

**INVITATION TO BID**  
**CITY OF GENEVA ALABAMA**

Notice is hereby given to all interested parties that sealed bids will be received by the City of Geneva, Alabama 517 S. Commerce Street, Post Office Box 37, Geneva, Alabama 36340 until 10:00 a.m. local time April 12, 2024, for the purchase of the following:

**BID NUMBER:** 03-2024-01

**BID TITLE:** Level 2 EV Charging Stations

Bids will be opened in the City Council Room at the Geneva City Hall located at 517 S. Commerce Street, Geneva, Alabama 36340 on April 12, 2024, at 10:00 a.m.

Specifications and General Conditions may be obtained from the City Clerk's office in City Hall between the hours of 8:00 a.m. and 5:00 p.m. Monday through Friday excluding holidays or on the City's website at [www.genevaal.gov](http://www.genevaal.gov).

All bids MUST be submitted in a sealed envelope marked:

SEALED BID and identified by the Bidder Name, Bid Number and Title along with the Date and Time of Opening and the bidders Alabama State Contractor License Number

and mailed or delivered to the City of Geneva, Alabama, office of the City Clerk 517 S Commerce Street/Post Office Box 37, Geneva, Alabama 36340.

The right is reserved as the interest of the City may require to reject any and all bids and to waive any informality in bids received.

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David B. Hayes, Mayor

## GENERAL INSTRUCTIONS

**BID NUMBER:** 03-2024-01

**BID TITLE:** Level 2 EV Charging Stations

**GENERAL SCOPE:** Electric Vehicle Charging Equipment

**BIDS MUST BE RECEIVED BY: DATE:** April 12, 2024 **TIME:** 10:00 A.M.

**BIDS WILL BE RECEIVED AT:**  
Office of the City Clerk  
The City of Geneva  
City Hall  
517 S. Commerce Street  
Post Office Box 37  
Geneva, Alabama 36340

**BIDS WILL BE OPENED: DATE:** April 12, 2024 **TIME:** 10:00 A.M.

**BIDS WILL BE OPENED AT:**  
City of Geneva, City Hall  
Council Room  
517 S. Commerce Street  
Geneva, Alabama 36340

### GENERAL INSTRUCTIONS TO BIDDERS:

1. These documents constitute the complete set of specification requirements and bid forms. The Bid proposal, including all bid sheets and attachments, must be filled in, executed and submitted in a sealed envelope and mailed or delivered to the office of the City Clerk on or before the specified time and date. The face of the envelope must contain the Bidder's name, the Bid Number and Title and the date and time of the bid opening.
2. It is the sole responsibility of the bidder to ensure that his or her bid reaches the Office of the City Clerk on or before the closing date and time. The City of Geneva shall in no way be responsible for delays caused by any other occurrence. Offers by telephone, email, telegram or facsimile will not be accepted.
3. All bids must be typewritten or written in ink, and must be signed in ink by an officer or employee having authority to bind the company or firm. Bid must contain an original, manual signature of the authorized representative.
4. Bidders will not be allowed to modify their bids after the opening time and date. Bid files may

be examined during normal working hours, after bid opening, by appointment only.

5. All bids received will be publicly opened in the City of Geneva Council room, 517 S. Commerce Street, Geneva, Alabama 36340. All bidders or their representatives are invited to be present.

6. All prices bid must remain in effect for a minimum of thirty (30) days.

7. All prices quoted are to be F.O.B. Geneva, Alabama, to the location designated.

8. For information concerning this bid please contact:

Lisa Johnson  
City Clerk/Treasurer  
334/684-2485

## **GENERAL CONDITIONS**

**BID NUMBER: 03-2024-01**

**BID TITLE: Level 2 EV Charging Stations**

This invitation to bid contemplates the furnishing of two dual level 2 EV charging stations and installation.

### **LEGAL REQUIREMENTS**

Bidders are required to comply with all provisions of Federal, State and City codes and ordinances, rules and regulations, which are applicable to the item(s) being bid. Lack of knowledge by the bidder shall in no way be a cause for relief from responsibility, or constitute a cognizable defense against the legal effect thereof.

### **STATE TAXES**

The City of Geneva is exempt from State taxes for tangible personal property. The City Clerk will supply the successful bidder with an exemption letter, if required. Vendors or contractors doing business with the City shall not be exempted from paying sales tax to their suppliers for materials to fulfill contractual obligations with the City, nor shall any vendor/contractor be authorized to use the City of Geneva tax exempt status in securing such material.

### **LICENSE/PERMITS**

Successful bidder must possess the appropriate license by the state of Alabama for the installation of equipment being proposed. Subcontractors must possess the appropriate license for the State of Alabama to provide services being performed. It is the responsibility of the successful bidder to ensure all subcontractors are properly licensed. Successful bidder and subcontractors may be required to obtain a City business license for the City of Geneva, Alabama.

### **INSURANCE REQUIREMENTS:**

Bidder must provide proof of general liability insurance in the amount \$50,000.00 or greater. The City of Geneva will require worker's compensation insurance and proof thereof. Proof of insurance will be required upon execution of contract.

### **W-9**

The successful bidder will be required to complete a W-9 form prior to issuance of a contract.

### **E-VERIFY**

Successful bidder must comply with the Beason-Hammon Alabama Taxpayer and Citizen Protection Act. A complete copy of that MOU must be submitted to the City by all successful bidders confirming enrollment in the E-Verify program. Successful bidder is also responsible for requiring and submitting to the City MOUs from any subcontractors.



merchandise that will be acceptable. Alternate offers will be considered and must include descriptive literature and/or specifications. Failure to provide descriptive literature and/or specifications with alternate offers may be cause for disqualification of the bid. The determination as to whether any alternate product or service is or is not equal shall be made by the Geneva City Council and such determination shall be final and binding upon all bidders.

Although the City of Geneva provides for the consideration of alternate bids, it reserves the right to make an award in the best interest of the City. Such award may not necessarily be given to the lowest bid offered.

The bidder shall be responsible for reading very carefully, and understanding completely, the requirements and the specifications of the items bid upon. Any deviation from specifications listed herein must be clearly indicated, otherwise it will be considered that items offered are in strict compliance with these specifications, and the successful bidder will be held responsible therefore; deviations must be explained in detail or on an attached sheet(s) and itemized by number. Any item or items that do not meet the City of Geneva's specifications upon delivery will not be accepted and if the item cannot be brought up to specifications in a reasonable time, the bidder will be required to compensate the City for differences in price entailed in going to the next low bidder.

#### **ACCEPTANCE/REJECTION:**

1. The City of Geneva reserves the right to accept or to reject any or all bids. Contracts will be awarded to the lowest responsible bidder, who in the opinion of the City, will be in the best interest of and/or the most advantageous to the City and conforms to the invitation for bid, prices and other factors considered. The City also reserves the right to reject the bid of any vendor who has previously failed in the proper performance of an award or to deliver on time contracts of a similar nature or who is not in a position to perform properly under this award. The City of Geneva reserves the right to waive any irregularities and technicalities and may, at its discretion, request a re-bid.
2. Factors to be considered in awarding bids will be delivery date, price and suitability for use by the City of Geneva.
3. The City of Geneva reserves the right to make null and void the purchase order with the successful bidder if delivery cannot be made at the specified time.

#### **AWARD AND COMMENCEMENT OF PROJECT:**

Upon review and award of a bid by City Council, a "Notice of Award" will be issued to the Contractor. Upon meeting all requirements for licensing, insurance, etc. a notice to proceed will be issued.

#### **PAYMENT**

The City of Geneva will issue payment to the successful bidder upon completion and inspection of work. All equipment must be installed and functional before payment is rendered. The successful bidder is responsible for payment of subcontractors.

## **CIVIL RIGHTS:**

Compliance with all State and Federal civil rights laws, including Title VI of the Civil Rights Act and accompanying USDOT regulations, the Americans with Disabilities Act, and Section 504 of the Rehabilitation Act must be adhered to.

## **MATERIALS, SERVICE AND FACILITIES**

It is understood that except as otherwise specifically stated in the Contract Documents, the Contractor shall provide and pay for all materials, labor, tools, equipment, water, light, power, transportation, superintendence, temporary construction of every nature and all other services and facilities of every nature whatsoever necessary to execute, complete and deliver the work within the specified time.

Any work necessary to be performed after regular working hours, on Sunday or legal Holidays, shall be performed without additional expense to the Owner.

## **SUBCONTRACTING:**

If a vendor subcontracts any portion of a contract for any reason, he must submit the name and address of the subcontractor and the name of the person to be contacted. Subcontractors must be acceptable to the City. The City of Geneva reserves the right to accept or reject any or all bids wherein a subcontractor is named and to make the award to the bidder, who, in the opinion of the City of Geneva, will be in the best interest of and/or most advantageous to the City. The City of Geneva also reserves the right to reject a bid of any bidder if the bid names a subcontractor who has previously failed in the proper performance of an award or failed to deliver on time contracts of a similar nature, or who is not in a position to perform properly under this award. The City reserves the right to make the determination as to the foregoing.

All subcontractors must be properly licensed through the State of Alabama and City of Geneva.

It is the responsibility of the successful bidder to ensure that subcontractors adhere to all industry construction, safety, etc. standards and applicable state laws. It is the responsibility of the successful bidder to make payment to any subcontractors.

## **SAFETY**

It is the responsibility of the successful bidder to ensure all industry standards and legally required safety measures in regards to employee workspace, safety equipment, traffic control, etc. are adhered to. The City is not responsible for inspecting for any safety protocols or adherence there to.

## **ALTERNATIVES/APPROVED EQUAL DEVIATIONS:**

Unless otherwise specified, the mention of a particular manufacture's brand name, catalog number, etc., in the specifications does not imply that this particular product is the only one that will be considered for purchase. This reference is intended solely to designate the type or quality of



## AMENDED SPECIFICATIONS

**BID NUMBER: 03-2024-01**

**BID TITLE: Level 2 EV Charging Stations**

Successful bidder to supply and install all materials in accordance with these specifications.

- Provide and Install (2) Level 2 Dual Output EV Chargers for (2) parking spaces (Capability to charge 4 vehicles) in accordance with these specs
- Provide and Install (2) concrete pads Minimum 24"x24" 7" thick
- Provide and Install (2) bollard concrete mounting kits
- Provide and install (2) electrical breakers in existing 600-amp panel and service conductor to serve the individual chargers
- Include commercial Cloud Plan subscription with station management features such as customer video uploads and automatic software updates, driver, and fleet management.
- Include (5) years of parts and labor warranty, remote technical support, on-site repairs when needed, unlimited configuration changes and reporting
- Specification sheets and installation manuals to be provided
- Include one-year materials and workmanship warranty
- Must be installed and operation within 45 days of the notice of award

The following requirements must be met. Bidder should attest to compliance by checking yes or no and sign attesting to correctness. This sheet must be returned as part of the bid.

Charging Site/Station Requirements	YES	NO
Charging stations must be capable of utilizing Open Charge Point Protocol (OCPP) V1.6 or newer for communications to various network back-ends (i.e., the system must be able to "default" to OCPP for basic functionality) (without modification).		
Charging stations must be connected to an operating network and must have the ability to switch to OCPP networks without modification.		
Charging stations must support continuous operations, even when network connectivity is not available or consumer cell phone service is not available (i.e., "default on" with loss of network).		
Charging stations must be payment card industry compliant – must allow direct use of a credit card, debit card, or network card at the charging station, except when charging is free. Charging stations may also offer additional payment methods including subscription methods, smart cards, or smart phone applications. Real-time pricing and fee information shall be displayed on the device or payment screen. Charging station equipment shall allow for flexible pricing including, but not limited to, per kWh/kW, per minute or per hour, by space, or by time of day. ADA type access to initiate charging should be considered.		
Each Level 2 charging station must be capable of charging at least four (4) EVs simultaneously.		
All Level 2 charging station ports/connectors must be capable of supplying a minimum of 6.6 kW to any EV connected.		
Charging equipment shall be capable of operating without any decrease in performance over an ambient temperature range of minus 22 to 122 degrees Fahrenheit with a relative humidity of up to		



95%.		
The equipment must have a minimum manufacturer’s hardware warranty of five (5) years and continually be in full working order to the extent possible. Additionally, a minimum of five (5) years software network and scheduled maintenance agreements are required. Should repair be necessary, charging units shall be fully operating within seventy-two (72) hours of equipment issue/breakdown to ensure a 97% annual uptime guarantee. A charging port is considered “up” when its hardware and software are both online and available for use, or in use, and the charging port successfully dispenses electricity in accordance with requirements for minimum power level. Time that can be excluded from this requirement would be downtime that is considered out of the station operator’s control (such as electric utility service interruptions, failure to charge or meet the EV charging customer’s expectations for power delivery due to the fault of the vehicle, scheduled maintenance, vandalism, or natural disasters).		
The charging stations must be Nationally Recognized Testing Laboratory (NRTL) certified to demonstrate compliance with appropriate product safety test standards. NRTLs are found online at: <a href="https://www.osha.gov/dts/otpc/nrtl/list_standards.html">https://www.osha.gov/dts/otpc/nrtl/list_standards.html</a> . Supporting evidence must be provided.		
Stations should include a customer service support telephone number that is available twenty-four (24) hours per day, seven (7) days a week, year-round and clearly posted to assist customers with difficulties accessing or operating the charging station. Site hosts must ensure that EV charging customers have mechanisms to report and receive assistance with outages, malfunctions, and other issues with charging infrastructure. Site hosts must comply with the ADA requirements and multilingual access when creating reporting mechanisms.		
Charging stations shall be connected to a network by Wi-Fi, hardwired connection, or cellular connection. Furthermore, Projects shall maintain appropriate EV charging network diagnostics, remote start of the equipment, and collecting and reporting usage data.		
The “Drive Electric Alabama” logo must be placed on each side of the charging station.		
Charging station must have a minimum 5.7" color LCD display for customizable video content. Upload up to 60 seconds of high quality video to individual stations as often as desired. No charge or reoccurring fee to the City for video contents that are uploaded. Daylight readable with auto brightness control.		
Development, installation, and maintenance shall be done in compliance with all applicable laws, ordinances, regulations, and standards, including but not limited to the Americans with Disabilities Act (ADA).		
Station utilization information will be required for a period of five (5) years after initial operation. Cloud or billing system must have data retention capability for a minimum of (5) years.		
All electricians installing, operating, or maintaining EVSE must meet one of the following requirements: (i) Certification from the Electric Vehicle Infrastructure Training Program (EVITP); or (ii) Graduation or a continuing education certificate from a registered apprenticeship program for electricians that includes charger-specific training and is developed as a part of a national guideline standard approved by the Department of Labor in consultation with the Department of Transportation. For projects requiring more than one electrician, at least one electrician must meet the requirements above, and at least one electrician must be enrolled in an electrical registered apprenticeship program. All other onsite, non-electrical workers directly involved in the installation, operation, and maintenance of chargers must have graduated from a registered apprenticeship program or have appropriate licenses, certifications, and training as required.		
Bidder must add information on the chargers to the Alternative Fuels Data Center (AFDC) database once the charging station is operational.		



Upon completion of installation the work site must be cleaned up and all debris removed.

Successful bidder must assist with set-up of the equipment with the cloud system.

Upon completion equipment is to be tested with City personnel present.

I hereby certify that the following requirements as indicated above are true and correct.

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Bid Representative

**BID SHEET**

**BID NUMBER: 03-2024-01**

**BID NAME: Level 2 EV Charging Stations**

**TOTAL BID AMOUNT FOR EQUIPMENT AND INSTALLATION MEETING SPECIFICATIONS (TURN-KEY PROJECT):**

\$ \_\_\_\_\_

**ESTIMATED COMPLETION DATE:** \_\_\_\_\_

Bidder Name (Company) \_\_\_\_\_

Address \_\_\_\_\_

Phone Number \_\_\_\_\_ Fax Number \_\_\_\_\_

Email \_\_\_\_\_

Bid Representative \_\_\_\_\_  
Typed or Printed Name

Bid Representative \_\_\_\_\_  
Signature

Date \_\_\_\_\_