

**Addendum # 1**  
**City of Kirkland**

**Lease or Purchase of Electric Vehicles RFP (Job # 10-23-PW)**  
**Answers to Questions**

1. In "Selection Criteria and Process," the RFP document lists evaluation criteria "Vehicle specifics in proposal which matches City preferences and is in the City's best interests." Besides the preferred service range of >200 miles, are there other vehicle criteria that the City has a preference for or considers in the City's best interest (for example, AWD/2WD, color, size of passenger area size, size of cargo area, etc)?

*All vehicle types will be considered. The specifics of the bumper-to-bumper warranty, availability/convenience of a repair/maintenance facility, vehicle range, lease terms such as allowable mileage limitations and costs of excess miles, terms of the lease or purchase agreement, and other services offered by the proposer could be examples of items that could be considered in the City's best interest.*

2. The RFP document invites proposers to provide pricing for home charging equipment as an option. Is the City also interested in a) home charging installation services b) employee home energy reimbursement services for take-home fleet vehicles, and/or c) facilitated access to public charging networks?

*All of these items could be included in a proposal for the City's consideration.*

3. Is the City open lease of both new and lightly used EVs given the cost targets?

*The City is not interested in leasing used EVs at this time. The EVs must be new, but do not have to be from the newest year's model.*

4. If vehicles will be taken home, how will charging at driver residences be handled?

*At this time, the City expects that vehicles will be charged at drivers' residences but has not made a decision on the City's involvement in home charging stations.*

5. If drivers will charge vehicles at home, will they be reimbursed? What charge management software has the City considered?

*The City has not made a decision on the City's involvement in home charging stations, and has not considered any reimbursements that would be associated with driver's charging practices. The City has not researched charge management software at this time.*

6. What research and planning on charging infrastructure has been done by the City?

*The City has installed and is currently utilizing EV charging stations for existing City fleet vehicles at City Hall. However, the vehicles in this RFP will not be utilizing City infrastructure.*

7. If an equity lease, rather than a walkaway lease, proved more cost effective would the City consider that option?

*The City will consider both options.*

8. Is the City aware the MY24 for most, if not all, electric vehicles hasn't been finalized or released by manufacturers?

*The City is aware of this information.*

9. Since pricing hasn't been finalized, what MY24 assumptions should respondents use? Best practice is to use MY23 pricing + 15% increase. Is that sufficient for comparison purposes?

*It is the proposer's obligation to determine pricing based on their knowledge of the EV market.*

10. Is the City open to receiving responses that include MY24 Estimated Pricing?

*Prices listed in proposals should be what the respondents are committed to offering the City.*

11. A 3 month order to delivery time-frame is likely not realistic given production challenges (requested in paragraph 3 on page 3 under City Preferences for Vehicles to be Leased or Purchased). Therefore, Is the City open to longer order to delivery timeframes?

*The City will consider a longer time-frame for delivery, however the City is interested in receiving vehicles as close to the three-month time frame as possible, as indicated in the "Selection Criteria and Process."*

12. What type and class of vehicles are being replaced? What are the capabilities or use cases?

*These EVs are not replacement vehicles.*

13. Can you provide a list of vehicles scheduled to be replaced?

*These EVs are not replacement vehicles.*

14. Is this the entire fleet being replaced or will there be internal combustion backup vehicles?

*The EVs sought in this RFP are not replacement vehicles. At this time, the City does not have any EV or internal combustion backup vehicles for the vehicles it is seeking pricing in this RFP. These vehicles would be in addition to the current City fleet.*

15. Where will the vehicles be domiciled? Can you provide any addresses?

*The vehicles would be used primarily to travel between employee residences and the Kirkland Justice Center.*

16. How will they be charged, using what chargers and at what charging speeds?

*The City is open to considering various options. Proposals should explain whether and how the charging and charging speeds affect any vehicle options or terms. Vehicles are expected to be charged by drivers at employee residences or through other available charging stations.*

17. What is the utility company? Will the vehicles be charged using new or existing service?

*Puget Sound Energy services City of Kirkland facilities and many surrounding communities. However, there is not one utility company, as employees would utilize their own residence's utility company for home charging.*

18. Please share additional fleet metrics. How are the vehicles currently used (minimum, maximum, and average mileage per year, average hours per day including start and end times, days used per year, average maintenance costs, average fuel costs, average year of fleet)?

*These EVs are not replacement vehicles.*

19. How is this procurement being funded? Have any grants been applied for and/or awarded?

*The procurement would be funded through the City general fund. There have been no grants received for this procurement at this time.*

20. If you expect delivery in 3 months, when do you expect the bidder will have an awarded contract?

*The City is estimating a contract be executed around May 25<sup>th</sup>. The contracted company would be expected to order vehicles once a contract is executed.*

21. Is the city OEM agnostic or is a particular brand preferred?

*The City does not have a preference towards any specific make or model.*

22. Maintenance costs should be included as part of the response, but does the city have a preference for who will perform the work? If the city performs the work, what are the labor and parts rates?

*If the vehicles are to be leased, then the proposer should include maintenance costs. If the City chooses to purchase the electric vehicles, then the terms of the repair warranty should be detailed along with the manufacturer service/maintenance options locally.*

23. Does the dealership require to insure all vehicles with the limits offered or that is the total insurance coverage required for the entire order?

*Vendor will be required to obtain Garage Liability insurance with limits of \$2 million per occurrence and \$4 million aggregate. The City is willing to consider alternative insurance requirements, such as lower limits and an umbrella policy, if deemed sufficient by the City's Risk Management and City Attorney's Office.*