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Manager of Purchasing

Elaine Castellan
Purchasing Supervisor

(519) 255-6272
TELEPHONE NUMBER

ADDENDUM NO. 3
ELECTRIC VEHICLE CHARGING STATIONS
RFP NO. 13-21

February 25, 2021

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

QUESTIONS & ANSWERS:

1. Section 6.1.2 of the RFP specifies the “administration possesses the “inhouse” capabilities to garner the necessary permits for the nine proposed municipally-owned locations”.
Please confirm the administration will obtain and provide the GC all necessary permits.

Section 6.1.2 refers to The City of Windsor’s capacity to deliver the project outcome as will be agreed upon in a contract with the successful Proponent. If including installation service, the Proponent will be required to obtain permits. Permit development will be supported onsite by City of Windsor staff and the City’s Project Manager.

2. Who is responsible for coordinating and paying for the 3rd party vulnerability assessment required for the EV charging stations (Section 6.1.24 of RFP) and mobile applications (Section 6.1.25 of RFP)?

Third-party vulnerability assessment is to have been completed by the equipment manufacturer (OEM) in the design of the station hardware and software. Tasks related to operations and maintenance are the responsibility of the equipment vendor under the equipment warrantee/optional extended warrantee and required service agreement for software and upgrades (to be included in pricing).

During operation, in the case of noticeable damage to a station as reported by a member of staff or public, the City will also seek the support of the equipment vendor. Where civil and/or electrical works are impacted, the respective contractor will be contacted by the City.

3. Who is responsible for coordinating and paying for the toll free access number or any mobile network services required?

This should be included in unit pricing for EV charging stations for the support period. Annual costs for optional/extended services can also be defined separately on the Proponent’s own form.

4. Please provide details regarding the extent of the 10 years operational support required (Section 6.1.9 of the RFP).

Over the expected life of the systems (10 years), The City of Windsor should be made confident that services, repairs, materials, equipment, and support required to maintain operation of stations can be provided by the equipment vendor (beyond the warrantee/extended warrantee period).

5. Please confirm any underground service work to each EV charging station is not part of the scope of this RFP.

Underground service work primarily includes trenching, conduit, cabling, concrete foundations (if applicable), and site restoration. Utility locates will be required, included in submission costs, and are the responsibility of the Proponent.

6. What are the expected start and completion dates for the supply and installation of the EV charging stations?

The project will commence immediately following the evaluation of proposals (March 2021). The project must be completed by end of 2021 based on the requirements of a federal grant provider.

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

END OF ADDENDUM NO. 3

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

ACKNOWLEDGEMENT

I hereby acknowledge receipt of Addendum No. 3 to the Proposal No. 13-21 (3 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