



**Request for Proposal
for
Level 2 Electric Vehicle Supply Equipment (EVSE)**

Date RFP Issued:	June 22, 2020
Deadline to Submit Questions:	July 1, 2020 12:00 p.m. EST
Deadline to Submit Letter of Intent to Bid:	July 1, 2020 12:00 p.m. EST
Responses to Questions:	July 6, 2020 12:00 p.m. EST
Proposal Due Date:	July 13, 2020 12:00 p.m. EST
Contact/Submit To:	Megan Davis Santee Cooper One Riverwood Drive Moncks Corner, SC 29461 Email: megan.davis@santeecooper.com

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I. RFP Summary

South Carolina Public Service Authority (hereinafter called “Santee Cooper”) is releasing this RFP to procure level 2 electric vehicle supply equipment (“EVSE”). This charging equipment will be placed at Santee Cooper properties and each will be designated for either corporate fleet and/or employee vehicle usage.

Santee Cooper Electric Vehicle Overview

In 2019, Santee Cooper developed an electric vehicle (“EV”) roadmap which laid out steps that Santee Cooper will take to encourage EV adoption throughout its service territory. As part of this roadmap, Santee Cooper committed to purchasing 60 electric fleet vehicles by 2030. In addition, Santee Cooper agreed to install up to 25 level 2 charging stations for employee use by 2030. Santee Cooper currently does not have level 2 EVSE capabilities but intends to install enough level 2 EVSE to satisfy the charging needs for all of its EV fleet purchases as well as meet employee needs (up to 25 chargers).

In this RFP Santee Cooper is pursuing a one (1) year blanket order contract for procurement of electric vehicle supply equipment with the immediate procurement of eight (8) AC Level 2 EVSE chargers within 60 days of contract execution. This blanket order may be extended for up to two (2) additional years at the sole discretion of Santee Cooper. These level 2 charging stations must have technology that can capture interval charging data and can bill for usage. Upon award and signing of a contract, this RFP will allow Santee Cooper to work with the vendor for up to a 3-year period to purchase additional charging stations as needed. Additional requirements and expectations are listed in sections IV and V.

Coverage & Participation

The intended coverage of this RFP, and any agreement resulting from this solicitation, shall be for the use of all departments at Santee Cooper along with any satellite offices. Issuance of this proposal does not obligate Santee Cooper to purchase any solution from any vendor. Santee Cooper reserves the right to reject any or all proposals. All costs associated with the proposal preparation are the sole responsibility of the vendor. Following acceptance of a proposal, but prior to entering into contract negotiations, Santee Cooper reserves the right to improve, diminish and/or modify any part of the proposal to satisfy changed requirements.

Original RFP Document

Santee Cooper shall retain the RFP, and all related terms and conditions, exhibits and other attachments, in original form in an archival copy. Any modification of these, in the vendor’s submission, is grounds for immediate disqualification. Any follow-up communications regarding the RFP will be included in the final contract.

II. Santee Cooper Overview

The following section is intended to present background information for vendors with respect to Santee Cooper and its customer base.

Santee Cooper Profile

Santee Cooper is South Carolina’s state-owned electric and water utility, and the state’s largest power producer, supplying electricity to more than 190,000 retail customers in Berkeley, Georgetown, and Horry counties, as well as to 27 large industrial facilities, the cities of Bamberg and Georgetown, Joint Base Charleston, the Alabama Municipal Electric Authority, and the nine-member cities from the Piedmont Municipal Power Agency. Santee Cooper also generates a majority of the power distributed by the state’s 15 electric cooperatives to more than 685,000 customers in all 46 counties. Approximately 2 million South Carolinians receive their power directly or indirectly from Santee Cooper. The utility also provides water to 130,000+ consumers in Berkeley, Calhoun, Orangeburg, and Dorchester counties as well as for the town of Santee.

Current Background of Santee Cooper

Santee Cooper has a total of approximately 150 sedans, sub-compact SUVs, and compact SUVs in its fleet. As the life of each of these vehicles runs out, Santee Cooper is analyzing driving patterns in order to choose 60 fleets to replace with either plug-hybrid or battery electric vehicles.

Santee Cooper employs over 1,600 employees. Any employee who purchases an electric vehicle will be given a year of free charging at Santee Cooper properties, as well as the assurance that an additional level 2 charging station will be installed within 6 months of their purchase (up to 25 chargers).

The purposes of installing charging stations at Santee Cooper include:

- Capturing EV interval charging data
- Analyzing data to understand charging habits in a workplace setting
- Fleet electrification
- Understanding of benefits and risks of installing charging infrastructure
- Advocating for the purchase of electric vehicles by employees and customers
- Employee satisfaction

The first step in this process is for Santee Cooper to install level 2 EVSE. Once the charging infrastructure has been installed, Santee Cooper will pursue an online platform (in a separate RFP) that will capture and analyze the data from these charging stations. Please keep in mind that any charging station that is proposed will need to have the capability to capture and send data to an online platform at some point in the future. More about this will be covered in later sections.

III. Key Dates

The following is a tentative schedule that will apply to this RFP but may change in accordance with the organization's needs or unforeseen circumstances.

ITEM	DATE
Distribute Request for Proposal to potential vendors	June 22, 2020
Deadline to submit questions to Santee Cooper	July 1, 2020 12:00 p.m. EST
Deadline to submit letter of intent to bid	July 1, 2020 12:00 p.m. EST
Answers to questions from all Implementation Contractors delivered (email or conference call)	July 6, 2020 12:00 p.m. EST
Proposal Deadline	July 13, 2020 12:00 p.m. EST

IV. Scope of Work and Expectations

The following section is intended to present information about the scope of work and the specifications of the EVSE and associated products.

Scope of Work

The purpose of this RFP is to enter into a one (1) year blanket order to procure EVSE with the immediate procurement of eight (8) AC Level 2 EVSE chargers within 60 days of contract execution. Additionally, this blanket order may be extended for up to two (2) additional years at the sole discretion of Santee Cooper.

Additional specifications for the EVSE is laid out in the "Expectations" section and are mirrored in the "Requirements" section. Based on the final grading of responses, Santee Cooper will select a vendor and

initiate contract negotiations. The vendors proposal must provide sufficient detail to permit easy identification of costs. Santee Cooper reserves the right to accept all, none, or portions of the proposed solution.

Expectations

A successful bid will include eight EVSE chargers that must meet the following expectations:

- AC Level 2 (240 volts)
- EVSE is new (not refurbished/remanufactured)
- Meets SAE J1772 standards
- EVSE can capture interval charging data at an interval of no longer than 30 minutes
- Uses Open Charge Point Protocol (“OCPP”) or a similar communication protocol that is not proprietary
- Santee Cooper will have sole ownership of data from EVSE with no periodic costs or subscriptions necessary
- Available to be delivered to Santee Cooper within 60 days of contract execution
- Is pedestal mounted or can easily be pedestal mounted
- Must be rated by NEMA or an equivalent standard for outdoor use
- Must be certified by Underwriters Laboratory (UL) or an equivalent safety standard
- Open ADR capability or an equivalent Demand Response interface
- Includes all manufacturers’ accessories that come standard with the EVSE
- EVSE will only communicate and transfer data from the charging station at the sole discretion of Santee Cooper.
- EVSE has the capability to distinguish between fleet vehicles and employee vehicles.
- EVSE has data communication capabilities (Wi-Fi, Cellular, etc.)
- EVSE has the capabilities of receiving over the air updates to ensure charging compatibility with current and future electric and plug-in hybrid vehicles.

Additional information that will be taken into consideration during grading of the EVSE bids includes:

- Dimensions of charger
- Amperage of charger
- Ability to have dual headed charging pedestals
- Amperage of dual headed charging pedestals
- Cable length
- Ease of use of cable retraction or cable organization system
- Metering accuracy
- Warranty
- Operating conditions (operating temperature, operating humidity, etc.)
- Special branding options of chargers
- Tamper/vandalism proof
- Pictures of installed chargers
- Maintenance of EVSE
- Option for manual data retrieval
- Option for ruggedized salt corrosive EVSE

V. Proposal Instructions

In preparing proposals, vendors are required to complete all areas of this RFP including:

- Transmittal Letter

- Executive Summary
- Description of the Vendors Qualifications
- Requirements and Specifications
- Cost Worksheets

Vendors must provide answers to questions in the format requested. For questions that ask for technical specs or require pictures, vendors may submit additional documentation and make note of that in the response for the requirement. Complete answers to each question must be provided in the cells to the right of the question. *Yes* or *No* responses should be annotated with further explanation whenever possible. Failure to respond as requested may affect the overall scoring of the RFP and, in extreme instances, could result in the disqualification of the RFP.

Vendors may provide additional information on the company or the EVSE that differentiate them from other competitors.

Four non-priced and one priced copy of the RFP responses shall be submitted in non-transparent, sealed envelopes/boxes. Proposals must be formatted in the same manner as the Proposal Responses section of this RFP; all tables should retain their numerical sequence and content integrity. Proposals which do not meet these format requirements risk disqualification.

Proposals, as described, must be received no later than 12:00 p.m. EST **July 13, 2020**. No modifications to the proposals will be accepted after this closing date except as requested by Santee Cooper.

All proposals must be submitted to the following address:

Santee Cooper
 Attention: Megan Davis
 One Riverwood Drive
 Moncks Corner, SC 29461-6101

All correspondence, communications, and questions relative to the proposal or preparation of proposals should be directed by e-mail to Megan Davis (megan.davis@santeecooper.com). In order to bid on this RFP, vendors are required to submit a letter of intent to bid no later than July 1, 2020 at 12:00 p.m. EST. All questions concerning the RFP must be submitted by 12:00 p.m. EST July 1, 2020. Answers will be compiled and sent back to all bidders by July 6, 2020. The vendor is responsible for verifying receipt of any electronic documentation.

Contact with any other Santee Cooper personnel including, but not limited to, management or members of the Board of Directors, regarding this project, is prohibited and is grounds for rejection of your proposal without further explanation.

Proposal Section 1: Transmittal Letter

The transmittal letter will indicate the intention of the vendor to adhere to the provisions described in the RFP without modification. The letter of transmittal will:

- Identify the submitting organization;
- Identify the person, by name and title, authorized to obligate the organization contractually;
- Identify the contact person responsible for this response. Specify phone, fax, and email address;
- Explicitly indicate review and acceptance of the Terms and Conditions and identify exceptions or “deal breakers”;
- Acknowledge the proposal is considered firm for ninety (90) days after the due date for receipt of proposals or receipt of the last revised offer submitted;

- Acknowledge completion of the Pricing Worksheet;
- Acknowledge completion of the Requirements and Specifications Worksheet;
- Signed by the person authorized to contractually obligate the organization.

Proposal Section 2: Executive Summary

The vendor will provide an Executive Summary that presents in brief, concise terms a summary level description of the contents of the Proposal. In addition, the vendor must clearly and specifically detail all exceptions to the Terms and Conditions imposed by this RFP.

Proposal Section 3: Vendor Qualifications

The vendor must have a demonstrated track record in providing the products requested in this RFP. The vendor’s track record should reflect experience in work of a similar nature and magnitude to that being proposed. Relevant experience must be associated with sales completed not more than two (2) years prior to the date of this RFP. The vendor should highlight their experience with electric utilities in the United States or government agencies within South Carolina, if possible.

The vendor will provide a listing of its current clients that have purchased products for which Santee Cooper is seeking. Please complete the client listing below. Add rows to the table as appropriate. **These references are a requirement for a complete RFP response. These contacts may be called as part of the evaluation process. Any information obtained will be considered confidential and used only in the context of evaluating the responses to this RFP.**

Relevant Client List (Utilities Preferred)

Reference 1	
Organization name	
Industry	
Contact name, title, phone number, and email address	
Reference 2	
Organization name	
Industry	
Contact name, title, phone number, and email address	

Proposal Section 4: Requirements and Specifications

In this section, the vendor will present its recommended EVSE. Santee Cooper is looking to the vendor to recommend the EVSE that it feels would be best suited to meet the needs of this RFP. Santee Cooper expects the vendor to have a proven track record, compliant with industry standards. Please address each of the following requirements and specifications for each charger proposed.

The vendor may choose to propose one (1) or multiple (>1) charger brands and models. In order to make it easier to fill out the requirements and specifications for multiple brands and models of chargers, we have created a requirements spreadsheet. Whether proposing one charger or multiple chargers, please fill out the attached Excel document named “Santee Cooper Level 2 EVSE RFP Requirements Sheet.”

Please follow the following guidelines when responding to the requirements and specifications:

- If proposing more than 6 charger brands/models, please use the same spreadsheet and format additional columns as needed.
- If a charging station has multiple options for a single requirement or specification (e.g. for charging cable length there is an option for a 12, 15 or 18 ft cable), you may handle that in one of two ways.
 1. Put all options in one cell for the specific make and model (preferred when possible, see example below)

3.5	Denote the charging cable length	3 Options: 12 Feet 15 Feet 18 Feet
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2. Use a separate column for each option

In addition to the requirements spreadsheet, please attach one (1) to three (3) pictures of installed EVSE for each make and model proposed. If not possible, please make note of that in the spreadsheet.

Proposal Section 5: Costs

This section should contain cost information. Pricing should be quoted on a per charging head basis. All pricing should be in dollars. If there are any additional costs in addition to the cost of the EVSE please include that as well. If costs differ based on different specifications (e.g. Longer charging cable is more expensive or additional costs for a maintenance plan) please make note of this. It is acknowledged that the vendor may be required to make some assumptions about Santee Cooper’s environment or about specific requirements. Any assumptions made by the vendor in regard to this RFP should be documented in this section. Santee Cooper’s assumptions regarding costs are that any expenses incurred by the vendor prior to award are the vendor’s responsibility

Any oversight or unintentional omission of a component, artifact, resource or other consideration by Santee Cooper that was not specifically identified in this RFP but is critical to the success of this solution’s implementation, must be disclosed by the vendor, addressed, and included in this RFP. Failure to fully disclose and include all requirements for the successful implementation of the solution described by this RFP may result in vendor disqualification.

Costs should be organized and detailed in such a way as to enable Santee Cooper to effectively analyze each cost component. We understand that some vendors sell EVSE as a package that includes charging heads, pedestal costs, maintenance, etc. If that is the case, please make sure the package includes all of the required cost components. A summary of cost components to include are stated below:

1. Charging head cost
 - a. If proposing a dual head charging station, please include the price for two charging heads.
 - b. If proposing a single head charging station, please include the price for one charging head.
2. Pedestal Cost
 - a. If the pedestal cost is included in the cost of the charger, please make note of that.
3. Maintenance Costs
 - a. Please include length of maintenance contract, along with an average yearly cost.
4. Additional costs for upgraded specifications
 - a. Example - longer charging cable
5. Other Costs
 - a. Please specify any additional costs not otherwise included above.
6. Payment/Financial Terms

Santee Cooper is depending upon the expertise of the vendor, and therefore, the vendor is responsible for providing a COMPLETE list, with pricing, of ALL additional costs required to deliver a functionally complete EVSE package to Santee Cooper. Please include suggestions for purchase quantities that may provide the lowest all-in costs.

All responses to the requirements will be incorporated into the contract with the selected vendor.

VI. Basis of Award

Santee Cooper has formed a project team that will evaluate and rank proposals. Evaluation and ranking will occur after an initial review for bid responsiveness. No information will be provided as to the status of proposals, while they are being considered. The evaluation criteria for costs will not be the sole determinant of the award. The evaluation criteria for this RFP are as follows:

- Requirements and Specifications
- Experience
- Reference Calls
- Evaluated Cost

Santee Cooper will score responses in the following way:

- 60% of the score will be based on the requirements and specifications, experience, and reference calls
- 40% of the score will be based on the evaluated cost

The vendor ultimately selected for completion of the RFP will depend on cost, available funding and management approval. The evaluated cost includes all costs charged to Santee Cooper in order to purchase and receive the charging infrastructure that meets the described requirements. Upon completion of the proposal evaluation process, Santee Cooper will enter into negotiations with the winner of the bid.

1. For a proposal to be considered responsive, it must
 - Be received by the due date and time specified herein;
 - Be completed in the required format as indicated in the "Proposal Instructions" section of this document;
 - Be completed with the required original ink signature on the original priced copy;
 - Supply all reference information and documentation in full, including current telephone numbers, as outlined in the RFP.

2. A proposal will be considered non-responsive for failure to comply with any of the above. In addition, the vendor may cause the proposal to be considered non-responsive for any of the following reasons; if the vendor:
 - Lacks the resources and ability to fulfill the RFP requirements as outlined in this document;
 - Shows evidence of real and/or apparent conflict of interest;
 - Is experiencing financial problems, which could impact its performance and ability to provide additional EVSE as needed over the next three years.
3. Santee Cooper may exclude from further consideration any proposal that is non-responsive. If no responsive offers, or only one responsive offer is received, Santee Cooper may negotiate a noncompetitive contract or cancel the proposed procurement. If there are several responsive offers, Santee Cooper reserves the right to negotiate with one or more vendors to align bids, resolve bidder exceptions to the RFP requirements, and will select the offer that best meets its requirements. Santee Cooper is a public authority with an obligation to the citizens of South Carolina to exercise good judgment in use of its monies.
4. **Santee Cooper reserves the right to purchase all, part, or none of the proposed solution.** Santee Cooper expressly reserves the right to reject any or all proposals, to waive any informalities or irregularities in the proposals received, and to accept that proposal which in its judgment best serves its purpose.
5. In addition, the following financial requirements must be met by the vendor:
 - No service fees or additional costs will be invoiced to Santee Cooper by the selected vendor during the term of this agreement (except as described in this RFP or mutually agreed upon in writing).
 - There will be no “minimum service” or “special service” charges or surcharges.

VII. Conflict of Interest

The vendor shall advise Santee Cooper in writing with his or her proposal or prior to the effective date of this Contract, of any relationship with third parties, which present a conflict of interest with the rendering of the services, or which could prevent the vendor from carrying out the terms of this Contract, or which could present a significant opportunity for the disclosure of confidential information. The vendor shall not have an ownership interest in, or receive benefit, profit, or payment from, any company, firm, or individual which has or is seeking to have, business dealing with Santee Cooper.