

## **REQUEST FOR QUOTES**

### **GREEN MOBILITY BULK PURCHASE OPPORTUNITY** ***ELECTRIC VEHICLE CHARGING STATIONS***

This Request for Quotes is made on behalf of the cities and towns of: Boston, Cambridge, Charlton, Concord, Lowell, Marlborough, Medway, and Newton.

#### **BACKGROUND**

The Metropolitan Area Planning Council (MAPC) is a regional planning council that serves the people who live and work in the 101 cities and towns of Metropolitan Boston. MAPC's mission is to promote smart growth and regional collaboration. The organization's regional plan, MetroFuture, guides its work as it engages the public in responsible stewardship of our region's future.

In 2016, MAPC partnered with the Massachusetts Operational Services Division (OSD) and Department of Energy Resources (DOER) to develop a statewide contract for advanced vehicle technologies. The contract, VEH102, is available for use by all public entities in Massachusetts and nationwide. There are three service categories covered by this statewide contract: electric vehicle supply equipment – e.g. electric vehicle charging stations; idle reduction technology; and aftermarket conversion technology.

To build on this effort, MAPC established a **Green Mobility Group Purchasing Program** to help Massachusetts cities and towns get the best prices available for the alternative fuel technologies available through VEH102. In 2017, MAPC partnered with DOER to help the City of Cambridge and several state agencies aggregate their purchases of aftermarket conversion technologies for vans, enabling the participating entities to access discounted pricing. This Request for Quotes (RFQ) represents the second bulk purchase opportunity offered through the Program, with a focus on VEH102 Category 1 technologies – i.e. electric vehicle charging stations. MAPC plans to continue bringing cities and towns together to help them purchase these technologies, saving them time and money along the way.

Directions for how to respond to this RFQ are contained the sections below.

#### **PROVIDING PRICING QUOTES/BULK PURCHASE REBATES**

Under the terms of use of VEH102, municipalities are eligible to purchase from vendors on the contract, but must first solicit quotes from multiple vendors listed in the category of interest, in this case Category 1. After soliciting the quotes, entities may select the vendor that offers the “best value” for the proposed product and or project.

MAPC, on behalf of the listed participating municipalities, therefore invites quotes from qualified Massachusetts State Contract VEH102 Category 1 vendors. The quotes sought are for electric vehicle charging station equipment as described in Appendix A, the Quote Form.

The specific equipment, by type of electric vehicle charging station and the quantity of each of those types of station are listed in the Quote Form table at Appendix A. As the form shows, the

types of station are broken into six categories: 1) Level 2 Dual Head, Ground Mounted, with payment system and no network preference; 2) Level 2 Dual Head, Ground Mounted, with payment system and Chargepoint network preferred; 3) Level 2 Dual Head, Ground Mounted, without payment system and no network preference; 4) Level 2 Dual head, Wall Mounted, with payment system and Chargepoint network preferred; 5) Level 2 Dual Head, Wall Mounted, without payment system and no network preference; ; and 6) Level III/DCFC Dual Head, Ground Mounted, with payment system and Chargepoint network preferred. **All six categories of station type are networked and vendors should provide a software price per unit in the first year, as indicated below.** The awarded vendor must agree to make all data derived from the software utilized under contract to be fully downloadable to Excel at the end of any subscription period. More detailed specifications for the equipment being sought is included in Appendix B.

The Quotes being requested should be inclusive of all the costs of providing the equipment sought, including, for networked electric vehicle charging stations, the cost of software subscription fees for one year. For the purposes of providing unit pricing on the Quote Form, please assume that all stations will be the first station located at the specified site (e.g. “Gateway Stations”) to determine the network connectivity equipment to include in the unit price. Please provide supplemental documentation on what the discounted unit price would be for additional stations located at the same site (e.g. “non-Gateway Stations”). Vendors must provide pricing as requested in the Quote Form, including the:

- Equipment Unit Price** for providing a single station in that category as listed in the Quote Form table. Equipment prices must be inclusive of any labor and shipping costs but would not include installation costs which will be bid for separately).
- Software Price Per Unit in the First Year**, which should be the total cost of providing the software for a single station in that category for the first year of ownership.
- Total Unit Price**, which should be the total price for one station including the equipment and software (i.e. simply add the figures from columns C and D).
- Aggregate Price for Each Station Type**, which is the price for providing all the stations sought in that station type category. The aggregate price for each station type category should be equal to the Total Unit Price multiplied by the quantity listed for that station type.
- Final Price for Each Station Type**, which is the price the Vendor is offering for all the stations in that station type category. The Final Price for each station type category must therefore not be more than the aggregate price for that category, and should reflect the best offer the vendor can make. This Final Price will be the basis for determining which vendor is awarded the sales for that category.

Reflecting bulk discounts in the Final Price quote: Under VEH102, Vendors were asked to and offered discounts for purchases above certain volume thresholds. For Category 1, such bulk discounts typically started with the purchase of six or more charging stations. Through this RFQ, cities and towns have come together to meet these thresholds. Bulk discounts should therefore be reflected in the quotes provided by Vendors in those station type categories where the discount thresholds have been reached. Vendors are however encouraged to provide their best offer to

win the awards under this RFQ for each station type. Vendors are likely to be more competitive if they offer even greater discounts than those proposed under VEH102.

**Purchase Price Per Unit** is price that participating cities and towns will be able to purchase the stations for during the life of this agreement, and will be the Final Price divided by the number of units in that station type category.

In addition to the pricing on the Quote Form, MAPC requests that vendors provide documentation itemizing all fees that a municipality will be subject to upon purchase of the specified charging station(s). Fees itemized in the supplemental documentation should be inclusive of any costs associated with commissioning, cellular data plans, and credit card processing. This documentation will serve solely to aid communities in fully understanding all costs associated with the equipment, but the cumulative costs incurred from these fees will not be included in the basis for the rule of award.

## RULE OF AWARD

There will be one awarded Vendor for each station type. The Vendor offering the lowest Final Price for a station type category will be the awarded Vendor for that category. MAPC anticipates that it will notify the awarded Vendor for each category of their selection by August 6, 2018. Vendors must meet the following minimum criteria in order to submit pricing in response to this RFQ:

<b>Software Subscription Agreement:</b> All vendors must submit a sample subscription agreement that would be provided to municipalities. The subscription agreement must adhere to all requirements under VEH102 and Massachusetts law.	Yes / No
<b>Manufacturer Warranty &amp; Other Warranties:</b> All vendors must submit a copy of the manufacturer's warranty and any other warranties offered for the equipment listed in the Quote Form.	Yes / No

## DURATION OF PRICING

As per this RFQ, a Vendor's prices, as defined above, must be honored for 90 days from the date in which MAPC notifies the Vendor that their pricing has been accepted. In submitting its quote a Vendor commits to meet that obligation. After that date, the awarded Vendor can continue to honor the bid price for participating municipalities but cannot be held to that pricing.

## PURCHASE PRICING UNDER THIS RFQ

As mentioned in the pricing quotes section, the price for an electric vehicle charging station offered to participating municipalities must be the Purchase Price Per Unit for each station type as provided in the Quote Form. For example: Municipality Y orders a Level 2 Ground Mounted Station with a payment system. The quantity of electric vehicle charging stations under that

category was 10 and the Final Price offered by the awarded Vendor for that category was \$50,000. Therefore the price that Municipality Y must be offered for that station as per this RFQ is \$5,000 as long as the purchase is made within the 90 day period in which pricing is held by the selected vendor. Once again, we ask that the Vendor provide the **Purchase Price per Unit** in the last column in the Quote Form spreadsheet.

Pricing from the awarded Vendor will be provided to each participating municipality and made available via the MAPC website to enable validation of purchase prices.

## **SPECIFICATIONS**

Included at Appendix B is a spreadsheet providing the equipment specifications for the electric vehicle charging stations sought by participating municipalities. The spreadsheet provides the community name and the types of electric vehicle charging stations they seek to purchase, setting out the level of charge, voltage, # of ports, network capability, network preference, the desired payment system, the mounting type and cable management. This information should inform a vendor's pricing responses in the Quote Form. Please submit supporting documentation (i.e. detailed product specifications from the manufacturer and software provider) for all products priced on the Quote Form for MAPC to verify that the quoted equipment meets the communities' requested specifications.

## **SITE ASSESSMENT AND INSTALLATION**

This RFQ is strictly for the purchase of electric vehicle charging station equipment and not inclusive of installation costs. MAPC will however work with participating municipalities to support their procurement of installation services for the charging stations sought in this RFQ. The procurement of installation services for the electric vehicle charging stations will be conducted in compliance with M.G.L. Chapter 30 Section 39M. Participating municipalities, and/or MAPC, will be issuing separate RFQs for installation services soon after the conclusion of this RFQ.

To aid that process, a Site Specifications Grid has been provided with this RFQ and can be found at Appendix C. The Grid provides information about each installation site, including: the approximate site address; the sites load capacity; the distance from power sources; excavation details, cellular signal availability, physical protections needed and any wayfinding or signage needed.

Additionally, MAPC is organizing Site Assessments for each location on July 25, 26, 27, and 30. A schedule for making visits to installation locations is provided at Appendix D. While participation in these assessments is not a requirement of responding to this RFQ, it is highly recommended that interested Vendors visit the sites at a time specified in the schedule. MAPC has coordinated these times with participating municipalities and municipal staff (see contact names in Appendix D) will be ready to show these sites at those times.

## **DIRECTION OF WORK**

The municipalities will be responsible for managing and directing the work of the selected vendor(s) for all orders initiated by a municipality.

## **PAYMENT FOR SERVICES RENDERED**

MAPC is conducting this RFQ on behalf of the participating municipalities but is not a party to transactions between the Vendor and the municipalities. MAPC is strictly facilitating the group purchase and solicitation of quotes.

Any purchase orders must be issued directly by the municipalities. Payment for the provision of goods, or services shall be the sole responsibility of the municipality and shall not be an obligation of MAPC, nor shall MAPC be liable for any breach of vendor responsibility, or for pursuit of a municipality's contractual rights. All purchase orders, deliveries, payments, etc. are subject to the terms and conditions set out in statewide contract VEH102. Deliveries must be made within 30 days of a municipality fully executing a purchase order, unless the municipality requests a later date. The selected equipment vendor must coordinate with the municipality and their selected installation vendor to ensure timely delivery.

Municipalities are tax-exempt. Invoices should not show taxes or finance charges.

With any invoice, the Vendor shall submit evidence satisfactory to the municipality that the equipment and services have been delivered and that the work has been completed in accordance with the contract and consistent with the Quote provided by the vendor in responding to this RFQ.

Invoices from vendors shall be addressed as directed by the municipality and shall contain, at a minimum, the following information:

- Public entity and purchasing department;
- Item descriptions;
- Quantities purchased;
- Contract unit prices;
- Copies of delivery confirmation documents (if requested)

## **CONDITIONS OF ENGAGEMENT**

The awarded Vendor shall indemnify, hold harmless and defend MAPC and the participating municipalities, their officers, agents, and employees from all liability of any nature or kind, including costs and expenses for all actions or claims resulting from injuries or damages sustained by any person or property arising directly or indirectly as a result of any error, omission or negligent or wrongful acts of the vendor, subcontractor or anyone directly or indirectly employed by them in performance of this contract.

## **VENDOR CONFERENCE and QUESTIONS**

There will be a Vendor Conference Call organized at **Friday, July 20, 2018, at 10am ET**. A call in line will be sent to Vendors with further details. The Conference Call will allow Vendors to ask questions about this RFQ. Beyond the Conference Call, any questions for which you want a formal written response must be submitted in writing **by 5pm ET on Tuesday, July 24, 2018**, to Mark Fine via email at [mfine@mapc.org](mailto:mfine@mapc.org).

## **SUBMITTING YOUR RESPONSE**

**All quotes must be submitted on the Quote Form supplied with this RFQ and are due to Mark Fine via email at [mfine@mapc.org](mailto:mfine@mapc.org) by August 10, 2018, at 4pm ET.** To be considered, the Quote must be signed by a principal officer of the vendor organization. Please also submit (1) supporting documentation (i.e. detailed product specifications from the manufacturer and software provider) for all products priced on the Quote Form for MAPC to verify that the quoted equipment meets the communities' requested specifications and (2) documentation itemizing all fees that a municipality will be subject to upon purchase of the specified charging station(s). Late quotes will not be accepted. Please contact **Mark Fine of MAPC at [mfine@mapc.org](mailto:mfine@mapc.org) or (617) 933-0789** with any questions.

MAPC anticipates that it will notify the awarded Vendor of its selection by August 17, 2018.



APPENDIX A: QUOTE FORM

A	B	C	D	E	F	G	H
Station Category	Quantity	Equipment Unit Price (inclusive of all labor, materials and shipping costs – but not installation)	Software Price Per Unit (for one year subscription or fee)	Total Unit Price (equipment + software)	Aggregate Price for Station Type Category (Total unit price x quantity)	Final Price for Station Type Category (Basis for the Rule of Award)	Purchase Price per Unit (Final price / quantity)
<i>Example</i>	<i>10</i>	<i>\$4,000</i>	<i>\$500</i>	<i>\$4,500</i>	<i>\$45,000</i>	<i>\$39,250</i>	<i>\$3,925</i>
1) Level II Dual Head – Ground – with payment system and no network preference	1						
2) Level II Dual Head - Ground - with payment system and Chargepoint network preferred	18						
3) Level II Dual Head - Ground- without payment system and no network preference	1						

Green Mobility Group Purchasing Program – EV Charging Station RFQ – Responses due August 10<sup>th</sup>

<b>4) Level II Dual Head – Wall – with payment system and Chargepoint network preferred</b>	1						
<b>5) Level II Dual Head - Wall - without payment system and no network preference</b>	2						
<b>6) Level III/DCFC Dual Head - Ground - with payment system and Chargepoint network preferred</b>	1						

**VENDOR INFORMATION AND QUOTE FORM CERTIFICATION**

Name (Printed): \_\_\_\_\_ Name (Signature of Principal): \_\_\_\_\_

Date: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_