



STATE OF TENNESSEE
Department of General Services

REQUEST FOR INFORMATION
FOR
Electric Vehicle Charging Stations and Infrastructure

RFI # 32101-12082022
December 8, 2022

1. STATEMENT OF PURPOSE:

The State of Tennessee, Department of General Services issues this Request for Information ("RFI") for the purpose of reviewing the possibility of replacing current Level 2 charging stations with Level 3 charging stations with the possibility of a subscription service for state employee fee-driven use and state-owned and fleet vehicle non-fee use. We appreciate your input and participation in this process.

2. BACKGROUND:

In 2017, electric charging stations were installed, and infrastructure added to a non-gated parking location. These Level 2 charging stations warranty was voided when they were relocated. We would like to better understand the requirements for maintenance and use under these assumptions to provide this service to our staff and to allow the use of these for our current Electric Vehicle (EV) state-owned and leased fleet.

3. COMMUNICATIONS:

3.1. Please submit your response to this RFI to:

Stephanie Reedy | DGS Contract Manager
Tennessee Tower, 22nd Floor
312 Rosa L. Parks Ave
Nashville, TN 37243
c. 615-708-9382
Stephanie.Reedy@tn.gov

3.2. Please feel free to contact the Department of General Services with any questions regarding this RFI. The main point of contact will be:

Stephanie Reedy | DGS Contract Manager
 Tennessee Tower, 22nd Floor
 312 Rosa L. Parks Ave
 Nashville, TN 37243
 c. 615-708-9382
Stephanie.Reedy@tn.gov

3.3. Please reference RFI # 32101-12082022 with all communications to this RFI.

3.4. A Pre-Response Conference will be held at the time and date detailed in the RFI § 4, Schedule of Events. Please contact the main point of contact, referenced in RFI § 3.2., to RSVP for the Pre-Response Conference. The Conference will be held at:

Virtual Pre-Response Conference will be held on Microsoft Teams. Please join using the following link:

https://teams.microsoft.com/join/19%3ameeting_ZDg1Yjl3ODctNmE0Zi00NjMyLTg2NjYtYTFmYml5ZjUwYTZh%40thead.v2/0?context=%7b%22id%22%3a%22f345bebf-0d71-4337-9281-24b941616c36%22%2c%22oid%22%3a%22c5bb77c0-d56c-4166-8120-0519fb118d98%22%7d

Microsoft Teams meeting

Join on your computer, mobile app or room device

[Click here to join the meeting](#)

Meeting ID: 286 127 273 930

Passcode: t59qCf

[Download Teams](#) | [Join on the web](#)

[Learn More](#) | [Meeting options](#)

4. RFI SCHEDULE OF EVENTS:

EVENT		TIME (Central Time Zone)	DATE (all dates are State business days)
1.	RFI Issued		December 8, 2022
2.	Pre-Response Conference	11:00 AM	December 14, 2022
3.	Written Questions and Comments	2:00 PM	December 16, 2022
4.	State Response to Written Questions and Comments		December 20, 2022
5.	RFI Response Deadline	2.00 PM	January 6, 2023

5. GENERAL INFORMATION:

- 5.1. Please note that responding to this RFI is not a prerequisite for responding to any future solicitations related to this project and a response to this RFI will not create any contract rights. Responses to this RFI will become property of the State.

- 5.2. The information gathered during this RFI is part of an ongoing procurement. In order to prevent an unfair advantage among potential respondents, the RFI responses will not be available until after the completion of evaluation of any responses, proposals, or bids resulting from a Request for Qualifications, Request for Proposals, Invitation to Bid or other procurement method. In the event that the state chooses not to go further in the procurement process and responses are never evaluated, the responses to the procurement including the responses to the RFI, will be considered confidential by the State.

- 5.3. The State will not pay for any costs associated with responding to this RFI.

6. INFORMATIONAL FORMS:

The State is requesting the following information from all interested parties. Please fill out the following forms:

RFI # 32101-12082022	
TECHNICAL INFORMATIONAL FORM	
1.	RESPONDENT LEGAL ENTITY NAME:
2.	RESPONDENT CONTACT PERSON: Name, Title: Address: Phone Number: Email:
3.	BRIEF DESCRIPTION OF EXPERIENCE PROVIDING SIMILAR SCOPE OF SERVICES/PRODUCTS

4. Is it possible to allow State Employee to subscribe and pay to charge their personal vehicles during business hours and after hours for EV charging stations in specific locations on state property? If so, describe the process and/or potential issues.

5. Is it possible to allow the charging of state owned and state leased vehicles with no extra fee to the state during business hours and after hours for EV charging on State Property? If so, please describe the process and/or potential issues.

6. Is it possible to restrict Public Use of subscription and or EV charging stations to after 530pm Monday through Friday, but permitted all day Saturday and Sunday in select locations? If so, how can this be accomplished?

7. Describe the benefit of replacing current Level 2 Charging using current infrastructure in select locations?

8. What kind of warranty options do you provide?

9. What is the possibility of providing stand-alone units that create their own electricity for fee or no fee? How would a subscription service work with a stand-alone product such as this?

10. If a Subscription Service platform or operating system is chosen, will it be able to provide key metrics detailing employee personal versus public versus state owned fleet and leased usage of charging stations?

11. What do agreements for preventative maintenance and on call repair response times typically include? If Electric Infrastructure is already available in a location, what additional costs should be budgeted for both installation of products as well as ongoing and preventative maintenance?

12. Could a discount code be made available to state employees to differentiate the use in metrics reporting?

13. Describe your ability to address emergency equipment issues or equipment downtime. How long does a response typically take?

14. How often do hardware and software malfunctions typically occur? Describe the most common errors you see.

COST INFORMATIONAL FORM

1. Describe what pricing units you typically utilize for similar services or goods (e.g., per hour, each, etc.):

2. Describe the typical price range for similar services or goods

ADDITIONAL CONSIDERATIONS

1. Please provide input on alternative approaches or additional things to consider that might benefit the State: