

Request for Proposal (RFP): Electric Vehicle Charging Station Installation

1. Project Overview

The **Upper Savannah Council of Governments** is requesting proposals from qualified electrical contractors to **purchase, deliver, and install Electric Vehicle Supply Equipment (EVSE)** at its office at **430 Helix Road, Greenwood SC 29646**. The goal is to provide reliable charging infrastructure for fleet and employee vehicles.

2. Scope of Work

The selected contractor will provide a complete, turn-key installation including:

- **Existing Equipment: Disconnect and remove** exiting charging station.
- **Equipment Procurement:** Supply **Two (2) Restricted Access, Level 2 dual-port smart charging stations**. Provide specifications on recommended equipment.
- **Electrical Infrastructure:** Install any necessary dedicated circuits, subpanels, conduit, wiring, and necessary trenching or concrete cutting. To our knowledge wiring is already available at the site of the installation however, proposing contractors are encouraged to verify the access prior to submitting a proposal.
- **ADA Compliance:** Ensure at least one charging stall meets all **local and federal ADA accessibility guidelines**.
- **Civil Works:** Provide concrete pad pouring, bollard installation, striping, and regulatory signage if needed.
- **Network & Commissioning:** Connect stations to the specified cellular/Wi-Fi network and verify operational status.

3. Minimum Bidder Qualifications

Bidders must meet the following criteria to be considered:

- **Licensing:** Hold a valid, current **Class A Electrical Contractor License** in this jurisdiction.
- **Experience:** Provide proof of technical expertise and experience needed to install commercial EV charging infrastructure.
- **Bonding & Insurance:** Ability to provide performance bonds and meet government insurance requirements including general liability and workers' compensation

4. Proposal Submission Requirements

Proposals may be emailed to sleaman@uppersavannah.com. They can also be mailed or delivered to 430 Helix Road, Greenwood SC 29646 no later than **October 15, 2026 at 1:00 PM EST**.

Submissions must include:

- **Executive Summary:** Brief overview of the company and project approach.
- **Technical Proposal:** Detailed plan for equipment, installation timeline, and electrical layout drawings.
- **Cost Proposal:** Itemized pricing broken down by **equipment, labor, permitting, and networking fees**.
- **References:** Contact information for **two comparable commercial or government projects** completed within the last 12 months.

5. Evaluation Criteria

Proposals will be evaluated based on the following weighted scale:

- **40%:** Total cost and value.
- **30%:** Technical expertise and project plan.
- **20%:** Past performance and references.
- **10%:** Project timeline and speed to completion.