

**TOWN OF GLASTONBURY
REQUEST FOR PROPOSAL
ELECTRIC VEHICLE CHARGING STATION INSTALLATION
RPGL-2025-16**

DUE DATE AND TIME: December 4, 2024 by 11:00 AM

The Town of Glastonbury is soliciting a Request for Proposals from qualified Respondents to assist with the design, permitting, procurement, and construction phase services to facilitate the installation of electric vehicle (EV) charging stations at multiple locations within Town. The location of the charging stations and the number of the charging stations at each location have already been determined by the Town.

Interested individuals and firms should obtain the complete RFP and related information from the Town's website at www.glastonburyct.gov/rfp. Responses to the Proposal must be submitted electronically no later than the time and date indicated above. **LATE PROPOSALS WILL NOT BE CONSIDERED.**

Responses can be submitted at the following link: <https://glastonburyct.bonfirehub.com/> under the RFP title "***RPGL-2025-16 –ELECTRIC VEHICLE CHARGING STATION INSTALLATION***". Respondents will be required to create a profile before submitting their proposal. Step-by-step instructions on how to register as a vendor are available at this website:

<https://vendorsupport.gobonfire.com/hc/en-us/articles/15646869029783-Vendor-Registration>

A **MANDATORY** pre-bid meeting will be held on Friday November 15, 2024 at 9 A.M at the Glastonbury Town Hall: 2155 Main Street Glastonbury, CT 06033.

This contract is subject to state set-aside and contract compliance requirements.

The Town reserves the right to waive informalities or reject any part of, or the entire proposal, when said action is deemed to be in the best interests of the Town.

The Town of Glastonbury is An Affirmative Action/Equal Opportunity Employer. Minority/Women/Disadvantaged Business Enterprises are encouraged to submit a proposal.

Nicole Melquist
Purchasing Department

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SECTION I – GENERAL INFORMATION

Scope and Objective

The Town of Glastonbury has been awarded grant funding through the Connecticut Department of Energy & Environmental Protection's (CT DEEP) Volkswagen (VW) Zero Emission Vehicle Infrastructure Program for the installation of multiple electric vehicle (EV) charging stations at five (5) different locations in the Town. The project aims to enhance the Town's infrastructure to support the growing adoption of electric vehicles, reduce carbon emissions, and promote sustainable transportation options for residents and visitors.

Specifications for Electric Vehicle Charging Station is provided in Attachment F and additional information regarding site specific requirements is provided in Attachment G. All sites are located on Town-owned property and the Town is looking to have all installations complete by June 30, 2025.

The selected Respondent will provide design, permitting, procurement, and construction phase services to facilitate the installation of desired EV charging stations throughout the Town. Respondents must demonstrate they have experience with installing EV charging station projects funded by the CT DEEP and must provide a reference list with a minimum of five customers for which they have developed and completed installation of EV charging station projects. Respondents shall also identify a Master Electrician licensed in the State of Connecticut to serve as the Project Manager for the Project.

The Town shall be responsible for obtaining any and all local land use board permits, while the selected Respondent shall be responsible for obtaining the necessary building permit. The Town share of fees associated with building permits required shall be waived.

The selected Respondent to this solicitation shall be responsible for coordinating all phases of installation to ensure an orderly and logical flow to the work and shall be responsible for site restoration at all locations identified unless otherwise noted. This will also include close coordination with Eversource for sites that require a new electrical service. Site restoration shall be consistent with quality of construction observed in the preconstruction condition or better.

The selected Respondent will be responsible for all services needed to complete the Project. Basic services shall include all necessary shop drawings, electrical capability as described in Section III, and other professional services necessary for the design, permitting and construction of the project. Work scope to include vendor effort in completing and submitting all grant related paperwork for all phases inclusive of project closeout.

SECTION II: REGULATIONS AND BONDING

Regulations

Non-Resident Contractors

- A. If the successful Respondent is a Non-Resident Contractor the successful Respondent shall be required to provide upon award of the Contract a certificate from the Connecticut Commissioner of Revenue Services which evidences that the Bidder has complied with the requirements of Connecticut General Statutes §12-430(7). For further information, contact the Connecticut Department of Revenue Services.
- B. Upon award the Town is required to report names of nonresident (out of state) Contractors to the State of Connecticut, Department of Revenue Services (DRS) to ensure that Employment Taxes and other applicable taxes are being paid by Contractors. A single surety bond for 5% of the entire contract price is required to be filed with DRS by any unverified nonresident prime or general contractor (if awarded) where the contract price for the project is \$250,000 or more. The contractor will be required to promptly furnish to the Town a copy of the Form AU-968 - Certificate of Compliance issued by the State of Connecticut, DRS. See State of Connecticut Notice SN 2012 (2).

Commission on Human Rights and Opportunities (CHRO) Requirements

The contractor who is selected to perform this State project must comply with CONN. GEN. STAT. §§ 4a-60, 4a-60a, 4a-60g, and 46a-68b through 46a-68f, inclusive, as amended by June 2015 Special Session Public Act 15-5.

State law requires a minimum of twenty-five (25%) percent of the state-funded portion of the contract for award to subcontractors holding current certification from the Connecticut Department of Administrative Services (“DAS”) under the provisions of CONN. GEN. STAT. § 4a-60g. (25% of the work with DAS certified Small and/or Minority owned businesses and 25% of that work with DAS certified Minority, Women and/or Disabled owned businesses.) The contractor must demonstrate good faith effort to meet the 25% set-aside goals.

For municipal public works contracts and quasi-public agency projects, the contractor must file a written or electronic non-discrimination certification with the Commission on Human Rights and Opportunities. Forms can be found at:

[Contract Compliance Forms and Reports](#)

The selected Respondent shall further guarantee compliance with the following:

- A. The Contractor agrees and warrants that in the performance of the contract such Contractor will not discriminate or permit discrimination against any person or group of persons on the grounds of race, color, religious creed, age, marital status, national origin, ancestry, sex, gender identity or expression, status as a veteran, intellectual disability, mental disability or physical disability, including, but not limited to, blindness, unless it is shown by such Contractor that such disability prevents performance of the work involved, in any manner prohibited by the laws of the United States or of the state of Connecticut; and the Contractor further agrees to take affirmative action to ensure that applicants with job-related qualifications are employed and that employees are treated when employed without regard to their race, color, religious creed, age, marital status, national origin, ancestry, sex, gender identity or expression, status as a veteran, intellectual disability, mental disability or physical disability, including, but not limited to, blindness, unless it is shown by such Contractor that such disability prevents performance of the work involved;
- B. The Contractor agrees, in all solicitations or advertisements for employees placed by or on behalf of the Contractor, to state that it is an “affirmative action-equal opportunity employer” in accordance with regulations adopted by the Commission on Human Rights and Opportunities;
- C. The Contractor agrees to provide each labor union or representative of workers with which such Contractor has a collective bargaining agreement or other contract or understanding and each vendor with which such Contractor has a contract or understanding, a notice to be provided by the Commission on Human Rights and Opportunities advising the labor union or workers' representative of the Contractor's commitments under this section, and to post copies of the notice in conspicuous places available to employees and applicants for employment;
- D. The Contractor agrees to comply with each provision of this section and sections 46a-68e and 46a-68f and with each regulation or relevant order issued by said commission pursuant to sections 46a-56, 46a-68e, 46a-68f and 46a-86; and
- E. The Contractor agrees to provide the Commission on Human Rights and Opportunities with such information requested by the commission, and permit access to pertinent books, records and accounts, concerning the employment practices and procedures of the Contractor as relate to the provisions of this section and section 46a-56.

The authorized signatory of the contract shall demonstrate his or her understanding of this obligation by either (A) initialing the nondiscrimination affirmation provision in the body of the contract, or (B) providing an affirmative response in the required online bid or response to a proposal question which asks if the Contractor understands its obligations.

SECTION III – SCOPE OF WORK

SPECIFIC SERVICES (DESIGN AND CONSTRUCTION)

The project specifications and location-specific requirements are detailed in Section VI.

PROJECT COORDINATION

The Respondent will collaborate closely with the Town’s designated Project Manager throughout all phases of the project. The Town will provide access to the property and make any required site data available, as applicable.

TERM OF SERVICE / TIME FOR COMPLETION

The target date for completion is June 30, 2025. A general schedule for permitting and construction will be mutually agreed upon by the Town and the selected Respondent.

SECTION IV - SUBMISSION OF PROPOSAL

PROPOSAL INSTRUCTIONS

By submitting a proposal, the Respondent confirms they understand the Scope of Services and requirements outlined in this RFP and acknowledges that they are capable of performing the work to meet the Town’s objectives. The Respondent must support the Town in the setup and pricing of all charging ports, which includes verifying that each station is fully operational by demonstrating successful charging with the Respondent's EV. This verification is required for the project to be deemed complete, in alignment with the Town’s objectives.

- Respondents submitting a proposal for this solicitation are directed to respond online through a secure e-Procurement portal. Responses can be submitted at the following link: <https://glastonburyct.bonfirehub.com/>, under the RFP title “**RPGL-2025-16 –Electric Vehicle Charging Station Installation**” Respondents will be required to create a profile before submitting their proposal. Step-by-step instructions on how to register as a vendor are available at this website: <https://vendorsupport.gobonfire.com/hc/en-us/articles/15646869029783-Vendor-Registration>
- The Respondent must warranty all related sitework that is defective for one year from completion of installation.
- It is anticipated that many Respondents may not have the entire range of skills and experience necessary to perform the entire Scope of the Work envisioned under this RFP.

Subcontractors should be listed by the respondent. Note that it is the Town's intent to contract with the chosen respondent only. The Town will not be party to agreements between respondent and subcontractors.

- Respondent is required to review the Town of Glastonbury Code of Ethics adopted July 8, 2003 and effective August 1, 2003 and revised October 29, 2013 and effective November 28, 2013. Respondent shall acknowledge that they have reviewed the document in the area provided on ATTACHMENT A. The selected Respondent will also be required to complete and sign an Acknowledgement Form prior to award. The Code of Ethics and the Acknowledgment Form can be accessed at the Town of Glastonbury website at www.glastonburyct.gov/rfp. Upon entering the website, click on the Bids & Proposals Icon which will bring you to the links for the Code of Ethics and the Acknowledgement Form.
- All Respondents are required to submit the information detailed below in an organized manner and upload as **ONE (1) consolidated pdf file** to assist the Town in reviewing and rating proposals. Responses should be presented in appropriate detail to thoroughly respond to the requirements and demonstrate their ability to meet the Town's requirements.
- The consolidated pdf file shall include the following:
 - **Table of Contents:** Include clear identification of the material provided by section and page number(s).
 - **Section 1: Letter of Transmittal:** This “cover letter” will outline the firm's understanding of the Scope of Services and interest in the project and any other information that would assist the Town in making a selection. This letter must be signed by a person legally authorized to bind the firm to a contract.
 - **Section 2: Proposal Contact:** Name, email address and cell phone number of person(s) the Town can contact for further clarifications.
 - **Section 3: License:** Copy of Master Electrician's license who will oversee the project for the Respondent. Actual electrical work may be performed by qualified Electricians without Master Electrician Licensure, however oversight must be provided by licensed individual.
 - **Section 4: Background Statement:** This narrative should include relative experience and qualifications of the firm/individual submitting the proposal and the number of years the Respondent has been in business.
 - **Section 5: References:** Respondent shall provide a minimum of five references of similar EV charging projects completed within the last three years. This should include a brief narrative of each project with contact's name, address and telephone number of the owners' representative in each project. The Town reserves the right to contact these organizations regarding the services performed by the firm.
 - **Section 6: Project Implementation Plan:** The Respondent shall outline a detailed timeline and plan demonstrating their ability to provide all services outlined in this RFP. At a minimum, this should include the planning, design, permitting, construction, and activation stages.

- **Attachment A: Proposal Response Form:** Complete and sign.
- **Attachment B: Statement of Non-Collusion:** Complete and sign.
- **Attachment C: Bid Bond Form:** Provide required Bond information
- **Attachment D: Pricing Form:** Complete all fields.
- **Attachment E: CHRO Bidder Contract Compliance Monitoring Report**
- **Accompanying Information:** Respondent has option of submitting illustrations, renderings, photographs, specifications to further support all proposal options offered.
- **Description of Exceptions:** Description of any exceptions taken to this RFP. If any proposal involves any exception from the stated requirements and specifications, they must be clearly noted as exceptions and attached to the proposal.
- **Concluding Statement:** Respondent to describe their qualifications to meet the needs of the Town and illustrative their responsiveness to typical issues that arise during construction projects

Any technical questions regarding this RFP shall be made in writing and directed to Daniel Pennington P.E., Town Engineer/Manager of Physical Services, by email at daniel.pennington@glastonbury-ct.gov. For administrative questions concerning this proposal, please contact the Purchasing Department by email at purchasing@glastonbury-ct.gov. All questions, answers, and/or addenda, as applicable, will be posted on the Town's website at www.glastonburyct.gov (Upon entering the website, click on Bids & Proposals Icon, click on the Bid Title to view all proposal details and document links). It is the Respondent's responsibility to check the website for addenda prior to submission of any proposal. Note: Responses to requests for more specific contract information than is contained in the RFP shall be limited to information that is available to all Respondents and that is necessary to complete this process. The request must be received at least five (5) business days prior to the advertised response deadline.

No other Glastonbury Town employee, elected official, or evaluation committee member should be contacted concerning this RFP during the proposal process. Failure to comply with this requirement may result in disqualification.

Failure to include any of the above-referenced required items in the submitted proposal and follow the Town's guidelines may be grounds for disqualifying said proposal.

EVALUATION CRITERIA

The Town of Glastonbury shall select the responsible and responsive proposal which is determined by the Town to be the best suited, most advantageous, and provides the best value to the Town on the basis of the criteria included in this Request for Proposal. The Town shall not be obligated to accept any proposal and the Town shall reserve the sole right to determine the appropriateness of any proposal for this work. The Town expressly reserves the right to negotiate with the selected firm prior to an award of any contract pursuant to this RFP.

CRITERIA	WEIGHT
The Respondent’s familiarity with relevant grant programs and their respective requirements. The Respondent shall also be responsible for providing all necessary documentation to successfully close out these projects in a timely manner.	10
The Respondent's background and experience in providing similar services, including both installation and post-installation support, should be highlighted.	30
Respondent’s approach to implementation of the project described herein and their ability to provide all of the services identified in the project scope, including Consistency with existing structures, ADA compliance and Warranty.	10
The proposal must demonstrate the thoroughness of a comprehensive project plan, including clear product lead times and a well-defined project implementation timeline that can be efficiently executed to meet the Town’s objectives.	15
Competitiveness and reasonableness of the total cost or price, including consideration of the anticipated annual operational costs that are incurred if accepted.	25
The Respondent’s responsiveness and compliance with the RFP requirements and specifications, including any exceptions attached or contained in the proposal.	10

REFERENCES

As part of the overall evaluation, the Town of Glastonbury shall review references provided in the Respondent’s proposal to determine the quality of services performed for other clients.

SELECTION PROCESS

- This request for proposal does not commit the Town of Glastonbury to award a contract or to cover any costs incurred in preparing a proposal. All proposals submitted in response to this request become the property of the Town. The Town reserves the right to accept or reject any or all proposals, negotiate with selected Respondents, extend the contract for an

additional period, or cancel the request for proposals, in part or in its entirety, if deemed in the best interests of the Town.

- A Selection Committee, appointed by the Town Manager, will evaluate all proposals received for completeness and the Respondent’s ability to meet all requirements as outlined in this proposal. The Committee will then short list the specific firms whose proposals best meet all criteria required and may conduct interviews with these firms. Upon completion of interviews, the Selection Committee will forward to the Town Manager a list of firms recommended for further consideration.

- The Town reserves the option to perform portions of the site work, which will be determined upon contract award and may vary by project site. All proposed EV chargers and software proposed must be on the State of Connecticut’s approved list of EV chargers and software.
- Based on the results of the interview process, the Town Manager or his designee will review the Scope of Services, Cost proposals, and other factors with the top-rated firm(s) and negotiate a specific agreement based on these discussions.
- Additional technical information may be requested from any Respondent for clarification purposes, but in no way changes the original proposal submitted.

SELECTION PROCESS TIMELINE

The Town intends to adhere to the schedule listed below as closely as possible but reserves the right to modify it in the best interest of the Town, if necessary.

Description	Due Date
Publicize RFP	November 7, 2024
Site Walk (mandatory)	November 15, 2024 at 9 A.M
Respondent Questions Due	November 25, 2024
RFP Due Date	December 4, 2024 at 11 A.M
Execution of Agreement	December 20, 2024

INSURANCE AND BONDING REQUIREMENTS

INSURANCE

The Respondent shall, at its own expense and cost, obtain and keep in force during the entire duration of the Project or Work the following insurance coverages covering the Respondent and all of its agents, employees and sub-contractors and other providers of services and shall name the both the **Town of Glastonbury, State of Connecticut, and the employees and agents of each as an Additional Insured** on a primary and non-contributory basis to the Respondent's Commercial General Liability and Automobile Liability policies. **These requirements shall be clearly stated in the remarks section on the Respondent's Certificate of Insurance.** Insurance shall be written with insurance carriers approved in the State of Connecticut and with a minimum Best's Rating of A-VIII with all policies written on an occurrence form basis. In addition, all carriers are subject to approval by the Town. Minimum Limits and requirements are stated below:

1) Worker's Compensation Insurance:

- Statutory Coverage
- Employer's Liability
- \$1,000,000 each accident/\$1,000,000 disease-policy limit/\$1,000,000 disease each employee
- A Waiver of Subrogation shall be provided in favor of the Town of Glastonbury and their employees and agents.

2) Commercial General Liability:

- Including Premises & Operations, Products and Completed Operations, Personal and Advertising Injury, Contractual Liability and Independent Contractors.
- Limits of Liability for Bodily Injury and Property Damage
- Each Occurrence: \$1,000,000
- Aggregate: \$2,000,000 (The Aggregate Limit shall apply separately to each job.)
- A Waiver of Subrogation shall be provided in favor of the Town of Glastonbury and their employees and agents.

3) Automobile Insurance:

- Including all owned, hired, borrowed and non-owned vehicles
- Evidence of Combined Single Limit of Liability for Bodily Injury and Property Damage:
- Per Accident: \$1,000,000

- A Waiver of Subrogation shall be provided in favor of the Town of Glastonbury and their employees and agents.

4) Umbrella / Excess Liability

- \$5,000,000 Occurrence/\$5,000,000 Aggregate
- A Waiver of Subrogation shall be provided in favor of the Town of Glastonbury and their employees and agents.

The respondent shall provide a Certificate of Insurance as "evidence" of General Liability, Auto Liability including all owned, hired, borrowed and non-owned vehicles, statutory Worker's Compensation and Employer's Liability and Professional Services Liability coverage.

The respondent shall direct its Insurer to provide a Certificate of Insurance to the Town before any work is performed. The awarded Respondent(s) will be responsible to provide written notice to the Owner 30 days prior to cancellation or non-renewal of any insurance policy. The Certificate shall evidence all required coverages, including the Additional Insured on the General Liability and Auto Liability policies and Waiver of Subrogation on the General Liability policy. The respondent shall provide the Town copies of any such insurance policies upon request.

INDEMNIFICATION

To the fullest extent permitted by law, the Respondent shall indemnify and hold harmless the Town and their employees, agents, and consultants from and against all claims, damages, losses, and expenses, direct, indirect, or consequential (including but not limited to fees and charges of engineers, attorneys, and other professionals, and court and arbitration costs) to the extent arising out of or resulting from the performance of the Respondent's work, provided that such claim, damage, loss, or expense is caused in whole or in part by any negligent act or omission by the Respondent, or breach of its obligations herein, or by any person or organization directly or indirectly employed or engaged by the Respondent to perform or furnish either of the services, or anyone for whose acts the Respondent may be liable.

BONDING

Performance and Payment Bond Requirements

- A. If the Contract Price exceeds \$100,000, the Contractor will be required to provide Performance and Labor and Material Payment Bonds each in an amount not less than 100% of the Contract Price.

The bonds must be issued by a surety rated A minus or better by A.M. Best and listed on the U.S. Department of Treasury's Listing of Approved Sureties. The bonds must be submitted to the Town prior to or upon the execution of the Contract. The cost of

such bonds shall be included in the proposal amount. The bonds shall also comply with the following requirements:

- a. The bonds must comply with the requirements of CGS §49-41.
 - b. Both bonds shall be written in the full amount of the Contract Price.
 - c. The bonds shall be dated the same date as the Contract.
 - d. The Town of Glastonbury shall be named as the obligee on all bonds provided for the Project.
 - e. The Contractor shall require the attorney-in-fact who executes the required bonds on behalf of the surety to affix thereto a certified and current copy of the power of attorney.
- B. Each Bidder shall furnish with its Proposal, satisfactory evidence from its surety of such Bidder's ability to obtain the required Performance and Labor and Materials Payment Bonds in the full amount of the Proposal Amount.

ATTACHMENT A

PROPOSAL RESPONSE PAGE



BID / PROPOSAL NO: RPGL-2025-16 **DATE DUE:** December 4, 2024

DATE ADVERTISED: November 7, 2024 **TIME DUE:** 11:00 AM EST

NAME OF PROJECT: ELECTRIC VEHICLE CHARGING STATION INSTALLATION

THE RESPONDENT ACKNOWLEDGES RECEIPT OF THE FOLLOWING ADDENDA:

Addendum #1 _____ (Initial/Date) **Addendum #2** _____ (Initial/Date) **Addendum #3** _____ (Initial/Date)

It is the responsibility of the respondent to check the Town's website for any Addenda before submitting the proposal.

CODE OF ETHICS:

I / We have reviewed a copy of the Town of Glastonbury's Code of Ethics and agree to submit a Consultant Acknowledgement Form if I /We are selected. Yes _____ No _____ *

***Respondent is advised that effective August 1, 2003, the Town of Glastonbury cannot consider any bid or proposal where the respondent has not agreed to the above statement.**

_____	_____
Type or Print Name of Individual	Doing Business as (Trade Name)
_____	_____
Signature of Individual	Street Address
_____	_____
Title	City, State, Zip Code
_____	_____
Date	Telephone Number / Fax Number
_____	_____
E-Mail Address	SS # or TIN#

**ATTACHMENT B
NON-COLLUSION STATEMENT**

The company submitting this proposal certifies that it is being submitted without any collusion, communication or agreement as to any matter relating to it with any other Respondent or competitor. We understand that this proposal must be signed by an authorized agent of our company to constitute a valid proposal.

Date: _____

Name of Company: _____

Name and Title of Agent: _____

By (SIGNATURE): _____

Address: _____

Telephone Number: _____

ATTACHMENT C
STANDARD BID BOND FORM

KNOW ALL MEN BY THESE PRESENTS, That we, _____, hereinafter called the Principal, of _____, as Principal, and, _____ hereinafter called the Surety, a corporation organized and existing under the laws of the State of _____, and duly authorized to transact a surety business in the State of Connecticut, as Surety, are held and firmly bound unto the **Town of Glastonbury**, as Obligee, in the penal sum of ten (10) percent of the amount of the Proposal set forth in a proposal hereinafter mentioned, lawful money of the United States of America, for the payment of which, well and truly to be made to the Obligee, the Principal and the Surety bind themselves, their heirs, executors, administrators, successors and assigns, jointly and severally, firmly by these presents.

THE CONDITION OF THIS OBLIGATION IS SUCH, That, whereas the Principal has submitted or is about to submit a proposal to the Obligee related to a contract for the
NOW, THEREFORE, if the said contract be awarded to the Principal and the Principal shall, within such time as may be specified, enter into the said contract in writing with the Town of Glastonbury and give the required bonds, with surety acceptable to the Obligee, or if the Principal shall fail to do so, pay to the Obligee the damages which the Obligee may suffer by reason of such failure not exceeding the penalty of this bond, then this obligation shall be void, otherwise to remain in full force and effect.

SIGNED, SEALED AND DELIVERED this _____ day of _____, 2024.

Principal: _____ (Name of Contractor)

By _____ (Contractor as Principal)

Name: _____ (Print Name)

Title: _____

Surety: _____ (Name of Surety)

By _____

Name: _____ (Print Name)

Title: _____

Attachment D: Pricing Form

Town of Glastonbury: Financial Form						
Site Number	1	2	3	4	5	Totals
Site Name	Riverfront Community Center - South	Riverfront Community Center - North	JB Williams Park	Town Hall	Wells-Turner Memorial Library	
Type of EV Charging	DCFC	Level 2	Level 2	DCFC	Level 2	
Number of Charging Ports Capable of Simultaneous Charging	2	4	4	2	6	
EV Charging Station Price						
Shipping and Rigging of EV Charging Stations						
Excavation, trenching, and trench restoration						
Furnish and install bollards						
Install parking space signage and pavement markings						
All other sitework required to complete proposed work as specified						
Five Years of Prepaid Networking						
Five Years of Prepaid Full Coverage Labor and Parts						
Net Totals						

Note: The Town has already accounted for incentives and rebates, so those deducts should not be included in the pricing chart.

COMMISSION ON HUMAN RIGHTS AND OPPORTUNITIES
CONTRACT COMPLIANCE REGULATIONS
NOTIFICATION TO BIDDERS

(Revised 09/3/15)

The contract to be awarded is subject to contract compliance requirements mandated by [Sections 4a-60](#) and [4a-60a](#) of the Connecticut General Statutes; and, when the awarding agency is the State, [Sections 46a-71\(d\)](#) and [46a-81i\(d\)](#) of the Connecticut General Statutes. There are Contract Compliance Regulations codified at [Section 46a-68j-21 through 43](#) of the Regulations of Connecticut State Agencies, which establish a procedure for awarding all contracts covered by [Sections 4a-60](#) and [46a-71\(d\)](#) of the Connecticut General Statutes.

According to [Section 46a-68j-30\(9\)](#) of the Contract Compliance Regulations, every agency awarding a contract subject to the contract compliance requirements has an obligation to “aggressively solicit the participation of legitimate minority business enterprises as bidders, contractors, subcontractors and suppliers of materials.” “Minority business enterprise” is defined in [Section 4a-60](#) of the Connecticut General Statutes as a business wherein fifty-one percent or more of the capital stock, or assets belong to a person or persons: “(1) Who are active in daily affairs of the enterprise; (2) who have the power to direct the management and policies of the enterprise; and (3) who are members of a minority, as such term is defined in subsection (a) of [Section 32-9n.](#)” “Minority” groups are defined in [Section 32-9n](#) of the Connecticut General Statutes as “(1) Black Americans . . . (2) Hispanic Americans . . . (3) persons who have origins in the Iberian Peninsula . . . (4) Women . . . (5) Asian Pacific Americans and Pacific Islanders; (6) American Indians . . .” An individual with a disability is also a minority business enterprise as provided by [Section 4a-60g](#) of the Connecticut General Statutes. The above definitions apply to the contract compliance requirements by virtue of [Section 46a-68j-21\(11\)](#) of the Contract Compliance Regulations.

The awarding agency will consider the following factors when reviewing the bidder’s qualifications under the contract compliance requirements:

- (a) the bidder’s success in implementing an affirmative action plan;
- (b) the bidder’s success in developing an apprenticeship program complying with [Sections 46a-68-1 to 46a-68-17](#) of the Administrative Regulations of Connecticut State Agencies, inclusive;
- (c) the bidder’s promise to develop and implement a successful affirmative action plan;
- (d) the bidder’s submission of employment statistics contained in the “Employment Information Form”, indicating that the composition of its workforce is at or near parity when compared to the racial and sexual composition of the workforce in the relevant labor market area; and
- (e) the bidder’s promise to set aside a portion of the contract for legitimate minority business enterprises. [See Section 46a-68j-30\(10\)\(E\)](#) of the Contract Compliance Regulations.

INSTRUCTIONS AND OTHER INFORMATION

The following [BIDDER CONTRACT COMPLIANCE MONITORING REPORT](#) must be completed in full, signed, and submitted with the bid for this contract. The contract awarding agency and the Commission on Human Rights and Opportunities will use the information contained thereon to determine the bidders compliance to [Sections 4a-60](#) and [4a-60a](#) CONN. GEN. STAT., and [Sections 46a-68j-23](#) of the Regulations of Connecticut State Agencies regarding equal employment opportunity, and the bidder’s good faith efforts to include minority business enterprises as subcontractors and suppliers for the work of the contract.

1) **Definition of Small Contractor**

[Section 4a-60g](#) CONN. GEN. STAT. defines a small contractor as a company that has been doing business under the same management and control and has maintained its principal place of business in Connecticut for a one year period immediately prior to its application for certification under this section, had gross revenues not exceeding fifteen million dollars in the most recently completed fiscal year, and at least fifty-one percent of the ownership of which is held by a person or persons who are active in the daily affairs of the company, and have the power to direct the management and policies of the company, except that a nonprofit corporation shall be construed to be a small contractor if such nonprofit corporation meets the requirements of subparagraphs (A) and (B) of subdivision [4a-60g](#) CONN. GEN. STAT.

2) Description of Job Categories (as used in Part IV Bidder Employment Information) (Page 2)

MANAGEMENT: Managers plan, organize, direct, and control the major functions of an organization through subordinates who are at the managerial or supervisory level. They make policy decisions and set objectives for the company or departments. They are not usually directly involved in production or providing services. Examples include top executives, public relations managers, managers of operations specialties (such as financial, human resources, or purchasing managers), and construction and engineering managers.

BUSINESS AND FINANCIAL OPERATIONS: These occupations include managers and professionals who work with the financial aspects of the business. These occupations include accountants and auditors, purchasing agents, management analysts, labor relations specialists, and budget, credit, and financial analysts.

MARKETING AND SALES: Occupations related to the act or process of buying and selling products and/or services such as sales engineer, retail sales workers and sales representatives including wholesale.

LEGAL OCCUPATIONS: In-House Counsel who is charged with providing legal advice and services in regards to legal issues that may arise during the course of standard business practices. This category also includes assistive legal occupations such as paralegals, legal assistants.

COMPUTER SPECIALISTS: Professionals responsible for the computer operations within a company are grouped in this category. Examples of job titles in this category include computer programmers, software engineers, database administrators, computer scientists, systems analysts, and computer support specialists

ARCHITECTURE AND ENGINEERING: Occupations related to architecture, surveying, engineering, and drafting are included in this category. Some of the job titles in this category include electrical and electronic engineers, surveyors, architects, drafters, mechanical engineers, materials engineers, mapping technicians, and civil engineers.

OFFICE AND ADMINISTRATIVE SUPPORT: All clerical-type work is included in this category. These jobs involve the preparing, transcribing, and preserving of written communications and records; collecting accounts; gathering and distributing information; operating office machines and electronic data processing equipment; and distributing mail. Job titles listed in this category include telephone operators, bill and account collectors, customer service representatives, dispatchers, secretaries and administrative assistants, computer operators and clerks (such as payroll, shipping, stock, mail and file).

BUILDING AND GROUNDS CLEANING AND MAINTENANCE: This category includes occupations involving landscaping, housekeeping, and janitorial services. Job titles found in this category include supervisors of landscaping or housekeeping, janitors, maids, grounds maintenance workers, and pest control workers.

CONSTRUCTION AND EXTRACTION: This category includes construction trades and related occupations. Job titles found in this category include boilermakers, masons (all types), carpenters, construction laborers, electricians, plumbers (and related trades), roofers, sheet metal workers, elevator installers, hazardous materials removal workers, paperhangers, and painters. Paving, surfacing, and tamping equipment operators; drywall and ceiling tile installers; and carpet, floor and tile installers and finishers are also included in this category. First line supervisors, foremen, and helpers in these trades are also grouped in this category.

INSTALLATION, MAINTENANCE AND REPAIR: Occupations involving the installation, maintenance, and repair of equipment are included in this group. Examples of job titles found here are heating, ac, and refrigeration mechanics and installers; telecommunication line installers and repairers; heavy vehicle and mobile equipment service technicians and mechanics; small engine mechanics; security and fire alarm systems installers; electric/electronic repair, industrial, utility and transportation equipment; millwrights; riggers; and manufactured building and mobile home installers. First line supervisors, foremen, and helpers for these jobs are also included in the category.

MATERIAL MOVING WORKERS: The job titles included in this group are Crane and tower operators; dredge, excavating, and lading machine operators; hoist and winch operators; industrial truck and tractor operators; cleaners of vehicles and equipment; laborers and freight, stock, and material movers, hand; machine feeders and offbearers; packers and packagers, hand; pumping station operators; refuse and recyclable material collectors; and miscellaneous material moving workers.

PRODUCTION WORKERS: The job titles included in this category are chemical production machine setters, operators and tenders; crushing/grinding workers; cutting workers; inspectors, testers sorters, samplers, weighers; precious stone/metal workers; painting workers; cementing/gluing machine operators and tenders; etchers/engravers; molders, shapers and casters except for metal and plastic; and production workers.

3) Definition of Racial and Ethnic Terms (as used in Part IV Bidder Employment Information) (Page 3)

<p><u>White</u> (not of Hispanic Origin)-All persons having origins in any of the original peoples of Europe, North Africa, or the Middle East.</p> <p><u>Black</u> (not of Hispanic Origin)-All persons having origins in any of the Black racial groups of Africa.</p> <p><u>Hispanic</u>- All persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.</p>	<p><u>Asian or Pacific Islander</u>- All persons having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands. This area includes China, India, Japan, Korea, the Philippine Islands, and Samoa.</p> <p><u>American Indian or Alaskan Native</u>- All persons having origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliation or community recognition.</p>
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BIDDER CONTRACT COMPLIANCE MONITORING REPORT

PART 1 – Bidder Information

<p>Company Name: Street Address: City & State: Chief Executive:</p>	<p>Bidder Federal Employer Identification Number: Or Social Security Number:</p>
<p>Major Business Activity: (brief description)</p>	<p>Bidder Identification (response optional/definitions on page 1)</p> <p>-Bidder is a small contractor? Yes No -Bidder is a minority business enterprise? Yes No (If yes, check ownership category) Black Hispanic Asian American American Indian/Alaskan Native Iberian Peninsula Individual(s) with a Physical Disability Female -Bidder is certified as above by State of CT? Yes No</p>
<p>Bidder Parent Company: (If any)</p>	
<p>Other Locations in CT: (If any)</p>	

PART II - Bidder Nondiscrimination Policies and Procedures

<p>1. Does your company have a written Affirmative Action/Equal Employment Opportunity statement posted on company bulletin boards? Yes No</p>	<p>7. Do all of your company contracts and purchase orders contain non-discrimination statements as required by Sections 4a-60 & 4a-60a Conn. Gen. Stat.? Yes No</p>
<p>2. Does your company have the state-mandated sexual harassment prevention in the workplace policy posted on company bulletin boards? Yes No</p>	<p>8. Do you, upon request, provide reasonable accommodation to employees, or applicants for employment, who have physical or mental disability? Yes No</p>
<p>3. Do you notify all recruitment sources in writing of your company's Affirmative Action/Equal Employment Opportunity employment policy? Yes No</p>	<p>9. Does your company have a mandatory retirement age for all employees? Yes No</p>
<p>4. Do your company advertisements contain a written statement that you are an Affirmative Action/Equal Opportunity Employer? Yes No</p>	<p>10. If your company has 50 or more employees, have you provided at least two (2) hours of sexual harassment training to all of your supervisors? Yes No N/A</p>
<p>5. Do you notify the Ct. State Employment Service of all employment openings with your company? Yes No</p>	<p>11. If your company has apprenticeship programs, do they meet the Affirmative Action/Equal Employment Opportunity requirements of the apprenticeship standards of the Ct. Dept. of Labor? Yes No N/A</p>
<p>6. Does your company have a collective bargaining agreement with workers? Yes No</p> <p>6a. If yes, do the collective bargaining agreements contain non-discrimination clauses covering all workers? Yes No</p> <p>6b. Have you notified each union in writing of your commitments under the nondiscrimination requirements of contracts with the state of CT? Yes No</p>	<p>12. Does your company have a written affirmative action Plan? Yes No If no, please explain.</p> <p>13. Is there a person in your company who is responsible for equal employment opportunity? Yes No If yes, give name and phone number:</p>

1. Will the work of this contract include subcontractors or suppliers? Yes No

1a. If yes, please list all subcontractors and suppliers and report if they are a small contractor and/or a minority business enterprise. (defined on page 1 / use additional sheet if necessary)

1b. Will the work of this contract require additional subcontractors or suppliers other than those identified in 1a. above? Yes No

PART IV - Bidder Employment Information

Date:

JOB CATEGORY*	OVERALL TOTALS	WHITE (not of Hispanic origin)		BLACK (not of Hispanic origin)		HISPANIC		ASIAN or PACIFIC ISLANDER		AMERICAN INDIAN or ALASKAN NATIVE	
		Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Management											
Business & Financial Ops											
Marketing & Sales											
Legal Occupations											
Computer Specialists											
Architecture/Engineering											
Office & Admin Support											
Bldg/ Grounds Cleaning/Maintenance											
Construction & Extraction											
Installation , Maintenance & Repair											
Material Moving Workers											
Production Occupations											
TOTALS ABOVE											
Total One Year Ago											
FORMAL ON THE JOB TRAINEES (ENTER FIGURES FOR THE SAME CATEGORIES AS ARE SHOWN ABOVE)											
Apprentices											
Trainees											

*NOTE: JOB CATEGORIES CAN BE CHANGED OR ADDED TO (EX. SALES CAN BE ADDED OR REPLACE A CATEGORY NOT USED IN YOUR COMPANY)

1. Which of the following recruitment sources are used by you? (Check yes or no, and report percent used)				2. Check (X) any of the below listed requirements that you use as a hiring qualification (X)	3. Describe below any other practices or actions that you take which show that you hire, train, and promote employees without discrimination
SOURCE	YES	NO	% of applicants provided by source		
State Employment Service				Work Experience	
Private Employment Agencies				Ability to Speak or Write English	
Schools and Colleges				Written Tests	
Newspaper Advertisement				High School Diploma	
Walk Ins				College Degree	
Present Employees				Union Membership	
Labor Organizations				Personal Recommendation	
Minority/Community Organizations				Height or Weight	
Others (please identify)				Car Ownership	
				Arrest Record	
				Wage Garnishments	

Certification (Read this form and check your statements on it CAREFULLY before signing). I certify that the statements made by me on this BIDDER CONTRACT COMPLIANCE MONITORING REPORT are complete and true to the best of my knowledge and belief, and are made in good faith. I understand that if I knowingly make any misstatements of facts, I am subject to be declared in non-compliance with Section 4a-60, 4a-60a, and related sections of the CONN. GEN. STAT.

(Signature)	(Title)	(Date Signed)	(Telephone)
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Attachment F: EV Charging Station Specifications

A. Level 2 EV Charging Station Specifications

1. **Quantity and Model:**

Provide and install Dual-Port ChargePoint CP6000 Level 2 Pedestal-Mounted EV Charging Stations, or approved equal. The specific quantities for each site will be identified in Appendix B.

2. **Charging Cable Connector** (preferred):

Each charger must be modular and allow charging of vehicles with both the NACS and J1772 connector, without the use of an adapter, to streamline charging for EV drivers.

3. **Charging Capacity:**

Each charging port should provide a minimum available output of 8.3 kW, even when all charging ports at a specific site are simultaneously in use, to ensure consistent, efficient, and effective charging performance

4. **Durability and Weather Resistance:**

The chargers must be rated for outdoor use, with a minimum of NEMA 3R or IP54 rating to withstand rain, dust, and other environmental conditions.

5. **Smart Charging Capabilities:**

The chargers must have built-in smart charging features, including remote monitoring, usage tracking, and load management capabilities to ensure efficient energy use and power distribution.

6. **Modularity of Charging Cables** (Preferred):

The charging stations should feature modular charging cables that can be easily replaced or upgraded. This design is preferred for its adaptability, allowing upgrades without needing to replace additional components, and providing easier serviceability for repairs or maintenance. This ensures the system remains future-proof and compatible with evolving EV standards and connector types.

7. **Cable Management:**

The chargers should include an integrated cable management system designed to prevent cable wear and retract the cable when not in use, ensuring it doesn't drag on the ground

8. **Network Connectivity (Cellular Only):**

The chargers must include cellular connectivity for reliable data transmission and remote management. The cellular network should be supported for a minimum of 5 years.

9. **OCPP Compliance:**

The charging stations must be Open Charge Point Protocol (OCPP) compliant, ensuring compatibility with various network providers and offering flexibility if future network providers change.

10. Payment and Access Control:

The chargers must support RFID and mobile app payments, with configurable access controls for different user groups (e.g., public, fleet, or employee use) and the ability to establish separate pricing models for each group.

11. Warranty:

The chargers should come with full coverage parts and labor warranty options. Annual and 5-year prepaid warranty options must be available to ensure long-term performance and reliability.

12. Safety Standards:

The chargers must be UL-listed (or an equivalent safety certification) and comply with all applicable national and local safety regulations.

B. DC Fast Charger Specifications:

1. Model:

ChargePoint CPE250 Level 3 DC Fast Charging Stations (or approved equal) will be furnished and installed. The specific quantities for each site will be identified in Appendix B.

2. Connector Compatibility:

Each station must be equipped with both CCS1 and NACS cables, enabling the driver to select the appropriate connector for their vehicle without the need for an adapter.

3. Charging Capacity:

Each station must allow one vehicle to charge at a time, providing a minimum of 60 kW. When two chargers are paired, they must deliver up to 120 kW when charging a single vehicle.

4. Durability and Weather Resistance:

The stations must be rated for outdoor use, with a minimum of NEMA 3R or IP54 rating to ensure protection from rain, dust, and other environmental conditions.

5. Smart Charging Capabilities:

The chargers must offer advanced smart charging features, such as remote monitoring, usage tracking, and load management, to optimize power distribution and provide real-time station status.

6. Cable Management:

Each station must include an integrated cable management system to prevent cable wear and ensure safe storage when not in use.

7. Network Connectivity (Cellular Only):

The chargers must include cellular connectivity for reliable data transmission and remote management. The cellular network should be supported for a minimum of 5 years.

8. OCPP Compliance:

The stations must be Open Charge Point Protocol (OCPP) compliant to ensure compatibility with multiple network providers and future flexibility.

9. Payment and Access Control:

The chargers must support RFID and mobile app payments, with configurable access controls for different user groups (e.g., public, fleet, or employee use) and the ability to establish separate pricing models for each group.

10. Warranty:

The chargers should come with full coverage parts and labor warranty options. Annual and 5-year prepaid warranty options must be available to ensure long-term performance and reliability.

11. Safety Standards:

The stations must be UL-listed (or equivalent certification) and meet all applicable national and local safety standards.

Attachment G – Site Requirements

A. Site Locations



B. Site Summary: The table below provides a summary for all sites by charger type and number ports required. The detailed scope for each site is found on the following pages.

Site No.	Site Name	Charger Type	Number of Ports
1	Riverfront Community Center - South	DCFC	2
2	Riverfront Community Center - North	Level 2	4
3	JB Williams Park	Level 2	4
4	Town Hall	DCFC	2
5	Wells-Turner Memorial Library	Level 2	6

C. Charging Ports: The charging stations must be capable of simultaneously charging vehicles equal to the total number of ports specified for each site. All vehicles should be able to charge concurrently at the performance levels required in the specification.

Total Ports	
DCFC Ports	4
Level 2 Ports	14

D. Scope of Work: The scope of work involves furnishing and installing electric vehicle (EV) charging stations at the designated sites, as well as completing all make-ready and

related site work as part of a turnkey project. Please note that the Town reserves the right to self-perform certain portions of the work, which will be determined after the project is awarded.

Site 1:
Riverfront Community Center - South
300 Welles Street
Glastonbury, CT 06033

I. SCOPE OF WORK

A. CHARGING PORTS

Quantity 2, DCFC Charging ports that allow two cars to charge simultaneously per the specification as outlined in Attachment F.

B. EV CHARGING STATION LOCATIONS



C. MAKE READY AND INSTALLATION

Refer to the details of the make-ready and sitework shown below that the respondent is expected to provide.

Category	Description
Measurement of Cell Signal Strength and Quality	Measurement with cellular signal/quality meter to confirm signal strength and noise to ensure the stations will be available on network with full functionality.
Pull Permit	Obtain Building Permit (Permit fee waived)
New Meter and Service	On behalf of the Town of Glastonbury, a new service/meter request to be submitted to Eversource. Vendor. The contractor will be required to coordinate new meter service with Eversource, and the Town
Pedestal-Mounted Cabinet, Meter, and Distribution Panelboard	Labor and materials to install outdoor-rated, pedestal-mounted cabinet for utility meter and a distribution panelboard to accommodate new utility service. This should be an integrate unit and will need to be presented to the Town for approval.
Circuit Breakers	Install breakers in distribution panelboard to feed the DCFC charging stations.
Conduit and Wiring	Run conduit and wiring from the utility pole to the pedestal service, and from the service utility service to the EV stations.
Futureproofing	The service and respective conduit should be sized to allow one more DCFC station to be added in the future.
All Excavation and Refill work	Trench, backfill, and restore grade from the utility pole to the pedestal service, and from the service to the EV locations. The Town reserves the option to do this work internally.
Service Pedestal Concrete Base	Installation of concrete bases
EV station Concrete Bases	Poured concrete slab to function as foundation for each EV station and pedestal service.
Bollard Installation	Furnish and install six bollards, two in front of each station, and two in front of the pedestal service for protection.
Signage and Marking	The Contractor is required to provide necessary signage and marking as specified by Town.
EV Station Installation	Mount and secure the EV stations to the concrete bases.
EV Station Activation	Activate and locate the stations on network.
EV Station Commissioning	Certify and commission the installation for ChargePoint to initiate the warranty and provide training. Verify and document the operation of each port using the respondent's EV. Pictures to be provided while car is charging, as verification.

EV Closeout Packages	The Contractor to complete or provide all necessary closeout information at the end of the project to meet grant and incentive requirements.
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Site 2:
Glastonbury Riverfront Community Center - North
300 Welles Street
Glastonbury, CT 06033

II. SCOPE OF WORK

A. CHARGING PORTS

Quantity 4, Level 2 Charging ports that allow four cars to charge simultaneously per the specification as outlined in Attachment F..

B. EV CHARGING STATION LOCATIONS



C. MAKE READY AND INSTALLATION

Refer to the details of the make-ready and sitework shown below that the respondent is expected to provide.

Category	Description
EV Incentive Application	On behalf of The Town of Glastonbury, complete and submit entire EV Incentive application for this site, include all required documentation and drawings.
Measurement of Cell Signal Strength and Quality	Measurement with cellular signal/quality meter to confirm signal strength and noise to ensure the stations will be available on network with full functionality.
Pull Permit	Cost and pulling of permit. (Permit fee waived)
Panelboard	Install breakers in panelboard to feed the EV Stations.
Conduit and Wiring (Interior)	Run conduit and wiring from panelboard to an underground junction box near the stations, and from the junction box to each station
Junction Box	Install exterior/underground junction box near stations.
All Excavation and Refill work.	Trench, backfill, and restore grass from the panel to the EV locations.
Prefabricated Concrete Bases	Installation of two concrete bases.
Bollard Installation	Furnish and install four bollards, two in front of each station for protection
Signage and Marking	The Contractor is required to provide necessary signage and marking as specified by Town.
EV Station Installation	Mount and secure the two EV stations to each concrete base.
EV Station Activation	Activate and locate the stations on network.
EV Station Commissioning	Certify and commission the installation for ChargePoint to initiate the warranty and provide training. Verify and document the operation of each port using the respondent's EV. Pictures to be provided while car is charging, as verification.
EV Closeout Packages	The Contractor to complete or provide all necessary closeout information at the end of the project to meet grant and incentive requirements.

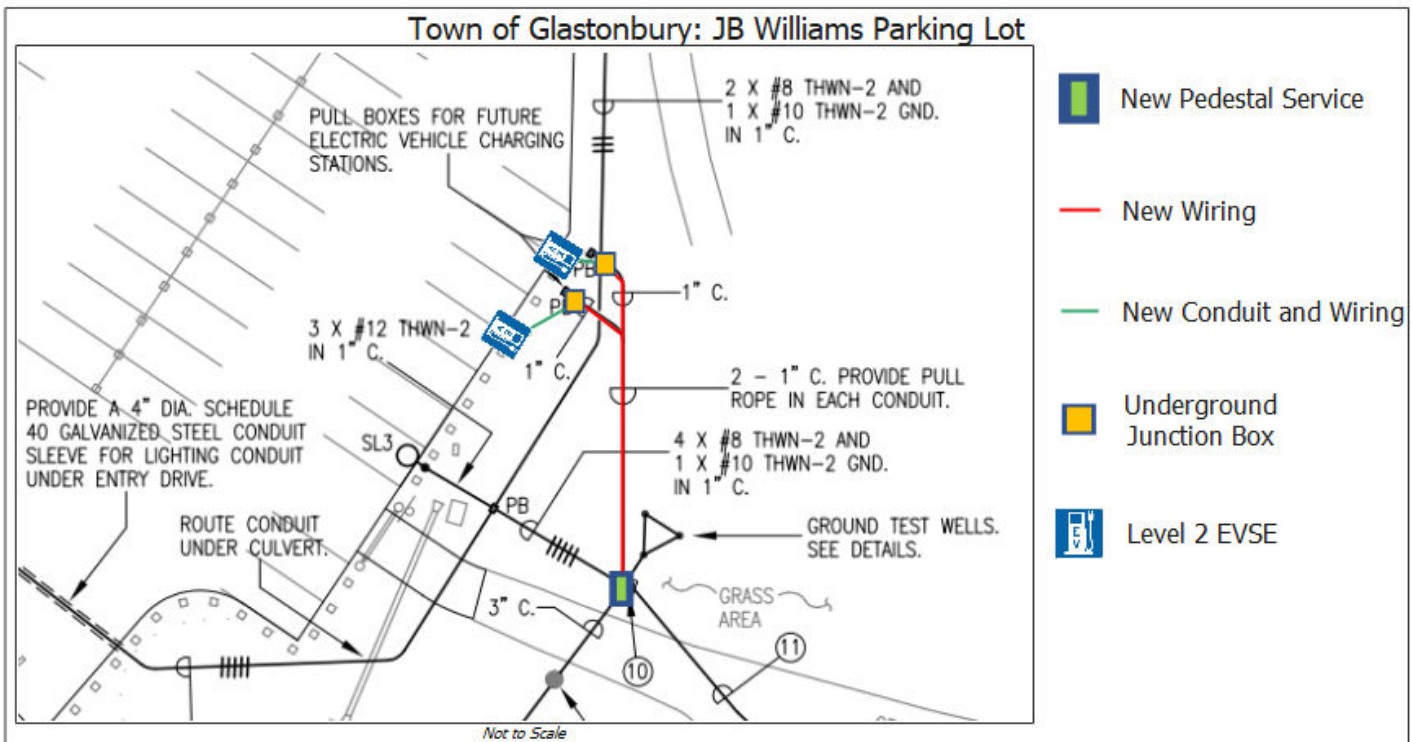
**Site 3:
JB Williams Park
789 Neipsic Road
Glastonbury, CT 06033**

III. SCOPE OF WORK

A. CHARGING PORTS

Quantity 4, Level 2 Charging ports that allow four cars to charge simultaneously per the specification as outlined in Attachment F.

B. EV CHARGING STATION LOCATIONS



C. MAKE READY AND INSTALLATION

Refer to the details of the make-ready and sitework shown below that the respondent is expected to provide.

Category	Description
Measurement of Cell Signal Strength	Measure with cellular signal/quality meter to confirm signal strength and noise to ensure the stations will be available on network with full functionality.
Pull Permit	Obtain Building Permit (Permit fee waived)
New Meter and Service	Furnish and install a new service to feed the EV stations.
Circuit Breakers	Furnish and install breakers to feed the EV stations.
Conduit	Run conduit from the new service to junction boxes near the EV locations.
Excavation and Refill Work	Trench and backfill from the pedestal service to the EV location.
Prefabricated Concrete Base	Install two prefabricated concrete bases for the EV stations.
Wiring	Run wiring from the service to the EV stations.
Prefabricated Concrete Bollards	Furnish and install four bollards, two in front of each station to provide protection
Signage and Marking	The Contractor is required to provide necessary signage and marking as specified by Town.
EV Station Installation	Mount and secure the EV stations to the concrete bases.
EV Station Activation	Activate and locate the stations on network.
EV Station Commissioning	Certify and commission the installation for ChargePoint to initiate the warranty and provide training. Verify and document the operation of each port using the respondent's EV. Pictures to be provided while car is charging, as verification.
EV Closeout Packages	The Contractor to complete or provide all necessary closeout information at the end of the project to meet grant and incentive requirements.

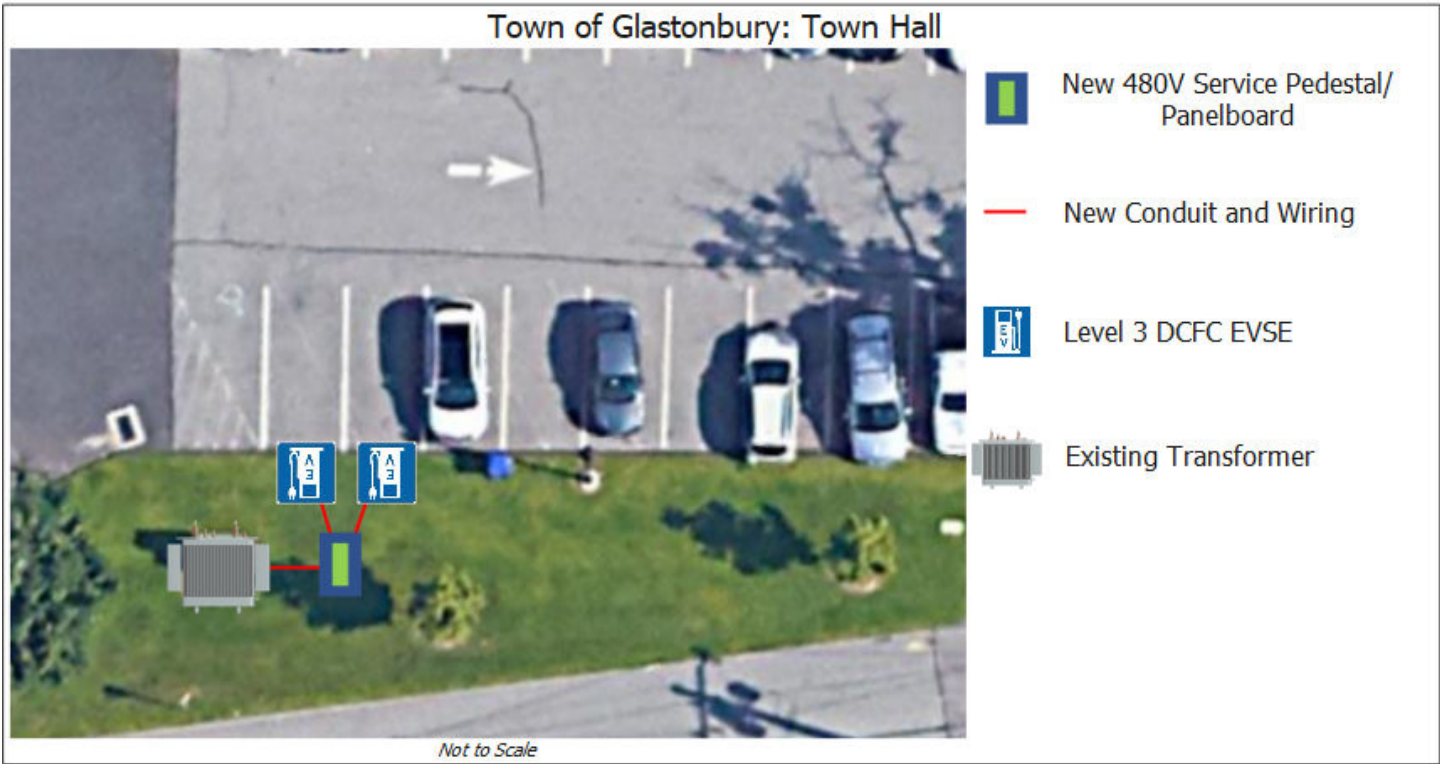
**Site 4:
Glastonbury Town Hall
2143 Main Street
Glastonbury, CT 06033**

IV. SCOPE OF WORK

A. CHARGING PORTS

Quantity 2, DCFC Charging ports that allow two cars to charge simultaneously per the specification as outlined in Attachment F.

B. EV CHARGING STATION LOCATIONS



C. MAKE READY AND INSTALLATION

Refer to the details of the make-ready and sitework shown below that the respondent is expected to provide.

Category	Description
EV Incentive Application	On behalf of The Town of Glastonbury, complete and submit entire EV Incentive application for this site, include all required documentation and drawings.
Measurement of Cell Signal Strength and Quality	Measurement with cellular signal/quality meter to confirm signal strength and noise to ensure the stations will be available on network with full functionality.
Pull Permit	Obtain necessary Building Permit (Permit fee waived)
New Meter and Service	On behalf of the Town of Glastonbury, a new service/meter request to be submitted to Eversource. Vendor to coordinate new meter service with Eversource.
Pedestal-Mounted Cabinet, Meter, and Panelboard	Labor and materials to install outdoor-rated, pedestal-mounted cabinet for utility meter and a panelboard to accommodate new utility service.
Circuit Breakers	Install breakers in panelboard to feed the DCFC charging stations.
Conduit and Wiring	Run conduit and wiring from the utility transformer to the new pedestal service, from the new panelboard to an underground junction box, and from the junction box to the EV stations.
Futureproofing	The service is sized to allow one more DCFC station to be fed in the future.
All Excavation and Refill work.	Trench, backfill, and restore grass from the utility transformer to the pedestal service, and from the panel to the EV locations.
Service Pedestal Concrete Base	Installation of concrete bases
EV station Concrete Bases	Provide foundation for the EV stations to mount to.
Bollard Installation	Furnish and install six bollards, two in front of each station, and two in front of the meter pedestal for protection
Signage and Marking	The Contractor is required to provide necessary signage and marking as specified by Town.
EV Station Installation	Mount and secure the EV stations to the concrete bases.
EV Station Activation	Activate and locate the stations on network.
EV Station Commissioning	Certify and commission the installation for ChargePoint to initiate the warranty and provide training. Verify and document the operation of each port using the respondent's EV. Pictures to be provided while car is charging, as verification.
EV Station Commissioning	The Contractor to complete or provide all necessary closeout information at the end of the project to meet grant and incentive requirements.

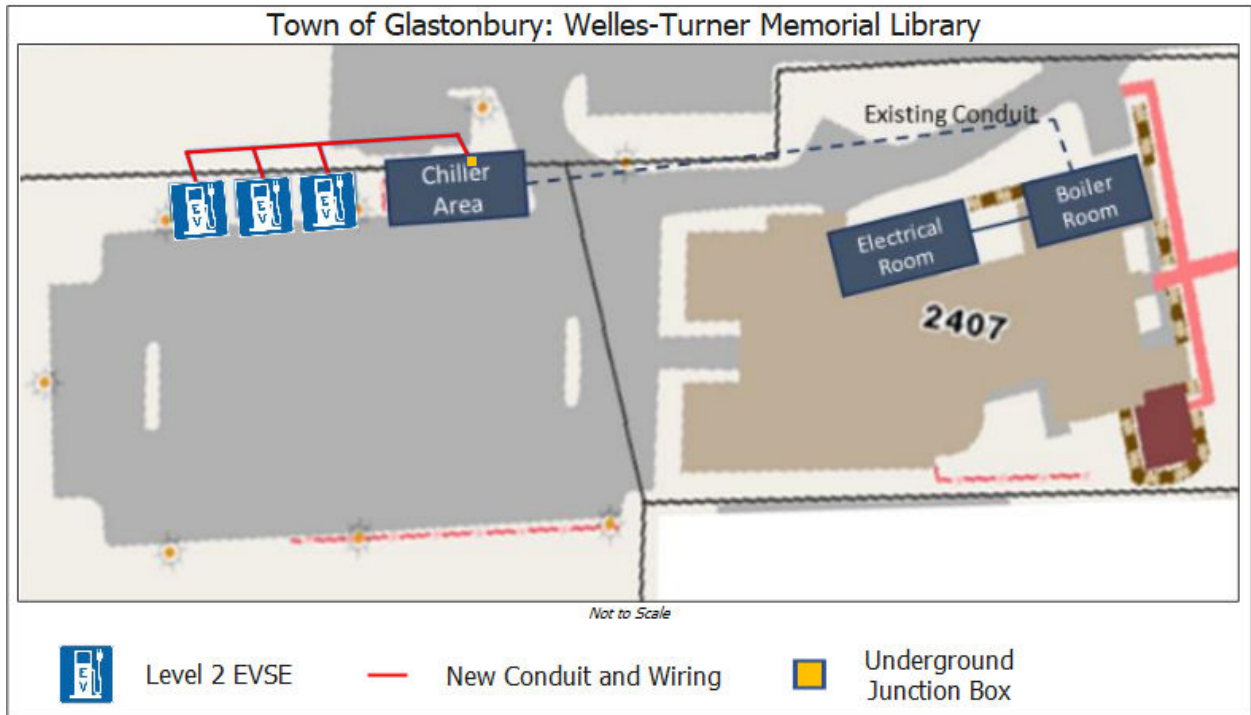
**Site 5:
Welles-Turner Memorial Library
2407 Main Street
Glastonbury, CT 06033**

V. SCOPE OF WORK

A. CHARGING PORTS

Quantity 6, Level 2 Charging ports that allow six cars to charge simultaneously per the specification as outlined in Attachment F.

B. EV CHARGING STATION LOCATIONS



C. MAKE READY AND INSTALLATION

Refer to the details of the make-ready and sitework shown below that the respondent is expected to provide.

Category	Description
EV Incentive Application	On behalf of The Town of Glastonbury, complete and submit entire EV Incentive application for this site, include all required documentation and drawings.
Measurement of Cell Signal Strength and Quality	Measurement with cellular signal/quality meter to confirm signal strength and noise to ensure the stations will be available on network with full functionality.
Pull Permit	Cost and pulling of permit. (Permit fee waived)
Panelboard	Install quantity 6, 2-pole 40A breakers in panelboard to feed the EV stations.
Conduit and Wiring (Interior)	Run conduit and wiring from panelboard across the utility room to meet up with the existing 2" conduits.
Junction Box	Install exterior/underground junction box on the existing 2" conduits.
All Excavation and Refill work.	Trench, backfill, and restore grass from the panel to the EV locations.
Prefabricated Concrete Bases	Installation of concrete bases.
Wiring	Pull wiring from the panelboard to the EV stations.
Bollard Installation	Furnish and install six bollards, two in front of each station for protection.
Signage and Marking	The Contractor is required to provide necessary signage and marking as specified by Town.
EV Station Installation	Mount and secure the EV stations to each concrete base.
EV Station Activation	Activate and locate the stations on network.
EV Station Commissioning	Certify and commission the installation for ChargePoint to initiate the warranty and provide training. Verify and document the operation of each port using the respondent's EV. Pictures to be provided while car is charging, as verification.
EV Closeout Packages	The Contractor to complete or provide all necessary closeout information at the end of the project to meet grant and incentive requirements.