



2018 Request for Proposals

Level 2 and Level 3 Electric Vehicle Supply Equipment

Issued by: Holy Cross Energy
3799 Highway 82
P.O. Box 2150
Glenwood Springs, CO 81602-2150

Issue Date: July 23, 2018

Proposal Due Date: August 24, 2018



RFP Website:

<https://www.holycross.com/rfp-evse>



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1. Introduction

1.1. Background

Holy Cross Energy (HCE) is a not-for-profit, cooperative utility providing electricity and related services to 42,000 members, primarily located in the Western Colorado counties of Eagle, Garfield, Pitkin, Gunnison and Mesa.

HCE is governed by a duly elected Board of Directors consisting of seven active HCE members from specific geographical districts serving staggered three-year terms. HCE is not subject to the economic (ratemaking) jurisdiction of the Colorado Public Utilities Commission because its Members have elected to exempt HCE from such jurisdiction. HCE remains subject to the Commission's complaint and territorial jurisdiction and is also subject to any Federal, State or local authority with appropriate jurisdiction.

HCE has a peak winter load of about 270 MW, a peak summer load of about 145 MW, and provides 1,200,000 MWh in retail sales to 56,000 premises. Peak daily system load typically occurs in the evening hours throughout the year. Power supply resources include long term power supply contracts with Xcel Energy, the Western Area Power Administration, various local renewable generating facilities and an ownership share in the Comanche 3 coal-fired power plant near Pueblo, CO. HCE's Board of Directors has



adopted a voluntary goal of supplying 30% of the electricity used to serve customer load with renewable resources by 2020 and 35% by 2025.

1.2. General Information

HCE is issuing this Request for Proposals (RFP) from qualified manufactures and installer for electric vehicle supply equipment (EVSE). This RFP comprises of both level 2 and level 3 charging equipment. Level 2 is defined as a residential or workplace charger with a minimum output of 6.0kW and a max of 19.2kW. Level 3 is defined as a public or corridor charger with a minimum output of 24kW and a max of 160kW.

The purpose of this solicitation for HCE is to procure EVSE that will provide electricity for transportation. The EVSE will be installed in strategic locations to serve both public, private, community, and corridor charging environments.

HCE completed their Landis+Gyr Advanced Metering Infrastructure (AMI) project at the end of 2015 and would prefers proposals to include communications via this network.

2. Nature of Services Required

- Secure a Vendor which is the original equipment manufacturer or an authorized dealer.
- Secure a Vendor that can provide an open source public EVSE platform. Achieve the lowest pricing for level of service
- Secure a Vendor that can respond to early market demands and evolve their equipment and product offerings with the latest developments in standards and technology
- Secure a Vendor that can provide strong operations and maintenance and technical support services

3. Minimum Qualifications

The following are minimum qualifications and licensing requirements that the Vendor must meet in order to be eligible to submit a RFP response. Responses must clearly show compliance to the minimum qualifications.

- 3.1. Have physical models of the EVSE
- 3.2. Minimum of two year in the electronic component manufacturing and/or assembly industry
- 3.3. The Vendor, if other than the manufacturer, shall provide upon request a current, dated, and signed authorization from the manufacturer that the Vendor is an authorized distributor, dealer or service representative and is authorized to sell the manufacturer's products. Failure to provide manufacturer's authorization upon request will result in bid/response rejection.
- 3.4. EVSE must conform to the following national standards and have received UL approvals.
 - Americans with Disabilities Act
 - SAE J1772
 - National Electric Code Article 625



- Underwriters Laboratories 2594
 - International Electrochemical Commission 61851
- 3.5. Back office management software
 - 3.6. Open Charge Point Protocol (OCPP 1.5 or later)

4. Preferred Qualifications

- 4.1. Back office management software integration with Landis+Gyr meter communication network
- 4.2. Integration into National Information Solutions Cooperative (NISC) for submetering data
- 4.3. Application programming interface (API)
- 4.4. Less than 1%-metering accuracy with internal current transformers (CT)
- 4.5. NRECA multispeak communication standard
- 4.6. Holy Cross Energy logo or wrap

5. Specifications

- 5.1. Availability
- 5.2. Max dimensions
- 5.3. Number of units available
- 5.4. Wall-mounted or pedestal-mounted
- 5.5. Enclosure rating
- 5.6. Operational sequence
- 5.7. Pilots programs initiated or completed
- 5.8. Temperature rating
- 5.9. Cable length
- 5.10. Connector types
- 5.11. Network or stand alone
- 5.12. Amp rating
- 5.13. Breaker size
- 5.14. Input current
- 5.15. Input phase
- 5.16. Input voltage
- 5.17. Maximum energy output (kW)
- 5.18. Output phase
- 5.19. Output voltage
- 5.20. (L3) site upgrades
- 5.21. (L3) upgrades, such as lighting or landscaping
- 5.22. Permits
- 5.23. Restoration of site
- 5.24. Signage
- 5.25. Provide different billing rates to different classes of customers
- 5.26. Accept point of sale transaction payment via major credit cards
- 5.27. Technical support and maintenance



- 5.28. Fee collection
 - 5.28..1. Collect fees from user and how much
 - 5.28..2. Accept major cc or other methods
 - 5.28..3. RFID support
- 5.29. Networking or Gateway
 - 5.29..1. AMI compatible
 - 5.29..2. Monitor data
 - 5.29..3. Online updates
 - 5.29..4. Plans for require payment
 - 5.29..5. Detail the options available for accessing data (API) and energy monitoring information
 - 5.29..6. Example of dataset
 - 5.29..7. All reportable data in a format that is exportable by the end user, such as Excel or XML
- 5.30. Data usage
 - 5.30..1. Minutes per day in-use
 - 5.30..2. Total sessions by day
 - 5.30..3. Total energy used (kWh/day)
 - 5.30..4. Real-time availability of EVSE (e.g., online, offline, charging, connected, fault).
- 5.31. Prefer online updates
- 5.32. Payment
- 5.33. Data access and energy monitoring
- 5.34. Cost of service
 - 5.34..1. Network access or administration of billing should be included in the bid
- 5.35. EVSE HCE branding or wrap
- 5.36. Warranty
 - 5.36..1. Cost of warranty
 - 5.36..2. Time of warranty
 - 5.36..3. Cost of extended warranty, if available
 - 5.36..4. Ongoing cost of typical maintenance
 - 5.36..5. Warranty for all hardware, electrical, foundation and restoration work.

6. Scope of Work

- 6.1. It is the intent of these specifications to establish the minimum technical requirements to establish a multiyear contract for the purchase of Level 2 and Level 3 (DCFC) conductive charging Electric Vehicle Supply Equipment (EVSE). Level 2 is defined as a charging method that allows an electric vehicle to be connected to permanently wired EVSE with a specialized connector (SAE J1772) with power levels rated at less than or equal to 240 VAC/80 Amps. Level 3 is defined as a charging method that allows an electric vehicle to be connected to permanently wired EVSE with a specialized connector (SAE J1772/CCS/SAE) with power levels rated at 480 VAC. Vendors are to be an original equipment manufacturer or an authorized dealer of a particular brand of EVSE. The contract shall



include related options and spare parts as they become available from the manufacturer during the contract term.

- 6.2. EVSE Model: Prior to award, HCE shall require the apparent successful Vendor to submit a functioning model (per proposed EVSE meeting Technical Requirements). If the product is custom-designed, the cost of the custom production may be charged to HCE at a mutually agreed upon cost (OR alternatively – the cost of the custom production for purposes of testing must be provided to HCE on the Offer Form). In the event the equipment demonstrated does not meet performance and/or capability requirements in the opinion of HCE, the Vendor may be rejected as non-responsive.
- 6.3. Contract Term: This contract shall be for three (3) years, with the option to renew for two (2) additional years. Such extensions shall be automatic, and shall go into effect without written confirmation, unless HCE provides advance notice of the intention to not renew. The Vendor may also provide a notice to not extend but must provide such notice at least 60 days prior to the otherwise automatic renewal date.
- 6.4. Not a Mandatory Use or Guaranteed Utilization Contract: HCE does not guarantee utilization of this contract. HCE may provide estimates of use or the value of prior utilization of similar contracts; such information is for the convenience of the Vendor and does not serve as a guarantee of usage under any contract signed as a result of this solicitation. HCE reserves the right to multiple or partial awards, to terminate contracts under the conditions named herein, and/or to order quantities based on the needs of HCE. These contracts are not intended to guarantee minimum quantities of work to a single vendor and are not intended to guarantee a closed list of eligible Vendors for HCE use.
- 6.5. HCE may also periodically resolicit for new additions to the Vendor pool to invite additional Vendors to submit bids or proposals for award. This may be done periodically at HCE option. Use of supplemental contracts does not limit the right of HCE to terminate existing contracts for convenience or cause.
- 6.6. Expansion Clause: Any resultant contract or Purchase Order may be expanded as allowed below. A modification may be considered per the criteria and procedures below, for any ongoing Blanket Contract that has not yet expired. Likewise, a one-time Purchase Order may be modified if the bid reserved the right for additional orders to be placed within a specified period of time, or if the project or body of work associated with a Purchase Order is still active. Such modifications must be mutually agreed. The only person authorized to make such agreements on behalf of HCE is the Buyer from HCE Purchasing Division. No other HCE employee is authorized to make such written notices. Expansions must be issued in writing from HCE Buyer in a formal notice. The Buyer will ensure the expansion meets the following criteria collectively: (a) it could not be separately bid, (b) the change is for a reasonable purpose, (c) the change was not reasonably known to either HCE or vendors at time of bid or else was mentioned as a possibility in the bid (such as a change in environmental regulation or other law); (d) the change is not significant enough to be reasonably regarded as an independent body of work; (e) the change could not have attracted a different field of competition; and (f) the change does not vary the essential identity or main purpose of the contract. The Buyer



shall make this determination, and may make exceptions for immaterial changes, emergency or sole source conditions, or for other situations as required in the opinion of the Buyer.

- 6.7. Note that certain changes are not considered an expansion of scope, including an increase in quantities ordered, the exercise of options and alternates in the bid, or ordering of work originally identified within the originating solicitation. If such changes are approved, changes are conducted as a written order issued by HCE Purchasing Buyer in writing to the Vendor.
- 6.8. Contractor Responsibility to Limit Sales: Contractor has responsibility to limit sales to those products or services authorized within the contract, whether authorized by changes and amendments or stated within the original contract scope. The Contractor is responsible for refusing orders that are not properly authorized by the contract or through other proper Purchase Orders issued by authorized persons from HCE. If the Contractor has consistent sales of unauthorized products or services, HCE reserves the right to use any of the following: terminate the contract in accordance with termination provisions, place the Contractor payments on "hold" for all incoming invoices while HCE determines which are authorized items eligible for payment, and/or refuse certain invoices that contain non-authorized items.
- 6.9. Vendor Usage Reports: HCE may request that the Vendor provide reports of purchases made by HCE during the contract term. Within 10 business days of a request, the Vendor will supply HCE a report in the requested format. The report must be clearly titled (Company name, contact information, dates of report period). The Vendor will provide, upon a request by HCE, information sorted according to HCE request, which may include: invoice specific detail or summary detail, by item name, by the user, and date or order.
- 6.10. Trial Period and Right to Award to Next Low Vendor: A ninety (90) day trial period shall apply to contract(s) awarded as a result of this solicitation. During the trial period, the vendor(s) must perform in accordance with all terms and conditions of the contract. Failure to perform during this trial period may result in the immediate cancellation of the contract. In the event of dispute or discrepancy as to the acceptability of product or service, HCE's decision shall prevail. HCE agrees to pay only for authorized orders received up to the date of termination. If the contract is terminated within the trial period, HCE reserves the option to award the contract to the next low responsive Vendor by mutual agreement with such Vendor. Any new award will be for the remainder of the contract and will also be subject to this trial period.
- 6.11. Order Desk: The winning vendor shall provide a telephone service or "order desk" to receive calls from HCE for advice or assistance, recommendations on products, parts, and repairs, and for receiving and processing of phone orders. The Order Desk shall be available from 7:00a.m. to 4:00 p.m. MST all business days except national holidays. If your standard operating hours are otherwise, notify the RFP Coordinator (Buyer). Depending on the operating needs of the HCE, hours that are similar to, but not exactly the same as the 7-4 schedule may be accepted by HCE as material compliance to this requirement.
- 6.12. Adequate Inventory and Response Times: The vendor shall provide five (5) business days' response time and delivery for most new product orders placed by HCE. Vendor will maintain adequate



inventory to stock and provide same-day response on the most frequently ordered items, allowing City employees to purchase tools or parts at the Vendor location within the same-day of placing the order.

- 6.13. **Delivery:** The Vendor shall provide a delivery service that will be available for routine orders. The Vendor will pick up or deliver products to HCE location specified. There will not be an additional charge for delivery, unless specified in the Bid/RFP.
- 6.14. **No Minimum Order:** There shall be no minimum order size for this contract.
- 6.15. **Warranty:** The Vendor shall warrant all materials and workmanship delivered under any resulting contract to be free from defects, damage or failure for any reason whatsoever which HCE may reasonably determine is the responsibility of the Vendor, for a minimum of three years after the date of final acceptance and without cost to HCE for labor, materials, parts, installation or any other costs except where longer periods of warranty of guarantees are specified.
- 6.16. **Right to Replace Products & Product Discontinuance:** In the event the manufacturer discontinues or replaces a product, Vendor may request HCE substitute a new product or model on the contract. HCE may allow the Vendor to provide a substitute product, upon confirmation that the product has been discontinued. Pricing for such a product replacement or substitute must be the same discount rate as provided to HCE on the original product.
- 6.17. **Cancellation of Orders:** HCE may cancel an order before delivery without penalty or charge, providing that the Vendor has not incurred any special production costs such as custom fabrication in fulfilling the order. If HCE cancels the order after production has begun for a non-standard or custom order, then the Vendor may charge the customer reasonable expenses incurred up until the date of the cancellation, that cannot be reasonably avoided or offset by the Vendor, not in any event to exceed 10% of the total cost of the order.
- 6.18. **Returns and Restocking:**
 - **Vendor Error:** No restocking charge for items ordered due to Vendor error. Vendor pays all shipping costs.
 - **Standard Stock items:** No restocking fee applies if new, unused, in original packaging and shipped back within 30 days of receipt by HCE. Customer pays the shipping cost.
 - **Non-Standard or Custom items:** Item(s) may be returned if new, unused, in original packaging and shipped back within 30 days of receipt. If HCE cancels the order after production has begun for a non-standard or custom order, then the Vendor may charge the customer reasonable expenses incurred up until the date of the cancellation, that cannot be reasonably avoided or offset by the Vendor, not in any event to exceed 10% of the total cost of the order.
 - **Fabricated Items:** Items that are custom engineered and fabricated to design specifications may be returned under the terms negotiated between the parties upon request of HCE. If HCE cancels the order after production has begun for a non-standard or custom order, then the Vendor may charge the customer expenses incurred up until the date of the cancellation, not in any event to exceed the cost of the order.



- Failure to perform: If Vendor has presented a particular product as suitable and fit for the purpose described by HCE herein or upon order by HCE, and the product fails to perform as advised and/or specified, that shall be defined as a Vendor error. No restocking charge shall be charged to HCE. Further, if such fitness could not have been determined until the product had been in use, HCE may return the product opened and used within 30 days of receipt without penalty or charges due to HCE.

7. Completion Expectations

7.1. RFP Schedule

HCE has established the target schedule show below for the RFP. HCE reserves the right to amend the target schedule at any time.

Event	Date
RFP Issuance	July 23, 2018
Proposal Submittal Date	August 24, 2018
Estimated Notification of Finalists	September 14, 2018

7.2. Contact Information, Questions and Answers

This RFP, all RFP-related documents and forms, and other related information can be accessed at HCE's EVSE RFP website. The website can be found at the following URL:

<https://www.holycross.com/rfp-evse>

It is the respondent's responsibility to access the website to investigate any and all changes and addendums to this RFP and to obtain copies of any such information from the website.

Respondents may submit written requests for additional information via e-mail only. Any requests should be sent to Chris Bilby at cbilby@holycross.com. Questions submitted by respondents and the answers to those questions will be sent to the inquiring party via e-mail and posted on the RFP website



so as to be accessible to all respondents during the RFP process. All questions will be redacted to remove personal, company, or site related information at HCE's discretion. Any questions sent to any other e-mail address will not receive a response.

HCE will establish an email distribution list for updates to this RFP. An email will be sent when changes to the RFP website or documents are made including updated question and answer lists. Please send an email to cbilby@holycross.com requesting to be added to this list. Please note that all parties who submit questions to this address will automatically be added to the distribution list.

7.3. Proposal Submission

Proposals must be delivered to HCE's Glenwood Springs Headquarters by 4:30 P.M. (MST) on August 24, 2018. Proposals received later than the due date and time will be rejected and destroyed without opening. A proposal may be withdrawn at any time prior to the due date and time for receipt of proposals set forth above.

Proposals must be submitted in a sealed package with the respondent's company name and address clearly indicated on the package containing the proposal and clearly marked:

2018 EVSE RFP Response Confidential Sealed Bid Proposal

If sent by the United States Postal Service, packages should be addressed to:

Holy Cross Energy
Attn: Chris Bilby
PO Box 2150

Glenwood Springs, CO 81602

If delivered by any other means, packages should be addressed to:

Holy Cross Energy
Attn: Chris Bilby
3799 Highway 82
Glenwood Springs, CO 81601



7.4. Proposal Opening and Evaluation

Opening of the proposals will not be done in public. Proposals will be screened for completeness and responsiveness to the RFP. Any proposals that do not meet the content and organizational requirements specified herein will be eliminated from further consideration. HCE may, at its sole discretion, request additional information about any item in a respondent's proposal. Such requests will be made in writing via e-mail. The respondent is required to provide a written response via e-mail to the sending e-mail address within five (5) business days or HCE may, at its sole discretion, deem the respondent to be non-responsive and reject any further responses and terminate any discussions at any time. HCE encourages respondents to provide one or more alternate points of contact for any questions.

7.5. Representations

This RFP does not commit HCE to enter into a contract, nor does it obligate HCE to pay for any costs incurred in preparation and submission of proposals or in anticipation of a contract. HCE reserves the right to modify or withdraw this RFP, to negotiate with respondents to resolve contractual specifications, and/or to reject any or all responses and to terminate contract development at any time. Prior to the execution of a contract, HCE reserves the right to:

- Request additional information from a respondent; and
- Reject any or all proposals; and
- Accept other than the lowest cost proposal(s); and
- Obtain clarification from respondents concerning proposals; and
- Conduct contract development discussions with selected respondents.

7.6. Confidentiality

Any portions of the RFP containing confidential or proprietary information should be clearly marked "Proprietary and Confidential." HCE reserves the right to release any such information to its agents or contractors for the purpose of evaluating the respondent's proposal. Under no circumstances will HCE be held liable for any damages resulting from any disclosure of respondents claimed confidential information during or after the RFP process.

8. Submittal Preparation

8.1. Proposal Content Requirements

The content and format requirements for all proposals submitted in response to this RFP are outlined here. A proposal that does not include all the information required below may be deemed incomplete and is subject to rejection. If it appears that certain information is inadvertently omitted, HCE may



contact the respondent to obtain the information. Proposals must include all the items listed below, in the order listed:

- 1) Cover Letter
- 2) Executive Summary
- 3) Respondent Information
- 4) Proposed Scope of Work
- 5) Explanation of Qualifications
- 6) List of Specification
- 7) Work Plan
- 8) Pricing
- 9) Project Schedule
- 10) References
- 11) Additional information

- [Cover Letter](#)

The cover letter must include all signatures necessary to approve and submit the respondent's proposal by a representative having the authority to contractually commit the respondent for respondent's offer provided in the proposal and be dated no later than the Proposal Submittal Date.

- [Executive Summary](#)

The Executive Summary should highlight the content of the proposal and the organization of your company or parent company

- [Respondent Information](#)

The respondent should provide the following information in a narrative form:

- 1) Primary and alternative contact information including contact name(s) and title(s), mailing address(s), phone number(s), and e-mail address(s); and
- 2) A profile of the respondent's company
- 3) A description of the experience of the company as it relates to this RFP
- 4) The proposed team that will be working on this project
- 5) Other information deemed appropriate by respondent



- **Proposed Scope of Work**

The respondent should provide a description of the proposed scope of work. In particular, the respondent should provide a summary of the planned tasks and activities, and a description of the reviews and analyses reports.

- **Explanation of Qualifications**

The respondent should provide a detailed explanation of qualifications of the EVSE. This will include the minimum qualification and any preferred qualification.

- **Specifications**

The respondent should provide specification of the EVSE to include physical and electrical drawing. Any mounting pedestal information and installation instruction. A detailed explanation for each item listed in the Specification (5) about how its units meet or exceed the specification and to detail any areas where the specification is not met and how this is beneficial.

- **Work Plan**

The respondent should provide a work plan to include:

- Summary of the steps to be completed to accomplish the scope of work
- Necessary information regarding approaches to the project
- Regular meetings with key HCE personnel
- Information gathering and disseminating sessions
- Detailed request for information for the data/information the respondent will need to complete this project

- **Pricing**

The respondent's pricing must include detailed cost quotations tied to the work plan for the project. Proposed payment terms and payment schedule should also be included. Cost quotations should include a not-to-exceed amount.

- **Project Schedule**

All proposals must provide a detailed schedule of activities and completion dates. The number of hours allocated to each task and individual should be shown.



- **References**

The respondent should include reference material as a part of this submission. Reference items should include:

- 3-5 references from projects of comparable scope as performed by the proposed team listed above. References should include contact names and telephone numbers
- Current client list with number of EVSE, defection rates, warranty rates

- **Additional Information**

Respondent may provide any additional information the respondent feels will assist HCE in their evaluation of the respondent's proposal.

9. Evaluation Process

9.1. Screening for Responsiveness

All proposals received will be evaluated for responsiveness and completeness. HCE will eliminate any proposals that (a) are non-conforming to this RFP, (b) do not meet the minimum requirements set forth in this RFP, (c) are not economically competitive with other proposals, or (d) are submitted by respondents that lack appropriate qualifications. Please be certain that all required information is included in your proposal, as HCE will not be required to notify you of incompleteness, seek clarification, or ask for additional information. Failure to provide the information set forth herein may be grounds for elimination of consideration.

9.2. Project Preferences

HCE reserves the right to make an award for reasons other than the lowest price offered. The following general criteria (in no particular order) are defined to provide guidance to all respondents, but are not an exhaustive list of criteria that will be used in selection:

- **Cost:** Preference will be given to proposals able to provide the EVSE to HCE at the lowest reasonable cost.
- **Technically sound:** Proposals that show the ability to produce a product to meet all HCE committed needs and future programs
- **Timing:** Proposals that can reasonably be expected to achieve the target dates set forth in this RFP are preferred.
- **Adaptable:** Proposals that show the respondents ability to design EVSEs that will help HCE adapt to and lead in the future utility industry are preferred.



9.3. Bid Selection

Those proposals deemed responsive, complete, technically sound, adaptable and price competitive will be eligible for further negotiations with HCE. HCE intends to notify all respondents of the results of the evaluation and begin contract development on or around September 28, 2018.