

Eco-West Canada

**Request for Quotations
for
Supply, Delivery & Ongoing Maintenance
of
Level II Electric Vehicle Charging Systems
in the City of Winnipeg & Rural MB
Municipalities**

December 23, 2020

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REQUEST FOR QUOTATIONS – Eco-West Canada (EWC)

General Terms, Submission Contacts and Deadlines

GENERAL TERMS OF THE RFQ

1.A.1 Invitation

EWC is inviting quotations from electrical services providers for the supply, delivery and ongoing maintenance of Level II electric vehicle charging systems in the City of Winnipeg and selected rural Manitoba municipalities.

1.A.2 Project Authority

The Project Authority for this Request for Quotations is:

Dany Robidoux, Executive Director, EWC

E-mail: drobidoux@eco-ouest.com

1.A.3 Terms and Conditions

1.A.3.1. Queries During the RFQ

Proponents will base their proposal on EWC's directives in this RFQ as well as information obtained from personal inquiries. It is the responsibility of the proponent to obtain clarification of any terms, conditions or technical requirements contained in the RFQ.

Any questions or requests for clarification during the solicitation period must be submitted in writing (e-mail) by the primary contact of the proponent to the project authority or other designated contact at EWC.

Questions and requests for clarifications will be answered if received in writing by the project authority at least seven calendar days prior to the date stipulated for submitting the proposal.

EWC will only respond to the prime contact of the proponent, who will be responsible for further internal distribution as required.

Amendments to the RFQ

Proponents are advised that only the written information issued by EWC in this RFQ document and any appended documents and any associated amendments shall be contractually binding.

1.A.3.2. Right to Initiate or to Terminate Negotiations

EWC shall have the sole right to initiate or to terminate negotiations.

1.A.3.4. Right to Request Clarifications / Confirmations

EWC reserves the right to request clarifications and/or confirmations from any or all proponents regarding any aspect of the proposal. In the event such clarifications and/or confirmations are requested, the project authority will make the request. The request for clarification and/or confirmation will be directed to the individual named as the proponent's contact in their proposal. A written response to each such communication is required from the proponent.

1.A.4 Submission

1.A.4.1. Number of Copies

One electronic version of the proponent's quotation is to be provided in PDF.

1.A.4.2. Proposal Signature Requirements

The proponent's quotation is to be signed by the firm's signing authority.

1.A.5 Closing Location, Date and Time

1.A.5.1. Closing Location

Electronic copies shall be submitted by email to EWC. Faxed proposals will NOT be accepted.

1.A.5.2. Closing Date and Time

Proposals shall be received at the closing location by **January 8, 2021 at 4:00 p.m. CST.**

1.A.5.3. Late Submissions

It is the responsibility of proponents to allow sufficient time to ensure delivery of their proposals to the designated location prior to the stipulated closing time and date. Late proposals will not be accepted.

1.A.5.4 Submission of quotations

Proposals must be submitted via e-mail to:

Dany Robidoux, Executive Director, EWC

E-mail: **drobidoux@eco-ouest.com**

PROJECT DESCRIPTION

In 2019, Eco-West Canada's (EWC) submission to Natural Resources Canada for an EV project was accepted for NRCan's 'Zero-Emission Vehicle Infrastructure Program' (ZEVIP). For its proposed initiative, EWC has grouped several Manitoba municipalities in southeast Manitoba, the Interlake region and the City of Winnipeg to install up to a total of 31 Level 2 charging stations at several sites in the region. Every charging station will be supported by a dedicated parking space. EWC and the participating municipalities will actively promote the stations through EV charging apps and ensure that proper signage is installed at every location so that people are easily made aware of its existence and use. These charging stations will allow all participating municipalities to move ahead with concrete actions supported by their municipal climate action plans and promote the use of electric vehicles in their respective communities.

▪ Project Schedule

Milestones & Completion Date

- Deadline for submission: January 8, 2021
- Contract Awarded: January 18, 2021
- Charging units supplied to installer: February 12, 2021
- Transactional website and online data portal: To be negotiated with end users (i.e. municipalities and City of Winnipeg) – March - April 2021

2. General Overview of the Scope of Work

This tender, issued by Eco-West Canada (EWC) (the 'delivery organization,') provides for the supply and delivery of Level II Electric Vehicle Charging Systems to all participating

municipalities, all in accordance with the general terms and conditions of the contract with NRCan (ZEVIP - 058 CA), this tender and standard terms and conditions included as Appendix # 2.

3. Location of Work

Equipment deliveries and installations will be made in the City of Winnipeg and participating rural municipal sites as listed in EV Charging Stations – Site locations/installations (Appendix 1).

4. Scope of Work

- Supply up to 31 Level 2 Electrical Vehicle Supply Equipment (EVSE). Refer to EV Charging Stations – Site locations/installations (Appendix 1). For clarity, the municipalities will provide concrete base, pedestal or other infrastructure as well as electrical infrastructure to the location; EV charger manufacturer to assemble the units and supply to an electrical services contractor for connection of the EV charger and activation the unit.
- All connectors are to be capable of charging simultaneously (i.e. a dual pedestal mount must charge both stalls at the same time).
- **Technical specifications** for EV charging stations:
 - o Shall have a digital screen, backlit for night-time use.
 - o Shall be certified to operate in temperatures ranging from -40°C to 50°C.
 - o User access provided with or without authentication as required by the end user.
 - o User access provided free of charge or according to a usage fee as required by the end user.
 - o RFID card and mobile app-based authentication and payment for iOS and Android.
 - o Ability to add the charger to a mapping system and/or EV charger network and must be able to provide real time information such as availability, in use or under maintenance.
 - o AC Power Input Rating: 208V/240VAC 60 Hz single phase @ 32A
 - o Input Power Connections: One 40A branch circuit
 - o Maximum output current adjustable from 6A to 30A

- o Supply Voltage: 208VAC or 240VAC nominal
 - o Integrated GFCI Circuit Breaker: 20 mA, auto reset (3 attempts at 15 minutes intervals)
 - o Frequency: 60 Hz
 - o Charging Power: Maximum adjustable from 1.2kW to 7.2kW
 - o Charging Connector: SAE J1772
 - o Overhead Cable Management System
 - o LED status indicator (Green: Available White: In use)
 - o Aluminium Enclosure: NEMA 4X – _Weather and vandalism proof, or Type 3R per UL 50E
 - o Cable: 18-25 foot ultra-flex cable
 - o Humidity: Up to 95% (non-condensing)
 - o Power Consumption: 10W
 - o Communication interface: ZigBee (IEEE 802.15.4 meshed network) or equivalent
 - o Networking: 3G (Via communication gateway)
 - o Certifications: CSA certified for Canada and United States
 - o Safety Compliance: complies with UL 2594, UL 2231-1, UL 2231-2 and NEC Article 625
 - o Payment for charging in Canadian dollars
- Advise electrical contractor on assembly and hook up of EV charging station on site (provide power connection to electrical infrastructure, while each end user will provide power and concrete pad or other infrastructure for the charging station).
 - Electrical services provider to provide initial activation and set up of the EV charging station on site at each location.
 - The electrical services provider is to provide management services (ongoing maintenance of the charging units) to the end user (municipalities and City of Winnipeg) for a duration of five years, which includes at minimum:

- o 24/7 operation of a transactional website enabling users to register and transfer funds required to pay for the charging Service
- o Subscription to a 3G Telecommunication service for each Gateway required
- o Management of each account associated to each Access Card in service.
- o 24/7 operation of an “Owner’s Web Portal” providing each municipality the capability to issue different types of reports associated to the Charging Service provided and the Revenues collected by the Charging Stations
- o Real time monitoring from its Network Operation Center during normal business hours of the operating condition of each Charging Station belonging to each municipality
- o Online data portal with access to real time and historical consumptions and usage trends for the term of the management agreement.
- o Capability of each municipality to remotely configure the charging stations either by themselves using the Owner’s Web Portal, or through the Contractor’s Customer service agent
- o Each municipality will require its own account, have its own project manager, timelines (which may vary), and will be responsible for issuing separate purchase orders and invoicing.

5. C.S.A. Approval

All electrically powered equipment, components and/or supplies to be provided under this Contract must be fully C.S.A. approved and documentation supplied to each municipality.

6. Warranty

If at any time prior to five (5) years after the completion and acceptance of the work by the city/municipality (or other period specified elsewhere in the contract documents) any part of the Work becomes defective or is deficient or fails due to defect in design, material or workmanship, or otherwise fails to meet the requirements of the contract, then the contractor, upon request by the city/municipality, shall make good every such defect, deficiency or failure without cost to the city/municipality. Failure to remedy the defect, deficiency, or failure within a reasonable timeline may result in termination of the balance of the contract term by the city/municipality pursuant to the contract provisions.

The electrical services provider shall pay all transportation costs for parts and/or equipment both ways between the contractor’s factory (or authorized repair depot), and the point of use.

7. Subcontracting

Subcontracting of any portion of the Contract is not permitted for this Tender.

Appendix A - EV Charging Stations (Site locations/installations)

| Location | # of Charging Stations |
|--|------------------------|
| Village of Dunnottar (Interlake) | 1 |
| RM of Alexander (Eastman) | 1 |
| LUD of Pinawa (Eastman) | 2 |
| RM of Taché (Winnipeg Metro Region) | 1 |
| St-Pierre-Jolys (Southeast) (TBD) | 1 |
| Niverville (Southeast) | 4 |
| Stonewall (Interlake) | 4 |
| RM of Ritchot (Winnipeg Metro Region) | 4 |
| Selkirk (Interlake) (TBD) | 1 |
| City of Winnipeg (TBD) | 6 |
| Total number of chargers (subject to change): | 26 |

Appendix B – Terms and Conditions

1. Late submissions/quotations will not be accepted or considered. It is the responsibility of the bidder to ensure that the quotation arrives prior to the date and time and at the place indicated in this Request for Quotation.
2. Quotations must be in Canadian funds and include delivery destination duty paid (D.D.P.), Incoterms 2010.
3. If a bidder discovers that it has made an error in its quotation, the bidder may forward a correction notice to EWC's designated address, but it must be received prior to the closing date and time for the Request for Quotation. Unless otherwise specified, quotations will be open for acceptance for 90 days after the closing date.
4. When quotations have been received and an award made, the successful bidder will be held to its quotation as of the closing of the Request for Quotation irrespective of subsequent representation that mistakes have been made in the quotation originally submitted.
5. Notwithstanding paragraph 4 above, if it appears that an error has been made in a quotation, EWC may, in its sole discretion, before awarding an order, communicate with the potential supplier to ascertain if it will supply at the quoted price or withdraw the quotation. If the potential supplier is permitted to withdraw its quotation, the potential supplier will not be considered on this Request for Quotation.
6. EWC reserves the right to award this order in part or in full, on the basis of quotations received unless the potential supplier specifies that its quotation is valid only for the complete order.
7. The lowest or any quotation will not necessarily be accepted.
8. In the event of a discrepancy between the unit price and the extended price, the unit price shall govern.
9. Bidders should use the unit of measure shown in the Request for Quotation. Where conversions are required, these should be done by the bidder prior to submitting quotation.
10. Bidders should refer to the Request for Quotation number in all correspondence.
11. Bidders must comply with all applicable laws.
12. Bidders are solely responsible for their own expenses, if any, in preparing a Request for Quotation response and subsequent negotiation with EWC, if any.
13. All inquiries related to this Request for Quotation are to be directed to EWC, Procurement Services, as noted on the first page of this Request for Quotation. Information obtained from any other source should not be relied upon. Do not contact the facility or end user. Inquiries and responses may be distributed to all bidders at EWC's option.
14. All documents submitted to EWC are subject to the disclosure provisions of the Freedom of Information and Protection of Privacy Act.
15. EWC will not be obligated in any manner to any potential supplier whatsoever until a contract has been executed and issued by EWC respecting a quote.