



ADDENDUM
PURCHASING OFFICE
CITY OF AUSTIN, TEXAS

REQUEST FOR PROPOSAL NO: OPJ0115 ADDENDUM NO. 3 DATE OF ADDENDUM: MAY 6, 2015

This addendum is to incorporate changes to the above referenced solicitation:

I. The purpose of this addendum is to respond to questions regarding the above referenced solicitation.

1. Question: Is the Worker Compensation Insurance requirement being requested prior to RFP being due, or, if the RFP is won, can the Workers Comp. Insurance be obtained for the company prior to commencement of work?

Answer: Proof of all insurance coverage is required prior to contract execution with the winning company.

2. Question: Does GROUP 1 determine a large percentage of the over cost to incur for the bid (Fixed cost)?

Answer: Group 1- Preventative Maintenance in general, charging stations shall be operating 24/7 and accessible; EVSE parts shall be checked on a quarterly basis for cleaning, wear, and testing. AE expects to receive a fix price per unit for each group, which includes: Labor, Materials, Service Call, Fuel, not including the cost of replacement parts required to bring charging station online and working. The fixed price for each group should be based on the cost per stations considering the number of stations in the group.

3. Question: Does GROUP 2 deliver a case by case scenario in the event a unit needs servicing (Variable cost)?

Answer: Group 2 - Standard Maintenance, focuses on the replacement of broken equipment to keep charging stations online and the work needed to complete it. Usually the contractor will get service repair requests from the Project Manager or by monitoring the network. Group 1 & 2 work together to deliver the core service of keeping the charging stations online 24/7 and the work required to deliver the service. AE is expecting to receive a service price per unit for each group based on hourly rate, which includes Labor, Service Call, Fuel, not including the cost of parts required to bring charging station online and in service.

NOTE: Group 1 & 2 work together to deliver the core service of keeping the charging stations online 24/7 and the work required to deliver the service.

4. Question: Based on the volume of units currently (220), is Austin Energy looking for an hourly rate via time spent on fixing?

Answer: Yes.

5. Question: Or, a fixed rate to repair the unit, not including cost of materials?

Answer: No.

6. Question: The rate to fix the unit is directly proportional to the hours spent to repair, so how can anyone predict that?

Answer: Based on your hourly rate.

7. Question: Why is the pricing being split into GROUP's 2 & 3?

Answer: Group 2 is the standard maintenance during regular work hours at a certain hourly rate. The emergency maintenance is outside the regular hours and could be on holidays. The rate should be calculated different to take emergency time into account. Contractor can price hourly rate for Group 2 and 3 the same if he sees fit.

8. Question: The previous contract has a cost/station regarding preventative maintenance, and all other charges for standard maintenance are billed separately via case by case basis. Since we are already over the 200+ station mark, the 249 stations are under GROUP 1 (Preventative Maintenance):

Quarterly Invoiced @ \$52.00/station @ 249 stations = \$12,948/Qtr = \$51,792 Annual Cost

Thus, under GROUP 2, is AE wanting a price for arriving onsite (including fuel), diagnosing problem, repair if under \$750.00 cost (only if City owned), then submit a separate invoice for the fixed cost of service call plus cost of materials?

Answer: Yes, based on hourly rate.

9. Question: Is AE wanting to include Service Call, Fuel, Labor, Materials cost (if below \$750) all within the cost to bringing a unit back up to active status?

Answer: AE is expecting to receive an hourly rate to repair the stations, which include: Labor, Service Call, Fuel, not including the cost of replacement parts.

10. Question: What is fixed billable cost and what's variable?

Answer: The fixed billable is for the standard maintenance. It is the hourly rate which includes your overhead. The variable is for the preventive maintenance. It's the cost per station based on the total number of stations. As the volume of stations increase, the cost per station should decrease.

11. Question: In the event a unit is down, AE wants a Standard Maintenance price per unit, which includes the Service Call, Fuel, not including the cost of materials needed and labor. Just the standard price for the call to fix it. Is this correct?

Answer: No. This question was answered in question 8 & 10.

12. Question: What if the problem takes 16 hours to fix and materials are \$1,200?

Answer: It's your hourly rate times the number of hours spent it takes to repair the station + cost of replacement parts unless they are under warranty. Any repair amount over \$750 requires pre-approval from the Project Manager.

13. Question: Does this mean sending a separate invoice for the service call + 16 hours + materials cost?

Answer: Yes (refer to question #11).

14. Question: Do I lose out on the hours spent to fix the unit as my cost via the service call is fixed?

Answer: No.

15. Question: Since we're already over the 200+ station mark, the 249 stations are under GROUP 2 (Standard Maintenance):

Case by case Invoiced @ \$110.00/station (Fixed) @ 249 stations = \$27,390 Annual Cost (Worst Case Scenario to give valued cost to the contract), if every unit were to go down and need to be fixed, not including cost of Materials correct?

Answer: It's based on hourly rate.

16. Question: Emergency Service - will it be adjusted to 1.5x's the Standard rate?

Answer: If that's your method of calculation, include it in your proposal for that service category.

17. Question: The hourly pricing in GROUPs 2 & 3 does not include labor hours and materials, correct?

Answer: It should include your hourly rate and not the materials.

18. These are calculated from the Hourly Pricing schedule to be billed individually on a case by case basis.
Crew Leader @ 1166hrs @ \$18 = \$20,988
Technician @ 1166hrs @ \$15 = \$17,490
+Materials cost w/ markup from ChargePoint Replacement Parts Pricing List.

Answer: The calculation should be done based on hourly rate not based on the estimated 1166 total hours for the contract.

19. Question: Are all sections under the Standard Bid Documents tab in Vendor Connection required to be downloaded and included the RFP?

Answer: Complete and submit any forms included in the solicitation. Other documents are incorporated into this solicitation by reference with the same force and effect as if they were incorporated in full text. The full text versions of these Sections are available on the Internet at the online address shown in Page 2 of the Offer Sheet.

20. Question: Will this RFP require the kind of research or is it pretty straight forward and short, to the point?

Answer: The RFP requirements are described in the solicitation and should not require extensive research.

II. Additional Information:

1. A copy of the Attendance Sheet from the Pre-Proposal meeting held April 30, 2015, is attached to this addendum.
2. Section 0600, Proposal Preparation Instructions and Evaluation Factors (3 pages), is attached to this addendum and is part of the solicitation. It was omitted in error.
3. Attachment A – Cost Sheet has been revised to correct the number of hours under “HOURLY PRICING”, Page 2. The estimated quantity hours is changed from: 350, to read: 1,166. The revised Cost Sheet is attached and replaces the existing cost sheet in the solicitation. Use the revised Cost Sheet attached in your proposal response.

MEETING SIGN-IN SHEET

IFB No: RFP OPJ0115 – Electric Vehicle Charging Stations Maintenance and Repair

Meeting Date: April 30, 2015 @ 12 P.M.

Buyer: Oralia "Lolly" Jones

Place/Room: Town Lake Center Assembly Room 130, 721 Barton Springs Road, Austin, TX 78704

Name	Title	Company/Agency/Dept.	Phone	Fax	E-Mail
Oralia "Lolly" Jones	Sr. Buyer Specialist	Purchasing Office	(512) 322-6594	(512) 322-6174	oralia.jones@ austinenergy.com
BRETT ANDERSON	ACCOUNT MANAGER	FSG	(512) 762-7172		BRETTA@FSGI.COM
Wes WARREN	PROJECT MANAGER	FSC	512 748-7339		wesw@FSGI.COM
Craig Dunlavy	GM	ABM	512 691 4973		craig.dunlavy@abm.com
JOSEPH BARLETTA	FOUNDER + CEO	SMART CHARGE RESIDENTIAL LLC	(512) 900-1858	(512) 870-9658	jbarletta@smartcharge-residential.com
Aaron O'Hare	Managing Supervisor	Smart Charge Residential	512 998-0716		Aohare@smartchargeresidential.com
Harold Tolbert Sr	BUSN. DEV. COUN.	CDA SMBR	512-974-7736		harold.tolbert@austintexas.gov
Shems Duval		AE	322-6086		
Darlene Berghammer		AE	322-6074		Darlene Berghammer darber5200@austinenergy.com
Amelia		AG	322-6169		amelia.gonzalez@ austinenergy.com

**CITY OF AUSTIN
PURCHASING OFFICE
PROPOSAL PREPARATION INSTRUCTIONS AND EVALUATION FACTORS
SOLICITATION NUMBER: OPJ0115**

1. PROPOSAL FORMAT

Prefacing the proposal, the Proposer shall provide an Executive Summary, which gives in brief, concise terms, a summation of the proposal. The proposal itself shall be organized in the following format and informational sequence:

A. Business Organization: State full name and address of your organization and identify parent company if you are a subsidiary. Specify the branch office or other subordinate element which will perform, or assist in performing, work herein. Indicate whether you operate as a partnership, corporation, or individual. Include the State in which incorporated or licensed to operate. Provide an organizational chart of the team structure with names, responsibilities and Chargepoint training and electrician certifications of each team member.

B. Authorized Negotiator: Include name, address, and telephone number of person in your organization authorized to negotiate Contract terms and render binding decisions on Contract matters.

C. Cost Proposal: Proposers shall complete and submit ATTACHMENT A – Cost Sheet, and include with their proposal.

D. Project Management Structure: Provide a general explanation and chart which specifies project leadership and reporting responsibilities; and interface the team with City project management and team personnel.

E. Prior Experience: Describe only relevant corporate experience and individual experience for personnel who will be actively engaged in the project. Do not include corporate experience unless personnel assigned to this project actively participated. Proposer shall provide proof of certification to service the ChargePoint Network equipment, management and maintenance of charging stations. Supply the project title, year, and reference name, title, present address, and phone number of principal person for whom prior projects were accomplished. Include any charging station installations or maintenance performed within the past four (4) years. Proposer is encouraged to include any other information that they deem relevant to the City's evaluation of this section.

F. Personnel Qualifications: Proposer shall provide proof of the electrician Chargepoint certifications along with the number of commercial and residential stations installed. Proposer shall meet all applicable requirements of the latest adopted version of the National Electrical Code and the Texas Building Code and shall submit proof showing these requirements are met. Proposer is encouraged to include any other information that they deem relevant to the City's evaluation of this section.

G. Equipment and Parts: Proposers shall own or have access to equipment which must be in safe and in operable condition during the course of the contract term. Proposer shall provide their equipment and parts list to include the stimulation device to test the stations and a list of the parts inventory.

H. Exceptions: Be advised that exceptions to any portion of the Solicitation may jeopardize acceptance of the Proposal.

The terms and conditions stated in this RFP shall constitute the terms and conditions of the final contract with the successful Proposer(s) after award. If any exceptions are taken by a Proposer to any term or condition of this RFP, the Proposer must clearly indicate each specific exception taken, include a full explanation of the reason for said exception, and include any proposed language for any alternative term as a separate attachment to the Proposal, stating clearly in writing that the

**CITY OF AUSTIN
PURCHASING OFFICE
PROPOSAL PREPARATION INSTRUCTIONS AND EVALUATION FACTORS
SOLICITATION NUMBER: OPJ0115**

Proposer's Contract or Legal staff have reviewed and proposed all such terms in the Proposer's exceptions.

Proposer must also certify in their proposal, that its authorized agents have reviewed all terms and conditions of the RFP, and, except for any exceptions, have authority to bind Proposer to comply with all of the City of Austin's terms and conditions. The failure to identify exceptions or proposed changes with a full explanation and substitute language shall constitute acceptance by the Proposer of the Solicitation as proposed by the City.

The City reserves the right to reject a proposal containing exceptions, additions, qualifications or conditions not called for in the Solicitation. Additionally, all exceptions or supplemental terms and conditions proposed by a Proposer in response to any portion of this RFP but not submitted at the time required for submitting of the Initial Proposal (i.e., the specified RFP closing date and time listed on the cover sheet of the Solicitation) may be rejected at the sole discretion of the City.

2. ADDITIONAL PROPOSAL TERMS

- A. **Local Business Presence**: The City seeks opportunities for businesses in the Austin Corporate City Limits to participate on City contracts. A firm (Offeror or Subcontractor) is considered to have a Local Business Presence if the firm is headquartered in the Austin Corporate City Limits, or has a branch office located in the Austin Corporate City Limits in operation for the last five (5) years. The City defines headquarters as the administrative center where most of the important functions and full responsibility for managing and coordinating the business activities of the firm are located. The City defines branch office as a smaller, remotely located office that is separate from a firm's headquarters that offers the services requested and required under this solicitation. Points will be awarded through a combination of the Offeror's Local Business Presence and/or the Local Business Presence of their subcontractors. Evaluation of the Team's Percentage of Local Business Presence will be based on the dollar amount of work as reflected in the Offeror's MBE/WBE Compliance Plan or MBE/WBE Utilization Plan. Specify if and by which definition the Offeror or Subcontractor(s) have a local business presence.
- B. **Proposal Acceptance Period**: All proposals are valid for a period of one hundred and fifty (150) calendar days subsequent to the RFP closing date unless a longer acceptance period is offered in the proposal.
- C. **Proprietary Information**: All material submitted to the City becomes public property and is subject to the Texas Open Records Act upon receipt. If a Proposer does not desire proprietary information in the proposal to be disclosed, each page must be identified and marked proprietary at time of submittal. The City will, to the extent allowed by law, endeavor to protect such information from disclosure. The final decision as to what information must be disclosed, however, lies with the Texas Attorney General. Failure to identify proprietary information will result in all unmarked sections being deemed non-proprietary and available upon public request.
- D. **Proposal Preparation Costs**: All costs directly or indirectly related to preparation of a response to the RFP or any oral presentation required to supplement and/or clarify a proposal which may be required by the City shall be the sole responsibility of the Proposer.

3. EVALUATION FACTORS AND AWARD

- A. **Competitive Selection**: This procurement will comply with applicable City Policy. The successful Proposer will be selected by the City. Evaluation factors outlined in Paragraph B below shall be applied to all eligible, responsive Proposers in comparing proposals and selecting the Best Offeror. Award of a Contract may be made without discussion with Proposers after proposals are received. Proposals should, therefore, be submitted on the most favorable terms.

**CITY OF AUSTIN
PURCHASING OFFICE
PROPOSAL PREPARATION INSTRUCTIONS AND EVALUATION FACTORS
SOLICITATION NUMBER: OPJ0115**

B. Evaluation Factors:

i. 100 points.

- | | | |
|-----|---------------------------------------------------|-----------|
| (1) | Demonstrated Applicable Experience (Reference 1E) | 30 points |
| (2) | Personnel Qualifications (Reference 1G) | 20 points |
| (3) | Equipment and Parts List (Reference 1F) | 15 Points |
| (4) | Total Evaluated Cost (Reference 1C) | 25 Points |
| (5) | Local Business Presence (reference 2A) | 10 points |

Team's Local Business Presence	Points Awarded
Local business presence of 90% to 100%	10
Local business presence of 75% to 89%	8
Local business presence of 50% to 74%	6
Local business presence of 25% to 49%	4
Local presence of between 1 and 24%	2
No local presence	0

ii. Interviews, Optional. Interviews may be conducted at the discretion of the City. The City will score proposals based on the items listed above. The City may select a "short list" of Proposers based on those scores. Short listed Proposers may be invited for interviews with the City. The City reserves the right to negotiate the actual contract scope of work and cost after submission. 25 points

ATTACHMENT A - COST SHEET - REVISED
AUSTIN ENERGY/CITY OF AUSTIN
ELECTRIC VEHICLE CHARGING STATIONS
MAINTENANCE & REPAIR

RFP NO.	OPJ0115				
RX NO.	RQM 110015021700207				
DATE:	4/20/2015				
BUYER:	ORALIA JONES				
ITEM NO.		EST. QTY.	UNIT OF MEASURE	UNIT PRICE	TOTAL PRICE
GROUP 1	Austin Energy's Plug-In Everywhere Network Servicing ChargePoint Network - up to 200 stations	4	QTRLY		
1	Preventive Maintenance for City Owned and Privately Owned Stations for 200 - 249 stations	4	QTRLY		
2	Preventive Maintenance for City Owned and Privately Owned Stations for 250 - 299 stations	4	QTRLY		
3	Preventive Maintenance for City Owned and Privately Owned Stations for 300 - 349 stations	4	QTRLY		
4	Preventive Maintenance for City Owned and Privately Owned Stations for 350 - 399 stations	4	QTRLY		
5	Preventive Maintenance for City Owned and Privately Owned Stations for 400 - 449 stations	4	QTRLY		
6	Preventive Maintenance for City Owned and Privately Owned Stations for 450 - 500 stations	4	QTRLY		
	BILLING DISCOUNT RATE	%			
	TOTAL COST				
GROUP 2	Austin Energy's Plug-In Everywhere Network Servicing ChargePoint Network - up to 200 stations	200	EACH		
1	Standard Maintenance for City Owned Stations & Privately Owned Stations for 200 - 249 stations	249	EACH		
2	Standard Maintenance for City Owned Stations & Privately Owned Stations for 250 - 299 stations	299	EACH		
3	Standard Maintenance for City Owned Stations & Privately Owned Stations for 300 - 349 stations	349	EACH		
4	Standard Maintenance for City Owned Stations & Privately Owned Stations for 350 - 399 stations	399	EACH		
5	Standard Maintenance for City Owned Stations & Privately Owned Stations for 400 - 449 stations	449	EACH		
6	Standard Maintenance for City Owned Stations & Privately Owned Stations for 450 - 500 stations	500	EACH		
	BILLING DISCOUNT RATE	%			
	TOTAL COST				

ATTACHMENT A - COST SHEET - REVISED
AUSTIN ENERGY/CITY OF AUSTIN
ELECTRIC VEHICLE CHARGING STATIONS
MAINTENANCE & REPAIR

RFP NO.	OPJ0115
RX NO.	RQM 110015021700207
DATE:	4/20/2015
BUYER:	ORALIA JONES

ITEM NO.		EST. QTY.	UNIT OF MEASURE	UNIT PRICE	TOTAL PRICE
GROUP 3	Austin Energy's Plug-In Everywhere Network Servicing ChargePoint Network - up to 200 stations	200	EACH		
1	Emergency Services for City Owned Stations & Privately Owned Stations for 200 - 249 stations	249	EACH		
2	Emergency Services for City Owned Stations & Privately Owned Stations for 250 - 299 stations	299	EACH		
3	Emergency Services for City Owned Stations & Privately Owned Stations for 300 - 349 stations	349	EACH		
4	Emergency Services for City Owned Stations & Privately Owned Stations for 350 - 399 stations	399	EACH		
5	Emergency Services for City Owned Stations & Privately Owned Stations for 400 - 449 stations	449	EACH		
6	Emergency Services for City Owned Stations & Privately Owned Stations for 450 - 500 stations	500	EACH		
	BILLING DISCOUNT RATE	%			
	TOTAL COST				

HOURLY PRICING

ITEM NO.	ITEM DESCRIPTION			Price
1	Crew Leader	1,166	Hours	\$
2	Technician	1,166	Hours	\$
3	ChargePoint Replacement Parts Price List - Parts Markup		Percentage	

Separate billing of incidental and consumables is not allowed. Include allowance for these in proposed pricing structure