

## REQUEST FOR PROPOSALS

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**PROJECT: Library Parking Garage EVSE**  
**PROJECT NUMBER: TBD**  
**OWNER: CITY OF LOUISVILLE, COLORADO**

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### INTRODUCTION

The City of Louisville is requesting proposals from suppliers for a single port EVSE for installation by others in the Library Parking garage. The EVSE procurement and installation are in part funded from a grant from the Regional Air Quality Council (RAQC).

**NOTICE IS HEREBY GIVEN**, proposals should be prepared and submitted using the attached Proposal Form which addresses the needs outlined herein. **Proposals will be accepted until 4:00 PM on October 18, 2013.** Late proposals will not be accepted. Proposals shall be delivered to:

Public Works - Facilities  
City of Louisville  
749 Main Street  
Louisville, CO 80027

Or emailed to:

daves@louisvilleco.gov

### OBJECTIVE

The objective of this Invitation to proposal is to select an EVSE that is cost competitive and offers data reporting, a feature rich user interface and a billing option for the future.

### PROJECT NARRATIVE

The Library parking garage EVSE will be located in an underground garage and will be wall mounted (photo below)



Photo 1 - EVSE location

The proposal is for the EVSE only as specified. The City of Louisville will be responsible for the installation of the EVSE in accordance with the National Electric Code and manufacturer's recommendations.

## **RAQC BID REQUIREMENTS**

**Cooperative Purchasing:** At the discretion of the City of Louisville and the Supplier, any governmental agency, district, political subdivision or private company located in the State of Colorado is permitted to purchase any and all items specified herein from the successful supplier(s) at the contract price(s) established herein. Reasonable travel expenses outside the seven county Denver metro area may be imposed at the discretion of the Supplier.

It is understood and agreed that the City of Louisville is not a legally binding party to any contractual agreement made between another governmental agency, district, political subdivision or private company in the State of Colorado and the Supplier as a result of this solicitation.

**Public Contracts for Services:** The Supplier certifies, warrants, and agrees that it does not knowingly employ or contract with an illegal alien who will perform work under this contract and will confirm the employment eligibility of all employees who are newly hired for employment in the United States to perform work under this contract through participation in the E-Verify Program or the State program established pursuant to CRS §8-17.5-102(5)(c), Supplier shall not knowingly employ or contract with an illegal alien to perform work under this contract or enter into a contract or PO with a subcontractor that fails to certify to the Supplier that the subcontractor shall not knowingly employ or contract with an illegal alien to perform work under this contract. Supplier shall (a) not use E-Verify Program or State program procedures to undertake pre-employment screening of job applicants during performance of this contract, (b) notify subcontractor and the City of Louisville within three days if the Supplier has actual knowledge that subcontractor is employing or contracting with an illegal alien for work under this contract, (c) terminate the subcontract if subcontractor does not stop employing or contracting with the illegal alien within three days of receiving notice, and (d) comply with reasonable requests made in the course of an investigation, undertaken pursuant to CRS §8-17.5-102(5), by the Colorado Department of Labor and Employment. If the Supplier participates in the State program, the Supplier shall deliver to the City of Louisville a written, notarized affirmation, affirming the Vendor has examined the legal work status of such employee, and shall comply with all of the other requirements of the State program. If the Supplier fails to comply with any requirement of this provision or CRS §8-17.5-101 et seq., the City of Louisville may terminate this contract for breach and, if so terminated, the Supplier shall be liable for damages.

## **EVSE SPECIFICATION & SUBMITTALS**

*Supplier shall submit with proposal a response (written or documentation) to every line item in this specification*

### **General Requirements**

1. Proposer shall provide, at time of delivery, all EVSE components, hardware, software, and parts necessary for the proper assembly and operation of the EVSE. All EVSE components, hardware and parts must be new and unused. The EVSE will carry a minimum of three years

parts and labor warranty. Supplier will state what the standard warranty period is, what it covers and pricing for an extended warranty if available.

2. All controls and components shall be clearly identified and/or permanently labeled
3. If special tools, gauges, adapters, etc., are required for normal maintenance, adjustment and/or inspection of the unit, they shall be identified and provided with the unit.
4. The Proposer is required to be an original equipment manufacturer or an authorized dealer.

### **Standards and UL Approvals**

EVSE must conform to the following national standards and UL approvals:

- SAE J1772
- UL2202
- UL2251
- UL2231 (parts 1 & 2)
- UL50
- NEC Article 625 and related articles and tables

### **Power**

- Input voltage - 208 VAC
- Input phase – single
- Input current – 30-50 amps
- Output voltage - 208 VAC
- Output amperage – not to exceed 40 amps
- J1772 Pilot – SAE Compliant
- 20' Connector/Cable - SAE J1772 Compliant and UL Approved
- Cable break away system

### **Connectivity and Communication**

1. Scheduled Charging (allows customer/EVSE owner to program for utility off-peak start times).
2. Network security: HTTPS; 128-bit AES Encryption
3. Please describe the technology (Wireless, Ethernet, Cellular, etc.) that you will use to provide communication to and from the EVSE for each "use case" below:
  - a. Multiple units for public use inside of parking garage
  - b. Multiple units for public use on a (free) surface lot
  - c. Multiple units for fleet use on a dedicated fleet surface parking siteNote: Wireless, Cellular and Local Area Network solutions must meet industry standards.
4. Charge Authentication
5. Configurable static IP address setting
6. Open or closed network: will network allow unified management of stations from different manufacturer's?

### **Physical Appearance & Design**

1. Enclosure Rating – EVSE must enclosure must be constructed for use outdoors in accordance with UL50, Standard for Enclosures for Electrical Equipment, NEMA Type 3R or equivalent

2. Cord Management – EVSE must incorporate a cord management system or method to eliminate potential for cable entanglement, user injury or connector damage.
3. Identification Plate – an identification nameplate shall be mounted or stamped on the EVSE housing bearing the manufacturer's name, model, serial number and electrical rating (voltage and current).
4. Operating temperatures: -22°F (-30°C) to +122°F (+50°C); relative humidity up to 95 percent

### **Data Collection**

1. The Proposer must maintain data collection servers for storing charging infrastructure event information. The following information for each charging event will be collected and provided to the EVSE Project Manager designated by the City:
  - a. Date/time Stamp on every record. Date/time stamp is defined as a year, month, day, hour, minute, and second, with a vendor defined format at the time of each entry. The time zone should be local time for EVSE. If it is not possible to log local time, all vehicles shall have a common time zone (GMT time zone is preferred).
  - b. Unique ID for Charging Event
  - c. Unique ID for EVSE
  - d. Connect Time
  - e. Disconnect Time
  - f. Start Charge Time
  - g. End Charge Time
  - h. Max Instantaneous Peak Power
  - i. Average Power
  - j. Total Energy (kWh) per charging event
  - k. Payments collected
  - l. Station utilization
  - m. Total energy dispensed
  - n. Refresh rate for network data
  - o. Are reports interactive and allow user to change filters and time periods?
  - p. Real-time data?

### **Operator and Owner Interface**

1. Charge Status Indication – Ready to Charge, Charging, Complete, Paused – Waiting to Charge, Fault.
2. Mobile and desktop EVSE locator and charge status updates. Describe use of applicable technologies. What will the owner/user see online? Will the owner/user see real-time status?
3. Web-based portal for EVSE management. Describe functions of the web portal.
4. Will a station fault trigger an alarm that will report to the owner and accept remote software downloads for remote troubleshooting?
5. Do users have access to 24x7 live support?

### **Revenue Collection and Payment Method**

1. At minimum, a standardized method for one-time credit card payment such as magnetic strip credit card reader, RFID credit card reader, or other technology. Please describe Proposer's solution.
2. Describe system for managing collection of fees and making periodic revenue disbursements to the City.

3. Describe what specific options are provided for pricing flexibility? How many pricing plans can be applied to a single station?
4. Is the supplier PCI-DSS certified as a merchant or service provider?

**Maintenance, Documentation, Technical and Driver Support**

1. Documentation: Written instruction on Operation and Maintenance of EVSE.
2. Technical Support: Provide customer support service (telephone and e-mail) 365/24/7 during the warranty period
3. Driver Support: 24/7 direct toll free technical support telephone number. Are drivers provided for other manufacturer’s equipment?
3. Vandalism Response

**Delivery Requirements**

Indicate the number of calendar days to deliver an EVSE after receiving an order:

**TIMELINE**

The City reserves the right to modify the bid submittal and acceptance timeline at any time at its sole discretion. The work phase timeline will be coordinated with Facilities Management and the coordinated timeline will be binding.

<b>RFP distributed to Suppliers.</b>	<b>October 4, 2013</b>
<b>Inquiry deadline</b>	<b>October 11, 2013</b>
<b>Response to Inquiry</b>	<b>October 14, 2013</b>
<b>RFP DEADLINE</b>	<b>October 18, 2013 @ 4:00 pm</b>

**PROPOSAL SUBMITTAL REQUIREMENTS**

Submittals must use the provided forms. The following must be included:

- Pricing Form
- Documentation and/or written narrative to demonstrate that the proposed EVSE is compliant with specifications.

In addition to the written submittal, the City reserves the right to request an interview with some or all of the proposers.

All costs incurred in preparing for, printing, and delivering a submittal, along with any costs associated with travel or time spent in interviews or negotiation with the City are solely the responsibility of the submitter. The City is not liable for any costs incurred prior to issuance of a legally executed contract and/or purchase order.

All submittals become the property of the City, a matter of public record, and will not be returned. Proprietary information included in submittals must be clearly identified and will be protected if possible. Unit pricing and total cost information will not be considered proprietary.

## **INQUIRIES**

Prospective submitters may make written inquiries by e-mail before the inquiry deadline concerning this Request for Proposals. An addendum will be released to all known prospective proposers with any required clarifications or revisions to this request. Prospective proposers are advised to contact Mr. Szabados prior to the inquiry deadline to ensure they are included in any addendum posting.

Inquires may be emailed to:

David Szabados  
Public Works – Facilities  
749 Main St  
Louisville, CO 80027  
Email address: [daves@louisvilleco.gov](mailto:daves@louisvilleco.gov)  
Phone: 303.335.4766

## **SELECTION CRITERIA**

Award will be based on the proposal that is most advantageous to the City. The City is not required to accept the lowest price proposal. Responses will be evaluated to determine the most advantageous proposal on a variety of factors including but not limited to price, conformance to specification, installation and operating costs, design quality, report and user features, and expected delivery time.

The City reserves the right to waive any and all informalities and qualification requirements and the right to reject any and all proposals.

City of Louisville  
Library Parking Garage EVSE Pricing Form

Base Price for EVSE, single port wall mount           \$ \_\_\_\_\_

Shipping cost to zip code 80027                           \$ \_\_\_\_\_

Annual fee for data collection                           \$ \_\_\_\_\_

Annual fee for data collection plus billing           \$ \_\_\_\_\_

Standard parts and labor warranty (years)           \_\_\_\_\_

Cost for extended warranty (state cost, extension, and coverage):

Number of days to delivery after PO issued:       \_\_\_\_\_