



State of Rhode Island, Department of Administration
Division of Purchases
One Capitol Hill
Providence, Rhode Island 02908
www.purchasing.ri.gov (401)574-8100

This solicitation has been awarded to the following vendor(s):

Vendor Name	PO Number
VERDEK LLC	3454775
EVSE LLC	3454767
VOLTREK	3454763

Download Listing for bid #7549673

Opened on: 7/29/2015 @ 11:00 AM

**Title: MPA-509 FURNISH AND INSTALL ELECTRIC VEHICLE SUPPLY EQUIPMENT
(20 PGS)**

Sorted by Vendor Name

Surety	Received	No Cover	Vendor Name	State	M/D/W
			Adamson Industries Corp.	MA	
			Bid Ocean, Inc.	CO	
			Blink Network, LLC	FL	
			Car Charging Group, Inc.	FL	
			Clarks Auto Sales & Service Inc	RI	
	X		EVSE LLC	CT	
			Fleet Master Inc	RI	
			Granite City Electric Supply	MA	
	X		Green Power Technology, LLC	TN	
			K Electric, Inc.	RI	
			Richard F Zuercher Jr.	RI	
			Schneider Electric	MA	
	X		Verdek LLC	CT	
	X		Voltrek, LLC	MA	

Total: 4

Created on: 8/13/2015 at 10:55:08 AM



STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS

Department of Administration
DIVISION OF PURCHASES
One Capitol Hill
Providence, RI 02908-5855

Tel: (401) 574-8100
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Website: www.purchasing.ri.gov

**CONTRACT USER GUIDE FOR EVSE
MASTER PRICE AGREEMENT MPA #509
FURNISH AND INSTALL ELECTRIC VEHICLE SUPPLY EQUIPMENT
SOLICITATION #7549673
CONTRACT TERM: 2/4/16 - 1/31/19**

BACKGROUND:

The Division of Purchases issued RFP #7549673 “Furnish and Install Electric Vehicle Supply Equipment” for Turnkey Electric Vehicle Supply Equipment (EVSE) Services on June 18, 2015. Four (4) firms submitted proposals on July 29, 2015 to provide turnkey EVSE and installation services to state, municipal, quasi-public agencies and state colleges and universities. Turnkey services are defined as: one entity or partnership that manufactures, supplies, and provides for the site preparation, including signage and pavement markings, EVSE installation and maintenance by a Rhode Island licensed electrician, and continued support services. Purchase orders were issued to three (3) firms.

CONTRACT SUMMARY:

This Master Price Agreement includes qualified firms to provide turnkey EVSE services on an “as needed” basis for individual projects.

WHO CAN USE THIS CONTRACT:

State Agencies (Agency), municipalities (cities, towns, and schools), quasi-public agencies, and state universities and colleges as authorized by law, may participate in this Agreement. All ordering and billing shall be between the vendor and the user entity.

A. INSTRUCTIONS FOR USE BY STATE AGENCIES:

1. There are no required thresholds for this MPA.
2. Request “lump-sum fixed fee” quotes from all three (3) of the qualified vendors in accordance with the Sample RFQ format provided as “Attachment A”.
3. Request turnkey services from prequalified vendors. Provide sufficient information, such as scope of work, allowable working hours, and special requirements for the vendor to respond with a suitable proposal. See the Sample Request for Quote provided as “Attachment A.”

The project must contain all of the following tasks:

- i. Equipment Purchase(s): Level I, II, or DC Fast Charge (ensure that all equipment to be purchased and installed meets [Section 3A “Mandatory EVSE Specifications” of solicitation number 7549673](#))
- ii. Installation of equipment, including site layout
- iii. Software purchases (if needed)
- iv. Project Timeline
- v. Training & Support

4. The agency must conduct a technical evaluation of proposals from at least two (2) of the prequalified vendors. The Agencies and Office of Energy Resources (OER), as requested and/or appropriate, will evaluate the proposals.

The OER recommends the following non-binding evaluation criteria:

- i. Understanding of Work – (30%)
 - ii. Experience and Expertise – (30%)
 - iii. Total Project Cost – (40%)
5. Following the selection of a vendor, the Agency will send a notification letter [*See the sample notification letter provided as “Attachment B”*] to the vendor in which the following information is requested:
 - An agreement outlining the scope and special terms & conditions covering the work, executed by *both the Agency Chief Executive and an authorized agent of your firm*. Contact AGENCY CONTACT at (TEL. #) or AGENCY E-MAIL.
 - Certificates of insurance in accordance with solicitation #7549673, Furnish and Install Electric Vehicle Supply Equipment”. Certificates of insurance must: (i) reference solicitation title and number; (ii) *name the State Agency as “certificate holder” and both the State Agency and the State of Rhode Island as additional insured;*” and (iii) state that 20 days’ advance notice of cancellation (referencing solicitation number 7549673) will be sent to: CONTACT, STATE AGENCY, MAILING ADDRESS. ¹⁾
 - A completed “Minority Business Enterprise Plan.” For further information, call Dorinda Keene at (401) 574-8670 or dorinda.keene@doa.ri.gov .

¹⁾ Insurance Requirements per the Bid Solicitation:

- A. Commercial General Liability Insurance: Commercial General Liability Insurance covering bodily injury broad form property damage, personal and advertising injury, independent contractors, products completed operations, and contractual coverage. Coverage shall be written on an occurrence basis and shall extend to an agent, independent contractor, temporary worker and a leased worker. A combined single limit of \$1,000,000 per occurrence and aggregate is required.
- B. Auto Liability Insurance: Auto Liability Insurance covering all owned, non-owned, or hired vehicles. A combined single limit occurrence of \$1,000,000 will be obtained.
- C. Workers Compensation: Workers Compensation coverage in compliance with the workers’ compensation laws of the State. Coverage shall include Employers Liability Insurance with minimum limits of \$500,000 each accident, \$500,000 disease or policy limit, \$500,000 each employee.
- D. Alternative Employer Endorsement shall be required for both the workers compensation and employers liability policy.

There shall be no cancellation, material change, potential exhaustion of aggregate limits or non-renewal without thirty days (30) written notice from the contractor or its insurer(s). Failure to comply with the reporting provisions of this clause shall be grounds for immediate termination of any contract issued pursuant to MPA-509.

6. When all of the above information has been obtained, the Agency will send the following documentation to the Division of Purchases and request that a project specific purchase order be issued:
- Memo or Cover Letter detailing request;
 - Scope of Work;
 - Required number of responsive quotes received plus identification/results of other quotes solicited;
 - Memorandum Signed by Agency Summarizing Responses and Recommending Vendor;
 - A Zero Dollar Requisition to Include Project Amount as a text attachment internal to the requisition;
 - Copy of notification letter and all related vendor documentation required:
 1. Copy of signed project agreement
 2. Copy of insurance certificate(s)
 3. MBE Compliance for the project engagement

STATE AGENCIES PLEASE TAKE NOTE:

Pricing is “lump-sum fixed fee”; vendors should not be charging agencies for travel or other fees in addition to the lump-sum fixed fee price.

No Vendor shall provide services or begin work unless and until a valid Purchase Order approved by the Agency has been issued and received by Vendor. In no event shall a Vendor deliver goods or provide services until such time as a duly authorized release document is certified by the ordering Agency. A Vendor will not be entitled to any payment for services rendered or work completed outside of this policy.

In accordance with R.I. Gen. Laws § 37-2-54(c), “No purchase or contract shall be binding on the state or any agency thereof unless approved by the department [of Administration] or made under general regulations which the Chief Purchasing Officer may prescribe.”

Under State Purchasing Regulation 8.2.1.1.2, “Any alleged oral agreement or arrangements made by a bidder or contractor with any agency or an employee of the Office of Purchases may be disregarded and shall not be binding on the state.”

State Purchasing Regulation 8.7.1 – “All agreements and changes to scope of work, price, or other terms shall be incorporated into purchase orders via “change order” documents incorporating contract amendments.”

State Purchasing Regulation 8.7.2 – “Change Orders issued by the Office of Purchases shall be the only binding documents which may create a change in a purchase order.”

State Purchasing Regulation 8.7.3 – “Personnel shall not commit the state to technical / contractual changes to purchase orders without first securing all necessary approvals.”

B. INSTRUCTIONS FOR USE BY OTHER ENTITIES:

The OER strongly recommends the following instructions for use by non-state agency entities. These instructions are meant only as a guide. They may be used in addition to any and all procurement practices typically required by the applying entity:

1. Define project scope
2. Request quotes from all three (3) of the qualified vendors
3. Ensure the following tasks are clearly defined in the quote:
 - a. Equipment (brand, abilities, level of charging capability)
 - b. Site layout & installation requirements
 - c. Software purchases (if needed or required)
 - d. Project timeline
 - e. Training & Support
4. Evaluate and Award

The OER recommends the following non-binding evaluation criteria:

- a. Understanding of Work – (30%)
- b. Experience and Expertise – (30%)
- c. Total Project Cost – (40%)

Vendor Contact Information (po numeric order):

PO #3454763
VOLTREK
24 BOSTON RD
ANDOVER,MA 01810
KATHLEEN CONNORS
978-378-0910

PO#3454767
EVSE LLC
89 PHOENIX AVE
ENDFIELD, CT 06082
DANIEL SHANAHAN
860-745-2433

PO#3454775
VERDEK LLC
123 ROLLING MEADOW RD
MADISON, CT 06443
GUY MANNINO
706-409-3995

Energy Resources Contact:

For **technical assistance or general questions**, please contact the Office of Energy Resources at Energy.Resources@energy.ri.gov with **“MPA-509 Assistance” as the subject line.**

Division of Purchases Contact:

Thomas Bovis, Interdepartmental Project Manager,
Division of Purchases
Email: Thomas.Bovis@purchasing.ri.gov
Tel: 401.574.8119

Attachments:

Attachment A – Request for Quote “RFQ” Sample
Attachment B – Notification Letter “Sample”

This Master Price Agreement is a joined effort between the Rhode Island Department of Administration Division of Purchases and Office of Energy Resources.



State of Rhode Island
Division of Purchases
DEPARTMENT OF ADMINISTRATION



State of Rhode Island
Office of Energy Resources



STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS

INSERT DEPARTMENT HERE
INSERT DIVISION HERE
INSERT ADDRESS HERE
PHONE FAX
TDD

Request for Quote "RFQ" - "Furnish and Install Electric Vehicle Supply Equipment", for Turnkey Electric Vehicle Supply Equipment (EVSE) Services PROJECT NAME- LOCATION, RI

Solicited under State of Rhode Island Master Price Agreement #509 - "Furnish and Install Electric Vehicle Supply Equipment"

DATE OF REQUEST FOR QUOTE
INSERT DATE OF REQUEST FOR QUOTE

PROPERTY DESCRIPTION
INSERT PROPERTY DESCRIPTION

HISTORY/BACKGROUND
INSERT HISTORY AND BACKGROUND

INTENT
INSERT THE INTENT

A SELECT mandatory/non-mandatory site walkthrough will be conducted at INSERT LOCATION.
INSERT DATE->

Questions regarding this Request for Quote are due to the INSERT AGENCY no later than INSERT DATE-

Vendor Submissions are due via email or hardcopy to the INSERT AGENCY no later than INSERT DATE-

Division contact:

NAME, TITLE 401-XXX-XXXX email:email.address@XXX.ri.gov

The following Turnkey Electric Vehicle Supply Equipment (EVSE) Services will be required:

- 1. INSERT REQUIRED XXX SERVICES
Provide sufficient information, such as scope of work, allowable working hours, and special requirements for the vendor to respond with a suitable proposal Refer to User Guide Instructions for Use on Page 1

Implementation Schedule:

- 1. LIST IMPLEMENTATION SCHEDULE AND DURATION

Pricing - Lump-Sum Fixed-Fee:

Vendors are requested to provide pricing in the following format:

- 1. Provide a lump-sum fixed fee for the work described above \$
2. Provide an hourly breakdown of the above lump-sum fixed fee for all personnel roles associated with the project (including primary and secondary).

Table with 3 columns: Personnel, Hourly Rate, Number of Hours. Includes blank lines for data entry.

Attachments:

- 1. INSERT ATTACHMENT LIST IF APPLICABLE

SAMPLE

AGENCY LETTERHEAD

DATE

NAME

COMPANY NAME

ADDRESS

CITY, STATE ZIP

Sent Via Electronic and Regular Mail

E-MAIL ADDRESS

Re: MPA-509 – “Furnish and Install Electric Vehicle Supply Equipment”
Request for Quote - **Lump-Sum Fixed-Fee Dollar Amount \$**_____

Dear _____:

This letter is to notify you that STATE AGENCY is authorized to begin contract negotiations with VENDOR NAME for the above project.

Please provide the following documentation within twenty-one (21) calendar days of this Notice (**Date**). The project cannot commence until a purchase order is issued by the State of Rhode Island, Division of Purchases. This purchase order is your “Notice to Proceed.” **Failure to provide the required information within twenty-one calendar days from the date of this communication may result in your disqualification of contract award consideration.**

- An agreement outlining the scope and special terms & conditions covering the work, executed by *both the Agency Chief Executive and an authorized agent of your firm*. Contact AGENCY CONTACT at (TEL. #) or AGENCY E-MAIL.
- Certificates of insurance in accordance with solicitation #7549673, Furnish and Install Electric Vehicle Supply Equipment”. Certificates of insurance must: (i) reference solicitation title and number; (ii) *name the State Agency as “certificate holder” and both the State Agency and the State of Rhode Island as additional insured;*” and (iii) state that 20 days’ advance notice of cancellation (referencing solicitation number 7549673) will be sent to: CONTACT, STATE AGENCY, *MAILING ADDRESS*.
- A completed “Minority Business Enterprise Plan.” For further information, call Dorinda Keene at (401) 574-8670 or dorinda.keene@doa.ri.gov .

Sincerely,

AGENCY CONTACT
TITLE

CC: Dorinda Keene – MBE
Cheryl Burrell – ODEO - Associate Director, Office of Diversity, Equity and Opportunity