



**REQUEST FOR INFORMATION  
EV CHARGING INSTALLATION SERVICES**

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<b>TO:</b>	All Prospective Contractors
<b>SUBJECT:</b>	EV Charging Installation Services – Preferred Contractor List Selection
<b>DATE ISSUED:</b>	June 24, 2025
<b>RESPONSES DUE:</b>	July 15, 2025 at 5:00 PM (PST)

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**I. INTRODUCTION AND OBJECTIVE**

Sonoma Clean Power (SCP) seeks qualified electrical contractors to join our preferred installer network for small-scale commercial EV charging projects.

**II. ABOUT SONOMA CLEAN POWER**

Sonoma Clean Power ("SCP") is a public, locally-run "community choice aggregation" power provider serving approximately 230,000 electricity customers in Sonoma and Mendocino Counties (except Healdsburg and Ukiah). SCP's mission is to help solve the climate crisis while keeping energy affordable. For more information about SCP go to: [www.sonomacleanpower.org](http://www.sonomacleanpower.org).

**III. PROJECT SUMMARY**

SCP issues this Request for Information ("RFI") to solicit Submittals from qualified electrical contractors ("Contractors" or "Submitters") to join SCP's preferred installer network for small-scale commercial EV charging projects. Selected contractors will be included in SCP's referral list for recipients of Community Charge and Workplace Charging Research Project programs, who need professional installation services for Level 2 EV chargers.

Businesses that are locally headquartered and/or owned by women, minorities, LGBT, and/or disabled veterans are encouraged to respond to this RFP. Please visit the [www.thesupplierclearinghouse.com](http://www.thesupplierclearinghouse.com) to learn more about the Supplier Diversity Program of the California Public Utilities Commission (CPUC).

**IV. RFI TIMELINE**

Dates below are subject to change by SCP, in its sole discretion, in accordance with the terms of this RFI:

EVENT	DEADLINE
RFI Published	June 24, 2025
Deadline for questions to be submitted	July 8, 2025

Responses to questions to be posted on SCP website	July 10, 2025
Responses to RFI due	July 15, 2025, 5PM PDT
RFI Submission review complete	July 18, 2025
Notification of status to all respondents	July 18, 2025

## **V. PROJECT BACKGROUND & SCOPE**

### **A. PROJECT BACKGROUND**

SCP provides EV chargers at no cost to eligible organizations through its Community Charge and Workplace Charging Research Project programs. Program recipients need qualified electrical contractors for professional installation services for small-scale projects. This RFI aims to establish a list of qualified contractors with the expertise required to deliver these services safely, efficiently, and in compliance with all applicable codes and regulations.

### **B. PROJECT SCOPE**

Commercial installations typically involving 4-15 Level 2 charging stations per site, primarily Wallbox Pulsar Pro and ChargePoint CPF50 models.

## **VI. MINIMUM QUALIFICATIONS**

To be included on SCP's preferred installer list, contractors must meet ALL of the following requirements:

- Must be licensed as a C-10 Electrical Contractor by the California Contractors State License Board (CSLB) and in good standing.
- At least 2 years of experience installing EV charging equipment in California.
- A minimum of 3 completed Level-2 commercial EV charging installations.
- Current general liability insurance (minimum \$1M) and workers' compensation insurance.
- No outstanding demerits or citations by the California CSLB for any reason for the past 3 years.
- Ability to serve customers within Sonoma or Mendocino Counties.
- Experience with prevailing wage requirements and current Department of Industrial Relations (DIR) registration.

## **VII. PREFERRED QUALIFICATIONS (Not Required)**

Additional qualifications that may be valuable for certain projects:

- EVITP (Electric Vehicle Infrastructure Training Program) certification.
- Ability to serve Lake County customers.

- Experience with both ChargePoint CPF50 AND Wallbox Pulsar Pro equipment.

## **VIII. REVIEW AND SELECTION PROCESS**

How We'll Evaluate Your Submission:

- A.** Thoroughness and completeness of Submittal.
- B.** Professional qualifications and demonstrated ability of Submitter to perform the work.
- C.** Experience with EV charging installations of similar type and scope.
- D.** Quality of references.
- E.** Satisfaction of minimum Submitter requirements, as described in this RFI.
- F.** Local Business Preference: SCP has a desire to include local firms on its preferred contractor list. A local firm is defined as a business that has a valid physical address located within Sonoma or Mendocino Counties from which the contractor operates on a day-to-day basis.
- G.** Additional consideration will be given to contractors with qualifications listed in Section VII (Preferred Qualifications).
- H.** Any other factors SCP deems relevant.

SCP will evaluate all responses to determine which contractors meet the minimum qualifications and will be included on our preferred installer referral list. SCP may interview contractors between July 16-18, 2025 during the evaluation process. All contractors will be notified of their status by July 18, 2025.

## **IX. DIVERSITY IN NON-POWER PROCUREMENT SOLICITATIONS**

All qualified organizations are encouraged to respond, including minority-owned and women-owned business entities.

While California law prevents public agencies like SCP from giving preference to an organization on the basis of the owner's race, sex, color, ethnicity, or national origin, SCP nevertheless encourages responses from organizations owned by women, minorities, disabled veterans, persons with disabilities and LGBT persons. SCP also encourages eligible organizations to register with the CPUC Supplier Diversity Program by visiting the CPUC's Supplier Clearinghouse. Alternatively, businesses can certify as a small business or a disabled veteran-owned business through the Department of General Services Certification program, as appropriate.

## **X. QUESTIONS REGARDING THE RFP; ADDENDA**

For questions regarding this RFI, please contact: [programs@sonomacleanpower.org](mailto:programs@sonomacleanpower.org) with the subject line clearly marked "EVSE Installer RFI - [Company Name]." Questions must be received no later than the deadline set forth in section III of this RFI. SCP will not guarantee providing answers to questions submitted after the question deadline but will make reasonable efforts to do so. SCP will post and share responses to all questions submitted by the deadline

established in this RFI publicly at <https://sonomacleanpower.org/solicitations-business-opportunities>.

In the event it becomes necessary to revise any part of this RFI, SCP will issue written addenda. Any amendment to this RFI is only valid if it is in writing and issued by SCP. No oral interpretations or answers will bind SCP. All addenda issued by SCP will become part of this RFI.

## **XI. RFP SUBMITTAL PROCESS**

- A. Submittal Deadline.** The deadline for Submittals is 5:00 PM (PDT) on July 15, 2025. No Submittals will be accepted after that time.
- B. Place and Form of Submittal.** Email submittals should be sent to [programs@sonomacleanpower.org](mailto:programs@sonomacleanpower.org) with the subject line clearly marked "EVSE Installer RFI - [Company Name]". Upon submittal, you will receive a confirmation of receipt.
- C. What You're Confirming by Submitting:**
  - 1. You have carefully read and fully understand the information provided by SCP as part of this RFI;
  - 2. All information in your submission is true and correct;
  - 3. You did not, in any way, collude, conspire to agree, directly or indirectly, with any person, firm, corporation or other firm in regard to the amount, terms or conditions of your Submittal; and
  - 4. You acknowledge that SCP has the right to make any inquiry it deems appropriate to substantiate or supplement information as necessary.
- D.** No request for modification of a Submittal shall be considered after submission on the grounds that a Contractor was not fully informed about any fact or condition.

## **XII. SUBMITTAL REQUIREMENTS**

- A.** Submitters should provide only complete and accurate information.
- B.** Each Submittal must be signed by an individual who has the legal authority to bind the Submitter on whose behalf that person is signing.
- C.** Please complete and submit the attached Attachment **A – EVSE Contractor Information Form** with your response. This form contains all required information fields and must be fully completed for your submission to be considered. The form is also available for download at <https://sonomacleanpower.org/solicitations-business-opportunities>

## **XIII. GENERAL TERMS AND CONDITIONS**

- A. California Public Records Act.** All Submittals in response to this request shall be subject to disclosure under the California Public Records Act. In the event that a Submitter desires to claim portions of its Submittal exempt from disclosure, it is incumbent upon the Submitter to clearly identify those portions with the word

"confidential" printed on the lower right-hand corner of the page. SCP will consider a Submitter's request for exemption from disclosure; however, SCP will make a decision based upon applicable laws. Assertions by a Submitter that the entire Submittal or large portions are exempt from disclosure will not be honored. All responses to this RFI shall become the property of SCP and will be retained or disposed of accordingly.

- B.** SCP also reserves the right to negotiate any terms or provisions and accept any part, or all parts of any or all submittals, whichever is in the best interest of SCP.
- C.** All Submittals received by the specified deadline will be reviewed by SCP for content, including but not limited to experience and qualifications of the Submitters.
- D.** During the evaluation process SCP may request from any Submitter additional information which SCP deems necessary to determine the Submitter's ability to perform the required services.
- E.** Respondents bear all costs associated with responding to this RFI, and SCP will provide no compensation for these costs.

#### **XIV. RIGHTS OF SONOMA CLEAN POWER**

- A.** This RFI does not commit SCP to enter into any contract, nor does it obligate SCP to pay for any costs incurred in the preparation and submission of a qualifications statement or in anticipation of a contract.
- B.** SCP reserves the right to:
  - 1. Make the selection based on its sole discretion;
  - 2. Reject any and all Submittals;
  - 3. Issue subsequent solicitations;
  - 4. Postpone any of the time periods set forth in this RFI, for its own convenience;
  - 5. Remedy technical errors in the RFI;
  - 6. Negotiate with any, all, multiple or none of the Submitters that respond;
  - 7. Waive informalities and irregularities in the Submittal;
  - 8. Utilize others to perform or supply work of the type contemplated by this RFI;
  - 9. Request Submittals from others with or without requesting Submittals from contractors for the work of the type contemplated by this RFI; and/or
  - 10. Enter into an agreement with another contractor or re-solicit in the event a selected contractor defaults or fails to execute an agreement with SCP.
- C.** SCP reserves the right not to contract with any Submitter. If SCP decides to create a preferred contractor list, SCP will select Submitters whose responses

best meet the needs of SCP, consistent with the selection process set forth above.

- D. Evaluation of a response does not constitute a commitment by SCP to provide work or referrals to any contractor. SCP is not obligated in any way to proceed with this RFI or consider or enter into any agreement or undertake any liability to any contractor in connection with this RFI.

## **XV. NEXT STEPS**

**What Happens After You Submit:** Qualified contractors will be added to SCP's preferred installer referral list and may be contacted directly by SCP program participants seeking installation services. SCP does not guarantee work volume but will provide referrals based on customer location, project requirements, and contractor availability.

**Timeline:** SCP will notify all respondents of their status by July 18, 2025.

**What Being Selected Means:** Selected contractors will be included on a referral list shared with Community Charge and Workplace Charging Research Project participants. Customers will contact contractors directly to request quotes and services. Designation as a preferred contractor does not constitute a guarantee of work, nor does it create an obligation on the part of the program administrators or participants to engage the contractor for any services.

Questions? Contact [programs@sonomacleanpower.org](mailto:programs@sonomacleanpower.org) or (707) 529-7120.

Sonoma Clean Power is an equal opportunity organization and encourages applications from diverse contractors including minority, women, and veteran-owned businesses.



## Attachment A – EVSE Contractor Information Form

Request for Information: EV Charging Installation Services in SCP Territory

**Deadline:** July 15, 2025 at 5:00 PM (PDT)

**Submit to:** [programs@sonomacleanpower.org](mailto:programs@sonomacleanpower.org)

**Subject Line:** EVSE Installer RFI - [Your Company Name]

**Company Name:** \_\_\_\_\_

**Contact Person:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Business Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

### REQUIRED QUALIFICATIONS

**California C-10 License #:** \_\_\_\_\_ **Expiration:** \_\_\_\_\_

**Years installing EV charging equipment in California:** \_\_\_\_\_

**Number of completed commercial Level 2 installations** \_\_\_\_\_

**Equipment Experience (check applicable):** ☐ Installed 4+ ChargePoint CPF50 units

☐ Installed 4+ Wallbox Pulsar Pro units ☐ Installed 4+ other Level 2 units

**Service Area (check applicable Counties):** ☐ Sonoma ☐ Mendocino ☐ Lake

**Current General Liability Insurance:** \$ \_\_\_\_\_ (*minimum \$1M required*)

**Current Workers' Compensation Insurance:** ☐ Yes ☐ No

**Prevailing Wage Experience:** ☐ Yes, have prevailing wage experience ☐ Yes, and California Department of Industrial Relations registration #: \_\_\_\_\_

☐ No prevailing wage experience

**Any Contractors State License Board citations/demerits in past 3 years?**

☐ No ☐ Yes (*if yes, explain:* \_\_\_\_\_)

## PREFERRED QUALIFICATIONS

**Electric Vehicle Infrastructure Training Program Certification:** ( ) Yes, certified  
(Certificate #: \_\_\_\_\_ Expires: \_\_\_\_\_) ( ) No

## THREE RECENT COMMERCIAL PROJECTS

### Project 1:

- Customer/Location: \_\_\_\_\_
- Number of chargers: \_\_\_\_\_ Completion date: \_\_\_\_\_
- Equipment used: \_\_\_\_\_

### Project 2:

- Customer/Location: \_\_\_\_\_
- Number of chargers: \_\_\_\_\_ Completion date: \_\_\_\_\_
- Equipment used: \_\_\_\_\_

### Project 3:

- Customer/Location: \_\_\_\_\_
- Number of chargers: \_\_\_\_\_ Completion date: \_\_\_\_\_
- Equipment used: \_\_\_\_\_

## CERTIFICATION

[ ] **By checking this box, I certify that:**

- All information is true and correct
- I meet all minimum requirements listed in the RFI
- I have not colluded with other contractors on this submission
- I have the legal authority to bind my company to this certification

**Submitted by:** \_\_\_\_\_

**Title:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Questions?** Contact [programs@sonomacleanpower.org](mailto:programs@sonomacleanpower.org) or (707) 529-7120