



CITY OF ONEIDA, NEW YORK

Department of Planning & Development

REQUEST FOR PROPOSALS (RFP)

Installation and Ten-Year Maintenance of Electric Vehicle Charging Infrastructure

New York State Department of Environmental Conservation
Municipal Zero-Emission Vehicle Infrastructure (ZEVIN) Program

Contracts

DEC01-C02678GM-3350000

DEC01-C02679GM-3350000

RFP Issued

March 18, 2026

Mandatory Pre-Proposal Site Visit

April 1, 2026 – 11:00 AM

109 North Main Street

Oneida, New York

Mandatory Pre-Proposal Site Visit

April 1st 2026- 11:00am

109 North Main Street

Oneida, NY 13421

Submission Location

City of Oneida

109 North Main Street

Oneida, NY 13421

Issued by

City of Oneida

109 North Main Street

Oneida, New York 13421

Prepared by

Steve Vonderweidt, MBA Director of Planning & Development

Proposal Submission Deadline

April 8th 2026 – 11:00am

RFP Issued

March 18th 2026

Procurement Authority

This Request for Proposals (RFP) is issued by the City of Oneida, New York, in accordance with applicable municipal procurement policies and New York State law. The City reserves the right to reject any or all proposals, waive informalities, request clarifications, negotiate scope and pricing, and award the contract in the best interest of the City consistent with available grant funding and New York State Department of Environmental Conservation requirements.

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SECTION 1- REQUEST FOR PROPOSALS

Installation and Ten-Year Maintenance of Electric Vehicle Charging Infrastructure

NYS DEC ZEVIN Contracts

DEC01-C02678GM-3350000 and DEC01-C02679GM-3350000
City of Oneida, New York

1.1 Introduction

The City of Oneida, New York (“City”) invites sealed proposals from qualified firms for the furnishing, installation, commissioning, and ten-year maintenance of electric vehicle (EV) charging infrastructure at two municipal locations pursuant to executed contracts with the New York State Department of Environmental Conservation (NYSDEC) under the 2022 Municipal Zero-Emission Vehicle (ZEV) Infrastructure Grant Program.

This procurement is being conducted as a **Best Value Request for Proposals (RFP)** in accordance with applicable municipal procurement policies. Award will be made to the proposer whose submission is determined to be most advantageous to the City, taking into consideration technical approach, qualifications, maintenance capability, MWBE/SDVOB participation, and cost.

The City reserves the right to negotiate scope and pricing and to award by site or in total, consistent with available grant funding and NYSDEC approval.

1.2 Project Locations

The project includes two separate installation sites:

- 109 N. Main Street, Oneida, NY
- 129 Cedar Street, Oneida, NY

Each site is governed by its own NYSDEC contract and funding allocation. Proposals must provide separate pricing for each location.

1.3 Mandatory Pre-Proposal Site Visit

A mandatory pre-proposal site visit will be held:

Date: [Insert Date – Two Weeks After Advertisement]

Time: 11:00 AM

Meeting Location: 109 N. Main Street, Oneida, NY

The group will conduct a site walk at 109 N. Main Street and then proceed to 129 Cedar Street.

Attendance is mandatory. Only firms with a representative present and recorded on the official sign-in sheet will be permitted to submit a proposal. Failure to attend will result in disqualification.

Proposers shall be responsible for verifying existing site conditions, utilities, and access constraints. No additional compensation will be granted for conditions that could reasonably have been observed during the mandatory site visit.

1.4 Proposal Submission Requirements

Proposals must be submitted in both:

- One (1) sealed hard copy
- One (1) electronic PDF copy (USB drive)

Proposals shall be clearly marked:

“RFP – EV Charging Infrastructure – DO NOT OPEN”

Proposals must be received no later than:

[Insert Date – 21 Days After Advertisement]

2:00 PM

City of Oneida

109 N. Main Street

Oneida, NY 13421

Late submissions will not be accepted.

1.5 Questions and Addenda

All questions regarding this RFP must be submitted in writing via email to:

Steve Vonderweidt
Director of Planning & Development
svonderweidt@oneidacityny.gov

Questions must be received no later than seven (7) calendar days prior to the proposal submission deadline.

Responses to questions and any addenda to this RFP will be issued in writing and posted on the City of Oneida website. It is the responsibility of all proposers to check for addenda prior to submission.

Proposers must acknowledge receipt of all addenda in their proposal submission.

1.6 Evaluation Process

Proposals will be evaluated by an internal review committee consisting of:

- Director of Planning & Development
- City Engineer
- Water Superintendent / Engineer

Evaluation will be based on the criteria outlined in Section 6 of this RFP.

This procurement is not a lowest-bid award. The City reserves the right to negotiate with the highest-ranked proposer and to request clarifications as necessary.

SECTION 2 – PROJECT BACKGROUND

2.1 Background

The City of Oneida has executed two contracts with the New York State Department of Environmental Conservation (NYSDEC) under the 2022 Municipal Zero-Emission Vehicle (ZEV) Infrastructure Grant Program:

- DEC01-C02678GM-3350000 – 109 N. Main Street
- DEC01-C02679GM-3350000 – 129 Cedar Street

Under these contracts, the City is required to install electric vehicle charging infrastructure at the above municipal locations and to maintain the infrastructure in accordance with the approved Work Plan (Attachment C of the executed contracts).

This RFP is being issued to procure a qualified firm to furnish, install, commission, and provide a minimum ten-year maintenance agreement for the required charging infrastructure.

2.2 Project Intent

The intent of this project is to:

- Expand public access to EV charging infrastructure within the City of Oneida
- Support statewide emissions reduction goals
- Provide reliable, networked, publicly accessible charging stations
- Ensure long-term operability and maintenance compliance

All installations must meet the requirements set forth in the executed NYSDEC contracts.

2.3 Funding

Each project site is funded under a separate NYSDEC grant contract with a maximum award amount of:

\$225,355.50 per site

Award of any contract under this RFP is contingent upon available grant funding and continued NYSDEC authorization.

The City reserves the right to:

- Award by site
- Award both sites
- Negotiate scope consistent with NYSDEC approval
- Reject any or all proposals

SECTION 3 – SCOPE OF WORK

3.1 General Requirements

The selected Contractor shall furnish all labor, materials, equipment, supervision, permits, coordination, and services necessary to install, commission, and maintain electric vehicle charging infrastructure at the two municipal locations identified in Section 1.

All work must conform to:

- Attachment C (Work Plan) of the executed NYSDEC ZEVIN contracts
- All applicable NYS Uniform Fire Prevention and Building Code requirements
- ADA accessibility requirements
- National Electrical Code (NEC)
- Utility requirements (National Grid)
- Manufacturer specifications

The Contractor shall coordinate all permitting and inspections with the City of Oneida Codes Department.

3.2 Required Equipment – Per Site (Base Scope)

For each site, the Contractor shall install:

- Four (4) Level 2 Single-Port Charging Stations (Livingston CP203 or approved equal)
- One (1) Tritium PKM150 DC Fast Charger (or approved equal)

Equipment substitutions must be submitted for approval and must meet or exceed the performance specifications of the referenced models.

All chargers must be:

- Networked and OCPP compliant
 - Capable of user authentication and payment processing (credit card and/or app-based)
 - Compatible with public access operation
 - Accessible for NYSDEC data monitoring
 - Listed on the U.S. DOE Alternative Fuels Data Center (AFDC) upon commissioning
-

3.2.1 Approved Equal Requirements

Equipment proposed as an “approved equal” must meet or exceed the following minimum performance standards:

Level 2 Chargers:

- Minimum 7.2 kW output per port
- SAE J1772 connector
- Network-enabled and OCPP compliant (minimum version 1.6)
- Capable of public access use
- Integrated or network-based payment capability

DC Fast Charger:

- Minimum 150 kW output
- CCS connector (minimum)
- OCPP compliant
- Credit card and/or app-based payment capability
- Public access capable

All proposed equipment must be commercially available, UL listed, and supported by a manufacturer with demonstrated experience in public EV charging infrastructure.

The City reserves the right to determine equivalency based on submitted specifications.

3.3 Site Work and Electrical

The Contractor shall be responsible for:

- Electrical service upgrades as required
- Coordination with National Grid
- Trenching and conduit installation
- Transformer or panel modifications if required
- Concrete pads and mounting hardware
- Protective bollards
- Pavement striping
- Required signage acknowledging NYSDEC funding

All utility coordination shall be performed by the Contractor unless otherwise directed by the City.

3.4 Commissioning

The Contractor shall:

- Activate all charging stations
- Test all electrical systems
- Provide documentation of commissioning
- Provide City and NYSDEC with login credentials for data access
- Register stations with DOE AFDC

Final acceptance shall occur only after successful commissioning and documentation review.

Ownership and administrative control of all charging network accounts shall remain with the City of Oneida. The City shall retain authority to establish and modify public charging fees. All charging data, usage statistics, and reporting access required under the NYSDEC contracts shall be made fully available to the City and NYSDEC. The Contractor shall not restrict or limit the City's administrative access to the charging platform.

3.5 Ten-Year Maintenance Requirement

The Contractor shall provide a minimum ten (10) year maintenance agreement for each site.

Maintenance shall include:

- Preventative maintenance
- Remote monitoring
- Software updates
- Troubleshooting
- Repair services
- Replacement of defective components

The maintenance agreement must guarantee a minimum operational uptime of eighty percent (80%) annually, consistent with the executed NYSDEC contracts.

Failure to meet the required uptime standard may result in contractual remedies as defined in the executed maintenance agreement.

The City reserves the right to require higher uptime guarantees as part of proposal evaluation.

The selected Contractor shall also provide a Maintenance Bond covering the ten-year maintenance obligation associated with this project. The maintenance bond shall be issued by a surety authorized to conduct business in the State of New York and shall guarantee the performance of all maintenance obligations required under the executed maintenance agreement.

The bond amount shall be equal to the total value of the ten-year maintenance contract unless otherwise approved by the City.

3.6 Grant Compliance Support

The Contractor shall provide administrative support necessary to facilitate grant compliance, including:

- Preparation of draft quarterly progress reports
- Provision of usage and emissions data required by NYSDEC
- MWBE and SDVOB utilization tracking documentation
- Documentation required for reimbursement requests
- Installation photo documentation
- Annual maintenance compliance summaries

The City retains final review and submission authority for all NYSDEC reporting.

SECTION 4 – MWBE AND SDVOB REQUIREMENTS

4.1 MWBE Participation

This project is subject to Minority- and Women-Owned Business Enterprise (MWBE) participation goals established under the executed NYSDEC contracts.

The required participation goal for this procurement is:

30% MWBE participation

All proposers must submit with their proposal:

- A completed MWBE Utilization Plan (Form MWBE 100)
- Identification of proposed MWBE subcontractors
- Description of scope of work to be performed by each MWBE
- Percentage of total contract value allocated to each MWBE

MWBE participation documentation shall include Form MWBE 100 (MWBE Utilization Plan). If a proposer seeks a partial or total waiver of the MWBE participation goal, Form MWBE 101 (MWBE Waiver Request) must be submitted with supporting documentation in accordance with New York State requirements.

Failure to submit a utilization plan with the proposal may result in disqualification.

Good faith efforts must be documented if the proposer is unable to meet the stated goal.

4.2 SDVOB Participation

This project is also subject to Service-Disabled Veteran-Owned Business (SDVOB) participation goals.

The required participation goal for this procurement is:

6% SDVOB participation

All proposers must submit:

- A completed SDVOB Utilization Plan
- Identification of proposed SDVOB subcontractors
- Scope of work assigned
- Percentage of contract value allocated

Failure to submit required documentation may result in disqualification.

SDVOB participation documentation shall include Form SDVOB 100 (Utilization Plan) submitted with the proposal. If a proposer seeks a partial or total waiver of the SDVOB participation goal, Form SDVOB 200 (Waiver Request) and supporting documentation must be submitted in accordance with NYSDEC requirements.

4.3 Compliance During Performance

The selected Contractor shall:

- Maintain documentation of MWBE and SDVOB participation
- Provide utilization reports as required by NYSDEC
- Submit copies of executed subcontracts
- Notify the City prior to substitution of any MWBE or SDVOB firm

Failure to comply with participation requirements may result in withholding of payment or contract termination.

SECTION 5 – PROPOSAL FORMAT REQUIREMENTS

To facilitate a fair and consistent evaluation process, proposals shall be organized in the following format and order.

Technical proposals shall not exceed twenty-five (25) pages, excluding required forms, certifications, resumes, and appendices.

Failure to follow the required format may result in reduced scoring or disqualification.

5.1 Cover Letter

Provide a cover letter signed by an authorized representative of the firm, including:

- Legal name of firm
- Business address
- Contact person
- Phone and email
- A statement committing to the scope of work

5.2 Firm Qualifications and Experience

Provide:

- Description of firm experience with EV charging infrastructure installations
- Description of municipal or public-sector experience
- At least three (3) references for comparable projects
- Experience coordinating with utilities
- Experience complying with NYS MWBE/SDVOB requirements

5.3 Technical Approach

Provide a detailed narrative describing:

- Proposed equipment (including specifications)
- Confirmation of “approved equal” compliance
- Installation methodology
- Utility coordination strategy
- Permitting approach

- Timeline from notice to proceed to commissioning
 - Risk mitigation strategy
-

5.4 Maintenance Program

Provide a detailed description of the proposed ten-year maintenance program, including:

- Preventative maintenance schedule
 - Response time for service calls
 - Remote monitoring capability
 - Uptime guarantee
 - Parts replacement policy
 - Reporting provided to the City
-

5.5 Grant Compliance Support

Describe how the firm will support the City in:

- Preparation of draft quarterly reports
 - Provision of NYSDEC-required data
 - MWBE/SDVOB tracking documentation
 - Reimbursement documentation preparation
 - Annual compliance reporting
-

5.6 MWBE and SDVOB Utilization Plans

Proposals shall include completed MWBE and SDVOB utilization plans, including Form SDVOB 100 where applicable, and any required supporting documentation. Failure to submit required utilization documentation may result in disqualification.

5.7 Addenda Acknowledgment

Proposals shall include written acknowledgment of all addenda issued by the City. Failure to acknowledge addenda may result in disqualification.

5.8 Pricing Proposal (Separate Sealed Envelope or Clearly Labeled Section)

Pricing shall be submitted in accordance with the Pricing Proposal Form provided in Section 10 of this RFP. Pricing must be submitted in a separately sealed envelope or clearly labeled separate section within the proposal package.

SECTION 6 – EVALUATION CRITERIA

Proposals will be evaluated by the City’s Review Committee using the following weighted criteria:

6.1 Technical Approach – 25%

Evaluation of:

- Understanding of project scope
 - Installation methodology
 - Equipment suitability and specifications
 - Utility coordination strategy
 - Project schedule and feasibility
-

6.2 Relevant Experience and Qualifications – 20%

Evaluation of:

- Experience with EV charging infrastructure projects
 - Municipal or public-sector project experience
 - References for comparable installations
 - Experience complying with NYS MWBE and SDVOB requirements
-

6.3 Maintenance Program – 20%

Evaluation of:

- Ten-year maintenance plan
 - Uptime guarantee
 - Preventative maintenance schedule
 - Response times
 - Remote monitoring capabilities
 - Long-term service capacity
-

6.4 MWBE and SDVOB Participation Plan – 15%

Evaluation of:

- Completeness of utilization plans
 - Demonstrated ability to meet participation goals
 - Quality of proposed subcontracting relationships
 - Documentation of good faith efforts (if applicable)
-

6.5 Price Proposal – 20%

Evaluation of:

- Total cost per site
 - Maintenance cost structure
 - Clarity of pricing
 - Cost reasonableness relative to scope
-

Proposals will receive numeric scores in each category. The City reserves the right to conduct clarifications or negotiations with the highest-ranked proposer.

Following initial scoring of proposals, the City reserves the right to invite the two highest-ranked proposers to participate in an interview and presentation before City officials. The purpose of the interview will be to allow proposers to present their technical approach, project team, maintenance strategy, and implementation plan. The interview may be used as part of the final evaluation to determine the proposer whose submission is most advantageous to the City.

Award will be made to the proposer whose submission is determined to be most advantageous to the City of Oneida.

SECTION 7 – PERFORMANCE SECURITY

7.1 Performance Bond

The selected Contractor shall furnish a one hundred percent (100%) Performance Bond covering the installation phase of the project prior to execution of the contract.

The bond shall:

- Be issued by a surety licensed to do business in the State of New York
- Cover the full installation contract amount
- Remain in effect through final acceptance of the installation work

The performance bond shall not apply to the ten-year maintenance portion of the agreement, which shall be governed by the executed maintenance contract terms.

Failure to provide required performance security may result in forfeiture of award.

SECTION 8 – AWARD, NEGOTIATION, AND RIGHTS RESERVED

8.1 Award

Award shall be made to the proposer whose submission is determined to be most advantageous to the City of Oneida, considering evaluation criteria set forth in this RFP.

Award is contingent upon:

- Availability of NYSDEC grant funding
 - Compliance with MWBE and SDVOB requirements
 - Approval by the Common Council of the City of Oneida
-

8.2 Right to Negotiate

The City reserves the right to:

- Negotiate scope, pricing, and contract terms with the highest-ranked proposer
 - Request clarifications or supplemental information
 - Conduct interviews if deemed necessary
 - Award by individual site or both sites
-

8.3 Scope Adjustment Subject to NYSDEC Approval

The City reserves the right to adjust equipment quantities or scope elements consistent with NYSDEC approval.

In the event that proposal pricing exceeds available grant funding, the City may:

- Modify scope
- Reduce quantities
- Reallocate components
- Seek formal contract amendment with NYSDEC

No scope reduction shall occur without required NYSDEC authorization.

8.4 Rejection of Proposals

The City reserves the right to:

- Reject any or all proposals
- Waive informalities or irregularities
- Cancel this RFP in whole or in part

SECTION 9 – INSURANCE REQUIREMENTS

The Contractor and all subcontractors shall procure and maintain, at their own expense, occurrence-based insurance for the duration of the installation phase and as otherwise required herein.

All policies shall:

- Be issued by insurers licensed in New York State
- Be rated A- or better by A.M. Best
- Name the City of Oneida as Additional Insured on a primary and non-contributing basis
- Provide 30 days written notice of cancellation or material change
- Provide project-specific aggregate where applicable

Certificates and required endorsements must be provided prior to commencement of work.

9.1 Commercial General Liability

Minimum Limits:

- \$1,000,000 per occurrence
- \$2,000,000 general aggregate
- \$2,000,000 products/completed operations aggregate
- \$1,000,000 personal and advertising injury
- \$1,000,000 fire damage legal liability
- \$10,000 medical expense

Coverage must include:

- Premises and operations
 - Explosion, collapse, and underground (XCU) coverage
 - Contractual liability
-

9.2 Umbrella / Excess Liability

Minimum Limits:

- \$1,000,000 per occurrence
- \$1,000,000 aggregate

Umbrella policy shall apply excess over General Liability and Auto Liability.

9.3 Automobile Liability

Coverage for owned, non-owned, and hired vehicles with limits not less than:

- \$1,000,000 per accident
-

9.4 Workers' Compensation

Statutory coverage in accordance with New York State Workers' Compensation Law.

Acceptable proof must be one of the following forms (ACORD forms are not acceptable):

- C-105.2
 - U-26.3
 - SI-12
 - GSI-105.2
-

9.5 New York State Disability Benefits

Statutory coverage in accordance with New York State law.

Acceptable proof must be one of the following forms (ACORD forms are not acceptable):

- DB-120.1
 - DB-155
-

9.6 Performance and Payment Bonds

The Contractor shall furnish:

- A Performance Bond in the full amount of the installation contract
- A Payment Bond in the full amount of the installation contract

Bonds shall:

- Be issued by sureties licensed in NYS
 - Remain in effect through final acceptance
-

- Be submitted within ten (10) days of Notice of Award
-

9.7 One-Year Workmanship Guarantee

The Contractor shall guarantee all installation work for one (1) year following final acceptance.

This guarantee is separate from and in addition to the required ten-year maintenance agreement.

SECTION 10 – PRICING PROPOSAL FORM

10.1 Instructions

Pricing shall be submitted using the format below.

The Pricing Proposal shall be clearly labeled and submitted in a separately sealed envelope within the proposal package.

Pricing must reflect the full scope of work described in Section 3 of this RFP.

All pricing shall be firm for a period of ninety (90) days from the proposal due date.

10.2 BASE PROPOSAL – REQUIRED SCOPE

The Base Proposal must include all equipment, labor, materials, permitting, utility coordination, installation, commissioning, and a ten (10) year maintenance agreement consistent with the executed NYSDEC contracts.

Site 1 – 109 N. Main Street

Installation Pricing

Item Description	Cost
A Four (4) Level 2 Single-Port Chargers (Livingston CP203 or Approved Equal)	\$ _____
B One (1) DC Fast Charger (Tritium PKM150 or Approved Equal)	\$ _____
C Electrical Service Upgrades and Utility Coordination	\$ _____
D Site Work (Concrete Pads, Bollards, Striping, Signage)	\$ _____
E Network Setup, Activation, and Commissioning	\$ _____
Installation Subtotal – Site 1	\$ _____

Ten-Year Maintenance – Site 1

Year Annual Maintenance Cost

Year 1 \$ _____

Year 2 \$ _____

Year 3 \$ _____

Year 4 \$ _____

Year Annual Maintenance Cost

Year 5 \$ _____

Year 6 \$ _____

Year 7 \$ _____

Year 8 \$ _____

Year 9 \$ _____

Year 10 \$ _____

Total 10-Year Maintenance – Site 1

TOTAL – SITE 1 (Installation + 10-Year Maintenance): \$ _____

Site 2 – 129 Cedar Street

Installation Pricing

Item Description	Cost
A Four (4) Level 2 Single-Port Chargers (Livingston CP203 or Approved Equal)	\$ _____
B One (1) DC Fast Charger (Tritium PKM150 or Approved Equal)	\$ _____
C Electrical Service Upgrades and Utility Coordination	\$ _____
D Site Work (Concrete Pads, Bollards, Striping, Signage)	\$ _____
E Network Setup, Activation, and Commissioning	\$ _____
Installation Subtotal – Site 2	\$ _____

Ten-Year Maintenance – Site 2

Year Annual Maintenance Cost

Year 1 \$ _____

Year 2 \$ _____

Year 3 \$ _____

Year 4 \$ _____

Year 5 \$ _____

Year 6 \$ _____

Year 7 \$ _____

Year 8 \$ _____

Year 9 \$ _____

Year 10 \$ _____

Total 10-Year Maintenance – Site 2

TOTAL – SITE 2 (Installation + 10-Year Maintenance): \$ _____

Combined Total – Both Sites

Description	Total
TOTAL BASE PROPOSAL – BOTH SITES	\$ _____

10.3 ALTERNATE PROPOSALS (OPTIONAL)

Proposers may submit alternate pricing for consideration. Alternate proposals must not replace the required Base Proposal.

Alternates may include, but are not limited to:

- Reduced Level 2 charger quantities
- Alternative DC Fast Charger models
- Phased installation approach
- Alternative maintenance structures
- Enhanced uptime guarantees

Each alternate shall:

- Be clearly labeled as “Alternate”
- Include a detailed description
- Include separate pricing
- Identify any impact on schedule

Evaluation of alternates shall occur only if the Base Proposal exceeds available funding or if otherwise determined advantageous by the City and approved by NYSDEC.

10.4 Pricing Certification

The undersigned certifies that the pricing submitted herein includes all labor, materials, equipment, supervision, permits, bonds, insurance, overhead, profit, and any other costs necessary to complete the project in accordance with this RFP.

Authorized Signature: _____

Printed Name: _____

Title: _____

Date: _____

SECTION 11 – GENERAL CONDITIONS

11.1 Compliance With Laws

The Contractor shall comply with all applicable federal, state, and local laws, regulations, and ordinances, including but not limited to:

- New York State Labor Law
 - New York State Workers' Compensation Law
 - Applicable Building and Electrical Codes
 - NYSDEC grant requirements
 - MWBE and SDVOB participation requirements
-

11.2 Non-Collusion Certification

By submission of a proposal, the proposer certifies that:

- The proposal has been independently arrived at
- No collusion has occurred with any other proposer
- No attempt has been made to influence the City's evaluation process

The City reserves the right to require execution of a formal Non-Collusion Certification prior to award.

11.3 Iran Divestment Act Certification

In accordance with New York State General Municipal Law §103-g, proposers must certify that they are not on the list of entities engaged in investment activities in Iran as maintained by the NYS Office of General Services.

The selected Contractor shall provide required certification prior to contract execution.

11.4 Conflict of Interest

Proposers shall disclose any actual or potential conflicts of interest that may arise from performing work under this contract.

Failure to disclose conflicts may result in disqualification or termination.

11.5 Equal Employment Opportunity

The Contractor shall not discriminate against any employee or applicant for employment and shall comply with all applicable Equal Employment Opportunity requirements.

11.6 Public Records

Proposals submitted to the City may be subject to disclosure pursuant to the New York State Freedom of Information Law (FOIL). Proposers may identify specific proprietary information; however, the City makes no guarantee that such information will be exempt from disclosure.

11.7 Right to Audit

The City and NYSDEC reserve the right to audit all project records, including financial and MWBE/SDVOB documentation, related to this contract.

Records shall be retained for a minimum of six (6) years following final payment.

11.8 Proposer Responsibility

Each proposer is responsible for thoroughly examining this RFP and the project sites and for fully understanding the conditions affecting the work. Submission of a proposal shall be considered prima facie evidence that the proposer has made such examination and is satisfied as to the conditions to be encountered.

SECTION 12 – PROJECT SCHEDULE

The following represents the anticipated project timeline. Final schedule shall be negotiated with the selected Contractor.

- Release of RFP – Upon Common Council authorization
- Mandatory Pre-Proposal Meeting – As scheduled
- Proposal Due Date – As advertised
- Evaluation Period – Approximately two (2) weeks
- Notice of Award – Subject to Common Council approval
- Contract Execution – Within thirty (30) days of award
- Submittals and Utility Coordination – Within sixty (60) days of contract execution
- Installation Completion – Within six (6) months of Notice to Proceed, subject to utility coordination timelines and availability of required electrical service upgrades.
- Commissioning and Activation – Within thirty (30) days of installation completion
- Final Acceptance – Upon successful commissioning and documentation review

The installation schedule may be extended where required due to utility coordination, electrical service upgrades, transformer procurement, or other conditions outside the control of the Contractor.

The City reserves the right to adjust this schedule as necessary.

SECTION 13 – PROPOSAL WITHDRAWAL AND MODIFICATION

Proposals may be withdrawn or modified by written request received by the City prior to the proposal submission deadline.

After the submission deadline, proposals shall remain firm and may not be withdrawn for a period of ninety (90) days.

The City may request clarification of proposals during the evaluation process; however, such clarification shall not alter the pricing structure unless formally negotiated pursuant to this RFP.