

LEVEL 2 EV CHARGER PROGRAM RFP – APPENDIX A: APPLICATION FORM



For general information about electric vehicles and charging visit efficiencymaine.com. For more information about the Level 2 electric vehicle (EV) charger RFP, go to: www.efficiencymaine.com/opportunities

SECTION 1 - GENERAL INFORMATION					
Please complete form (typed if possible) and submit by email. For the terms and conditions of this grant program, please see Appendix B of the RFP. See the Required Supporting Documentation Checklist at the end of this form to ensure all required materials are attached before submission.					
Primary Contact/Bidder Information			Charger Site Information		
Business or Organization Name			Installation Street Address		
Primary Contact Name	Primary Contact Phone		City	State	Zip
Primary Contact Email Address			Utility Service (select <u>one</u>): 1. Central Maine Power 2. Versant (formerly Emera)		Total number of parking spaces at this site:
			Utility Account #:		
Primary Contact Mailing Address			Briefly describe exact location at the site (ex. NW corner of parking garage, East side of office building). If you are proposing to install some of the chargers at other locations <u>at the same street address</u> , please indicate how many and where.		
City	State	Zip			

AUTHORIZED SIGNATURE OF BIDDER (Required)	
I, the undersigned, am authorized to commit my organization to this proposal. I attest that the information contained in this bid is true and accurate to the best of my knowledge and that I have enclosed Supporting Documentation, as required in Section 4.2 of the RFP, including at least two bona fide price quotes for the EV chargers and their installation.	
Bidder Signature:	Date
<div style="border-top: 1px solid black; margin-top: 20px; display: flex; justify-content: space-between;"> Full Name: Title: </div>	



SECTION 2 – BIDDER’S PREFERRED VENDORS/PRICES

For each Deliverable below, indicate which Vendor you prefer to have the RFP Review Team consider when scoring your bid, and provide the price quote you received from that Vendor; for any Deliverable labeled “where applicable,” mark “N/A” if it does not apply to your bid costs; a specific Vendor may be named for more than one Deliverable.

Deliverable 1: Charger Equipment

Vendor Preferred:

Price: \$ _____

Deliverable 2: Installation of charger equipment

Vendor Preferred:

Price: \$ _____

Deliverable 3: Networking (software, commissioning, and subscriptions) (where applicable)

Vendor(s) Preferred:

Price: \$ _____

Deliverable 4: Electrical service upgrades and/or circuits

Vendor Preferred:

Price: \$ _____

Deliverable 5: Mounting hardware and bollards (where applicable)

Vendor(s) Preferred:

Price: \$ _____

Deliverable 6: Construction costs (including excavation) (where applicable)

Vendor Preferred:

Price: \$ _____

Deliverable 7: Extended warranty, or service/maintenance contract (where applicable)

Vendor Preferred:

Price: \$ _____

Deliverable 8: Other Eligible Costs (as applicable)

Vendor(s) Preferred:

Price: \$ _____

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SECTION 3.1 - HOST SITE INFORMATION: INTENDED USAGE

Who are the primary intended user(s) of the proposed EV chargers? (ex. employees, tenants, customers, general public, etc.)	
Who will be permitted to use the charging station(s)?	
If available to the public, what days of the week and what hours will it be available?	
Will you require payment for charging?	Yes/ No
If a workplace site, please include (a) number of full-time employees on-site and (b) number of non-employee visitors on a typical day	(a) _____ (b) _____
If a Multi-Unit Dwelling site, how many dwelling units are on-site?	
What steps will you take to promote usage of the chargers?	

SECTION 3.2 - HOST SITE INFORMATION: CHARACTERISTICS OF CHARGER, SITE, OPERATIONS PLAN

How many total plugs (connectors) are proposed at the site?	
How many EV charging plugs are already at this proposed site, if any?	
What type of light source, if any, is within 20' of the chargers?	
Where applicable, what type of lighting, if any, will light pathways from the chargers to the nearest occupied building?	
What type of shelter, if any, will cover the chargers?	
Will maintenance of the chargers be performed by in-house personnel or sub-contracted?	
1. If sub-contracted, name of expected vendor (if known)?	
2. If sub-contracted, expected length of contract?	

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What plans or changes to the neighborhood might impact the usage of the proposed EV chargers over the next 5 years?	
Will the chargers be “networked” (see Definitions in section 2.1 of the RFP) at the time they are installed?	Yes/ No
Do you attest that the electrical panel and conduit serving each charger will provide sufficient capacity to supply at least 7.2 kW per plug, (i.e., where applicable for chargers that serve more than one plug, each EV will receive at least 7.2 kW even if multiple EVs are charging simultaneously from a single charger)?	Yes/ No

SECTION 3.3 - HOST SITE INFORMATION: READINESS AND CAPACITY

What is the highest-level corporate body or official that has formally authorized funding to pay for the proposed EV chargers?	
What additional approvals will be needed to pay for the proposed EV chargers if/when this rebate application is approved?	
What is a reasonable expectation for the date by which that approval will be made?	
If applicable, what amount of bank financing will be required to pay for this proposal?	
• Has approval for this bank financing already been received?	
Please describe what physical preparations to the site and electrical system, if any, will be required to install the proposed project, for:	
• Electrical service	
• Trenching, Construction	
• Running conduit from electrical service to chargers	
• Paving parking spots, Other	
Regarding timing for the installation:	
1. The earliest this project would be installed and operational is:	
2. The latest this project would be installed and operational is:	

**Required Supporting Documentation
(Checklist)**

Attachment A – Completed Level 2 Charger RFP Application Form , including signature of project applicant
Attachment B - Project location photograph . You must include at least one photograph of the exact proposed site. If the site will be located on a lot that has not yet been built, drawings may be substituted for photos.
Attachment C – Copies of written bids/price quotes for charger equipment (2 quotes), installation (2 quotes), networking (2 quotes) (where applicable), electrical work, mounting hardware, construction, and extended warranties or maintenance contracts (where applicable) as required in Section 4.2 of the RFP
Attachment D – Charging equipment and construction specification sheets
Attachment E – Signed Letter from Property Owner or Property Manager consenting to Lessee’s Bid Proposal (only required if Bidder is not the Property Owner)