



City of Tacoma, WA

**POWER MANAGMENT**  
**REQUEST FOR INFORMATION**  
**EXPLORE ELECTRIC FLEET WEBTOOLS**  
**SPECIFICATION NO.PM23-0136F**



**City of Tacoma  
Power Management**

**REQUEST FOR INFORMATION PM23-0136F  
EXPLORE ELECTRIC FLEET WEBTOOLS**

**Submittal Deadline: 11:00 a.m., Pacific Time, Tuesday, August 1, 2023**

Submittals must be received by the City's Procurement and Payables Division prior to 11:00 a.m. Pacific Time. For electronic submittals, the City of Tacoma will designate the time of receipt recorded by our email, [sendbid@cityoftacoma.org](mailto:sendbid@cityoftacoma.org), as the official time of receipt. This clock will be used as the official time of receipt of all parts of electronic bid submittals. Late submittals will be returned unopened and rejected as non-responsive.

**Submittal Delivery:** Sealed submittals will be received as follows:

**By Email:**

[sendbid@cityoftacoma.org](mailto:sendbid@cityoftacoma.org)

Maximum file size: 35 MB. Multiple emails may be sent for each submittal.

**Bid Opening:** Submittals must be received by the City's Procurement and Payables Division prior to 11:00 a.m. Pacific Time. Sealed submittals in response to a RFB will be opened Tuesday's at 11:15 a.m. by a purchasing representative and read aloud during a public bid opening held at the Tacoma Public Utilities Administrative Building North, 3628 S. 35<sup>th</sup> Street, Tacoma, WA 98409, conference room M-1, located on the main floor. They will also be held virtually Tuesday's at 11:15 a.m. Attend [via this link](#) or call 1 (253) 215 8782. Submittals in response to an RFP, RFQ or RFI will be recorded as received. As soon as possible, after 1:00 PM, on the day of submittal deadline, preliminary results will be posted to [www.TacomaPurchasing.org](http://www.TacomaPurchasing.org).

**Solicitation Documents:** An electronic copy of the complete solicitation documents may be viewed and obtained by accessing the City of Tacoma Purchasing website at [www.TacomaPurchasing.org](http://www.TacomaPurchasing.org).

- [Register for the Bid Holders List](#) to receive notices of addenda, questions and answers and related updates.
- Click here to see a [list of vendors registered for this solicitation](#).

**Pre-Proposal Meeting:** A pre-proposal meeting will not be held.

**Project Scope:** Tacoma Public Utilities (TPU) is soliciting information for fleet electrification advisory tools and services, electric fleet support services, and/or electric fleet charging equipment. Tacoma Power will use responses to help build an electric fleet program, define requirements in future Request for Proposals, or as guide to directly contract with firms for pilot projects.

**Estimate:** N/A

**Paid Sick Leave:** The City of Tacoma requires all employers to provide paid sick leave as set forth in Title 18 of the Tacoma Municipal Code and in accordance with State of Washington law.

**Americans with Disabilities Act (ADA Information:** The City of Tacoma, in accordance with Section 504 of the Rehabilitation Act (Section 504) and the Americans with Disabilities Act (ADA), commits to nondiscrimination on the basis of disability, in all of its programs and activities. Specification materials can be made available in an alternate format by emailing the contact listed below in the *Additional Information* section.

**Title VI Information:**

"The City of Tacoma" in accordance with provisions of Title VI of the Civil Rights Act of 1964, (78 Stat. 252, 42 U.S.C. sections 2000d to 2000d-4) and the Regulations, hereby notifies all bidders that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, national origin in consideration of award.

**Additional Information:** Requests for information regarding the specifications may be obtained by contacting Sara Bird, Senior Buyer by email to [sbird@cityoftacoma.org](mailto:sbird@cityoftacoma.org).

**Protest Policy:** City of Tacoma [protest policy](#), located at [www.tacomapurchasing.org](http://www.tacomapurchasing.org), specifies procedures for protests submitted prior to and after submittal deadline.

 Meeting sites are accessible to persons with disabilities. Reasonable accommodations for persons with disabilities can be arranged with 48 hours advance notice by calling 253-502-8468.


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## SUBMITTAL CHECK LIST

This checklist identifies items to be included with your submittal. Any submittal received without these required items may be deemed non-responsive and not be considered for award.

Submittals must be received by the City of Tacoma Purchasing Division by the date and time specified in the Request for Information page.

<b>The following items make up your submittal package:</b>	
Letter of Interest	
Content to be submitted: Section 6 (6.1.-6.2) May include technical specification sheets and/or promotional materials.	
<i>Any other additional information relevant to this Solicitation</i>	

## **1. INTRODUCTION**

Tacoma Public Utilities (TPU) is soliciting information for fleet electrification advisory tools and services, electric fleet support services, and/or electric fleet charging equipment. Tacoma Power will use responses to help build an electric fleet program, define requirements in future Request for Proposals, or as guide to directly contract with firms for pilot projects.

## **2. PURPOSE**

Tacoma Public Utilities (TPU) is issuing this Request for Information to better understand options available to help our electric utility customers electrify their fleets. In the short-term fleet electrification is being encouraged by numerous federal and state grants; long-term fleet electrification is being mandated by environmental regulations and new vehicle standards. TPU is interested in providing tools, services, software, and/or hardware to help our customers plan for fleet electrification.

TPU is interested in products related to the following topics:

1. Identify the costs and benefits of fleet electrification.
2. Compares and contrast electric vehicle models with conventional counterparts.
3. Help customers visualize transition from a conventional fleet to a mixture of electric and conventional vehicles, then from a mixture of vehicles to a fully electric fleet.
4. Identify funding opportunities, including Federal and State grants, manufacturer incentives, and TPU fleet incentives.
5. Fleet program delivery services.
6. Equipment that manages charging, lowers peak demand charges, and/or minimizes the impact to customer building electrical systems and the local utility grid.
  - a. Includes electric vehicle supply equipment (EVSE) and/or software capable of staggered vehicle charging schedules, modifying charging speeds, or other capabilities that meet the above goals.
  - b. Includes battery supported EVSE.
  - c. Includes containerized or mobile solutions that can be quickly reconfigured to meet customer needs.
7. Reports or monetizes Washington State low-carbon fuel standard credits.

Additionally, TPU is interested in the following:

1. Ability to customize customer facing tools and literature
2. Experience delivering services or tools through utility programs
3. Assistance during and after implementation

### **3. CALENDAR OF EVENTS**

This is a tentative schedule only and may be altered at the sole discretion of the City.

The anticipated schedule of events concerning this Solicitation is as follows:

Question Deadline:	<b>7/17/2023</b>
Questions and Answers Posted:	<b>7/21/2023</b>
Submittal Due Date:	<b>8/1/2023</b>

### **4. INQUIRIES**

- 4.1** Questions can be submitted to buyer name, Buyer/Senior Buyer, via email to buyer email. Subject line to read:

# – Spec Title – VENDOR NAME

Questions are due by 3 pm on the date included in the Calendar of Events section.

- 4.2** Questions marked confidential will not be answered or included.
- 4.3** The City reserves the discretion to group similar questions to provide a single answer or not to respond when the requested information is confidential.
- 4.4** The answers are not typically considered an addendum.
- 4.5** The City will not be responsible for unsuccessful submittal of questions.
- 4.6** Written answers to questions will be posted in the event approximately one week after the question deadline.

### **5. DISCLAIMER**

The City is not liable for any costs incurred by the Respondent for the preparation of materials, or a submittal submitted in response to this RFI, for conducting any presentations to the City, or any other activities related to responding to this RFI or related to the contract negotiation process.

Please note that this Request for Information is not a Request for Bids (RFB) or a Request for Proposals (RFP), and there is no guarantee that either a RFB or RFP will be issued. A Respondent's decision to respond, or not to respond, to this Solicitation will NOT be a factor in evaluating any later RFB or RFP.

While the intent of this Solicitation is to help identify vendors who meet various requirements for a competitive solicitation, there is no guarantee that any specific information presented by any Respondent will ultimately be included in any future solicitation issued by the City.

Each Respondent shall bear all expenses incurred by the preparation and presentation of its Solicitation response. The City will therefore reject any claim made against them in this matter, regardless of the results of the subsequent processes, if any.

## **6. CONTENT TO BE SUBMITTED**

Submittals must be in an electronic format and should be clear and concise. Respondents may submit existing informational and/or specifications literature.

### **6.1 Products and Services Provided**

- A. Describe the products and services provided by your firm with respect to the subject areas listed in Section 1 and Section 2.
- B. Outline utility, customer, and/or service provider roles and responsibilities.
- C. Identify other utilities using your tools and/or services; provide links to publicly available websites if available.
- D. Identify if your tools, services, and/or hardware is limited to specific brands of charging equipment or original equipment manufacturers. If so, identify what brands are currently supported and what brands are on your technology road map.
- E. If your tools, services, software, and/or hardware facilitate managed charging how is control shared between customers and the utility, what level of flexibility is present?
- F. If your software, and/or hardware use cloud communication how is data shared between devices within the facility, between the facility and corporate servers?
- G. Do your tools and/or services use telemetry to collect data?
- H. Do your tools and/or services provide route optimization?
- I. What is the structure of your tools and/or services (e.g., leasing program, software as a service, or hardware)?
- J. Do your tools and/or services offer any cost savings guarantee?
- K. Do your tools and/or services include on-road and off-road equipment?
- L. Provide information about assistance in implementation of services.
- M. Identify measures taken to meet security requirements at past utility implementations.
- N. Indicate whether your firm is able to provide the City an on-site demonstration.



## **6.2 Pricing Information**

Please provide as much general information as possible about your firm's pricing and fee structure. The City is interested in assessing the cost of implementing various fleet advisory and charging solutions, and rough pricing estimates will help us determine which types of services are feasible to explore further. Discuss how you see fee structures changing in the future (if applicable).

## **7. ENVIRONMENTALLY PREFERABLE PROCUREMENT**

In accordance with the [City's Sustainable Procurement Policy](#) and [Climate Action Plan](#), it is the policy of the City of Tacoma to encourage the use of products or services that help to minimize the environmental and human health impacts of City Operations. Respondents are encouraged to incorporate environmentally preferable products or services that have a lesser or reduced effect on human health and the environment when compared with competing products or services that serve the same purpose. This comparison may consider raw materials acquisition, products, manufacturing, packaging, distribution reuse, operation, maintenance or disposal of the product or service.

The City of Tacoma encourages the use of sustainability practices and desires any awarded contractor(s) to assist in efforts to address such factors when feasible for:

- Durability, reusability, or refillable
- Pollutant releases, especially persistent bioaccumulative toxins (PBTs), low volatile organic compounds (VOCs), and air quality and stormwater impacts
- Toxicity of products used
- Greenhouse gas emissions, including transportation of products and services, and embodied carbon
- Recycled content
- Energy and water resource efficiency

## **8. EQUITY IN CONTRACTING**

The City of Tacoma is committed to encouraging firms certified through the [Washington State Office of Minority and Women's Business Enterprise](#) to participate in City contracting opportunities. See the **TMC 1.07 Equity in Contracting Policy** at the City's [Equity in Contracting Program website](#).

## **9. STANDARD TERMS AND CONDITIONS**

City of Tacoma [Standard Terms and Conditions](#) apply.

## **10. ADDENDUMS**

In the event it becomes necessary to revise any part of this Solicitation, an addendum will be issued through the event in Ariba.

## SIGNATURE PAGE

### **CITY OF TACOMA POWER MANAGEMENT**

All submittals must be in ink or typewritten, executed by a duly authorized officer or representative of the bidding/proposing entity, and received and time stamped as directed in the **Request for Information page near the beginning of the specification**. If the bidder/proposer is a subsidiary or doing business on behalf of another entity, so state, and provide the firm name under which business is hereby transacted.

#### **REQUEST FOR INFORMATION SPECIFICATION NO. PM23-0136F Explore Electric Fleet Webtools**

The undersigned bidder/proposer hereby agrees to execute the proposed contract and furnish all materials, labor, tools, equipment and all other facilities and services in accordance with these specifications.

The bidder/proposer agrees, by submitting a bid/proposal under these specifications, that in the event any litigation should arise concerning the submission of bids/proposals or the award of contract under this specification, Request for Bids, Request for Proposals or Request for Qualifications, the venue of such action or litigation shall be in the Superior Court of the State of Washington, in and for the County of Pierce.

#### **Non-Collusion Declaration**

*The undersigned bidder/proposer hereby certifies under penalty of perjury that this bid/proposal is genuine and not a sham or collusive bid/proposal, or made in the interests or on behalf of any person or entity not herein named; and that said bidder/proposer has not directly or indirectly induced or solicited any contractor or supplier on the above work to put in a sham bid/proposal or any person or entity to refrain from submitting a bid/proposal; and that said bidder/proposer has not, in any manner, sought by collusion to secure to itself an advantage over any other contractor(s) or person(s).*

\_\_\_\_\_  
Bidder/Proposer's Registered Name

\_\_\_\_\_  
Signature of Person Authorized to Enter Date  
into Contracts for Bidder/Proposer

\_\_\_\_\_  
Address

\_\_\_\_\_  
Printed Name and Title

\_\_\_\_\_  
City, State, Zip

\_\_\_\_\_  
(Area Code) Telephone Number / Fax Number

\_\_\_\_\_  
Authorized Signatory E-Mail Address

\_\_\_\_\_  
State Business License Number  
in WA, also known as UBI (Unified Business Identifier) Number

\_\_\_\_\_  
E.I.No. / Federal Social Security Number Used on Quarterly  
Federal Tax Return, U.S. Treasury Dept. Form 941

\_\_\_\_\_  
State Contractor's License Number  
(See Ch. 18.27, R.C.W.)

\_\_\_\_\_  
E-Mail Address for Communications

Addendum acknowledgement #1\_\_\_\_\_ #2\_\_\_\_\_ #3\_\_\_\_\_ #4\_\_\_\_\_ #5\_\_\_\_\_

***THIS PAGE MUST BE SIGNED AND RETURNED WITH SUBMITTAL.***