

REQUEST FOR PROPOSAL

NO. 2025-113

NYS JOINT UTILITIES MAKE READY SERVICES CONTRACTOR

Date: September 4, 2025

To Whom It May Concern:

Lewis County is soliciting proposals from qualified and experienced contractors to provide **Make-Ready services** in coordination with New York's **Joint Utilities** to support proposed **Electric Vehicle (EV) charging infrastructure** installations. This infrastructure was funded in part by Title 15 of the Environmental Protection Fund through the NYS Department of Environmental Conservation. The County is soliciting proposals on behalf of themselves and the Village of Lowville and Constableville, and the Town of Diana, which will all have separate contracts for their projects.

All proposals to be mailed to:

Cassandra Moser, Clerk of the Board
County Courthouse, 2nd Floor Room 225
7660 North State Street
Lowville, New York 13367

or delivered in person between the hours of 8:30 A.M. and 4:30 P.M., Monday through Friday.

All proposals must be received on or before **10:00 a.m. on September 29th, 2025**. Late proposals will not be considered.

Lewis County reserves the right to forego any formalities and reject any or all proposals. Lewis County is an Equal Opportunity Employer.

Sincerely,



Brian Hanno
Lewis County Purchasing Director

Introduction

1.1 Purpose/Objective

Lewis County is soliciting proposals from qualified and experienced contractors to provide **Make-Ready services** in coordination with New York's **Joint Utilities** to support proposed **Electric Vehicle (EV) charging infrastructure**. This infrastructure was funded in part by Title 15 of the Environmental Protection Fund through the NYS Department of Environmental Conservation. The make-ready work is critical to ensuring timely utility infrastructure readiness and compliance with utility and Public Service Commission (PSC) standards for the installation of Level 2 and/or DC Fast Charging (DCFC) stations in the following project locations:

- Village of Lowville (Four Corners Lot on Exchange St, Veterans Memorial Park on Parkway Drive, and Office Building on Bostwick St.)
- Lewis County (Human Services Parking Lot on Outer Stowe St. and JCC Ed Center Lot at 7395 East Road both in Lowville)
- Town of Diana (Main St. Overlook Parking Lot in Harrisville)
- Village of Constableville (Village Park at 3060 Main St.)

The selected contractor will provide design coordination, utility engagement, engineering support, and field implementation of make-ready construction work in accordance with NYS Joint Utilities Make-Ready Program guidelines.

More information is described in section 2.1.

The County intends to open the bid responses to this RFP on **Monday September 29, 2025, at 10:00 a.m.**, and to select qualified firm, if any.

1.2 Inquiries

Any questions related to this RFP should be directed to Brian Hanno, Purchasing Director, by email at brianhanno@lewiscounty.ny.gov

1.3 Minority, Women-owned Enterprises and Service-Disabled Veteran-Owned Businesses:

The County and the State have the following MWBE percentage goals.

6% SDVOB Firms

Construction/Engineering – up to 30%

Commodities – up to 30%

Services/Technologies – up to 30%

1.4 Taxes

No charge will be allowed for federal, state, sales, and excise taxes from which the County and associated municipalities are exempt. Exemption Certificates will be provided upon request.

1.5 New York State Prevailing Wage Rates

If any portion of work being bid is subject to the prevailing wage rate provisions of the NYS Labor Law, the successful bidder is responsible for complying with all current labor rates and regulations throughout the duration of any contract resulting from this bid and will conduct his business in strict compliance with County Law, New York State Labor Laws, Federal OSHA Laws, and all other laws that apply. The current schedule(s) of the prevailing rates and hourly supplements for this project may be accessed at the New York State Department of Labor website @ www.labor.state.ny.us.

All contractors and subcontractors submitting bids or performing construction work on public work projects or private projects covered by [Article 8 of the Labor Law](#) are required to register with the NYS Department of Labor (DOL) under [Labor Law Section 220-i](#).

If any, one sub-contractor will be receiving over \$100,000 in grant funds, the sub-contractor must complete the vendor responsibility questionnaire (VRQ) online via the New York State VendRep System. To enroll in and use the New York State VendRep System, the sub-contractor can follow the VendRep instructions available at https://www.osc.state.ny.us/vendrep/info_vrsystem.htm or go directly to the VendRep System online at <https://onlineservices.osc.state.ny.us/Enrollment/login?0>.

General Description Or Required Performance Outcomes:

2.1 Scope of Work

Lewis County has submitted applications under the **DEC ZEV program**, which provides grant funding for municipalities to install EV charging stations to support state climate goals under the **Climate Leadership and Community Protection Act (CLCPA)**.

To complement these efforts and ensure successful installation and operation of the EV infrastructure, each site must undergo **make-ready work** — including pole preparation, trenching, conduit, and electric service upgrades — as required by the **Joint Utilities** (such as National Grid or NYSEG) and coordinated through the NYS **Make-Ready Program** administered in conjunction with NYSERDA and the PSC.

The selected contractor shall provide full-service support from initial utility coordination to final implementation. Services include, but are not limited to:

Task 1: Site Assessment and Utility Coordination

- Only contractors that are listed on the Apply to Make-Ready Program site are eligible to submit a proposal.
- Conduct field assessments at each proposed charging location.
- Coordinate with relevant utilities (e.g., National Grid, NYSEG) to determine make-ready requirements.
- Participate in site walks and preliminary design discussions with the utility and County representatives.

- Confirm point-of-interconnection, electrical capacity, and service upgrade needs.

Task 2: Make-Ready Design and Engineering Support

- Assist in preparing or reviewing make-ready engineering designs for each site, including utility pole adjustments, trenching, conduit runs, and electrical panel connections.
- Provide utility-compliant engineering documentation or assist in submittals where utility approvals are required.
- Ensure all designs comply with NEC, NESC, ADA, and PSC safety standards.
- Only the equipment that was listed in the 2024 RFA is eligible for installation, as described on pages 8-10. Access the RFA here:
<https://dec.ny.gov/sites/default/files/2024-09/zevinrfa.pdf>

Task 3: Construction and Field Implementation

- Perform approved make-ready construction activities at all project sites, including but not limited to:
 - Utility pole make-ready work (relocation, extension, guying)
 - Trenching and conduit installation
 - Service panel upgrades or meter installations
 - Concrete work (e.g., pads for charging stations)
 - Restoration of disturbed surfaces
- Ensure coordination with utility crews when joint work is required.
- Signage will be installed as described on page 26 of the 2024 RFA on behalf of the municipality: The Contractor (grantee) shall install signage onsite that identifies the site as a ZEV charging/refueling facility, promotes public use of the facility, and acknowledges rebate funding from the DEC. Signage developed for use at a DEC-funded facility shall state "This infrastructure was funded in part by Title 15 of the Environmental Protection Fund through the NYS Department of Environmental Conservation." Signs may also limit use duration, allow for towing of non-ZEV vehicles, or address any other enforcement needs the municipality deems necessary. Locations with public and municipal shared use will install signage alerting users to the shared use and denoting the days and hours the EVSE is available to the public. Based on anticipated fees and schedules, the bid awardee will cooperate with the municipality to finalize sign contents prior to their installation."

Task 4: Documentation and Compliance Reporting

- Maintain detailed documentation of all work performed.
- Provide before-and-after photos, site sketches, utility communication logs, and project completion forms.
- Submit as-built documentation and assist with utility and DEC reporting as needed.
- The EVSE needs to meet ADA requirements for access.

2.2 Deliverables

- Site assessment reports for each project location
- Make ready design documents (as needed)
- Documentation of utility coordination and approvals
- Completion reports with photos, material logs, and as-builts
- Final project summary for Lewis County's grant documentation

SPECIFIC REQUIREMENTS:

3.1 The Contractor agrees to provide services to the County as an independent contractor and not as an employee, as those terms are understood for New York and Federal law purposes. The Firm agrees to provide for, secure, and/or be solely responsible for any and all required fees, permits, Workers Compensation coverage, Unemployment Insurance, Disability Insurance, Social Security contributions, income tax withholding and any other insurance or taxes, including but not limited to Federal and New York taxes, for any persons performing services pursuant to a subsequent agreement, including the Contractor, and any employees of the selected Firm. The Contractor agrees to indemnify the County and hold the County harmless from any claims, suits, losses, or damages, including reasonable attorney's fees, resulting from any failure on the part of the contractor to satisfy its obligations as states herein.

3.2 The Contractor acknowledges and agrees to purchase, register, and insure any and all necessary equipment and vehicles to provide the scope of services identified. Automobile liability insurance must have a minimum limit for bodily injury and property damage of \$1,000,000 / \$2,000,000

3.3 The Contractor acknowledges and agrees to purchase comprehensive general liability insurance with minimum liability limits of \$1,000,000 / \$2,000,000 for personal injury and property damage, and \$2,000,000 aggregate to protect against claims brought against the County, which may arise from the provision of services under a subsequent agreement. The contractor agrees to name the County as an additional primary insured.

3.4 The Contractor agrees to indemnify the County and hold the County harmless from any claims (including but not limited to claims under Labor Law Section 240, if applicable), suits, losses, or damages resulting from or relating to any services provided by the Contractor and/or equipment or materials used by the Contractor, or any other person performing services pursuant to a subsequent agreement. The Contractor shall be liable to the County for any loss, damage or destruction of any property, including hazardous contamination, materials, goods, documents, or other items, including reasonable attorney's fees, resulting from or related to the negligence, or other wrongful acts of the Contractor, the Contractor's employees, or any other person performing services pursuant to a subsequent agreement.

3.5 The Contractor may not assign, transfer, sublet or otherwise dispose of the Agreement without the prior written consent of the County.

3.6 The County reserves it right to require additional contractual provisions it deems appropriate to give effect to this Proposal.

3.7 This contract may be terminated or suspended by Lewis County if the Contractor

abandons the work under this contract; is in violation of any conditions of this contract and permit; fails or refuses to conform with the requirements of this contract; or if at any time the Lewis County is of the opinion that the Contractor is willfully violating any of the conditions of the contract or executing same in bad faith; or that, the Contractor has failed to promote work in a diligent manner.

ELIGIBLE APPLICANTS

4. To be considered for this project, Firms must demonstrate:

- Experience performing make-ready work in compliance with NYS Joint Utilities Programs
- Must be listed on the Joint Utilities Make Ready Eligible Contractors list [Contractor List | Joint Utilities](#)
- Familiarity with EV infrastructure requirements and NYS DEC ZEV program
- Strong relationships and proven coordination with utilities (especially National Grid and NYSEG)
- OSHA-compliant safety protocols and appropriately certified crews
- Experience working in rural environments and municipal coordination

PROPOSAL FORMAT

5. Interested Contractors should submit a detailed proposal that includes the following:

- Company overview and statement of qualifications
- Detailed work plan and approach to the Scope of Services
- Relevant experience with at least 3 similar NYS make-ready or EV infrastructure projects
- Resumes of key personnel
- Itemized fee proposal (fixed rate, unit cost, or time and materials)
- Proof of insurance, certifications, and OSHA compliance
- Three professional references

Contractor must include the signature page, the non-collusion form, anti-sexual harassment form, corporate attestation form, and Iran Divestment Act set forth at the end of this RFP.

BASIS OF AWARD:

6.1 All proposals will be evaluated to determine if they meet the requirements of the Request for Proposal. The County may, as it deems necessary, conduct discussions with the contractor(s) it deems reasonably suspected of being selected for award, for the purpose of clarification and responsiveness to requirements. The County may assign varying weight to criteria and reserves its right to make an award based upon said criteria, including “best value”.

6.2 Information gathered by the County from the RFP, during any interviews, and any other

information and factors deemed relevant by the County may be considered in a final award. Some additional information and criteria the County may consider includes but is not limited to the bidder's commitment to Lewis County, reputation of the contractor, commitment to quality of services, responsiveness.

6.3 The County reserves the right to accept or reject any and all Proposals.

6.4 The Award may be made to the most responsible bidder whose proposal is determined to be in the best interest of Lewis County and deemed to best serve the County's needs and requirements, based on the evaluation of all relevant criteria and information provided including an interview with Contractor and the Award Committee.

Proposals will be evaluated based on:

- **Relevant experience and past performance (30%)**
- **Approach and methodology (25%)**
- **Cost and value (20%)**
- **Team qualifications and certifications (15%)**
- **Responsiveness and timeline feasibility (10%)**

6.5 A successful bidder is encouraged by the County to use in-county and/or local vendors, supply entities and labor force, if possible, in providing the services under the contract awarded for this project, but is not required to do so, nor is same a criteria in the award determination.

6.6 The Award Committee will consist of the Finance and Rules Legislative Committee, County Manager, Director of Buildings and Grounds, and the County Attorney. The County reserves the right to reject any and all bids and to waive any informality in bids received whenever such rejection or waiver is in the interest of the County. Price will not necessarily be the determining factor in the award of the contract. The Award Committee will make its recommendation to the full Board of Legislators for their approval. Contract award will be made by resolution of the Board of Legislators.

6.7 Contractors will be notified in writing of the successful award after formal acceptance by the Lewis County Legislature.

CONTRACT PERIOD:

7.1 The intent of the county is to award this contract on September 2, 2025, and be effective until September 30, 2026. The contract can be extended under this solicitation until September 30, 2028, for construction related expenses.

The infrastructure must function for a minimum of 10 years. The warranty needs to be for a minimum of five (5) years, with a renewal option for five (5) more years, or an up-front 10-year warranty is allowable.

GENERAL INFORMATION:

8.1 Your proposal must include the following to be considered:

1. Name, Address, Contact Person.

2. Telephone Number/Fax Number/E-mail Address.
3. Essential information about the company providing the service including the correct and full legal name of the business and tax identification number.
4. All Required Forms

8.2 PROPOSAL REQUIREMENTS:

- a) Proposals must be accompanied by a Signed Signature Page. Signed Non-Collusion Statement, Signed Anti-Sexual Harassment statement, and signed Attestation of Good Standing if corporate entity, and signed Iran Divestment Act. These forms can be found at the end of these specifications.
- b) Provider must submit their written proposal on their own forms.
- c) One original copy of proposal
- d) Read all documents contained in the proposal package.
- e) Proposals must be submitted to:
Cassandra Moser, Clerk of the Board
Lewis County Courthouse
7660 North State Street
Lowville, New York 13367

To be considered, the proposal must be received no later than **10:00 AM on Monday, September 29th, 2025**. No proposals will be accepted after the designated time. Bid packages will be opened on said date and time in the Courthouse Building, Second Floor Chambers, 7660 North State Street, Lowville, NY 13367.

Providers shall indicate on the outside of their sealed proposal the following information:

- Title of Proposal and Proposal Number if any
- Date and Time of Proposal Opening
- Company Name / Bidders Name

Failure to do so may result in the rejection of the proposal as being unresponsive.

8.3 LATE PROPOSALS:

Proposals received in the Clerk of the Board's Office after the date and time prescribed shall not be considered for contract award and shall be returned, unopened, to the Contractor.

NOTE: Any delay due to traffic, weather, mail or express delivery is not an exception to the deadline for receipt of proposals. Please plan accordingly.

8.4 NON-COLLUSION STATEMENT; SEXUAL HARASSMENT POLICY STATEMENT:

Non-Collusion Statement and Sexual harassment compliance statements shall be returned with your proposal.

8.5 PROPOSAL CONTENT:

All information required by these specifications must accompany the proposal or provider may be disqualified.

8.6 ADDENDA:

Addenda are written instruments issued by the County prior to the date for receipt of offers which modify or interpret the specification document by addition, deletion, clarification or correction. Addenda will be e-mailed to all who are known by the County to have received a complete set of specification documents. Addenda will also be posted on the Lewis County website, www.lewiscountyny.gov. Copies of addenda will also be made available for inspection at Purchasing Director's Office located in the County Courthouse Building. No addendum will be issued later than forty-eight (48) hours prior to the date and time for the receipt of offers, except an addendum withdrawing the RFP, or addendum including postponement.

8.7 PROPOSAL RECEIPT BY A THIRD PARTY:

Any Contractor submitting a proposal based on incomplete or inaccurate information resulting from documentation received from any third party shall not have cause for relief from award or completion of a contract in accordance with the official documents on file with the County of Lewis. It is STRONGLY suggested that all Contractors interested in participating in this proposal, contact the Lewis County Purchasing Department directly to assure they have received the most accurate and up to date material concerning this contract. The County does not offer or supply anyone the list of people that have obtained a copy of these RFP specifications for the project prior to the opening of the RFP. NO EXCEPTIONS ARE MADE TO THIS POLICY.

8.8 FREEDOM OF INFORMATION LAW (FOIL)

All material submitted in response to this Bid becomes the property of the County, with same being considered public records after the award of the contract, subject to confidentiality and exemptions set forth in the Public Officers Law. Proposals will not be shared with any competing offerors during the selection phase of this procurement, however, after award of the contract to the successful offeror, proposals and/or lawful parts of proposals received in response to this RFP may be subject to disclosure under the Freedom of Information Act. Information in proposals that is clearly identified as proprietary will not be disclosed at any time. Blanket statements that all contents of the proposal are confidential and proprietary will not be honored by the County. The New York State Freedom of Information Law (FOIL), as set forth in Article 6 of the Public Officers Law mandates public access to certain government records. Generally, proposals submitted in response to this Bid may constitute government records subject to FOIL.

Proposals may contain, among other things, certain technical, financial, or other data and information that constitute trade secrets if publicly disclosed. To protect this information from disclosure under FOIL, Proposers should specifically identify the pages of the proposal that contain such information by properly marking the top of the applicable pages with " with the notation: "CONFIDENTIAL" and inserting the following statement in the front of its proposal: "The information or data on pages _____ of this proposal, identified on the top thereof as "CONFIDENTIAL", contain financial, technical, or other information which constitute government records subject to FOIL." Bidder should explain, among other things, certain technical, financial, or other data and information that constitute trade secrets, if publicly disclosed, that could cause substantial injury to the commercial enterprise's competitive position, and request that the County use such information only for the evaluation of this proposal.

Bidder must understand that the County is required to comply with the provisions of the New York State Freedom of Information Law (FOIL), and that public disclosure of the information contained in this proposal whether or not marked as "CONFIDENTIAL" may be required. Bidder shall make no claim for any damages as a result of any such disclosure by the County pursuant to FOIL. In the event the County receives a FOIL request for disclosure of information marked as "CONFIDENTIAL", the Proposer/Bidder shall be notified of the request and may expeditiously submit a detailed statement and explanation indicating the reasons it has for believing that the information requested is exempt from disclosure under the law. This detailed statement and explanation shall be used by the County in making its determination as to whether disclosure is required under the law.

9. CONFLICTING TERMS:

9.1 The requirements provided in the "specification" portion of these documents shall govern in any conflict with any other language provided in the general "Terms and Conditions" or any other boilerplate type information. Any conflict between the specification language and any boilerplate language will be resolved in favor of the specification language.

10. EXECUTORY CLAUSE:

10.1 Any contract offered in response to this RFP shall contain the following clause: "This Contract shall be deemed executory only to the extent of funds appropriated by the Lewis County Board of Legislators and available for the purposes of this Agreement; and no liability on account thereof shall be incurred by Lewis County beyond the amount of such funds."

11. NO JOINT BIDS:

11.1 Joint Bids will not be accepted. For purposes of the specifications, the term joint Bid shall include, but is not limited to, any Bid submitted jointly by two or more Contractors in the name of partnership, joint venture or other legal entity formed for the purpose of submitting such a Bid or to be formed for the purpose of entering contract pursuant to such Bid/RFP.

12. PAYMENTS UNDER CONTRACT AWARD:

12.1 Payment for services shall be following receipt of Contractor claims and invoices in accordance with Lewis County accounting/payment practices. **Payment is contingent on awarding of funding.**

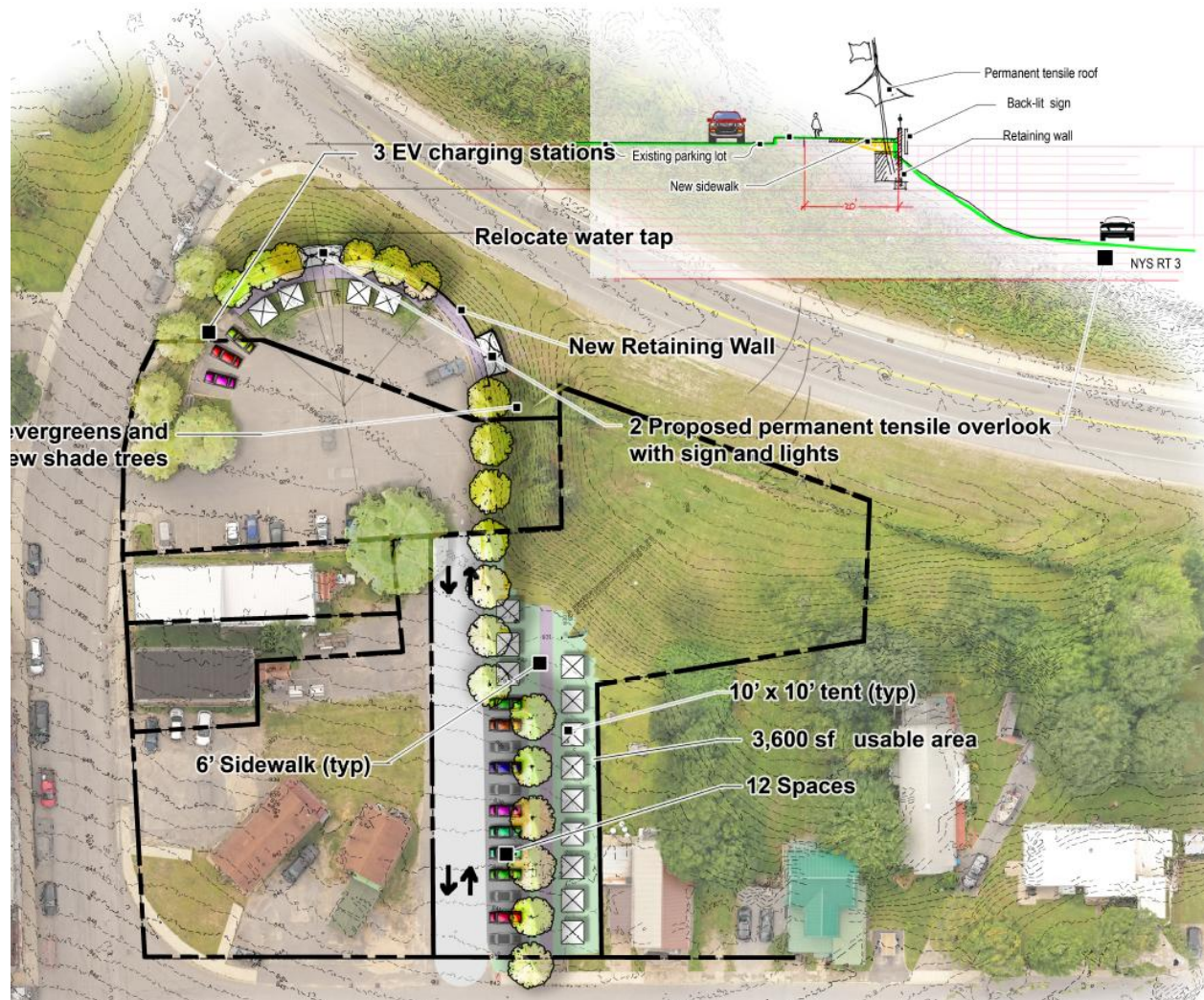
13. CONFLICTS OF INTEREST:

13.1 In executing and submitting this Bid, the bidder represents and warrants that no person who is an elected official, officer, or employee of Lewis County, nor any person whose salary is payable, in whole or in part, by the County, or any corporation, partnership or association in which such official, officer or employee is directly interested, shall have a direct financial interest, in the contract to be awarded hereunder or in the proceeds thereof, unless such person completes and submits a Disclosure Form, on a form acceptable to the County, disclosing their interest or seeks a formal opinion from the Lewis County Ethics Board as to whether or not a conflict of interest exists. For a breach or violation of such representations or warranties, the County shall have the right to annul this Agreement without liability entitling the County to recover all monies paid hereunder and Contractor shall not make claim for, or be entitled to recover, any sum or sums otherwise

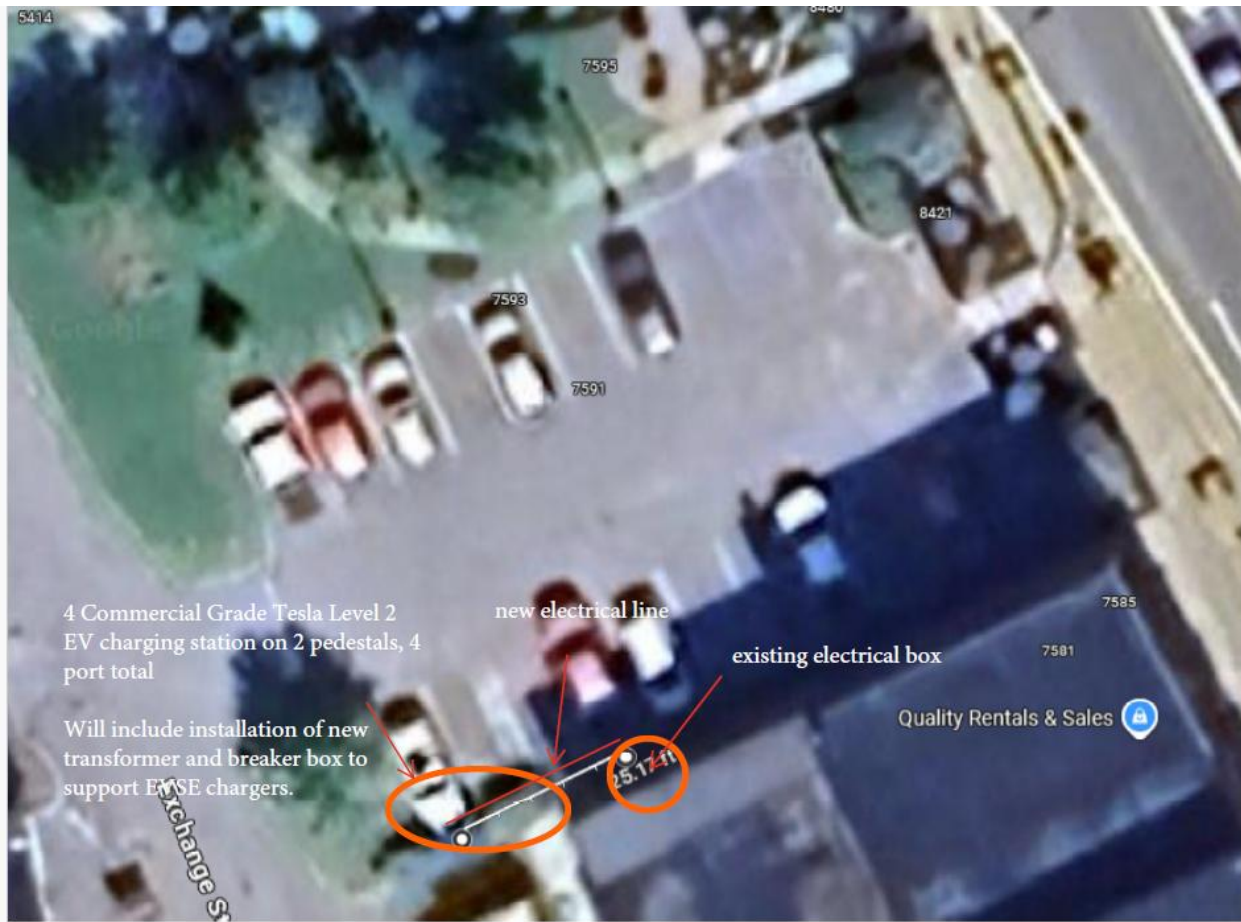
due under any contract awarded hereunder.

14. IRANIAN ENERGY SECTOR DIVESTMENT:

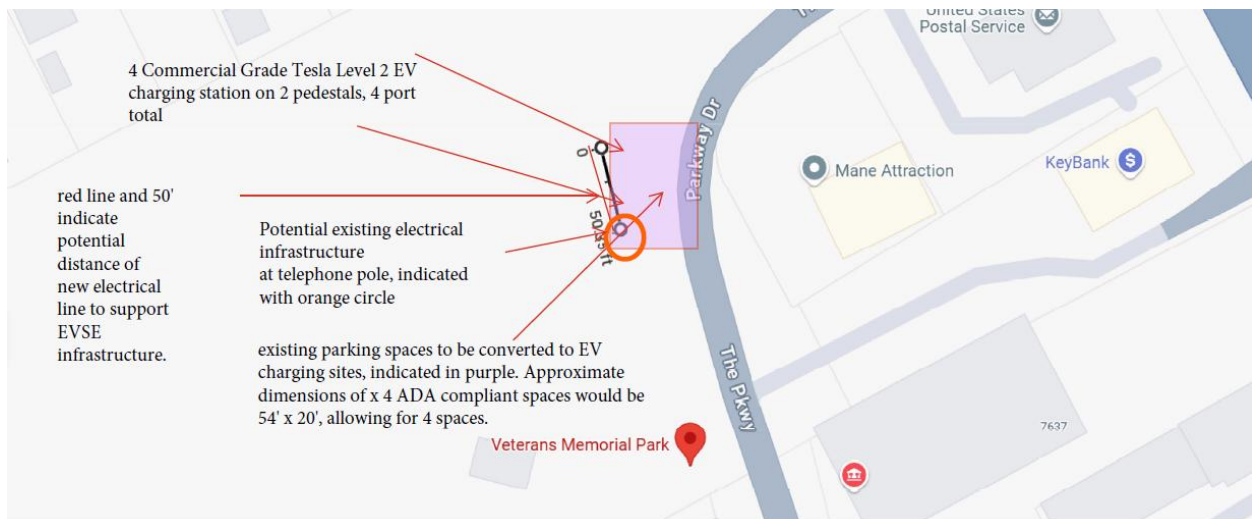
14.1 Contractor hereby represents that said Contractor is in compliance with New York State General Municipal Law Section 103-g entitled “Iranian Energy Sector Divestment”, in that said Contractor has not: a. Provided goods and services of \$20 Million or more in the energy sector of Iran including but not limited to the provision of oil or liquified natural gas tankers or products used to construct or maintain pipelines used to transport oil or liquified natural gas for the energy sector of Iran; or b. Acted as a financial institution and extended \$20 Million or more in credit to another person for forty-five days or more, if that person’s intent was to use the credit to provide goods or services in the energy sector in Iran. Any Contractor who has undertaken any of the above and is identified on a list created pursuant to Section 165-a (3)(b) of the New York State Finance Law as a person engaging in investment activities in Iran, shall not be deemed a responsible Bidder pursuant to Section 103 of the New York State General Municipal Law. Except as otherwise specifically provided herein, every Contractor submitting a bid in response to this Request for Bids must certify and affirm that it is not on the list created pursuant to NYS Finance Law Section 165-1 (3)(b), as set forth on one of the required forms located at the end of this RFP.



Town of Diana Proposed Site



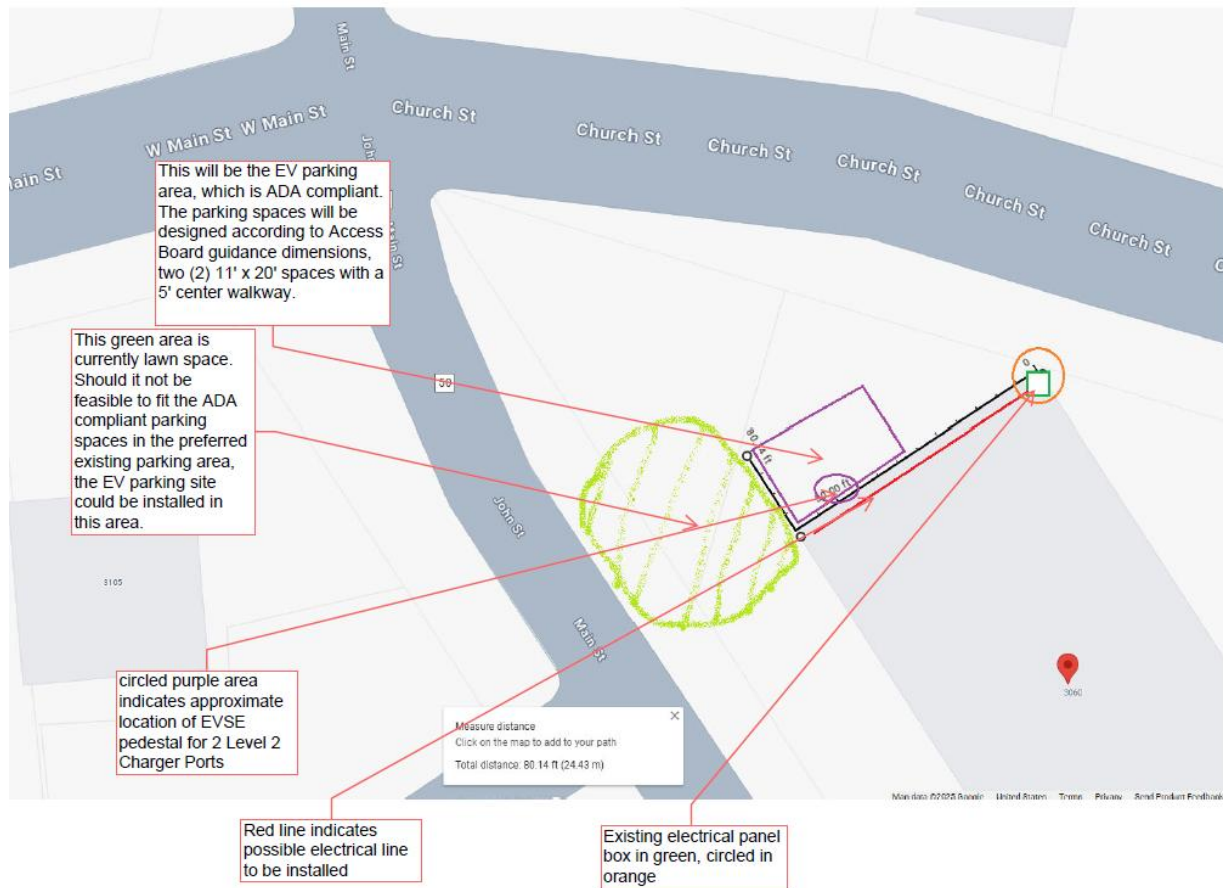
Village of Lowville Proposed Site-Parking Lot at intersection of South State St and Dayan St.



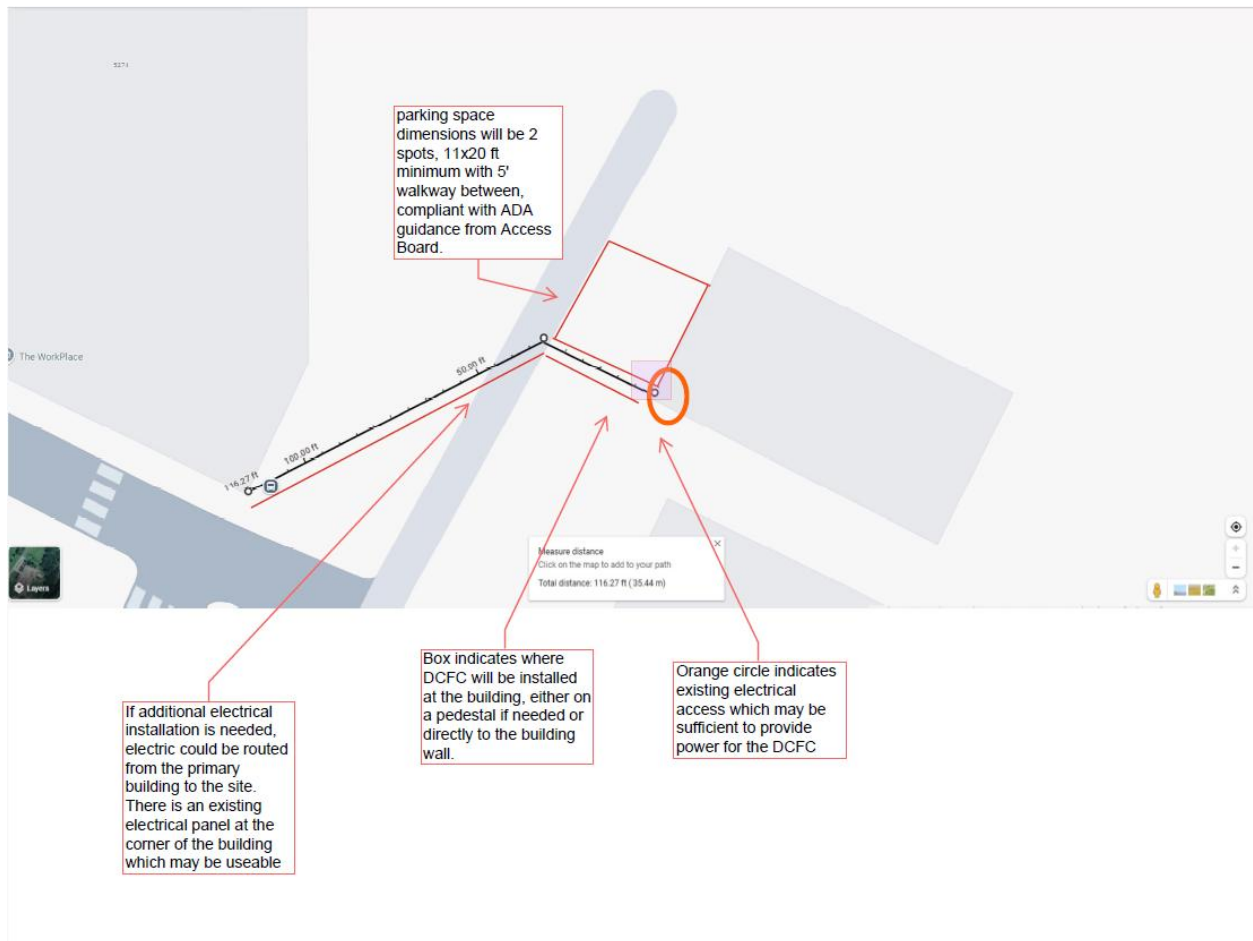
Village of Lowville Proposed Site-Parkway Drive



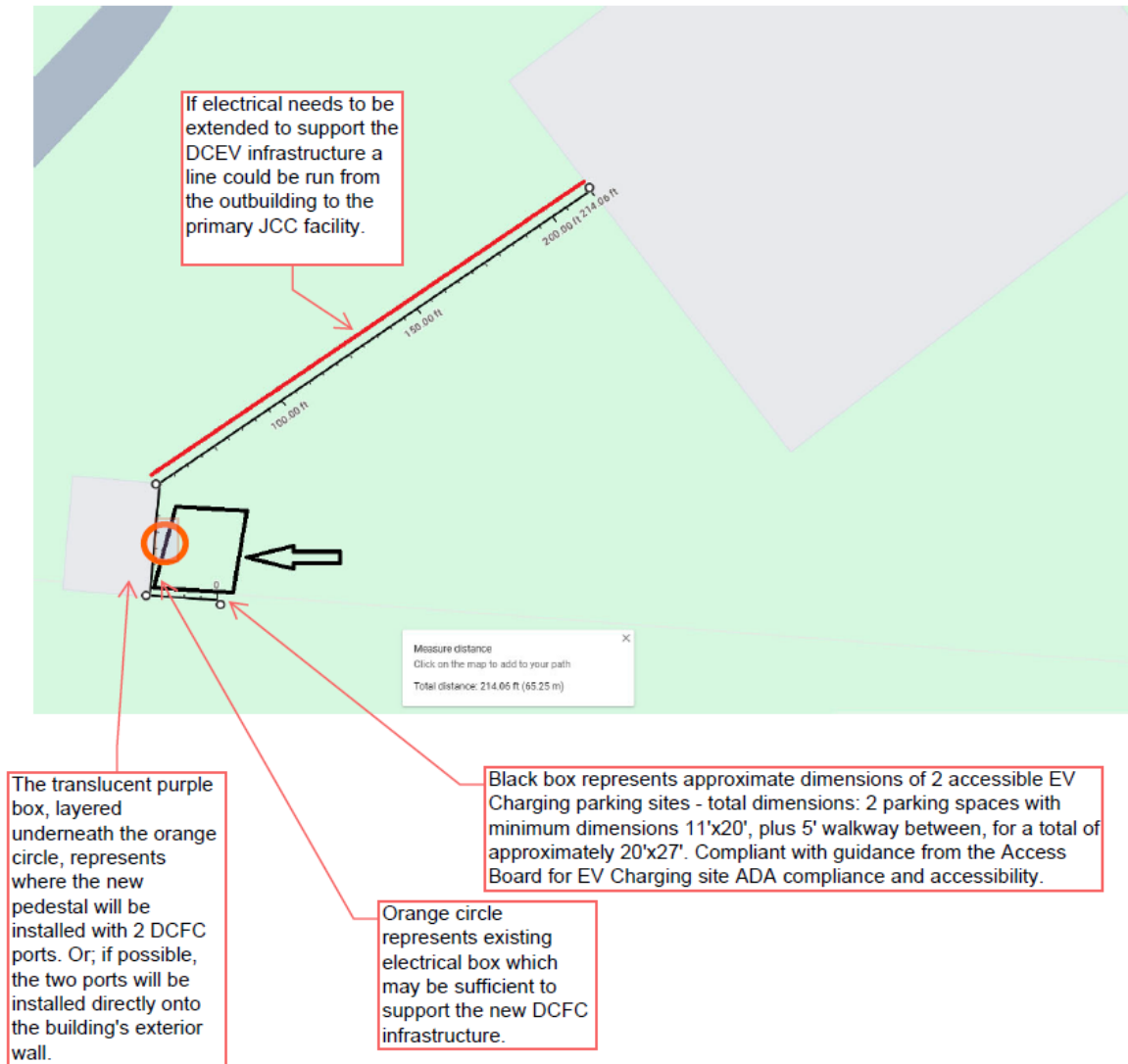
Village of Lowville Proposed Site-Town and Village Offices Bostwick St.



Village of Constableville Proposed Site



Lewis County Proposed Site-Human Services Parking Lot Outer Stowe St.



Lewis County Proposed Site-Lewis County JCC Ed Center East Rd.

Standard Charger Specs

Product Specifications

Voltage and Wiring	Nominal 200-240 V AC single-phase
Current Output Range	12 – 48 amps
Terminal Blocks	12-4 AWG (3.5 - 25 mm ²), copper only
Supported Conduit Sizing	¾ in (21 mm) default, 1 in (27 mm) optional
Grounding Scheme	TN/TT
Frequency	50/60 Hz
Cable Length	7.3 m (24 ft)
Wall Connector Dimensions	Height: 13.6 in (345 mm) Width: 6.1 in (155 mm) Depth: 4.3 in (110 mm)
Wire Box Bracket Dimensions	Height: 9.8 in (250 mm) Width: 4.7 in (120 mm) Depth: 2.0 in (50 mm)
Weight (including wirebox)	10 lb. (4.5 kg)
Operating Temperature	-22°F to 122°F (-30°C to 50°C)
Storage Temperature	-40°F to 185°F (-40°C to 85°C)
Enclosure Rating	Type 3R
Ventilation	Not required
Means of Disconnect	External branch circuit breaker
Ground Fault Circuit Interrupter	Integrated, no additional required (CCID20)
Wi-Fi	2.4 GHz, 802.11b/g/n
Agency Approvals	cULus - E351001

Transportation and storage: Ensure that Wall Connector is within storage temperature when moving, transporting, or storing.

This device complies with part 15 of the FCC Rules. Operation is subject to the following conditions: (1) This device may not cause harmful interference, and (2) this device must accept any interference received, including interference that may cause undesired operation.

DCFC Specifications

Model #	EVC/D060P/SN25/EG/G
Maximum Output Power	DC 60kW
Max. Input Current	3Φ92A
Voltage Rating	3ΦD480Vac(+10%,-15%)
DC Charging Connector	200A CCSI 25ft, 200A NACS 25ft
Voltage Accuracy	±0.5%
Current Accuracy	±1%
Standby Power	<35W
Electrical Isolation	Between Input and Output
Load Management	Via OCCP 1.6 JSON
Backend Support	OCPP 1.6 JSON
Safety	UL2202,UL2231
FCC Compliance	Yes
Ingression Protection	NEMA 3R
Anti-Vandalism	IK10, not include LCD & RFID
Dimensions (WxDxH inch)	25.59 x 5.91 x 39.37 inch
Weight	265 Lbs
Power Factor	> 0.98
Efficiency	> 95%, at optimize V/I point
Output Voltage Range	150Vdc ~ 1000Vdc
Maximum Output Current	200A
Simultaneously Output Mode	0%, 50%, 100%
Input Protection	OVP, OCP, OPP, UVP, RCD, SPD
Output Protection	OCP, OVP, LVP, OTP, IMD
Internal Protection	OTP, AC/DC contactor detection
Display	7-inch LCD
User Authentication	RFID, QR Code
Operation Temperature	-22°F to 122°F
Storage Temperature	-40°F to 158°F
Relative Humidity	5%~95% RH, non-condensing
Cooling	Fan Cooling

Sample Work Plan for Reference

Summary

PROJECT NAME: Lewis County – Installation of EV Chargers at the JCC Lewis County Ed Center Facility

CONTRACTOR SFS PAYEE NAME: Lewis County

CONTRACT PERIOD: From: Estimated Award Date of August 2025
To: Implementation within the contract period prior to September 30, 2026 (and subsequent 10 year minimum service life contract)

Provide an overview of the project including goals, tasks, desired outcomes and performance measures:

Lewis County will work with National Grid and a selected Contractor to install EV charging stations at the Jefferson Community College Lewis County Education Center facility located at 7395 E Rd, Lowville, NY 13367. Once the ZEV Infrastructure Grant funds are secured the contractor will also apply for Joint Utility Make Ready funds to pay for the installation of the expanded electrical infrastructure to support the EV charging stations. All equipment will be purchased through the contractor and labor will be completed by the contractor or in accordance with Joint Utility Make Ready program stipulations. Lewis County will install appropriate signage and comply with accessibility standards at all locations. The County already has wi-fi service at the site, which will support the charger infrastructure and all usage and reporting obligations and will enter into a 10-year contract for service after the date of installation which ensures that any maintenance or software upgrades to keep the equipment in service will be completed.

Contract Number: #Application Number 14683
Page 1 of 8; Attachment C – Work Plan

ATTACHMENT C – WORK PLAN

Detail

OBJECTIVE	TASKS	PERFORMANCE MEASURES
1: Objective: Project Administration	a. Task 1: Public relations	i. Performance Measure 1: Notify DEC of any press events, releases, or groundbreaking ceremonies at least 1 month before the event.
		ii. Performance Measure 2: The following attribution statement acknowledging DEC funding for the project must be included in any press releases or other public announcement, including newspaper articles and web posting, as well as all documents, brochures, reports, signage, maps, and exhibits: "This infrastructure has been funded in part by Title 15 of the Environmental Protection Fund through the New York State Department of Environmental Conservation."
		iii.
	b. Task 2: Reporting	i. Performance Measure 1: Quarterly progress reports submitted to DEC within 30 days of the close of the quarter.
		ii. Performance Measure 2: Reimbursement requests submitted as needed, but only at the end of a quarter. Final reimbursement request is due within 120 days of the contract end date.
		iii. Performance Measure 3: Final project summary report and all deliverables submitted to DEC within 60 days of the contract end date.
		iv. Performance Measure 4: MWBE reports filed quarterly in the New York State Contract System at https://ny.newnycontracts.com/ . (For awards of \$25,00 or more).

Contract Number: #Application Number 14683

Page 2 of 8; Attachment C – Work Plan

ATTACHMENT C – WORK PLAN

OBJECTIVE	TASKS	PERFORMANCE MEASURES
2: Objective: Purchase equipment and procure contractor(s) ensuring compliance with local procurement requirements and State MWBE goals	a. Task 1: Compile a minimum of 3 quotes for services and EVSE equipment and/or supplies, based on municipal procurement policies. The contractor selected must also be Make-Ready eligible as one contractor will be used, and the scope of work will be to secure the equipment and installation.	i. Performance Measure: Quotes submitted to DEC.
		iii.
	b. Task 2: Select Make-Ready contractor from utility's list of Make-Ready approved contractors	ii. Performance Measure: Contractor selected based on best value for work, qualifications, and alignment with DEC program guidelines. (including MWBE and SDVOB goals as applicable)
		ii. Performance Measure: Copy of contract with Make-Ready contractor. Ensure that the final contract proposal delineates between funds for Make-Ready and EVSE equipment purchase and installation, which will be covered by the DEC EV grant.
		iii.
	c. Task 3: Identify EV service provider for service management after installation, compiling a minimum of 3 quotes, based on municipal procurement policies. The contract would be for 10 years of in service, option for assistance with ongoing maintenance and software upgrades, and tracking of all necessary reporting information.	i. Performance Measure: Quotes submitted to DEC. Note that this ongoing cost will be covered by the County, not as part of the DEC grant funds.
		ii. Performance Measure: Contractor selected based on best value for work, qualifications, and alignment with DEC program guidelines including ability to secure necessary reporting information. Note that any ongoing service fee for EV maintenance, software, and tracking would be paid for by the County, not using DEC ZEV Grant funds.

Contract Number: #Application Number 14683
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ATTACHMENT C – WORK PLAN

OBJECTIVE	TASKS	PERFORMANCE MEASURES
3. Objective: Preparation of site	a. Task 1: At the JCC facility, the following steps will be undertaken: run power from existing panel box to EVSE (estimated maximum of 150').	i. Performance Measure: Photographs of site before, during, and after preparation submitted to DEC.
		ii.
		iii.
	b. Task 2: Obtain all required local, state, and/or utility permits. Contractor will assist as needed once selected.	i. Performance Measure: Copies of all final permits submitted to DEC.
		ii.
		iii.
	c. Task 3: Complete site plan, electrical plans or designs, and other site engineering. Contractor will complete once selected.	i. Performance Measure: Copies of final plans submitted to DEC.
		ii.
		iii.

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ATTACHMENT C – WORK PLAN

OBJECTIVE	TASKS	PERFORMANCE MEASURES
4. Objective: Installation and activation of zero emission vehicle infrastructure	Install (1) 2 Port Commercial Grade DCFC EVSE 480v, 3 phase, 92a (7.7W), 25' cable length, CCS/ NACS - 2 Ports Total • Integrated CCS and NAC adapter to conveniently charge any electric vehicle	i. Performance Measure: Photographs of installed ZEV infrastructure submitted to DEC.
		ii.
		iii.
	b. Task 2: Activate and test installed infrastructure.	i. Performance Measure: Verification that infrastructure is operational, such as a screenshot of the verification page, submitted to DEC.
		ii.
		iii.
	c. Task 3: Add the ZEV infrastructure location with Department of Energy Alternative Fueling Station Locator Map at https://afdc.energy.gov/stations/#/station/new .	i. Performance Measure: Screen shot of DOE map showing new location submitted to the DEC.
		ii.
		iii.

Contract Number: #Application Number 14683
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ATTACHMENT C – WORK PLAN

OBJECTIVE	TASKS	PERFORMANCE MEASURES
5. Objective: Signage and Information	a. Task 1: Install wayfinding and acknowledgment signage. List any additional signage the grantee will install, e.g., non-EVs will be towed, 2 hours charging only parking.	i. Performance Measure: Photographs of installed wayfinding, acknowledgment, and (list all other signs to be installed) submitted to DEC.
		ii. Performance measure: install signage onsite that identifies the site as a ZEV charging/refueling facility, promotes public use of the facility, and acknowledges rebate funding from the DEC. Signage shall state "This infrastructure was funded in part by Title 15 of the Environmental Protection Fund through the NYS Department of Environmental Conservation." Signs may limit use duration and will allow for towing of non-ZEV vehicles and/or use of ticketing for violations.
		iii. Pricing Information: pricing information through either a digital display on the equipment or appropriate signage, including the unit of sale (kWh, time, etc.), pricing per unit of sale, and additional fees, if any (e.g., parking fees, dwelling time surcharges). Any limitations to extended parking after a charging session is completed will be clearly indicated on parking space signage. The County will determine final pricing plan based on National Grid standard pricing and contract with EV service provider and will update signage accordingly.
	shared use plan for municipal fleet use is N/A	i.
		ii.
		iii.

Contract Number: #Application Number 14683
Page 6 of 8; Attachment C – Work Plan

ATTACHMENT C – WORK PLAN

OBJECTIVE	TASKS	PERFORMANCE MEASURES
6. Objective: Data collection	Task 1: Municipality will provide DEC access to data or station management software that allows DEC access to GHG emissions data.	i. • Performance Measure: Access to data or station management software provided to DEC. The station management software will be provided by a EVSE service provider secured for a 10-year contract as defined in Objective 2.
		ii.
		iii.
		ii.
		iii.
	c.	i.
		ii.
		iii.

Contract Number: #Application Number 14683
Page 7 of 8; Attachment C – Work Plan

ATTACHMENT C – WORK PLAN

OBJECTIVE	TASKS	PERFORMANCE MEASURES
7. Objective: In-service Agreement	Task 1: Obtain a minimum ten-year in-service agreement for EVSE infrastructure guaranteeing the equipment will be functional at least 80 percent of the time and renew the agreement for an additional five years after the initial term expires. (Grantee is required to provide access and functionality of the infrastructure for a minimum of ten years from the installation date.)	i. Performance Measure: Copy of in-service agreement submitted to DEC.
		ii.
		iii.
		i.
		ii.
		iii.
	c.	i.
		ii.
		iii.

Contract Number: #Application Number 14683
Page 8 of 8; Attachment C – Work Plan

SAMPLE MAINTENANCE PLAN

Lewis County Operations, Maintenance, and Mitigation Monitoring Plan

DEC Municipal ZEV Infrastructure Grant Program

Installation of EV Charging Stations

1. **Snow removal:** will be handled as part of routine parking lot and facilities snow removal which is conducting by Lewis County Facilities staff on a regular basis.
2. **Regular cable and plug inspections:** will be completed by the Lewis County Facilities staff as part of their standard maintenance procedures. The County will budget for needed maintenance on an annual basis, either via a maintenance contract with the EVSE contracted software service provider, or by setting aside funds to conduct as needed repairs in their own budget, based on what is found to be more cost-effective.
3. **Floodproofing:** not applicable. The proposed site is not located in the 100-year flood plain as demonstrated by the mapping attached to the application.
4. **Parking of non-EV vehicles in EV dedicated spaces:** signage will indicate that parking by non-EV vehicles in EV dedicated spaces is prohibited, and enforcement will be provided via towing at the vehicle owner's expense. Contact information will be listed on the signage to report a complaint. Violators will be towed at their own expense or ticketed.
5. **Customer support:** customer support will be provided by the EVSE contracted software service provider and the Lewis County Facilities Department, with contact information to report an issue with the software and any issues with the physical infrastructure itself to the Lewis County Facilities Department
6. **Public access for 10-years:** The EV Charging infrastructure will be located in the municipally owned parking lot, which has no access restrictions or gate system, and the County will maintain public access to the site for the period of 10 years at minimum, though the intention would be to maintain charging opportunities at this site indefinitely. The County intends to apply for the National Grid Make Ready Program which will make the initial installation more affordable, and the physical and software maintenance for a minimum of 10-years will be facilitated via the contract they secure with the EV charging service provider.
 - a. The County will contract with an EV charging service provider which can meet the reporting obligations and service requirements of the

facility for the period of 10 years. This will be a requirement included in the scope of services during the procurement process.

- b. The County will budget to either complete all required maintenance themselves or investigate the possibility of including a maintenance fee in the contract with the EVSE service provider where the provider would complete any necessary infrastructure repairs.

7. Connectivity and Networking: The DFC stations require the following to be maintained, which the County will ensure:

- a. /L3/MS/EXP-1YR software at \$360/year
- b. 4G communication line is also required for networking at EVS/MS/4G-1YR at \$96.00/year

There is currently Wi-Fi access throughout Lewis County, and specifically at the building to support day to day operations. The County will ensure that wireless coverage is maintained to allow for over-the-air updates, remote diagnostics and access control, EVSE provides data usage reports, and regular software updates.

- c. Software updates are included with purchase of EVSE. In one potential model of the service agreement with the EVSE, the County will implement a fee-for-use system, wherein they would be paid quarterly via ACH from the EVSE network company based on revenue. Network company charges 1¢ per kWh, deducted from quarterly payout. This would cover the electrical costs of the EV charging station as well as the fee for the EVSE service provider.

8. ADA accessibility: There is sufficient space to ensure that the charging sites are constructed as accessible parking spaces at the EV charging site as defined by the US Access Board.

9. Modem/hardware upgrades and replacement: Any necessary upgrades and replacements would be completed as part of the 10-year EVSE service provider contract if possible, and at the County's expense to remain in program compliance for the 10-year period if necessary, as a second option.

- a. As described in the grant application, charging equipment and all accessories will include a base warranty of no less than 60 months (five years). The warranty period will start the day the equipment is installed and ready for use. An additional 5-year renewal to guarantee the

equipment will be functional at least 80 percent of the time for at least 10 years will be implemented.

10. **Long-term electrical costs (including possible demand charges) that may not be recouped from users:** Electrical costs will be covered using the fee-for-use system which will be designed in accordance with electrical usage and costs and may be adjusted over time. Costs would be clearly posted on signage at the charging station. Any additional electrical costs would be covered by the County, with the understanding that the value of offering public electric vehicle charging options is to draw more visitors and residents to the County Seat for recreation and to incentivize the increased use and ownership of electric and hybrid vehicles in Lewis County and beyond.

YOU MUST RETURN THIS SHEET WITH YOUR PROPOSAL

SIGNATURE PAGE

REQUEST FOR PROPOSAL

No. 2025-113

NYS Joint Utilities make ready services contractor

TO: Clerk of the Board, County of Lewis

THE UNDERSIGNED PROPOSES TO PROVIDE THE GOODS AND SERVICES required as set forth in the referenced Request for Proposal. If successful, the Bidder hereby agrees to furnish the goods and services in accordance with all terms, conditions and specifications contained within referenced Request for Proposal, at prices submitted in referenced specifications. I certify that I am authorized to sign this proposal, myself or on behalf of the company or firm I represent, and to enter into a binding contract with Lewis County. This signed proposal will become part of a binding contract after award by the Lewis County Legislature to the successful bidder.

NOTE: By signing and submitting the proposal form for consideration by the Lewis County Legislature, the Contractor acknowledges they have read, understood, and agree to all aspects of the specifications as presented without reservation or alteration.

Legal name of person/firm/corporation

Authorized Signature/ Position

Address

Typed Name

City/State/Zip

Title

Date

Telephone No.

Fax No.

E-mail address

YOU MUST RETURN THIS SHEET WITH YOUR PROPOSAL

NON-COLLUSION FORM

REQUEST FOR PROPOSAL

No. 2025-113

NYS Joint Utilities make ready services contractor

By submission of this bid, each bidder and each person signing on behalf of any bidder certifies, as to its own organization, under penalty or perjury, that to the best of his or her knowledge and belief:

1. The prices in this bid have been arrived at independently without collusion, consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other bidder or with any competitor.
2. Unless otherwise required by law, the prices which have been quoted in this bid have not been knowingly disclosed by the bidder and will not knowingly be disclosed by the bidder prior to opening, directly or indirectly, to any other bidder or to any competitor; and
3. No attempt has been made or will be made by the bidder to induce any other person, partnership, or corporation to submit or not to submit, a bid for the purpose of restricting competition.
4. No person, broker or selling agent has been employed or retained by the bidder to solicit or secure this award upon an agreement or upon an understanding for a commission, percentage, a brokerage fee, contingent fee or any other compensation. The bidder further represents and warrants that no payment, gift or thing of value has been made, given or promised to obtain this or any other agreement between the parties.

In compliance with this invitation for bids, and subject to the conditions thereof, the undersigned offers and agrees, if this bid is accepted within forty-five (45) days from the date of opening, to furnish any and all of the items upon which prices are submitted.

Legal name of firm/corporation

Authorized Signature

Address

Typed Name

City/State/Zip

Title

Date

Telephone No.

Fax No.

YOU MUST RETURN THIS SHEET WITH YOUR PROPOSAL

AFFIRMATION STATEMENT ON SEXUAL HARASSMENT

REQUEST FOR PROPOSAL

No. 2025-113

NYS Joint Utilities make ready services contractor

In compliance with State Finance Law § 139-l, the undersigned bidder hereby certifies and affirms under penalty of perjury:

By submission of this bid, each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint bid each party thereto certifies as to its own organization, under penalty of perjury, that the bidder has and has implemented a written policy addressing sexual harassment prevention training to all of its employees. Such policy shall, at a minimum, meet the requirements of section two hundred one-g of the labor law.

Legal name of firm/corporation		Authorized Signature
Address		Typed Name
City/State/Zip		Title
Date	Telephone No.	Fax No.

Note: Pursuant to State Finance Law §139-l 3, if the Bidder cannot make the foregoing certification and, such bidder shall so state and shall furnish with the bid a signed statement which sets forth in detail the reasons, therefore.

YOU MUST RETURN THIS SHEET WITH YOUR BID

CORPORATE APPLICANT/ENTITY ATTESTATION OF GOOD STANDING

REQUEST FOR PROPOSAL

No. 2025-113

NYS Joint Utilities make ready services contractor

As a duly authorized official of the Applicant Entity identified below, I certify and attest that the following conditions are true and accurate:

The applicant is not currently the subject of an enforcement action related to an investigation by a State or Federal agency.

The applicant corporate entity is in good standing and is in compliance with required corporate filings.

Legal name of firm/corporation		Authorized Signature
Address		Typed Name
City/State/Zip		Title
Date	Telephone No.	Fax No.

YOU MUST RETURN THIS SHEET WITH YOUR BID

CERTIFICATION OF COMPLIANCE WITH THE IRAN DIVESTMENT ACT

REQUEST FOR PROPOSAL

No. 2025-113

NYS Joint Utilities make ready services contractor

As a result of the Iran Divestment Act of 2012 the Office of General Service must develop a list of persons who are engaged in certain investment activities in Iran. Contracts cannot be awarded to persons or entities on that list, with some exceptions. All bidders are required to execute the following statement:

By submission of this bid, each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint bid each party thereto certifies as to its own organization, under penalty of perjury, that to the best of its knowledge and belief that each bidder is not on the list created pursuant to Paragraph (b) of Subdivision 3 of Section 165a of the State Finance Law.

Corporate or Company Name

BY:

Signature

Title

NOTE: If the bidder cannot make the above certification, it shall so state and furnish with the bid a signed statement which sets forth in detail the reason for that.

RECEIPT OF ADDENDUM ACKNOWLEDGMENT

No. 2025-113

NYS Joint Utilities make ready services contractor

ADDENDUM ACKNOWLEDGEMENT

ADDENDUM NO. _____

Please acknowledge the receipt of the above ADDENDUM issued by the County of Lewis, by signature and recording the date of receipt below.

Bidder: _____

Authorized Signatory: _____

Date: _____

****NOTE:** This form must be included in your bid documents if any Addendum is issued

NON-BIDDER'S RESPONSE

For the purpose of maintaining accurate Bidder's lists and facilitating your firm's response to our invitation for bid, the County of Lewis is interested in ascertaining reasons for prospective Bidder's failure to respond to invitations for bids. If your firm is not responding to this bid, please indicate the reason(s) by checking any appropriate item(s) below and returning this form to the Lewis County Purchasing Director, 7660 North State Street, Lowville, New York 13367. This form may be returned by mail or fax. Faxes may be sent to 315-376-4917. Failure to submit either a bid proposal or return this form will result in removal of your firm's name from our Bidder's lists. Thank you for your cooperation.

We are not responding to this invitation for bid for the following reason(s)

☐ Items or materials requested not manufactured by us or not available to our company.

☐ Our items or materials do not meet specifications.

☐ Specifications not clearly understood or applicable (too vague, too rigid, etc.)

☐ Quantities too small.

☐ Insufficient time allowed for preparation of bid.

☐ Incorrect address used. Correct mailing address is:

☐ Our branch/division handles this type of bid.

Correct name and mailing address is:

☐ We are unable to bid but would like to continue to receive invitations for bids.

☐ We are unable to bid and wish to be removed from the Bidder's list.

Name Of Firm:

Mailing Address:

City/State/Zip Code

BY:

Signature of Representative

DATE:

Document Number:

Document Name: