

Price, Specification and Experience RFP Form

COMPANY PROFILE

Please fill in the contact information of your company as outlined below:

Main Office Information

Legal Company Name	
Name of President or C.E.O	
Direct Telephone Number	
Head Office Physical Address	
Head Office Postal Address	
Head Office Telephone Number	


Service Branch Information

Legal Company Name	
Worksafe BC Registration Number	
Branch Office Physical Address	
Branch Office Postal Address	
Telephone Number	

Contract Manager

Contract Manager	
Manager's Title	
Email address	
Direct Telephone Number	

FORM OF PROPOSAL

	<p>Proposals must include, in a format of your choice, the details requested below.</p> <p><u>Evaluation Factors:</u> Factors to be considered during the evaluation in assessing suitability of specifications, approach and schedule will include:</p> <ul style="list-style-type: none"> • Respondent demonstrates experience on projects with similar scope and needs • Strength of Team proposed • Qualification and experience • Referenced projects • Conformity with specifications provided • Technical & warranty support offered • Work plan meets or exceeds the district's needs • Demonstration of any "value added service" the Respondent provides • Ease of client access • Pricing • Operational Fees • Customer & Technical Support, Warranties and Other Support
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1.1 Executive Summary

Provide a brief executive summary of your proposal. Summarize your proposal on how it meets the RDOS's requirement

1.2 Proponent Experience and Qualification


Provide 3 three reference projects that demonstrate supply and operation of EV chargers in the public sector particularly in the Thompson - Okanagan region or in BC.
Provide 3 three reference projects that demonstrate experience working with FortisBC or the City of Penticton, and their rebate process if any.

1.3 Specifications

List model numbers and summary of the specifications of Level 3 - DCFC and Level 2 chargers proposed (<i>Include detailed specification sheet in a separate file</i>)

1.4 Pricing Information

Type of Chargers	Model Number	Price in Canadian Dollar		
		For 1-4 Units	For 5-10 Units	For 11-20 Units
Level 2				
Level 3 - DCFC				

	<p>Pricing entered in the tables shall be on the following basis:</p> <ul style="list-style-type: none"> a. All Prices are in Canadian funds, are inclusive of all applicable duties and taxes including the PST, but not the GST. <ul style="list-style-type: none"> i. Services: All Prices are in Canadian funds, are inclusive of all costs. Service costs shall include the PST, but not the GST. ii. Materials: All Prices are in Canadian funds, are inclusive of all costs, including applicable duties, shipping, crating and delivery. Material Prices shall be PST & GST Extra. b. The Total Contract Price is all-inclusive and includes all labour, materials, supplies, travel, overheads and profit, insurance,
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	mobilization/demobilization, and all other costs and fees necessary to deliver the product and services outlined in Part A. c. Prices shall be firm for the entire Contract term.
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1.5 Warranty Information

Type of Chargers	Standard Warranty Period Included (Years)	Additional cost		
		Standard +1 year	Standard +3 year	Standard +5 year
Level 2				
Level 3 - DCFC				

1.6 Payment System

Provides detail description of how payment system works, and relevant compliance information.


1.7 Fees

List all applicable fees that includes Network fees, transaction fees, operation and maintenance package fees, extended warranty fees for level 2 and level 3 chargers
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Level 2	Contract Term Year 1	Contract Term Year 2	Optional Year 1	Optional Year 2	Optional Year 3
Annual Fees					
Transaction fee					
Maintenance fee per station					
Hourly Call-out Rates					
Other fees 1					
Other fees 2					

Level 3 DCFC	Contract Term Year 1	Contract Term Year 2	Optional Year 1	Optional Year 2	Optional Year 3
Annual Fees					
Transaction fee					

Level 3 DCFC	Contract Term Year 1	Contract Term Year 2	Optional Year 1	Optional Year 2	Optional Year 3
Maintenance fee per station					
Hourly Call-out Rates					
Other fees 1					
Other fees 2					



Proposals must include this Pricing Form, with all pricing tables completed. No changes to this form shall be made, except for completing the requested pricing information in the spaces provided.

The form should be completed with; a PDF writer program; or by print, hand completion and scan. The completed form must be uploaded with the Proposal as prompted by the 'Document Upload' instructions in the *Bids & Tenders* System.

Evaluation Factors:
The pricing submitted under this form will be evaluated using the Scoring Method detailed in Part C of this RFP.

1.8 Operation and Maintenance

Provide a scope of overall operation and maintenance of the charging stations for both level 2 and Level 3 charging stations. Detail proponent and RDOS responsibilities here.

1.9 Annual preventative maintenance for Level 3 - DCFC

Describe the scope for annual preventative maintenance package for DCFC and cost of such maintenance

1.10 List of spares and tools below that may need to be replaced in the event of failure beyond warranty period.

Insert additional rows, if required.

1	Recommended Spares	Quantity	Measure	Unit Price
	Spare Item 1			

	Spare Item 2			
	Spare Item 3			
2	Replacement Parts			
	Part /Equipment 1			
	Part /Equipment 2			
	Part /Equipment 3			
	Part /Equipment 4			

1.11 Cost of Supply and Maintenance

Provide the cost breakdown of delivery and supply of the Level 3 - DCFC chargers and ongoing maintenance costs and fees.

1.12 Flexibility of supply

Please indicate your flexibility in supplying the chargers in two or more package, and their lead times.

1.13 Payment Terms:

The Contractor shall invoice as follows:

- Fixed Lump Sum Prices shall be invoiced following the delivery of chargers. The district shall pay all undisputed portions of invoices within 30 calendar days of receipt of invoice. Fixed Lump Sum Prices (Chargers & Accessories) shall include delivery to the job-site(s).

2 ADDENDA

We confirm that we have received and carefully reviewed all of the Request for Proposal Documents, including the Specifications and the following Addenda, if any:

Initials _____

Please initial the Addenda form

3 Conflict of Interest Form (Must be included with Respondent's submission)

What is a conflict of interest?

A conflict of interest is when you have a certain personal interest that may interfere with the interests you must have as someone connected to another person or entity, such as an employer or client. A conflict of interest can cause one party to question what another party's intentions are.

It can also call to question your ability to remain unbiased in your thoughts, ideas and decisions.

Conflict of Interest. The supplier represents that it presently has no interest and shall acquire no interest, either direct or indirect, which would conflict in any manner with the supply of goods and/or performance of services required hereunder. SUPPLIER further represents that no persons having any such interest shall be employed to perform those services.

Company Name: _____

Name and Title _____

Signature: _____


RDOS evaluation committee members shall also sign a conflict-of-interest statement (CIGS), below. If a member of the evaluation committee has acknowledged a conflict of interest with a particular supplier or any supplier associated with this RFP, they shall be recused from the evaluation process.

Conflict of Interest. The RDOS evaluator represents that it presently has no interest and shall acquire no interest, either direct or indirect, which would conflict in any manner with the evaluation and awarding of the goods and/or services required hereunder.

Name and Title of evaluator: _____

Signature: _____

4 Exceptions to Contract Form

	<p>Proposals must include the details requested in this– Exceptions to Contract Form. No changes to this form must be made, except for completing the requested information in the spaces provided.</p> <p>This section of your Proposal must be labelled as “– Exceptions to Contract Form” and must be included with your submission.</p> <p><u>Evaluation Factors:</u></p> <ul style="list-style-type: none">▪ Ease for the District in accepting any proposed exceptions to the terms and conditions.
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1. **Statement on Exceptions to Contract:**

Please check **either** statement A **or** statement B below:

STATEMENT A:

We have read the Contract in Part C and confirm we have no exceptions to the terms and conditions detailed, should we be selected as the Contractor.

We further understand that by selecting Statement A, the District will be relying on this statement in the RFP evaluation, and there will be no further opportunity to make changes to the terms and conditions in Part C should we be selected as the highest-ranked respondent.

STATEMENT B:

We have read the Contract in Part C and we have the following exceptions to the terms and conditions detailed, should we be selected as the Contractor:
(please specify exceptions in space below):

(Please include with submission)

RESPONDENT INFORMATION

REQUEST FOR PROPOSAL: SUPPLY & OPERATION OF LEVEL 2 & LEVEL 3 CHARGERS
FOR ELECTRIC VEHICLES

CLOSING DATE: 9th February 2024 @ 2:00 PM Local Time _____

The undersigned Respondent has carefully examined the Conditions, Specifications, and Drawings (if applicable) for the services requested and will provide the services as required and outlined by the district.

This proposal is open for consideration for 60 days.

FIRM NAME: _____

ADDRESS: _____ District: _____

POSTAL CODE: _____ DATE: _____

PHONE NO. _____ FAX NO. _____

EMAIL: _____

SIGNATURE OF RESPONDENT: _____

PRINT NAME: _____