



**CITY OF SALEM**  
**PURCHASING DEPARTMENT**

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SALEM, VA 24153  
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**DATE: SEPTEMBER 8, 2023**

**RFP # 2024-003**

**ELECTRIC VEHICLE (EV) CHARGING STATIONS**

**DATE AND TIME PROPOSAL DUE: OCTOBER 10, 2023 AT 3:00 P.M.**

**ADDENDUM # 1**

This Addendum # 1, dated September 8, 2023, amends or supplements Request for Proposal (RFP) # 2024-003 as indicated below:

**I. Vendor Questions:**

1. Would you accept any bids for just the material and installation?

**No, the City will not own the stations or maintain the network.**

2. We've never offered a client \$1,000/spot/year. We typically offer a profit sharing (net revenue) program, so that as there is more usage over time, we can share more profit with the client.

**The City will remove the annual lease fee of \$1,000 per parking space.**

3. Are you willing to accept bids with alternative business models? This is not explicitly noted, so we do not want to waste the time if the bid will be overlooked.

**Yes.**

4. We are a newer electrical company (started January of 2023). The proposal reads that we need (3) references from other contractors showing where we completed similar work. Being that we're so new, will our bid still be considered if we do not supply any references? I am currently bidding for other jobs with other general contractors, but I won't have any completed projects where I could get references by the day of the due date.

**The City will consider a newer company's proposal with no references.**

5. Will these (2) chargers require their own metering? Or will these be powered from nearby existing buildings?

**They will require new standalone meters, to be installed by Salem Electric.**

6. It reads that we are expected to not hit the city with upfront costs. What are the expectations here? Do the chargers need to be finished and fully functional before billing will be accepted? Or would we be able to bill for stored material with an accepted schedule of values?

**City is seeking a complete installation to be done by the installer themselves at no cost to the City.**

7. Is the City providing the charging stations?

**No, we will not be providing the charging stations.**

8. Are there drawings?

Yes, there are maps. Please refer to Attachment C of the RFP.

9. Has an engineer reviewed this?

No.

10. Has an electrical analysis been done to ensure vendor can get power to the sites?

Yes, our Electric Department has looked at the sites and ensured they can get power.

11. Are the sites marked?

Pictures of the sites are included with this addendum and sites will be marked prior to installation.

12. When does the City anticipate an award and completion by?

There is no time frame for when this will be awarded or completed. This project is tied to another federal project and must be completed before the end of that project which will be sometime next year. It is our hope these stations will be installed by the end of Fall 2024.

13. Did you specify the type of charging stations requested?

Charging stations shall be dual port Level 2 chargers. Please refer to Section IX. Specifications in the RFP.

14. How long do we need to hold pricing for?

City is seeking a complete installation to be done by the installer themselves at no cost to the City. Therefore, there is no pricing to hold.

15. Is the City getting qualifications from bidders to install them and then they will become property of the vendor?

Yes. The City is providing the property, but we will not be responsible for installation, operation, maintenance, or management. The vendor will also be responsible for electric costs.

**II. Updated Maps Attached:**

Please see attached updated maps of Electric Vehicle Charging Station locations.

**III. Attachments:**

Please see attached site photos.

**BY SIGNING THIS DOCUMENT, THE BIDDER ACKNOWLEDGES THAT THEY HAVE RECEIVED THIS ADDENDUM # 1 AND FULLY UNDERSTANDS THESE CHANGES.**

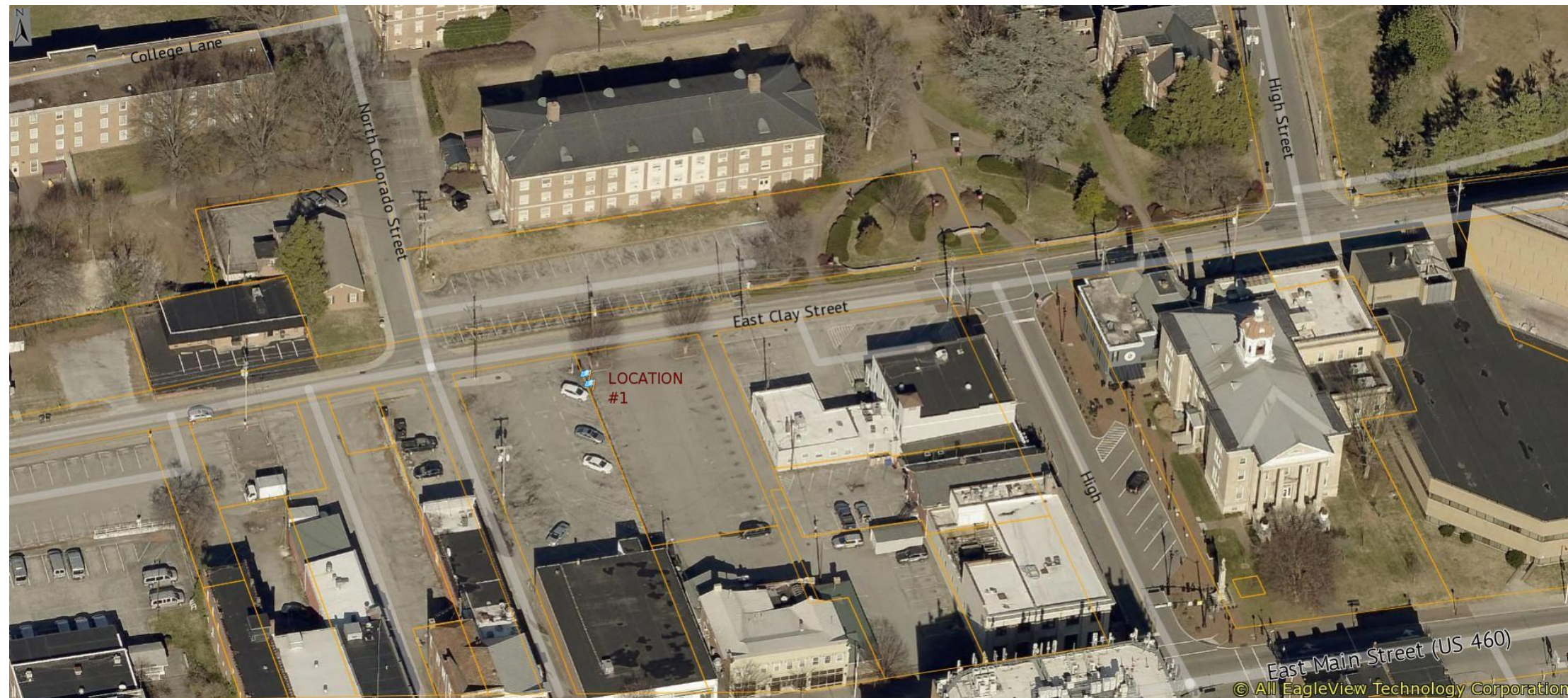
**\*\*\*THE SIGNED ADDENDUM SHOULD BE INCLUDED IN THE BID SUBMITTAL\*\*\***

**BIDDER'S SIGNATURE:**

**COMPANY:**

**END OF ADDENDUM # 1 TO RFP # 2024-003**

# DOWNTOWN (#1)





# CIVIC CENTER (#3)







Location #1  
Downtown





Location #1  
Downtown





Location #2  
Oakeys





Location #2  
Oakeys





Location #3  
Civic Center





Location #3  
Civic Center