**MASSACHUSETTS LEADING BY EXAMPLE PROGRAM**

 **CLEAN TRANSPORTATION**

June 2024

**STATEMENT OF WORK TEMPLATE FOR FLEET EV CHARGING EQUIPMENT & SERVICES**

***Before you get started…***

This statement of work (SoW) template is designed for state entities looking for turnkey services for the purchase of fleet electric vehicle charging equipment and/or installation, including those seeking to obtain funding from the [Leading by Example Fleet EVSE Deployment grant program](https://www.mass.gov/info-details/leading-by-example-grants)[[1]](#footnote-2). For Executive Branch Agencies, all equipment and services must be procured through a current vendor on Statewide Contract VEH102. Agencies should modify the SoW template to meet their needs and timeline, and remove any content that is not pertinent to the project; feel free to contact a member of the [Leading by Example team](https://www.mass.gov/info-details/leading-by-example-program-scope-goals-and-administration#leading-by-example-program-staff-contacts-) for assistance. *Note: text in yellow highlighting in this template is meant to be updated for the specific project the scope of services will cover and red text indicates instructions that should be deleted prior to sharing the document with potential bidders.*

Before completing a SoW, there are some key decisions that will affect the scope of the project and its procurement. Please see the [Considerations to Inform EV Charging Station Decision-Making](https://www.mass.gov/doc/considerations-to-inform-ev-charging-station-decision-making/download) document for further details and guidance.

1. Finalize the ***number of charging ports*** needed.
2. Decide ***where stations should be installed*** and whether you want wall mounted or free-standing pedestal stations.[[2]](#footnote-3)
3. Identify ***proximity to existing electric service*** and, where possible, the amount of additional electric capacity available.
4. Identify ***whether stations will be hardwired*** (generally for locations you want stations to be installed for at least five years) ***or portable/plug-in*** (generally for temporary or shorter-term charging locations).
5. Figure out whether ***networked or non-networked*** stations are better suited for your fleet’s needs.
6. Determine the ***type of equipment and/or installation services*** you are seeking to procure.

Please refer to several additional resources that may be helpful in making these determinations:

* [Considerations to Inform EV Charging Station Decision-Making](https://www.mass.gov/doc/considerations-to-inform-ev-charging-station-decision-making/download) ⇒ This two-page resource is intended to better inform the initial decision-making process for all types of electric vehicle (EV) charging station installations at state facilities, including for fleet vehicles.
* [VEH102 Technologies to Green Your Fleet](https://www.mass.gov/doc/veh102-technologies-to-green-your-fleet/download) ⇒ This two-pager developed by the Operational Services Division outlines services and technologies available on state contract VEH102 related to electric vehicle charging, as well as links to funding sources, contacts, and contract user guides.

**Statement of Work – Request for Proposals**

**Statewide Contract VEH102: Advanced Vehicle Technology Equipment, Supplies & Services**

**Summary**

This Request for Proposals (RFP) posted by the Department of Green Trees (DGT) is to enter into a contract with one qualified vendor for the purchase and installation of four (4) dual-port networked Level 2 AC electric vehicle charging stations at the DGT Headquarters in Arbol, MA. DGT is seeking a turnkey solution for the equipment, software, network, accessories, warranties, and deliveries required to install the EV charging stations.

**Commonwealth Eligible Entity Engaging a Vendor**

Eligible Entity Name: Department of Green Trees

Identify if Eligible Entity is a State Department or Other Type of Eligible Entity: State department

Eligible Entity Mailing Address:

DGT Headquarters

789 Branch Street

Arbol, MA, 01234

Primary RFP Contact Name: Jordan Canopy

E-Mail Address: Jordan.canopy@dgt.gov

Telephone: 617-123-4567

This RFP does not commit DGT to approve a Statement of Work (SoW), pay any costs incurred in the preparation of a bidder’s response to this RFQ, or to procure any products or services. DGT reserves the right to accept or reject any and all proposals received as a result of this RFQ and to contract for some, all, or none of items proposed in bid submissions. DGT further reserves the right to negotiate with any or all responding vendors or to cancel this RFP, in part or in its entirety, if it is in the best interest of the entity to do so.

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# **OVERVIEW**

The Department of Green Trees (DGT) is soliciting proposals to enter into a contract with one qualified vendor for the purchase and installation of four (4) dual port Level 2 AC networked electric vehicle charging stations at the Headquarters facility in Arbol, MA. DGT is seeking a turnkey solution for the equipment, software, network, accessories, warranties, and deliveries required to install the EV charging stations.

# **SITE INFORMATION**

DGT Headquarters

789 Branch Street

Arbol, MA, 01234

## SITE DETAILS

The Headquarters parking lot is oriented southern facing and has distinct parking zones; most parking spaces are available to the public between 9:00-5:00, and access is restricted by a gate after hours. The identified charging station locations are also gated and specifically reserved for fleet parking; the fleet parking area requires RFID access.

## SITE PLAN

Two (2) electric vehicle charging station locations have been identified by DGT at the Headquarters facility.

### SITE MAP

Below is site map with potential station locations marked. The transformer location is indicated by an orange star and the proposed EV charging station locations are boxed in green.



 Proposed Station Locations

* Four parking spaces have been identified in the site’s public lot and two dual-port Level 2 AC chargers are being sought for this location.
* Four parking spaces have been identified in the site’s employee lot and two dual-port Level 2 AC chargers is being sought for this location.

The parking spaces are approximately fifteen (15) feet from transformer with no existing conduit.

Bidders will have an opportunity to conduct a site visit prior to proposal submission. Please see schedule in Section 10 for site visit date and time. If planning to attend the site visit, please send an email no less than 48 hours in advance to Jordan Canopy at Jordan.canopy@dgt.gov with a list of attendees.

# **EQUIPMENT & INSTALLATION REQUIREMENTS**

# EQUIPMENT SPECIFICATIONS

**​**All proposals must meet the following requirements: (Select boxes that are applicable for project)

|  |  |
| --- | --- |
| Charging Type | [ ]  Level 1 AC [x]  Level 2 AC [ ]  DCFC [ ]  Other: \_\_\_\_\_\_\_\_\_\_ |
| Port Configuration | [ ]  Single port [x]  Dual port |
| Data Networking  | [x]  Wifi Networked [ ]  Cellular Networked [ ]  Non-networked |
| Mounting | [x]  Free standing [ ]  Wall-mounted |
| Installation Type | [x]  Hardwired [ ]  Plug-in or portable [ ]  Either |
| Electrical Input | [x]  208/240V AC (Level 2) [ ]  480V three-phase (DCFC) [ ]  Other: \_\_\_\_\_\_\_\_\_ |
| Electrical Output | [x]  Minimum 7.2 kW (Level 2) [ ]  Other: \_\_\_\_\_\_\_\_\_ |
| Connector Type | [x]  SAE1772 [ ]  CCS/CHAdeMO combo [ ]  Other: \_\_\_\_\_\_\_\_\_ |
| Cable Configuration | [x]  18-ft retractable [ ]  18-ft non-retractable [ ]  Other\_\_\_\_\_\_\_\_\_ |
| Additional requirements (Add or delete the requirements below as needed):* Include four (4) protective bollards.
* Include addition of at least one 110/120v outlet as a backup charging port
* For non-networked charging, include installation of meter/sub-meter or alternative method to measure EVSE electricity use
* Equipped with contactless/proximity card reader, RFID system, or alternative method to limit EVSE station use to fleet vehicles.
* Any applicable Level 1 and Level 2 EVSE sold or installed in the Commonwealth must meet the [Massachusetts Appliance Efficiency Standards](https://www.mass.gov/service-details/appliance-energy-and-water-efficiency-standards); see the [manufacturer](https://www.mass.gov/how-to/certify-products-for-appliance-efficiency-standards) and [installer/seller](https://www.mass.gov/info-details/appliance-efficiency-standards-compliance-for-sellers-and-installers) requirements.
* Include EV parking signage for each spot that states “Authorized Fleet Electric Vehicle Charging Only”
* Include parking space painting
 |

# **VENDOR REQUIREMENTS**

Bidders must meet the criteria listed below. Failure to meet any of these requirements may result in rejection of bid.

* Bidder must be a current, eligible vendor on [Statewide Contract VEH102](https://www.commbuys.com/bso/external/bidDetail.sdo?docId=BD-20-1080-OSD03-SRC3-40716&external=true&parentUrl=close).
* If awarded, for any project with a total cost of $25,000 or greater, contractors must adhere to the payment bonds requirements in VEH102 per MGL Chapter 149, Section 29.
* Awarded vendor must agree to Commonwealth [Terms and Conditions](https://www.macomptroller.org/forms/).

# **PROPOSAL REQUIREMENTS**

Bidders must submit all requested information listed below. Failure to submit required information may result in rejection of bid.

## SUBMISSION REQUIREMENTS

* List exactly the equipment being proposed, including information on whether the system is networked or not, and whether the system uses an open network (e.g., Open Charge Point Protocol) or a closed network.
* Provide a detailed cost breakdown for all items as listed in Section 6.1.1 Cost Proposal.
* Provide operations and maintenance information as requested in Section 6.1.2 O&M Considerations. These items must not be included in the cost proposal.
* Provide a short description of business experience as detailed in Section 6.1.3 Business Background.
* Provide any draft Terms and Conditions that DGT would be required to sign for any data or networking packages.

### COST PROPOSAL

Bidders may submit up to two options that include different EVSE solutions. Each proposal must include the same EVSE solution for all four (4) dual port stations being solicited.

For each proposed EVSE solution, a detailed cost quote for the services as well as the requirements included in the specifications below should be submitted and must include all items numbered below as separate line items (where applicable).

1. Total equipment costs per station and lump sum for all requested stations, including all integrated hardware and software if applicable.
2. Infrastructure costs, including all trenching, excavation, new service, and electric upgrades.
3. Installation cost breakdown:
	1. Total cost of labor broken out by costs for construction work, including, but not limited to, electrical work, trenching, modifications to building structures, vs. general labor costs, including, but not limited to, general installation services, product delivery, etc.
	2. Total amount of any non-labor costs including, but not limited to, other equipment, materials, bollards, mounting, connection, activation, etc. necessary for the complete installation of EV charging stations.
4. Cost additions for any proposed features and amenities (e.g., cord management, remote access, networking features, etc.), which may or may not be selected by purchasing entity.
5. Prepaid upfront networking costs for up to three (3) years and any associated start up and communication fees.
6. Prepaid ongoing maintenance and servicing of EV equipment for up to three (3) years.
7. Make-ready costs for pre-wiring for six (6) additional stations for future installation.

Vendor must indicate the valid duration of the submitted quote; DGT requires that any quotes provided must be valid for 90 days from bid submission deadline while the agency applies for external funding to support the project. DGT reserves the right to select none, some, or all of the options presented in any submitted cost proposals.

### O&M CONSIDERATIONS

Bidders must provide details on operations and maintenance related offerings listed below, as applicable. Any options and associated costs provided in response to this section must not be included in the cost proposal. DGT reserves the right to select none, some, or all of the options presented, and any selections will be in addition to the submitted cost proposal.

* Information related to the operator’s ongoing ability to manage charging station access or restriction, such as fobs or codes for networked stations, or locks for non-networked stations.
* Standard warranty coverage, including length of warranty and coverage details.
* Extended warranty options, pricing, and validation requirements, including information on length of warranty, price per option, and coverage details.
* Any maintenance coverage included with installation, including length of coverage and coverage details, if applicable.
* Available preventative maintenance plan options and associated fees.
* Hourly maintenance and repair labor costs for items not covered by existing plans or if maintenance or warranty plans are not selected.
* Other networking plan options with pricing listed in lump sum amounts per plan type and per station.
* Any associated vendor terms and conditions that would be required prior to station use, e.g., related to networking services.

If selected, vendor must remain the point of contact for service and will work with all equipment and service sub-contractors on behalf of the purchaser to resolve issues in the timeframes stated.

### BUSINESS BACKGROUND

Bidders must provide a short (less than 250 words) business description and experience with EV charging station installation and/or services.

# **PROPOSAL EVALUATION**

Bidders will be evaluated on the following components of the submission.

* Bidder qualifications and experience with EV charging stations in Massachusetts.
* Cost-effectiveness of proposed solutions and related work.
* Options and costs associated with operations and maintenance offerings.

# **GRANT APPLICATIONS**

In addition to including available EV charging-related incentives in the cost proposals, the awarded contractor shall work with appropriate DGT staff to coordinate the submission of any applicable grant applications and, where applicable, agree to process and pass on to DGT as a reduction in final costs the full amount of any grants received directly.

# **SCHEDULE**

Bidders must adhere to the proposed schedule listed below. All schedule dates and time are subject to change.

* Site visit will occur on March 1, 2024. Bidders must register for the site visit by emailing Jordan Canopy at Jordan.canopy@dgt.gov no less than 48-hours in advance of the designated site visit.
* Written questions may be submitted to Jordan Canopy at Jordan.canopy@dgt.gov no later than March 15, 2024.
* Responses to written questions will be posted by April 1, 2024.
* **Bid submissions are due no later than 5:00 PM on April 15, 2024.**
* It is anticipated that an award shall be made by May 15, 2024. *(This date should be 90 days after the date of final grant application submission to DOER.)*
1. To be eligible for LBE grant funds, ongoing networking and extended warranty costs may be covered for up to three years but must be prepaid upfront. [↑](#footnote-ref-2)
2. While fleet-only parking areas are not required to design EVSE placement for accessibility unless requested through employee accommodation(s), state entities may wish to include accessible design as part of the request for proposals for future use; namely, [Massachusetts Architectural Access Board's rules and regulations 521 CMR](https://www.mass.gov/aab-rules-and-regulations) and/or [2010 ADA Design Standards](https://www.ada.gov/regs2010/2010ADAStandards/2010ADAstandards.htm). See the Considerations to Inform EV Charging Station Decision-Making guide for more details. [↑](#footnote-ref-3)