MSU ELECTRIC CHARGING STATION

PURPOSE
The purpose of this Request for Proposals (RFP) is to solicit proposals to enter into a contract with a qualified Vendor for the purchase and installation of hardware and accompanying software implementation for facilitation and management of our electric vehicle charging stations for Montclair State University, hereafter referred to as "MSU." The companies submitting proposals in response to this RFP will hereafter be referred to as or “Vendor.” The University is examining several alternatives of providing this Electric Vehicle Charging Stations and may decide, after reviewing proposals submitted, not to enter into any agreement.

SCOPE OF WORK
MSU is seeking a turnkey solution equipment, software, network, accessories, warranties, deliveries required to install Electric Vehicle Charging Stations on campus. Detailed information about the business model, including but not limited to the ability to set pricing for end users, billing practices, service fees, revenue distribution, and cost recovery for electricity responses should be outlined in the proposal.

MSU desires a vendor with a minimum of five (5) years of experience with turnkey electric vehicle charging stations in the U.S. markets.

MINIMUM MANDATORY REQUIREMENTS
Vendors must affirm they meet all mandatory requirements without qualification. If a Vendor is not able to meet a mandatory requirement, the Vendor’s response will be deemed as “non-responsive.”

Please affirm the following:

1. All Level 3 EV Charging Equipment proposed:
   a. UL Listed
   b. UL2202 and UL2231 (Parts 1 and 2) – Standard for Personal Protection Systems for EV Supply Circuits.

2. All Level 2 EV Charging Equipment proposed meets the following:
   a. UL Listed
   b. UL2202 and UL2231 (Parts 1 and 2) – Standard for Personal Protection Systems for EV Supply Circuits.
   c. UL916 – UL standard for energy management.

3. Demonstrated ability to complete contract by January 2017.
   a. Provide confirmation of acceptance of Terms and Conditions of Purchase Order.

CHARGING STATION TECHNICAL SPECIFICATIONS
EV charging stations shall meet, at a minimum, the following specifications and requirements:
• Level 2 (or higher) charging capacity
• SAEJ1772 charge connectors with self-retractable cables
• Enclosure Rating - NEMA 3R or better, per UL 50E
• NEC Article 625 and related articles and tables
• Open Safety Ground Detection – continuously monitors presence of safety (green wire) ground connection
• Operating Temperature – -22F to 122F (-30C to +50C) and Operating Humidity of up to 85% @ +50C (122F) non-conde
• Meter Accuracy – +/- 2% from 2% to full scale (30A) with 15-minute interval recording
• Compliance with National Electrical Code, FCC and other relevant regulations for safety and operation
• Minimum 18’ cable length with automatic retraction to keep cables from lying on the ground.
• Compliance with the Americans with Disabilities Act (ADA)

NETWORKING
The ideal vendor would have existing integrations with our partner organizations as well as have the ability and desire to develop integrations with new software and services.

The main software packages that would be expected to perform integrations are as follows:

• Parking Management, Enforcement and Citation Management (T2 Systems and Genetec LPR)
• Pay by Cell (paybyphone)

MSU desires a system that will virtually allow for monitoring of electric vehicle charging usage and reporting functionality as well as payment and occupancy capabilities incorporated with our current vendors (T2, Genetec LPR, and paybyphone).

• Accessible to all members of the public without subscription-based membership
• Must operate on a cloud-based and networked for remote management
• Capable of accepting and processing point of sale transaction payments of all major credit cards and ATM cards through a secure system
• Demonstrate PCI Compliance. The vendor needs to provide documentation on the following
  ➢ Level 1 Compliant: -A PCI DSS Service Level 1 compliant provider has proven their ability to not only process credit cards in large volume, but also maintain the highest level of security.
  ➢ SSAE 16 Compliant: SSAE 16 compliant vendors have the necessary processes in place to remain compliant in day-to-day activities.
Cybersecurity Insurance Policy: This policy will protect the University if there is a security breach of mobile payment platform.

- Publicly available information on station location and real-time availability of charging stations, and ability to notify driver when charging is complete or if a charging session has been disrupted.
- Must have the ability to collect revenue from the driver and have flexible pricing options, including hourly, by kwh, by session, and vary the price by time of day or length of session. Additionally, the system must be able to provide free charging to select vehicles/drivers.
- Screen display(s) shall be user-friendly and easy to operate. Displays shall be LCD, LED or equivalent, and shall be readable in direct sunlight and at night.
- Security design that is both tamper-proof and vandalism-proof, such as tamper-resistant screws, anti-vandalism hardware, locked enclosures, and graffiti-resistant coating.
- Captures data on all charging operations and provides data to MSU in regular, automated intervals.
- Available 24/7 customer support.

Proposals shall contain detailed technical descriptions of charging stations proposed, including compliance with specifications listed above, energy delivery speed and time to charge an average electric car battery, the useful life of all components, the system’s payment and usage model, and a full description of hardware and software used in networking and data capture. If the Proposal does not meet one of the technical specifications described above, a full explanation of the reasons why should be included in the Proposal.

ENERGY MANAGEMENT
The Electrical Charging Station (EVC) must

- Provide a standards-based interface for energy management – describe the interface in comments.
- Ability to set (by port) allowed load based on percentage of current load or set a maximum load (kW).
- Ability to set an aggregate maximum load for a group of stations. The stations will self-manage to remain below the configured allowance with no additional physical hardware required.
- Report on Rolling Average Power (kW) and Peak Power (kW) in 15-minute intervals with ability to export to Excel/CSV.
- Report on Energy (kWh) by EVSE or by group of EVSE with ability to export to Excel/CSV.

DATA COLLECTION AND REPORTING
The following information for each charging event (session) will be collected and available via secure web interface, and available for download/export to Excel/CSV:

- Standard Reports
- Vendor Created Customized Reports
- User Created Customized Reports
• Direct Query Access
• Third Party Reporting Tools

CHARGING LOCATIONS
At this time MSU intends to install 5 charging stations in each of the following parking garages while maintaining contractual flexibility for future purchase and installations:

• Red Hawk Deck Parking Deck
• CarParc Diem Parking Deck

MSU reserves the right to select one vendor or multiple vendors to furnish and install equipment and services described in this RFP.

MAINTENANCE AND COMMUNICATIONS
Contractor shall provide maintenance services to ensure all equipment is properly checked, tested, and activated for proper operation. Contractor shall provide a network communication system with a service provider capable of monitoring the EV chargers for any error or malfunction 24 hours a day, seven (7) days a week. Maintenance of the EV charger stations shall be performed by local service providers who have the capabilities and capacity to notify and respond in the following manner and time frame:

• Service provider shall be notified of the malfunction and immediately notify MSU and/or its staff of such malfunction or operating error within one (1) hour.

• In the event of an equipment or hardware malfunction or failure, a maintenance crew shall respond to the site within four (4) hours from the time the issue is reported.

WARRANTY
The maintenance plan provided shall be for up to five (5) years, and a minimum three (3) year manufacturer’s warranty for all EV charger equipment, hardware, and software (“EVSE Services”.)

The Warranty shall include all materials, equipment, parts, tools, labor, and incidentals, as well as all contractor-or manufacturer, recommended upgrades. Warranty shall cover complete repairs or replacements, and site visits as necessary. For activities covered under the warranty, an approved local service provider shall be used. If there is a failure of the EV charger during the warranty period, the hardware provider shall agree to replace such components or parts within 72 hours of notification.

Contractor shall identify local service providers who will be providing all warranty and services to the charger stations.

QUALITY ASSURANCE, INSPECTION & TESTING
The Respondent shall develop and submit for approval a comprehensive inspection and testing plan, including test procedures and test reports, to demonstrate successful integration of current or future Reservation Management system components; equipment, software, interfaces, and data reporting provided under this Contract. The inspection and testing plan shall include a detailed schedule indicating the sequence of each test and where and when each test will take place. The Respondent shall be responsible for managing all testing and producing test reports, the cost of which shall be included in all costs proposed.
Security and Authorization
Only those parties identified in writing after the award of the RFP will have access to electric vehicle charging station software system. The Respondent shall protect and authenticate a limited number of representatives that shall have access to the system and confidential information. The Respondent shall respect and utilize security access codes.

Response Time/Support:
As part of the warranty process, the Respondent shall provide timely, same day, response for any service calls placed between 8 a.m. to 5 p.m. EST, Monday through Friday (excluding major holidays) regarding repair or replacement of any and all components identified as part of the RFP which shall malfunction.

TRAINING
The Respondent shall provide a program to educate, train and teach personnel in all details of the electric vehicle charging stations hardware and software. The Respondent shall submit for Parking Services approval a Training Program Plan outlining how it intends to instruct the Parking Services staff. The Respondent shall include in the proposal how and what type of training will be carried out. A combination of train-the-trainer and training sessions directly to Parking Services designated staff will be preferred. The Respondent shall provide a program to educate, train and teach personnel in all details of the Meter Reservation Management software to the component level as required allowing Parking Services personnel to operate and understand them satisfactorily. The Respondent is to provide training on an individual basis or in a group setting as approved by the Parking Services Department. The Respondent shall provide a training program for technicians and staff responsible for software, installation, implementation, and maintenance of the disciplines identified herein the RFP.

EXPERIENCE, EXPERTISE, AND REFERENCES
Vendors should demonstrate their prior experience providing Electric Vehicle Charging to other large public entities.

- Provide an overview of your staff and qualifications, with a list of any significant awards for work completed. Please provide a resume and an executive summary of the agency representative(s) the Vendor will assign to the University.
- Please provide three (3) references with appropriate contact information of customers who have used similar services to those, which are to be provide. Please include the organization’s name, address, phone number, email address, and a contact person for each. Please also include a list of past and present clients. The University reserves the right to contact or visit any of the references provided. Additionally, the University reserves the right to contact additional references that the University is aware of or may become aware of.

COST PROPOSAL
For each solution proposed, provide a clear, complete, and detailed cost and price schedule for the services and requirements described in the RFP, including but not limited to:

- Purchase, installation, integration, and implementation costs for any solution
- Unit pricing for equipment and accessories utilized with each solution
• All Software, hardware, and back-end fees
• Other on-going or recurring fees, including hourly rates for any additional service work
• Yearly costs for up to five years of Extended Maintenance and Support (to commence upon expiration of the initial warranty), as well as future purchase costs for equipment and accessories