

**Request for Proposal
EV Charging Station
for
South Buffalo Charter School**



South Buffalo Charter School (SBCS) invites vendors to submit proposals in accordance with the terms and conditions of this Request for Proposal (RFP). This RFP provides the requirements and evaluative criteria for EV Charging Stations at 154 South Ogden Street, Buffalo, NY 14210. Detailed response from all prospective vendors should include Scope of Work, Pricing and Service/Maintenance descriptions.

This RFP is not a contract offer. Acceptance of a proposal neither commits SBCS to award a contract to any vendor, even if all requirements stated in this RFP are met, nor limits the school's rights to negotiate in the school's best interests. SBCS reserves the right to contract with a vendor or vendors for reasons other than just price.

Requested Solution:

6) EV Charging Stations

Commercial EV charging station, including mounts, cables and Type 1 plug.
Each charging station will have 2 Type 1 plugs.

6) Networking

Station Activation, Networking and Software Access and Training.

Infrastructure Installation

Panels, Meters, Power Distribution, Electrical System, Excavation, trenching, turf, road, protective barriers, and walkway work.

COST OF PROPOSALS

Expenses incurred in the preparation of proposals are the responsibility of the vendor.

PROPOSAL SUBMISSION

Proposals should be submitted by email to EVRFP@southbuffalocs.org no later than 11:59 P.M. January 31, 2024. A final decision will be made by March 31, 2024. This should give the winning bidder enough time to arrange for project completion by August 15, 2024.

REQUIREMENTS

1. Proposal should be no more than 10 pages, including attachments, excluding cover page, table of contents and product brochures.
2. Cost Proposal
3. Detailed Implementation plan, including project schedule with milestones.
4. Brief description of organization's experience and capabilities.

EVALUATION CRITERIA

Cost effectiveness of service	45%
Experience and capabilities	40%
Implementation Plan for minimal disruption	15%
Total	100%

QUALIFICATIONS OF BIDDERS

South Buffalo Charter School may make such an investigation as they deem necessary to determine the ability of bidder to perform the work.

SBCS has the right to reject any and all proposals from any bidder that is in or contemplates bankruptcy of any chapter or nature. Bidder must notify SBCS in writing of any existing condition or knowledge.

No proposals will be allowed after 11:59 PM on January 31, 2024.

RESTRICTIONS ON COMMUNICATIONS

From the date this RFP is issued until the contract award has been announced, no bidder-initiated contact with any SBCS official shall be permitted regarding this RFP, other than written inquiries, as described in this section. This includes, but not limited to, any lobbying of individuals considered to have any influence over proposal evaluation and selection. Violation of this provision will be grounds for disqualification. All questions or requests for clarification regarding this RFP must be submitted via email and must come from one point of contact per company to

EVRFP@southbuffalocs.org no later than 2:00 PM on January 26, 2024. Questions or requests for clarification received after such time and date will not receive a response from SBCS. All questions and answers will be posted online at www.southbuffalocs.org/EVRFP. No verbal instructions or information to bidders will be binding.

MODIFICATIONS TO RFP

SBCS may modify any part of the RFP prior to the deadline for submission of proposals by issuance of an addendum. Any addendum issued by SBCS will be posted to www.southbuffalocs.org/EVRFP and email notification of such posting will be distributed to all bidders that provided contact information as requested.

FORM OF CONTRACT

The successful bidder will be required to execute a written contract with SBCS within thirty (30) business days after acceptance of proposal or proposals.

SPECIFICATIONS

Equipment and/or material to be furnished shall meet with the approval of the Superintendent or Superintendent designated representative.

ADDITIONS OR DEDUCTIONS

SBCS shall have the right, without invalidating this RFP or any and/or all contracts, to make additions to or deductions from the work covered by these specifications, and in case such deductions or additions are made, an equitable adjustment of the addition to or deduction in cost shall be made between SBCS and the bidder, as shown in a written amendment to the contract.

RESERVATIONS

Any bidder who has demonstrated poor performance during either a current or previous agreement with SBCS may be considered as an unqualified source and their proposal may be rejected. SBCS reserves the right to exercise this option as is deemed proper and/or necessary.

EXEMPTION FROM NEW YORK SALES TAXES

South Buffalo Charter School is exempt from New York State Sales Tax. Net prices as shown in the proposal shall exclude New York State tax amounts. Bidders shall inform all prospective subcontractors and suppliers from whom they expect to obtain services or supplies of the tax-exempt status of South Buffalo Charter School. Following a contract award, exemption documentation will be furnished by South Buffalo Charter School.

