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**Request For Information**

**West Lancashire Borough Council**

**For**

**Electric Vehicle Charge Points**

**DN742139**

**Date Issued: 06/09/2024**

**Due Return Date: 23/09/2024 at 14:00hrs GMT/BST**

**THIS IS NOT A CALL FOR COMPETITION**

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# REQUESTS FOR INFORMATION DEFINITION

Responses to this Request for Information (RFI) are considered non-binding and will form part of our information gathering process for budgetary and specification preparation purposes. Reference to findings may also be made for a future competitive procurement exercise.

**Suppliers are to note that this is not a call for competition, and it is not the Council's intention to award a contract as a result of this RFI.**

# BACKGROUND

West Lancashire Borough Council declared a Climate Emergency in 2019 and published its Climate Change Strategy in 2020 to cover the period until 2030. Priority 3 focusses on reducing greenhouse gas emissions from travel and transport. The installation and availability of the electric vehicle charge points helps to achieve this priority, ultimately to assist the public to transition to low carbon vehicles.

The Council has installed 56 charge points, over five installation periods since 2016.

The charge points are located within Skelmersdale, Ormskirk and Burscough, the majority are for paid use by the public serving a mixture of town centre shopping sites (with housing) and housing estates. One charge point is for a fleet vehicle (therefore not payable), one for staff use only and one is currently for use invitation only.

# 1.3 SPECIFICATION

The Council requires Electric Vehicle (EV) Charge Point Operator (CPO) Services for:

* + - * Operation of 51 existing charge points
      * Installation/replacement and operation of 5 charge points
      * Ad-hoc installation and operation of charge points at other locations identified by the Council
      * Ad-hoc operation of charge points at other locations identified by the Council

Currently, the majority of the charge points are in a management, servicing and maintenance contract with different end dates. Over the period of the future contract, we want all charge points to be managed by one company.

The Council would retain ownership of all underground works, underground electrical connections and other assets.

**Installation and Operation of Ad Hoc Charge Points**

The Council also requires the ad hoc installation and operation of new 7kW dual outlet chargepoints but would consider lamppost and 50kW charge points if the site warranted it. These charge points would be installed, subject to funding and planning approval, at a small number of car parks and housing site-based locations across the borough.

# 1.4 SCOPE OF SERVICES

The specification is in its early stages, and we are looking for market guidance. We are initially looking for a Charge Point Operator to provide:

* A high-quality operator service which ensures continuous safe and reliable operation of chargepoints.
* Implement a Charge Point Management System (CPMS) / Back-office support.
* Electricity contract and payment.
* A comprehensive reactive and planned repairs & maintenance service.
* Excellent customer support function, providing 24/7 assistance via a range of methods.
* Highly reliable and resilient internet connections.
* Charge Point uptime of at least 99% during each calendar year.
* Commit to a collaborative and co-operative handover process.
* Supply, installation and commissioning of charge points.
* Removal and disposal (WEEE recycling) of existing hardware when required, such as to upgrade the technology to meet legal requirements and other reasons like vandalism.

**1.5 PROCEDURAL INFORMATION**

Please use the CHEST messaging system for all enquiries regarding this RFI and submission of your responses.

**1.6 REQUEST FOR INFORMATION QUESTIONS**

|  |  |
| --- | --- |
| Name of respondent and position(s) in the organisation represented: |  |
| Name of Organisation: |  |
| Email Address: |  |
| Telephone Number: |  |
| Date: |  |

|  |  |
| --- | --- |
| Q1 | **Attractiveness of Contract**  Based on the above details, would you be likely to bid for the contract when West Lancashire Borough Council tender?  If the answer is ‘no’ can you give reason why? |
| Response | |
| Q2 | **Range of services**  Could your company offer:   1. Management of charge points. 2. Charge Point Management System/Back office. 3. Maintenance of charge points. 4. Replacement of existing charge points. 5. Installation of charge points at new sites. 6. Purchasing of electricity for the charge points. 7. Other, please state: |
| Response | |
| Q3 | **Existing charge points**  Would you continue to use the existing charge points or would you want to replace the hardware?  And, can suppliers give an indicative budget range, including staff/DNO costs, to replace:   1. 7kW charge point. 2. 22kW charge point. |
| Response | |
| Q4 | **New charge points**  What size of charge point does your company install?   1. Lamp post charge points (around 3.5kW) 2. 7kW 3. 22kW 4. 43-50kW 5. Other, please state 6. We do not install charge points. |
| Response | |
| Q5 | **Type of management model**  What type of management model do you offer? Some examples are listed below, but please explain your model if it differs.   1. All costs are paid/covered by my company and all profit is retained. 2. All costs are paid/covered by the Council and all profit is paid to the Council. 3. All costs are paid/covered by the company and some profit is retained: 4. Percentage profit shared. Please state the % of the profit share to the council in the space below. 5. Payment to the council if the charge point usage exceeds X kWh. Please state the £ and kWh in the space below and the frequency i.e. per month or year. 6. A mixture of i and ii. Please explain in the space below. |
| Response | |
| Q6 | **Length of Contract**  If you decide to bid what would be your preferred contract duration?  Options available are:  a) 4 years + 3 years extension b) other, please state |
| Response | |
| Q7 | **Potential barriers to bidding**  Is there anything within the requirements which would potentially prevent or deter you from bidding for the contract?  If so, what are they? |
| Response | |
| Q8 | **Alternative Offer/Proposal**  Are there any alternative offers you feel could benefit the Council and would recommend that we explore as options before finalising the tender's specification?  If so, please provide as much information as possible. |
| Response | |
| Q9 | **Mobilisation**  If you successfully bid for the contract, could the market give an indicative timeframe for what they feel would be an achievable and realistic mobilisation phase based on the information in this RFI? |
| Response | |
| Q10 | **Additional Comment**  Do you have any additional comments to make about this opportunity? |
| Response | |