Meets Society of Automotive Engineers (SAE) J-1772 standard for EV charging plug connector and operational requirements.
- Has modular field serviceable parts, particularly for cord and J1772 connector, including a minimum cord length of 18 feet with a cord management system to keep cords off the ground and comply with National Electric Code (NEC) article 625.
- Has charging amperage from 16-80 Amps.

Installation and Operation Standards

The EV Charging Station must meet the following installation and operation criteria:

- Will be installed by a licensed electrician in accordance with all current National Electric Codes and the Vermont Electrical Safety Rules utilizing an existing Library electric panel located in the Library basement.
- Networked equipment will use an open standard protocol to ensure EVSE hardware is not “locked” to a single service provider in perpetuity.
- Fee-based EVSE will accept credit card, debit card, or other common forms of payment with no additional obligations at payment additionally customer service assistance shall be available during hours of operation.
- Will have a minimum one-year warranty.
- Installation at a maximum allowable height so as to minimize any potential damage from flooding while meeting ADA and other requirements.

Additional Requirements

PERIOD OF PERFORMANCE:

The Town would like to complete the project as soon as the 2020 construction season allows.

Respondents should include a project schedule with major milestones including project completion.

Preference may be given to proposals with earlier completion dates.

Amendments extending the period of performance, if any, shall be at the sole discretion of the Town.

STOP WORK:

If the Work is defective, or if the Contractor fails to supply sufficient skilled workers or suitable materials or equipment, or fails to furnish the required documents in the Contract Documents, or fails to furnish or perform the Work in conformance with the contract or in such a way that the completed Work will not conform to the Contract Documents, the Town may order the Contractor to stop the Work, or any portion thereof, until the cause for such order has been eliminated. Authorization to start work must be issued by the Town.

INDEMNIFICATION:

Contractor shall indemnify and hold harmless Municipality and Municipality's agents and employees, from and against all losses and all claims, demands, payments, suits, actions, recoveries, claims of outstanding indebtedness, attorney’s fees, liens, and judgments of every nature, and description brought or recovered against them by reasons of any act or omission of the said Contractor, its agents, employees, or sub-contractors, in the execution of the work or in guarding the same. The Contractor shall defend the Municipality and its officers and employees against all claims or suits arising in whole or in part from any act or omission of the Contractor or of any agent or subcontractor of the Contractor. The Municipality shall notify the Contractor in the event of any such claim or suit, and the Contractor

shall immediately retain counsel and otherwise provide a complete defense against the entire claim or suit.

Contractor shall assume full responsibility for the protection of all buildings, structures and utilities (both public and private). All damage, injury or loss to any public or private property, by the Contractor, or any sub-contractor, shall be replaced or restored to at least the original condition to the satisfaction of the Municipality at the contractor's expense.

Nothing in this Contract shall constitute a waiver by the Municipality of any statutory limits or immunities from liability.

WARRANTY AND BOND:

Contractor warrants all work performed under this Contract for a period of one year from the date the work is completed and accepted by Municipality. The warranty must be secured either by Contractor's performance bond or such other security as is acceptable to Municipality.

INSURANCE:

Before commencing work on this Contract the Contractor must provide certificates of insurance to show that the following minimum coverages are in effect. Contractor agrees that it will provide and maintain at all times during the term of this Contract such insurance coverages as are indicated herein and that will otherwise comply with the provisions that follow. No warranty is made that the coverages and limits listed herein are adequate to cover and protect the interests of the Contractor for the Contractor's operations. These are solely minimums that have been established to protect the interests of the Municipality. Such policy or policies shall apply to the extent of, but not as a limitation upon or in satisfaction of, the indemnity provisions of this agreement. The provisions of this section shall also apply to all subcontractors, other lower tier contractors, independent contractors and sole proprietors engaged by Contractor with respect to this Contract, and Contractor shall be entirely responsible for securing the compliance of all such persons or parties with these provisions. All policies required by this Contract shall be issued by an insurer licensed to do business in the State of Vermont with a rating of A or better from a financial rating organization such as S&P or AM Best. Contractor shall not commence or perform any work under this Contract until certificates of insurance are presented to the Municipality showing the required coverages are in full force and effect with at least the required coverage limit amounts and naming the Municipality as an additional insured.

Contractor agrees to maintain at all times during the period of this Agreement all of the following:

General Liability. Commercial General Liability insurance coverage providing coverage on an "occurrence" rather than on a "claims made" basis, which policy shall include, but not be limited to, coverage for bodily injury, property damage, personal injury, contractual liability (applying to this Agreement), independent contractors, and products- completed operations liability (if applicable). Contractor agrees to maintain at all times during the period of this Agreement a total combined general liability policy limit of at least \$2,000,000 per occurrence and \$4,000,000 aggregate, applying to liability for bodily injury, personal injury and property damage, which total limit may be satisfied by the limit afforded under its commercial general liability policy, or equivalent policy, or by such policy in combination with the limits afforded by an umbrella or excess liability policy(ies); provided that the coverage afforded under any such policy in combination with the limits afforded by an umbrella or excess liability policy is at least as broad as that afforded by the underlying commercial general liability policy. The policies shall name the Municipality as an additional insured.

Automobile Liability. Business automobile liability insurance covering liability for bodily injury and property damage arising out of the Municipality's ownership, use, maintenance, or operation of all owned, non-owned, and hired automobiles and other motor vehicles utilized by

Contractor in connection with its performance under this Contract. Such policy shall provide total liability limits for combined bodily injury and/or property damage in the amount of at least \$2,000,000 per accident, which total limits may be satisfied by the limits afforded under such policy, or by such policy in combination with the limits afforded by an umbrella or excess liability policy(ies); provided that the coverage afforded under any such umbrella or excess liability policy(ies) shall be at least as broad with respect to such business automobile liability insurance at that afforded by the underlying policy. Unless included within the scope of Contractor's commercial general liability policy, such business automobile liability policy shall also include coverage for motor vehicle liability assumed under contract. The policies shall name the Municipality as an additional insured.

Workers' Compensation. Workers' compensation insurance in compliance with all applicable statutes including an all states or universal endorsement where applicable. Such policy shall include employer's liability coverage in an amount of no less than \$500,000. If Contractor is not required by statute to carry workers' compensation insurance, Contractor agrees: (1) to provide Municipality with evidence documenting Form 29 has been filed with the Vermont Department of Labor, which excludes Corporate officers or LLC members from the requirement of obtaining workers' compensation insurance; (2) to provide prior notice to the Municipality of any change in exemption status (3) to defend, hold harmless, and indemnify Municipality from and against any and all claims and losses brought by Contractor or any subcontractor or other person claiming through Contractor for workers' compensation or employers' liability benefits for damages arising out of any injury or illness resulting from performance of work under this agreement. If any such change requires Contractor to obtain workers' compensation insurance, Contractor agrees to promptly provide Municipality with evidence of such insurance coverage.

SUBCONTRACTORS:

Identify all proposed subcontractors and their full roles that may be involved completing the Scope of Work. **No work shall be subcontracted without knowledge of and approval by the Town of Richmond.**

A timely response to the deadline identified must be received for the SOLICITATION to be considered. Interested parties are required to submit site visit requests as well as all requests and/or questions in writing either by mail, or email, to Josh Arneson by Feb. 20, 2020. Answers to all written questions received will be provided to all potential bidders who submit, by Feb. 25, 2020.

Josh Arneson
Town Manager
P.O. Box 285
Richmond, VT 05477
E-Mail: jarneson@richmondvt.gov
802-434-6851

The deadline for proposal submission is Monday, March 9, 2020 at 3PM. Submittals received after this deadline will not be considered. Please write on the outside of the sealed envelope or box: "Proposal for the EV Charging Station" and the name of the entity proposing. Six (6) copies of your submittal are required. Proposals will be opened and read aloud at the Richmond Town Center at 3:05pm on Monday, March 9, 2020. **Proposals must remain valid for at least 90 days.**

Mailing Address

Town of Richmond
P.O. Box 285
Richmond, VT 05477

Physical Address for Delivery

203 Bridge St.
Richmond, VT 05477

The issuance of this SOLICITATION constitutes only an invitation to present qualifications and responsive materials. The rights reserved by the Town, which shall be exercised in its sole discretion, include without limitation the right to:

1. Require additional information to supplement or clarify a submittal;
2. Conduct investigations with respect to the stated qualifications and experience of a Respondent;
3. Waive any defect or technicality in any Proposal received;
4. Determine which Respondents are qualified to be considered;
5. Eliminate any Respondent with an untimely, incomplete or inadequate submittal;
6. Supplement, amend, or otherwise modify this SOLICITATION;
7. Receive questions concerning this SOLICITATION and to respond;
8. Cancel this SOLICITATION in whole or in part with or without substitution of another SOLICITATION if determined to be in the best interest of the Town;
9. Take any action affecting the SOLICITATION process or the Project that would be in the best interests of the Town;
10. Make public any and all documents associated with the Project.
11. The bid will be awarded subject to availability of funds. The Town of Richmond Selectboard reserves the right to reject any and all bids based on financial constraint or other factors that negatively impact the successful completion of the project.
12. The Town of Richmond reserves the right to accept or reject any or all bids, or parts thereof, or to select the bid to be in the best interest of the Town.

**RICHMOND TOWN DUAL-HEAD ELECTRIC VEHICLE CHARGING STATION
BID FORM**

Submit this page along with supporting documents as your complete bid proposal

The undersigned, having become familiar with the scope of work as outlined in the Project Description, hereby proposes to furnish all supervision, technical personnel, labor, materials, machinery, tools, appurtenances, equipment and services required to perform the proposed painting project as outlined, all for the lump sum price for work in place.

Lump Sum Price for all work as outlined in this document: _____

The Town of Richmond reserves the right to accept or reject any or all bids, or parts thereof, or to select the bid to be in the best interest of the Town.

Identification of sub-contractors

The following sub-contractors will be utilized in the completion of this contract:

Sub-contractor	Specialty
_____	_____
_____	_____

Bid submitted by:

Contractor: _____

Address: _____

Phone: _____ E-mail: _____

Contractor Authorized Agent Signature: _____

Printed Name and Title: _____

Date Bid Signed: _____