

**INVITATION TO BID  
COUNTY OF CHITTENDEN, BURLINGTON VERMONT**

**Project: EV Charging Station Purchase & Installation  
Bids Due April 15, 2024, 3:00PM**

**SCOPE OF WORK:** The County of Chittenden (“County”) is requesting proposals from qualified contractors to purchase and install two pedestal-mounted Level 2 dual-port Electric Vehicle (EV) Charging Stations at the Chittenden County Courthouse parking lot at 175 Main Street, Burlington, Vermont.

The County has identified a preferred model, but a model of similar type may be recommended by the bidder. We have identified ChargePoint 2440 mm (8 foot) Dual Port Bollard Mount (CT4021-GW1) chargers. The CT4000 has two standard SAE J1772™ Level 2 charging ports with locking holsters, each port supplying up to 7.2kW.

Installation is expected to include trenching for a new underground conduit and wiring from the Courthouse to the parking lot. The Burlington Electric Department has confirmed that there is sufficient electricity available to the building to support the charging stations.

**REPONSIVE BIDS SHOULD INCLUDE THE FOLLOWING:**

- Cost to purchase two ChargePoint CT4000 (or comparable model) dual-port charging stations including sales tax, shipping, and delivery.
- Costs for all City of Burlington and any other required permits.
- Cost for installation including trenching, conduit, wiring, concrete pads and installation (with steel poles and sleeves), and cost for seeding and mulching disrupted ground.
- Cost for EV charging station software activation, 5-year cloud software plan, and 5-year warranty.
- Bidders should identify all proposed subcontractors and their full roles that may be involved completing the Scope of Work. No work shall be subcontracted without knowledge of and approval by the County.
- All pricing must be fixed cost, inclusive of all expenses and fees.

**COMPLETION OF WORK:** Work is complete when all City of Burlington and/or other required permits are closed and charging stations are fully operational.

**QUESTION AND ANSWER PERIOD:** Any vendor requiring clarification of any section of this RFP or wishing to comment or take exception to any requirements of the RFP must submit specific questions in writing to the Chittenden County Clerk, at [chitcountyclerk@gmail.com](mailto:chitcountyclerk@gmail.com) no later than **April 1, 2024 at 3:00PM**. All questions should include “**EV Charging Stations**” in the subject line. Any comments, questions, or exceptions not raised in writing on or before the last day of the question period are waived. At the close of the question period a copy of all questions or comments, responses will be posted on the County’s website at: <https://www.chittendencountycourt.org/ev-rvp>. Every effort will be made to post this information as soon as possible after the question period ends, contingent on the number and complexity of the questions.

**EVALUATION OF PROPOSALS:** The two Assistant Judges will evaluate proposals based on the determination of the most qualified firm or individual that best meets the needs and interest of the County, which may or may not be the lowest bid. Consideration will be given to experience with EV charging station installation and maintenance, bidder integrity, compliance with public policy, record of past performance, availability, and financial and technical resources.

Not all firms/individuals submitting responses may be interviewed. The County reserves the right in its sole discretion to request any additional information that might be deemed necessary after reviewing submitted proposals. The County reserves the right to reject any or all bids if it is in the best interest of the County to do so. The County reserves the right to negotiate terms as needed to obtain the most advantageous rates. The County shall not be responsible for any costs by the firm, individual in preparing, submitting, or presenting its response to the RFP. All responses will be treated as confidential, unless otherwise directed by law.

**ADDITIONAL CONTRACTUAL REQUIREMENTS:** General Conditions for Construction Contracts. It is the Bidder's responsibility to thoroughly read and comply with all instructions and requirements of this bid solicitation.

1. Bidders are advised that 10% of the cost of the approved scope of work will be retained by the County as a surety. It will be paid upon final completion of all work detailed in the Contract Documents, approval by the County, and any needed approvals of municipal/state inspectors (including, but not limited to the closing of any applicable active permits which may be required) as necessary. The County's payment terms are net 30 days.
2. The County of Chittenden requires contractors to agree to the State [of Vermont's Standard State Provisions for Grants and Contracts](#) ("Attachment C").
3. For this federally-funded project, the County requires that all contractors meet [minimum insurance specifications](#), as outlined by the State of Vermont.
4. This project is being funded using federal monies from the US Department of Energy and Davis-Bacon Act compliance is required. Wages shall be paid using rates no less than those established under the Davis-Bacon prevailing wage rates. More information is available at: <http://www.dol.gov/whd/contracts/dbra.htm>.
5. Contractors must take affirmative steps that include at least the following Socioeconomic affirmative steps per 2 C.F.R. § 200.321:
  - Placing qualified small and minority businesses and women's business enterprises on solicitation lists;
  - Assuring that small and minority businesses and women's business enterprises are solicited whenever they are potential sources;
  - Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses, and women's business enterprises;
  - Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority businesses, and women's business enterprises;

- Using the services and assistance, as appropriate, of such organizations as the Small Business Administration and the Minority Business Development Agency of the Department of Commerce; and
- Requiring the prime/general contractor, if subcontracts are to be let, to take the same affirmative steps as listed in numbers 1 through 5.

If a bidder requires assistance in preparing their proposal, the bidder may contact the [APEX Accelerator](#). The Vermont APEX specializes in helping small businesses navigate the documentation associated with State and Federal procurement. There is no cost to the Contractor for assistance provided by APEX Accelerator. Their website is: <https://accd.vermont.gov/economic-development/programs/ptac>

**BID SUBMISSION INSTRUCTIONS:**

**CLOSING DATE.** Bids must be received by the County by the due date specified on the front page of this RFP. Late bids will not be considered. There will be no public bid opening. However, the County will record the name, city and state for any and all bids received by the due date. The chosen bidder will be notified via email immediately after the decision is made.

**BID DELIVERY INSTRUCTIONS:**

**E-MAIL BIDS.** Emailed proposal bids are encouraged and accepted. Bids will be accepted via email submission to the Chittenden County Clerk, at [chitcountyclerk@gmail.com](mailto:chitcountyclerk@gmail.com). Bids must consist of a single email with a single, PDF attachment containing all components of the bid. Multiple emails and/or multiple attachments will not be accepted. There is an attachment size limit of 40 MB. It is the Bidder's responsibility to compress the PDF file containing its bid, if necessary, in order to meet this size limitation.

**HAND-DELIVERY OF BIDS.** Bid proposals may be hand delivered to the County Clerk's Office at County of Chittenden, 175 Main Street, Burlington, Vermont, by the above referenced deadline. Hand-delivered proposals must include one hardcopy and one digital PDF.

**FAX OF BIDS.** Proposals will not be accepted via fax.

Connie Cain Ramsey, Senior Assistant Judge  
County of Chittenden