

# Request for Quotes for Installation of Electric Vehicle Charging Stations

## Instructions & General Information

The City of Galena is requesting quotes for the installation of Electric Vehicle Charging Stations in three public parking lots as detailed below and also available on the city website: [www.cityofgalena.org](http://www.cityofgalena.org) under Businesses/Bid Solicitations.

## Scope of Project

The City of Galena is requesting quotes to complete the work detailed below. All work to be in accordance with the latest versions of the International Building Code and City Specifications

## Conditions

1. All work performed under this contract shall be subject to compliance with the Illinois Prevailing Wage Act, including the latest revisions and the Illinois Preference Act. Contractors may be required to submit certified copies of their payroll.
2. The City of Galena shall be exempt from any liability for loss incurred by unsuccessful bidders in preparation for this proposal.
3. The City shall receive sealed quotes to complete the proposed work until:  
**10:00 AM, Thursday 16<sup>th</sup> May 2024.**
4. The City of Galena will make payment within thirty (30) days after acceptance of the completed work.
5. The City of Galena reserves the right to reject any or all quotes.
6. Contractors must comply with Drug Free Workplace Act (Source: P.A. 86-1459).
7. Questions concerning the project or arranging a site visit with City Staff should be directed to: Mark Moran at 815-777-1050 or [mmoran@cityofgalena.org](mailto:mmoran@cityofgalena.org)
8. **Work to be completed between June 1 and July 30, 2024.**

## Specifications

1. Install four (4) ChargePoint CT4021-GW1 dual output bollard units and one (1) CT4011-GW1 single output bollard unit.
2. Units to be installed at the following locations:
  - a. 403 S. Main Street parking lot
    - i. One (1) dual output bollard unit
    - ii. One (1) single output bollard unit
  - b. Parking lot next to City Hall, 101 Green Street.
    - i. Two (2) dual output bollard units
  - c. Meeker Street parking lot
    - i. One (1) dual output bollard unit

3. City to furnish all specified ChargePoint bollard charging units, including mounting kits for concrete mounting.
4. Contractor responsible for installation of concrete base for each of the five bollard units. Sub-base shall be cylindrical with a minimum depth of 36 inches and a minimum diameter of 18 inches. Base shall be reinforced with rebar. Base shall be topped with an integrated triangular slab on grade 8 inches tall by 3 feet by 3 feet by 4.2 feet.
5. Contractor is responsible for mounting bollard units on concrete bases.
6. Contractor is responsible for furnishing and installing all electrical conduit, wires, and equipment necessary to successfully power the units according to manufacturer's specifications.
7. Contractor shall complete the [ChargePoint Construction Signoff Form](#) for each of the three installation locations upon completion of the installations.

### **General**

1. Contractor is responsible for providing access to all work areas in accordance with recognized health and safety requirements.
2. Contractor is responsible for all clean-up at the end of the project and will ensure that all excess materials are removed from the site.

### **Attached Drawings and Specifications include:**

1. [ChargePoint CT4000 Specifications](#)
2. [ChargePoint CT4000 Site Design Guide](#)
3. [ChargePoint CT4011 Dimensions](#)
4. [ChargePoint CT4021 Dimensions](#)
5. [ChargePoint Construction Signoff Form](#)

**-Submit Quote on Following Page-**

**Contractor to complete specified work at following price:**

#	ITEM	UNIT	TOTAL AMOUNT \$
1	<p><b>403 S. Main Street Parking Lot:</b></p> <p>Install two reinforced concrete bases, install conduit as needed to each concrete base, mount one dual port ChargePoint charging pedestal and one single port pedestal to concrete bases, install electrical wires to each unit from power supply in the building in accordance with manufacturer’s specifications. Complete installation so units are fully operational.</p>	Lump Sum	
2	<p><b>Commerce Street Parking Lot:</b></p> <p>Install two reinforced concrete bases, install conduit as needed to each concrete base, mount two dual port ChargePoint charging pedestals-one to each concrete base, install electrical wires to each unit from nearby power supply in accordance with manufacturer’s specifications. Complete installation so units are fully operational.</p>	Lump Sum	
3	<p><b>Meeker Street Parking Lot:</b></p> <p>Install one reinforced concrete base, install conduit as needed to the concrete base, mount one dual port ChargePoint charging pedestal to concrete base, install electrical wires to the unit from power supply in the building in accordance with manufacturer’s specifications. Complete installation so units are fully operational.</p>	Lump Sum	
	<b>TOTAL</b>		

All work to be completed in accordance with specifications described in this request for quotes.

**The contractor must visit each site with City staff to view the proposed work in order to determine the extent and nature of the listed work items.**

**I submit the attached quote for the specified work.**

Respectfully submitted:

\_\_\_\_\_  
Company

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Address

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Email

**APPROVED BY CITY OF GALENA**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date