

**ALEX VUCINIC**  
Manager of Purchasing

**Elaine Castellan**  
Purchasing Supervisor

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TELEPHONE NUMBER

**ADDENDUM NO. 2**  
**ELECTRIC VEHICLE CHARGING STATIONS**  
**RFP NO. 13-21**

**February 25, 2021**

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This addendum amends and forms part of the Proposal Documents. The Proponent shall include the "Acknowledgement" page of the addendum in their Proposal submission.

**CLARIFICATION:**

Appendix "C" - Cost Proposal, is for the supply of required equipment only, and if proposing additional optional items, including installation, those options are to be itemized and detailed separately as additional optional costs on Proponent's own form, and attached to Appendix "C" – Cost Proposal.

**QUESTIONS & ANSWERS:**

1. Would you like us to include installation cost as part of the "All-Inclusive unit price of Level 2/DC Vehicle Charging Stations", and to estimate it to the best of our abilities given the information as part of Addendum 1?

As per the RFP, Appendix B, Item 6, Proposed Vehicle Charging Station, a Proponent must supply 6.1 and 6.2 equipment "[Required]", and may also choose to include items as listed [Optional] for a turnkey solution, depending upon the Proponent's capability of performing installation.

If the Proponent is proposing a turnkey solution, they will need to estimate installation costs based on the information provided. As site visits are not possible at this time, Proponents will need to use the information given in the RFP and Addendum 1 to estimate installation costs.

2. Appendix B – Section 6.6: Is there anything particular you are looking for in terms of partnership and/or sponsorship that would make a submission more favorable? Revenue sharing, branding, etc.

The Corporation of the City of Windsor anticipates proposals which offer reduced cost and/or enhanced equipment/services in exchange for shared branding and outreach. Revenue sharing can be proposed, but the cost to end-users has not yet been determined (stations may or may not be free to public).

3. Appendix B – Section 6: There is no reference to the desired construction schedule. Is this construction to take place in the 2021 calendar year or 2022 calendar year? A construction schedule for 2022 would allow for us to offer technology at a lower cost and more benefits than what is currently available on the market, as well as a more affordable installation cost.

The project must be completed by end of 2021 based on the requirements of a federal grant provider.

4. Addendum No. 1: The desired location of the chargers is shown with but there is a comment for new customer installed 120/240 volt underground service. Will this be completed by Windsor' LDC or contractor?

The municipally-owned LDC will provide support, but construction for service from a nearby building or utility pole is the responsibility of the Proponent if a turnkey solution is proposed.

5. Addendum No. 1: There is no reference to the serviceability at site? Is there space on the panel to host 40amp breakers per port at each site, or does the panel require a service upgrade?

For building connected sites, capacity has been confirmed. Where sub-panels are required, area exists within a building electrical room or adjacent the proposed EV parking spaces.

6. Is there a signage plan or rendering available for what you would like the communications to look like at each site? No parking signs, instructional signage, etc.

Instructional signage is required at a minimum and will include the logos of funding agencies and directions for charging and payment. The Corporation of the City of Windsor will work with the successful Proponent on communications and signs.

7. Addendum No. 1: Is there any flexibility on charger location? If the note pertaining to new customer installed 120/240 underground service is by contractor, some of these runs are quite long and will result in increased trenching costs.

Preliminary locations were chosen based on input from site personnel, parking regulations, and maximum exposure/convenience to the public. Flexibility exists at most sites for minor changes to location.

8. Addendum No. 1: It looks as if we will be tapping off the transformer in some cases, and an electrical room in other cases. Are these transformers LDC owned and if so, are you looking for a separate meter for the chargers?

The LDC will provide separate meters in all instances.

9. In the RFP Document, Section 6.1.4 / 6.1.5 appear to be in conflict with the last two sentences of Section 1.9 and the indication from Addendum No.1 that the City is not holding site visits and that no site drawings will be provided. Could you clarify if the Proponent is expected to perform any civil works in the parking lots and installation sites and/or if the Proponent is expected to perform any electrical work in the electrical rooms of the installation sites? If so, could you provide some detail as to these scopes of work?

The bidder shall specify whether Cost Proposal Items 1 and 2 include the optional installation/construction services described in Appendix B, Section 6.5, or equipment only. If a turn-key solution is proposed, the bidder or a sub-contractor/joint partner of the bidder is expected to perform civil and electrical works. The municipally-owned LDC will provide support for metering and pole-connected stations.

10. Are the EV chargers to be wall-mounted or bollard-mounted?

EV chargers are to be bollard mounted.

11. Regarding software support (6.1.22), EV charger equipment manufacturers provide commercial cloud plan services but they have an annual cost. Is the Proponent expected to provide the cost of 5-years of commercial cloud plan services in the Cost Proposal?

Yes.

Except for the contents of this addendum, all other terms and conditions of this proposal remain the same.

**END OF ADDENDUM NO. 2**

Yours truly,

**THE CORPORATION OF THE CITY OF WINDSOR**

*Elaine Castellan*

Elaine Castellan  
Purchasing Supervisor

EC/sf

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RFP NO. 13-21**

**February 25, 2021**

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**ACKNOWLEDGEMENT**

I hereby acknowledge receipt of Addendum No. 2 to the Proposal No. 13-21 (4 pages).

The information contained therein is hereby noted and account of same will be taken in our proposal cost.

This information was received on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name (Printed)

\_\_\_\_\_  
Company Name

**\*NOTE: You are required to acknowledge this addendum with your proposal submission.**

**PLEASE RETURN SIGNED ACKNOWLEDGEMENT SHEET ASAP**  
**BY E-MAIL TO: [purchasing@citywindsor.ca](mailto:purchasing@citywindsor.ca)**