



# FAIRFAX TOWN COUNCIL MEETING STAFF REPORT

**MEETING DATE** March 6, 2024

**PREPARED FOR** Mayor and Town Council

**PREPARED BY** Loren Umbertis, Director of Public Works

**SUBJECT** Adopt a Resolution Authorizing the Town Manager to execute a contract with DC Electric for the installation of electrical infrastructure for Electric Vehicle (EV) chargers for use by Town Vehicles in the amount of \$25,743 and to authorize the Town Manager to purchase Two ChargePoint EV Chargers in the amount of \$25,726, and authorize Town Manager to accept anticipated grant reimbursement of \$19,500

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## **RECOMMENDATION**

Authorize Town Manager to execute a contract with DC Electric for the installation of electrical infrastructure for Electric Vehicle (EV) chargers for use by Town Vehicles in the amount of \$25,743 and to authorize the Town Manager to purchase Two ChargePoint EV Chargers in the amount of \$25,726., and authorize Town Manager to accept anticipated grant reimbursement of \$19,500.

## **DISCUSSION**

The Town Council indicated its desire to make efforts towards the electrification of the Town's vehicles including those of the Police and Public Works departments. The Town currently operates one single port EV Charger used exclusively for Town vehicle use. Staff previously upgraded the electrical panel of the Corporation Yard building to accommodate the installation of additional charging stations. One EV charger with two ports will be installed adjacent to the area where Police vehicles park and a single port charger will be located in the Public Works garage area to accommodate an electric vehicle.

Staff recommend purchasing the EV chargers directly from the manufacturer to reduce costs and markup. The Town currently uses a ChargePoint system and has found the product reliable and staff recommend purchasing additional products from the same manufacturer to maintain consistency in operational use and maintenance. ChargePoint EV chargers are also among those typically listed as eligible for grant reimbursement.

Staff solicited bids from multiple electrical firms for the installation of the infrastructure for the charging stations and received two proposals for the installation of the equipment and associated work, one from DC Electric in the amount of \$25,743 and the other from Gary Miles Electric in the amount of \$25,000. While DC Electric's bid is slightly higher than the competing bid, it includes additional work including the installation of needed concrete pads that the competing proposal did not, therefore it is a better value to the Town to accept DC Electric's proposal for the work.

It should be noted that the Town recently authorized the purchase of an all-electric Chevrolet Volt for use by staff and the Fairfax PD intends to make a purchase of an additional electric vehicle. In the future, as certain vehicles are retired from service, state regulatory mandates require that new vehicles be electric or hybrid. Installation of the chargers and infrastructure is needed now to accommodate future purchases of new vehicles.

Staff has received grant funding in the amount of \$19,500 from the Marin Clean Energy (MCE) and Transportation Authority of Marin (TAM) for upgrading the Town's infrastructure and equipment and the funds will be used to offset the overall cost of the work.

**FISCAL IMPACT**

The purchase price of the ChargePoint EV Base Stations is \$25,726 and the cost to install infrastructure with DC Electric \$25,743. Town shall receive a grant reimbursement of \$19,500 from Marin Clean Energy and Transportation Authority of Marin resulting in a net total cost to the Town of \$31,969. Funds are available in Town Facility Improvement fund 05-905.

**ATTACHMENTS**

- A. Proposal from ChargePoint dated Feb. 5, 2024
- B. Proposal from DC Electric dated Feb 5, 2024
- C. Proposal from G Miles Electric Dated Feb 5, 2024
- D. Resolution



# Quotation

Driving a Better Way™  
chargepoint.com

**Sales Representative:** Jordyn Boll  
**E-Mail:** jordyn.boll@chargepoint.com  
**Telephone:**

**Quote Number:** Q-426796-1  
**Date:** 2/5/2024  
**Expires On:** 3/6/2024

**Primary Contact:** Loren Umbertis

## Bill To Address

Town of Fairfax  
142 Bolinas Road  
Fairfax California 94930  
United States

## Ship To Address

Loren Umbertis  
Town of Fairfax  
142 Bolinas Road  
Fairfax California 94930  
United States  
lumbertis@townoffairfax.org  
(415) 7947049

Product Name	Product Description	Qty	Unit Price	Total Price
CT4011-GW1	Single Output Gateway North America, Bollard Unit - 208/240V @30A with Cord Management	1	USD 5,010.00	USD 5,010.00
CT4001-CCM	CT4000 Bollard Concrete Mounting Kit. Bolts: 5/8 - 11 x 9" F1554 Grade 55 hot-dipped galvanized threaded bolts - 3 ea. Nuts: 5/8 - Heavy Galvanized Hex Nuts (DH Rated) - 12 ea. Washers: Galvanized Washers (ASTM F436) - 9 ea. Plastic Template - 1 ea	1	USD 95.00	USD 95.00
CPCLD-COMMERCIAL-5	Prepaid Commercial Cloud Plan subscription with station management features such as: Custom Video uploads and Automatic Software Updates, driver and fleet management features including: Access Control and Pricing & Automatic Payment Collection, as well as energy and power management features which include Power Sharing. Real-time dashboards and reports provided for applicable features. Station Activation purchase required.	1	USD 1,640.00	USD 1,640.00
CPSUPPORT-ACTIVE	Initial Station Activation & Configuration Service includes activation of cloud services and configuration of radio groups, custom groups, connections, access control, visibility control, pricing, reports and alerts. One time initial service per station.	1	USD 349.00	USD 349.00
CT4000-ASSURE5	5 prepaid years of ChargePoint Assure for CT4000 station. Includes Parts and Labor Warranty, Remote Technical Support, On-Site Repairs when needed, Unlimited Configuration Changes, and Reporting.	1	USD 2,400.00	USD 2,400.00

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240 East Hacienda Avenue, Campbell, CA 95008 USA



Product Name	Product Description	Qty	Unit Price	Total Price
CT4000-INSTALL-COMMISSIONING	Customer works with their own contractor to perform all construction up to the point where the stations can be bolted down and connected. ChargePoint will then engage an authorized ChargePoint Partner to install the station on the prepared site and commission the station. This includes validating that the electrical capacity, transformers, panels, breakers, wiring, cellular coverage and station installation all meet ChargePoint published requirements and local codes. Upon successful commissioning, the customer will be eligible to obtain warranty coverage under a ChargePoint Maintenance plan, sold separately. Priced per CT4000 station.	1	USD 1,260.00	USD 1,260.00
CT4021-GW1	Dual Output Gateway North America, Bollard Unit - 208/240V @30A with Cord Management	1	USD 7,210.00	USD 7,210.00
CT4001-CCM	CT4000 Bollard Concrete Mounting Kit. Bolts: 5/8 - 11 x 9" F1554 Grade 55 hot-dipped galvanized threaded bolts - 3 ea. Nuts: 5/8 - Heavy Galvanized Hex Nuts (DH Rated) - 12 ea. Washers: Galvanized Washers (ASTM F436) - 9 ea. Plastic Template - 1 ea	1	USD 95.00	USD 95.00
CPCLD-COMMERCIAL-5	Prepaid Commercial Cloud Plan subscription with station management features such as: Custom Video uploads and Automatic Software Updates, driver and fleet management features including: Access Control and Pricing & Automatic Payment Collection, as well as energy and power management features which include Power Sharing. Real-time dashboards and reports provided for applicable features. Station Activation purchase required.	2	USD 1,640.00	USD 3,280.00
CPSUPPORT-ACTIVE	Initial Station Activation & Configuration Service includes activation of cloud services and configuration of radio groups, custom groups, connections, access control, visibility control, pricing, reports and alerts. One time initial service per station.	1	USD 349.00	USD 349.00
CT4000-ASSURE5	5 prepaid years of ChargePoint Assure for CT4000 station. Includes Parts and Labor Warranty, Remote Technical Support, On-Site Repairs when needed, Unlimited Configuration Changes, and Reporting.	1	USD 2,400.00	USD 2,400.00



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**Quote Total:** USD 25,348.00

**Shipping Fee:** USD 378.00

**Grand Total:** USD 25,726.00

### Quote Acceptance

- + Invoices are Net 30 from invoice date.
  - + Each Assure and Cloud Plan subscription will commence ninety (90) days from invoice date.
  - + Customer to be invoiced at time of shipment.
  - + All prices are FCA ChargePoint warehouse(s).
  - + Sales tax in applicable states and shipping costs will be applied at time of invoicing.
  - + Pricing does not include installation or mounting services unless specifically quoted above.
  - + Customer confirms that the shipping and billing information provided in this Quotation is accurate for ChargePoint's shipping and invoicing purposes.
  - + The following ChargePoint terms and conditions are incorporated in this Quotation by reference in their entirety: (i) ChargePoint Master Services and Subscription Agreement found at [ChargePoint Master Services and Subscription Agreement | ChargePoint](#) ; (ii) ChargePoint Terms and Conditions of Purchase found at [ChargePoint Terms and Conditions | ChargePoint](#) ;(iii) ChargePoint Support Services Terms and Conditions found at: <https://www.chargepoint.com/legal/support-services/> ; and (iv) ChargePoint Deployment and Consulting Services Terms and Conditions found at <https://www.chargepoint.com/legal/deployment-consulting-services/>
  - + ChargePoint's sale of products/services is expressly conditioned on Customer's acceptance of ChargePoint terms and conditions stated or referenced in this Quotation. Any conflicting or inconsistent terms stated or referenced in any Customer purchase order or any such document are excluded and will not be binding and notice of objection to them is hereby given.
  - + This signed Quotation will act as a purchase order for the products/services detailed above and creates a binding contract between ChargePoint and Customer.
- The above terms govern this Quotation unless Customer has separate written agreement(s) executed by Customer and ChargePoint to govern the products/services referenced in this Quotation.



**By signing this Quotation, I hereby acknowledge that I am an authorized signatory and have read and agree to all the terms and conditions of this Quotation.**

Signature :

Title :

Name (Print) :

Date :

Company Name :

Accounts Payable Contact Name :

Accounts Payable Contact E-Mail :

Requested Ship Date :



February 5, 2024

REV2

Town of Fairfax  
Attn: Loren Umbertis  
Public Works Director  
142 Bolinas Road  
Fairfax, CA 94930

**Job Name:** Install (3) Town Furnished Chargepoint Level-2 EVCSs  
**Job Location:** Fairfax Corp Yard & Police Dept. Parking Area , Fairfax, CA

Mr. Umbertis,

We offer to perform the following work based on our standard terms and conditions:

**Corp Yard EVCS** - Install (2) 40A circuit breaker in the existing 120/240V 200A metered panel (installed previously by DCE). Extend 1" EMT conduit up out of the existing 120/240V 200A metered panel, penetrate the Corp Yard exterior wall and enter into the Corp Yard building. Continue EMT run routed though the Corp Yard building, penetrating interior walls as required to route over to East side of the building, penetrate the wall and continue conduit run out into the maintenance bays. Continue conduit run routing though the maintenance bays overhead framework over to the middle wooden column and terminate at the designated location identified to receive a new EVCS (location A). Furnish and install (1) new town furnished dual port, level-2 Chargepoint EVCS. Pull in new conductors from the 200A metered panel and terminate in the dual-port level-2 EVCS.

**PD EVCS** - Install (2) new 40A circuit breakers in the existing 120/240V 200A metered panel (installed previously by DCE). Extend 1.5" rigid conduit up out of the existing 120/240 200A metered panel and route over to the existing Corp Yard Fence to the West of the Corp Yard building. Continue 1.5" rigid conduit run South along the fence approximately 150' to the Police parking area and terminate in a new N9 pullbox installed in the asphalt. Trench through asphalt from pullbox over to the (2) locations (to be confirmed by Fairfax PD) where the EVCSs are to be installed (locations B & C), install conduit, backfill trench and restore removed asphalt. At locations B & C form and pour new small EVCS pedestal concrete foundations. After concrete cure, return and install (2) new Town furnished single-port, level-2 EVCSs, (1) each at locations B & C. Pull in all new conductors from the 200A metered panel to locations B & C and terminate. Energize the new circuits and confirm operation. The lead time on the Material is 7-10 days from the date of order.

**Labor Subtotal... \$10,465.00**  
**Equipment Subtotal... \$2,773.00**  
**Misc. Material Subtotal... \$12,505.00**  
**TOTAL... \$25,743.00**

The above price is valid for 60 days. Permit and inspection fees are not included.

The foregoing offer is hereby accepted this \_\_\_\_\_ day of \_\_\_\_\_, 2024.

**TOWN OF FAIRFAX**

By: \_\_\_\_\_

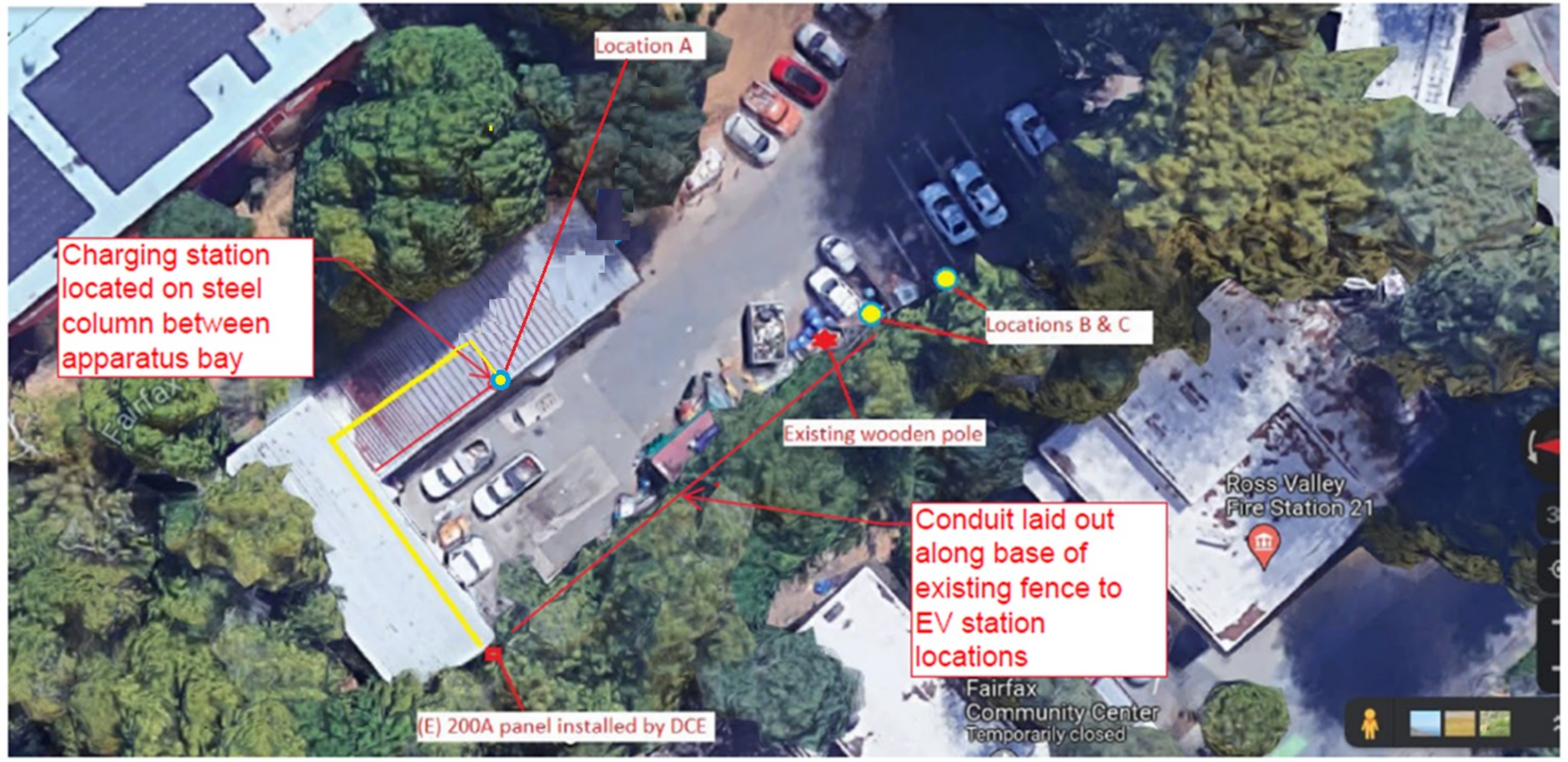
Title: \_\_\_\_\_

**DC ELECTRIC GROUP INC**

**Randy Vignola Jr.**

**Project Manager/Estimator**

**ATTACHMENT B**



Location A

Charging station located on steel column between apparatus bay

Locations B & C

Existing wooden pole

Conduit laid out along base of existing fence to EV station locations

(E) 200A panel installed by DCE

Ross Valley Fire Station 21

Fairfax Community Center Temporarily closed

Fairfax





**EVCS Location A**

# ESTIMATE

**G miles Electric.**  
316 Arlington Ct  
Suisun City, CA 94585

gary@gmileselectric.com  
License # 724487

## Town of Fairfax

### Bill to

Town of Fairfax  
142 Bolinas RD  
Fairfax, CA 94930

### Estimate details

Estimate no.: 1169  
Estimate date: 02/05/2024  
Expiration date: 03/04/2024

#	Date	Product or service	Qty	Rate	Amount
1.	02/05/2024	<b>Custom electrical install and terminations</b> Corp Yard Building EVCS : Install one 120/240V 40A circuit from existing 120/240V 200A metered panel to the DPW app bay. Provide all wiring terminations at metered panel and at EVCS unit. The new circuit will provide power to one EVCS unit mounted on building framework column. Others to provide single arm charger (EVCS ) unit.	1	\$0.00	\$0.00
2.		<b>Custom electrical install and terminations</b> Police Department parking area EVCS: Install two 120/240V 40A circuits from existing 120/240V 200A metered panel on Corp Yard building to Police parking area. Circuits will be run in rigid conduit pipe on fence. Transition to underground will be made at end of Corp Yard fence. Provide all wiring and terminations at metered panel and at EVCS units. All Trenching,asphalt and concrete foundation work to be provided by others.	1	\$0.00	\$0.00
3.		<b>Services</b> Flat Rate :			\$25,000.00

**Total** **\$25,000.00**

Expiry date 03/04/2024

**ATTACHMENT C**

**RESOLUTION 24-\_\_**

**A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF FAIRFAX  
AUTHORIZING THE TOWN MANAGER TO EXECUTE A CONTRACT WITH DC ELECTRIC FOR  
THE INSTALLATION OF ELECTRICAL INFRASTRUCTURE FOR ELECTRIC VEHICLE (EV)  
CHARGERS FOR USE BY TOWN VEHICLES IN THE AMOUNT OF \$27,743 AND TO AUTHORIZE  
THE TOWN MANAGER TO PURCHASE TWO CHARGEPOINT EV CHARGERS IN THE AMOUNT  
OF \$25,726 AND AUTHORIZE TOWN MANAGER TO ACCEPT ANTICIPATED GRANT  
REIMBURSEMENT OF \$19,500.**

**WHEREAS**, the Town of Fairfax aims to electrify its vehicle fleet for environmental benefits and operational efficiency; and

**WHEREAS**, the existing EV charging infrastructure needs expansion to support additional vehicles, including those used by the Police Department and Public Works; and

**WHEREAS**, consistent use of ChargePoint EV chargers is recommended for reliability and maintenance simplicity; and

**WHEREAS**, Staff has received an estimate for the purchase of one dual-port charging station and one single port charging station for a total of \$25,726 including warranties; and

**WHEREAS**, bids for installation received highlight DC Electric's proposal as the most comprehensive, including necessary infrastructure work for a total cost of \$27,743; and

**WHEREAS**, anticipated grant funding of \$19,500 from Marin Clean Energy (MCE) and Transportation Authority of Marin (TAM) will partially offset the project costs; and

**NOW, THEREFORE, BE IT RESOLVED** that the Town Council of the Town of Fairfax hereby authorizes the Town Manager to execute a contract with DC Electric for the installation of electrical infrastructure for Electric Vehicle (EV) chargers for use by Town Vehicles in the amount of \$25,743 and to authorize the Town Manager to purchase two ChargePoint EV Chargers in the amount of \$25,726 and authorize town manager to accept anticipated grant reimbursement of \$19,500

The foregoing resolution was duly passed and adopted by the Town Council of the Town of Fairfax at a duly noticed meeting held in said Town on the 6<sup>th</sup> Day of March 2024, by the following vote:

**AYES:**  
**NOES:**  
**ABSENT:**

\_\_\_\_\_  
Barbara Coler, Mayor

Attest:

\_\_\_\_\_  
Christine Foster, Deputy Town Clerk