



CITY OF ALBANY, OREGON

Electric Vehicle Charging Project INVITATION TO BID (ITB)

Total Project Estimate: \$62,300

Bids due by 2:00 p.m. (Pacific Time), Thursday, December 17, 2020

The City of Albany and the Albany Revitalization Agency (ARA) are seeking bids to oversee a new Electric Vehicle Charging Project in a public parking lot in downtown Albany, at 300 NW Water Avenue. The Bidder must be regularly engaged in the EVSE business with a minimum of three years of experience and must have the ability and experience in EVSE projects to provide complete turnkey installation.

The Contractor must bid Schedules A and B, or Schedules A and C listed below to be considered. Contractor may bid all three Schedules.

Schedule A (Base Bid): This project includes procuring and installing one new fully networked commercial grade Quick Charge Station, data collection and reporting software, electrical and infrastructure upgrades, a maintenance/management program, onsite vehicle testing, and related appurtenances.

Schedule B (Bid Alternate 1): This project includes procuring and installing one new fully networked commercial grade dual port Level Two Charge Station, data collection and reporting software, electrical and infrastructure upgrades, a maintenance/management program, onsite vehicle testing, and related appurtenances.

Schedule C (Bid Alternate 2): This project includes procuring and installing two new fully networked commercial grade single port Level Two Charging Stations, data collection and reporting software, electrical and infrastructure upgrades, a maintenance/management program, onsite vehicle testing, and related appurtenances.

The Contract, if awarded, will be awarded to the lowest responsive, responsible bidder based upon the lowest total bid amount of either Schedule A, or Schedule A plus Schedule B (Bid Alternate 1), or Schedule A plus Schedule C (Bid Alternate 2) as determined by the City of Albany, and on the City's sole and absolute judgment to best serve its interest.

An optional pre-bid site visit will be held Wednesday, December 9, 2020, at 2:00 p.m., at the Water Avenue Parking Lot, 300 NW Water Avenue, Albany, Oregon. All attendees must confirm their intent to attend and limit attendance to one representative from each vendor firm. Contact Diane Murzynski at diane.murzynski@cityofalbany.net to confirm attendance. In response to the COVID-19 virus, all attendees are required to wear face coverings and practice social distancing of six feet.

Bids must be submitted to procurement@cityofalbany.net **not later than 2:00 p.m., (Pacific Time), Thursday, December 17, 2020**. Bids will be considered time-stamped and received by the City when received in the procurement email inbox. The email subject line must include the project name as follows: "Electric Vehicle Charging Project". The body of the email must plainly identify (1) the project name, (2) the bid opening time and date, (3) the bidder's name, and (4) the contractor's license number (per ORS 701). Immediately following the filing deadline, the bids will be opened and publicly read using a virtual hosted meeting, <https://global.gotomeeting.com/join/623409989>. Interested parties can also dial in using their phones (1-571-317-3122, access code 623-409-989). Bid totals will be posted on the City's website at <http://www.cityofalbany.net/finance/purchasing/bids>.

Contract bid documents may be downloaded from the City of Albany website at <https://www.cityofalbany.net/finance/purchasing/bids>. In response to the COVID-19 virus, printed copies

will not be provided. It is imperative those who download the contract bid documents check the website regularly for addenda, clarifications, and other pertinent notifications. To be added to the Plan Holder's list, contractor may email diane.murzynski@cityofalbany.net.

Each bidder must have access to a current set of City of Albany *Standard Construction Specifications*, which can be found on the City's website at <https://www.cityofalbany.net/standard-construction-specifications>. All public improvements are required to conform to these specifications and bid prices shall reflect these specifications. For questions regarding this project contact Diane Murzynski, CPPO, Purchasing Coordinator, at diane.murzynski@cityofalbany.net or [Sophie Dykast at Sophie.dykast@cityofalbany.net](mailto:Sophie.dykast@cityofalbany.net).

All City contracts contain a statement declaring that the bidder agrees to comply with the provisions of ORS 279C.800 through 279C.870 regarding payment of prevailing wages. The City's contract contains a clause which incorporates by reference all of the provisions of ORS Chapter 279C which are applicable to public contracts. Bidders are expected to be familiar with these provisions including, but not limited to, recent changes to ORS Chapter 279C.

No bid will not be received or considered unless the bidder is licensed by the Construction Contractors Board for construction projects or licensed with the State Landscape Contractors Board for landscaping projects.

A 10% bid bond, certified check, or cashier's check must accompany each bid on all projects and must be forfeited if the bidder fails to enter into a Contract with the City of Albany within 10 days after the date of the Notice of Award. A scanned copy must be submitted with the bid and the original to be received by the City via mail within seven days.

DATED THIS 3RD DAY OF DECEMBER 2020.



Diane M. Murzynski, CPPO, CPPB
Purchasing Coordinator

PUBLISH: City Website on Thursday, December 3, 2020