

QUESTIONS AND ANSWERS

PROJECT # 12-48

ELECTRIC VEHICLE CHARGING STATIONS

Date: August 30, 2012

To: All Prospective Respondents

From: Houston Community College, Procurement Operations

Subject: Informational Letter # 1 – Request for Proposals (RFP) for Electric Vehicle Charging Stations (EVCS).

The following written questions regarding subject RFP were received in the Procurement Operations Office prior to the deadline for submitting written inquiries of August 29, 2012.

Question # 1:

Are Firm Fixed Price (FFP) or Not To Exceed (NTE) installation costs to be included in the response to the RFP? If so, we need to know specifically where charging stations are to be installed, given access to the facilities for site assessment so that a proper cost can be calculated for installation. Without specific locations installation costs cannot be determined accurately. Installation costs are very dependent on items such as distance from power, any required upgrades to existing electrical service, any required boring/trenching, etc. We need to know exactly where in the parking lot the charging stations are to be installed and where the power shall be drawn from. Otherwise should the RFP response be straight T&M w/o any estimate of total installation costs?

HCC Answer:

Please reference the Scope of Services on page 13 of the RFP. HCC will provide the parking spaces / area for the installed EVCS at each College. The Awarded Contractor shall furnish, install, operate and maintain the EVCS. For purposes of this solicitation, installation to power shall be 200 feet. HCC will work with the Awarded Contractor regarding recommendations for the installation locations of the EVCS.

Question # 2:

If we do not have the distance to each location should we consider the run from the electrical source to the charging stations to be 200 ft. or less for both the outdoor bollard style and the parking garage wall mounts?

HCC Answer:

200 feet.

Question # 3:

Is HCC looking primarily for single port or dual port level 2 stations? Dual port is more cost effective than single port stations. If 2 dual port stations were installed at each campus location that would allow 4 cars to charge at once at each campus, 3 dual port stations would allow 6 cars to charge there.

HCC Answer:

Submitted proposals shall reflect your recommendation regarding the best solution based on your expertise.

Question # 4:

The inclusion of a Fast DC station (480 3ph) will significantly increase your costs...for the station itself, for the installation, and for potential electrical upgrades. Do you have a specific reason you'd like a Fast DC station or would Level 2's be sufficient? Fast DC will charge EV's up to 80% battery capacity in 30 minutes. However, the standard connector for any Fast DC station is only compatible with the Japanese EV's. (i.e. Nissan Leaf, Mitsubishi iMiev)

HCC Answer:

Level 2 is sufficient.

Question # 5:

Will all stations at each campus be clustered together (within 100' unobstructed line of site) or will they be scattered around the campus? Grouping the stations within 100' of unobstructed line of site is more cost effective since only one of the stations requires a gateway.

HCC Answer:

Grouped together at each campus.

Question # 6:

We consider repair activities separately from regularly scheduled charging station inspection and reporting. Inspection (or users, or network automation) may identify problems, but any required repair costs would be separate. Long term warranty can be purchased to take care of any failed hardware. Is HCC looking for a pre-paid labor costs for 3 years of any needed repairs or an hourly labor cost for any repair needs that might arise during the 3 year term?

HCC Answer:

Please reference the Scope of Services on page 13 of the RFP. HCC will provide the parking spaces / area for the installed EVCS at each College. The Awarded Contractor shall furnish, install, operate and maintain the EVCS.

Question # 7:

Is HCC specifically asking that each charging station to have safety lighting installed above it or is this an option you want priced separately?

HCC Answer:

Safety is a priority concern for HCC and the community it serves. Submitted proposals shall make recommendations based on your specific product.

Question # 8:

Is the metal protective cover referring to in Scope Section C3, the shell of the charging station itself or is it referring to a canopy to go over the charging station, much like a carport?

HCC Answer:

Not all vendors provide a protective cover for EVCS. Based on your product and expertise, please make a recommendation in your proposal.

Question # 9:

Presumably HCC wants to own the stations. The model of sharing revenue referred to in the RFP fits with 3rd party ownership, but really doesn't fit with HCC sole ownership of the stations. Please elaborate on this.

HCC Answer:

HCC will provide the parking space / area for the EVCS. The Awarded Contractor shall furnish, install, operate and maintain the EVCS. HCC does not intend to own the stations.

Question # 10:

Will all the locations have cell phone coverage? The stations I am recommending will not need to be hard wired since they are wireless which will also reduce installation costs.

HCC Answer:

Yes.

Question # 11:

Will the stations in the parking garage be installed ground floor or above?

HCC Answer:

Ground floor, if parking garage is determined to be the best recommendation location.

Question # 12:

We do not have audited financial statements. May we provide 3 years of unaudited financial statements?

HCC Answer:

The requirement is 3 years of audited financial statements. Evaluation scoring may reflect the unaudited statements.

Question # 13:

Our insurance carrier provides for 10 days' notice of cancellation, but will not agree to 90. Is that ok?

HCC Answer:

Please specify your insurance carrier provisions in you submitted response.

Question # 14:

We aren't required to provide workers comp because of the size of our business.

HCC Answer:

Please detail that in your submitted response.