Request for Proposals

EV Charging Contractor Services
Quileute Tribe
Washington Electric Vehicle Charging Program
La Push, Washington

Issued by: Quileute Tribe
Issue Date: Friday November 6th, 2026
Proposal Due Date: Friday December 4th, 2026 @ 3:00 PM Pacific Time
Project Location: Quileute Reservation, La Push, Washington
RFP Contact: Annie Foster, Grants & Special Projects Manager
Email: grant.writer@quileutetribe.com
Phone: 360-374-6782

1. Invitation and Project Overview

The Quileute Tribe has been awarded a Washington Electric Vehicle Charging Program grant by the Washington State Department of Commerce, Energy Division, Clean Transportation Unit.

The Quileute Tribe invites qualified, licensed, and experienced contractors to submit proposals for the procurement, installation, and on-going operations and maintenance of two Electric Vehicle Charging project sites following funding requirements per the grant agreement.

The Washington Electric Vehicle Charging Program grant is supported with funding from Washington's Climate Commitment Act. The CCA supports Washington's climate action efforts by putting cap-and-invest dollars to work reducing climate pollution, creating jobs, and improving public health. Information about the CCA is available at www.climate.wa.gov.

2. Project Description

The Tribe has been awarded funding for two EV charging projects at two different sites located in La Push, WA on the Quileute Reservation.

Site 1:

Location - Ocean Side Resort

Address - 330 Ocean Drive, La Push, WA 98350

Project Type - 2 dual port level 2 EV chargers (4 ports total)

See Attachment A – Site 1, Preliminary Site Plan

Completion Deadline - Level 2 ports must be completed within **270 days following** grant contract execution (**completion deadline March 2027)**. Level 2 ports may install and begin operations of all ports within **580 days** instead of 270 days **if meeting the following criteria:**

- A new or upgraded electrical transformer is necessary to meet grant requirements;
- The Tribe provides documentation from the electric utility with service jurisdiction showing such need and that supply chain constraints make the 270-day completion deadline infeasible; and
- The Tribe demonstrates, as determined by COMMERCE, that battery storage is a more expensive or infeasible alternative.

Site 2:

Location - River's Edge Restaurant

Address - 41 Main Street, La Push, WA 98350

Project Type - 2 dual port level 3 EV chargers (4 ports total)

Completion deadline- Level 3 ports must be completed within **580 days** following contract execution (**completion deadline June 2027)**.

3. Project Timeline/Milestones

A. Kick-off meeting:

- Kickoff meeting with Tribe to confirm project scope, timeline, requirements and next steps.

B. Electric Utility assessment and design schematics:

- Confirmation with Clallam County PUD of site capacity and utility-related costs
- Design of site-specific schematics for charger installation

C. Cultural Resources Study

- Completion of Cultural Resources Study and approval to proceed with construction.

D. Equipment Procurement:

- Purchase site specific equipment following WA Commerce equipment requirements as specified in grant agreement.
- Proof of charging equipment delivered to site.

E. Installation:

- Complete installation of EV chargers at designated sites following schematics and requirements.
- Provided photos of completed site installation including charger capacity, serial numbers, and placement, and demonstration of Climate Commitment Act branding.

F. Site Completion:

- Provide site level on-going operations and maintenance plans.
- Provide report demonstrating the EV charging ports are currently in operation and meet program operational standards. Report must demonstrate per port kW output, as well as per port kW when power-sharing (if applicable).
- Provide any as-built drawings and operations & maintenance manuals to the Tribe.
- Transfer all manufacturer's warranties to the Tribe.

4. Equipment and Installation Requirements

The selected subcontractor shall be bound to all applicable terms and conditions of the Quileute Tribe's Washington State Department of Commerce Washington Electric Vehicle Charging Program grant agreement number 26-95802-37.

This includes but is not limited to specific equipment and installation requirements as follows:

Power output

- Charging ports may be installed with the use of power-sharing either through Automated Load Management (ALM) or similar systems.

Connector Standards

- All ports covered in this Contract must, at minimum, have one (1) SAE J1772, CCS1, or NACS connector. Connector types other than SAE J1772, CCS1, and NACS may be installed at project sites, but are not factored into the grant award amount.
- For each site with four (4) or more ports, no fewer than 25% of Level 2 ports must have a SAE J1772 connector, and no fewer than 25% of Level 3 ports must have a CCS1 connector.

Branding Requirements

All equipment and any on-site signage provided by the selected subcontractor must comply with the branding requirements of the grant agreement, which include use of the Climate Commitment Act logo. More information on branding is available at https://climate.wa.gov/washington-climate-action-work/climate-commitment-act-polluters-pay-communities-benefit/climate-commitment-act-brand-and-style-guidelines.

Level 2 Chargers Requirements

All Level 2 chargers installed at covered project sites shall:

- Be capable of networking through Wi-Fi, cellular (4G and above), or Ethernet;
- Be capable of at least a 6.0 kW power output per port when no other ports on site are in use.
- At each site with power-sharing, Level 2 ports must provide no less than 4.0 kW when multiple ports are in use.
- Be capable of using OCPI 2.2.1;
- Be capable of using OCPP 2.0.1;
- Be ENERGY STAR certified in the ENERGY STAR product database;
- Be certified by a nationally recognized testing laboratory to UL 2594; and
- Comply with all relevant state laws and rules in effect, including but not limited to Department of Agriculture rules in WAC 16-662-200, WAC 16-662-210, WAC 16-662-215, and WAC 16-662-220.
- If requiring payment, support remote start capabilities for, at minimum, payment via a toll-free number;
- If requiring payment, have a mobile payment device physically located on each charger dispenser or on a kiosk serving the charger dispensers that does not require users to download a mobile application to initiate a charging session; and
- Not require a membership for use.
- L2 chargers are not required to be networked when installed; however, they must be capable of meeting reporting requirements.

Level 3 Chargers Requirements

All Level 3 chargers installed at covered project sites shall:

- Be networked through Wi-Fi, cellular (4G and above), or Ethernet;
- Be capable of at least a 150 kW power output per port when no other ports on site are in use.
- At each site with power-sharing, Level 3 ports must provide no less than 75 kW when multiple ports are in use.
- Be capable of using OCPI 2.2.1;
- Be capable of using OCPP 2.0.1;
- Be capable of using ISO 15118-2 and be capable of Plug and Charge.
- Be certified by a nationally recognized testing laboratory to UL 2202 or UL 9741;
- Comply with all relevant state laws and rules in effect, including but not limited to Department of Agriculture rules in WAC 16-662-200, WAC 16-662-210, WAC 16-662-215, and WAC 16-662-220. If requiring payment, support remote start capabilities for, at minimum, payment via a toll-free number;
- If requiring payment, have a mobile payment device physically located on each charger dispenser or on a kiosk serving the charger dispensers that does not require users to download a mobile application to initiate a charging session; and
- Not require a membership for use.
- Each Level 3 charger must contain disconnecting means of emergency power shutoff (also known as “e-stop” equipment). Emergency shutoff devices or electrical disconnects must be installed no fewer than 20 feet or more than 100 feet from chargers. The emergency shutoff must be installed in a readily accessible location in sight of the chargers and labeled.

4. On-going Operations and Maintenance Requirements

Service Agreements

The Tribe shall enter into an operations and maintenance service contract, including a Service Level Agreement (SLA), with a qualified partner to meet requirements of this section of the scope of work.

Operations duration

The operations and service contractor shall maintain reliable operations of all charging ports during all typical project site operational hours for at least five (5) years following their first day of operations.

Uptime
The operations and service contractor shall ensure all charging ports installed are operational no fewer than 97 percent of the charging site's standard hours of operation, as measured by uptime percentage rate, throughout each charging port's required operations duration.

Uptime percentage rate shall be calculated $U=T-D+ET*100\%$, with:

- U = Uptime reporting percentage for the reporting period.
- T = Total time of project site operational hours during the reporting period.
- D = Total downtime during the reporting period, including excluded downtime.
- E = Excluded downtime during the reporting period.

Downtime
Downtime shall be measured as any period of time within the standard hours of operation in which a charger is not operational, including:

- A period in which the charging port's response to the central system's request for notification of operative status indicates that the connector or charging port is in an inoperative state; and
- A period in which maintenance logs show initial notice of a physical or otherwise non-networked issue that results in a non-operational status prior until maintenance logs show repairs have returned the charging port to an operational status.

Excluded downtime
Excluded downtime shall be defined as a period of downtime caused by any of the following reasons:

- Downtime before initial installation;
- Electric grid power loss that cuts off power supply to the charging port;
- Any failure to charge due to the fault of the vehicle;
- Preventive maintenance, up to 72 hours per year;
- Physical damage to hardware caused by a third party, including vandalism or theft, up to five days for each event;
- Telecommunication network outages beyond the control of the Tribe; and
- Extraordinary events, including natural disasters that are unforeseeable and impossible to plan for in advance.

Maintenance Requirements
The contractor shall:

- Perform regular preventive maintenance, including visual inspection, performance testing, functional validation, and reporting;
- Monitor network performance;
- Dispatch maintenance technicians in a timely manner and address malfunctions and repairs within 48 hours of initial notice, except for repairs that are dependent on parts that cannot be procured within 48 hours, in which case parts must be procured as soon as reasonably possible and repairs must be made with 48 hours of receipt of parts; and
- Provide charging station users with call center service at all times of operation that will assist users with any technical issues encountered at the stations.

Security Requirements
For the operation of Level 3 ports, the contractor shall:

- Comply with the National Institute of Standards and Technology (NIST) Cybersecurity Framework Profile for Electric Vehicle Extreme Fast Charging Infrastructure, ISO 15118-20:2022, and current payment card industry standards.
- Report security incidents to the Tribe AND COMMERCE's Energy Resilience & Emergency Management Office within 48 hours via email at wa.energyem@commerce.wa.gov. Security incidents are occurrences that actually or imminently jeopardize, without lawful authority, confidentiality, integrity, or availability of information or an information system; or constitute a violation or imminent threat of violation of law, security policies, security procedures, or acceptable use policies.

Utilization and reliability reporting requirements
Following submission of the final report, the contractor shall submit an operations report with data on each charger once every six months until the end of the operational duration. The contractor shall submit the report no later than 15 days after the end of each six-month period with the following data for the quarter and cumulatively over total operations:

- Average hours per day the charger drew power.
- Average hours per day the charger was connected to an electric vehicle.
- Average kWh per day the charger port dispensed.

- Uptime percentage rate per charger, with all data needed to verify calculations including an itemized summary of the date, duration, and category all excluded downtime being claimed for a reporting period.
- Percentage of successful charging sessions to the total number of charge attempts for each charger.
- All instances of preventative maintenance.
- Time log with information on reported charger malfunctions and corresponding repairs.
- Proof of network monitoring and call center service.

5. Proposal Submission Requirements

To allow the Tribe to evaluate proposals fairly and in accordance with procurement requirements, each respondent shall submit a complete proposal containing the following information:

- **Cover Letter:** Statement of interest, primary contact, confirmation of ability to perform the work, and acknowledgement of proposal terms.
- **Company Information:** Legal name, address, ownership structure, years in business, Washington contractor license information, business registrations, and contact information.
- **Cost Proposal:** Proposed price per each project site including assumptions, exclusions, unit pricing, alternates, allowances, Quileute B&O tax, TERO fee, escalation assumptions, and validity period.
- **Schedule:** Proposed schedule from notice to proceed through final completion with identified milestones.
- **On-going maintenance and reporting:** Description of ongoing maintenance plan to ensure EV services continue to meet grant requirements for at least 5 years and plan to fulfill the utilization and reliability reporting requirements.
- **Experience:** Description of comparable EV charging projects and projects working with Tribes within the past five to ten years.
- **Project Team:** Identification of key personnel, project manager, subcontractors, and roles/responsibilities.
- **References:** At least three references from comparable projects, including owner name, contact information, project description, construction type, cost, and completion date.
- **Licenses, Insurance, and Bonding:** Evidence of licensing, insurance coverage, bonding capacity, ability to provide performance and payment bonds.

- **Quality Control and Warranty:** Description of quality assurance, inspections, punch list process, warranty terms, manufacturer warranties, and post-completion service procedures.
- **Safety Plan:** Description of safety program, site safety management, compliance with applicable occupational safety and health standards, and recent safety record.
- **Indian Preference and TERO Compliance:** Documentation of Quileute-Owned/Indian-Owned Business status if applicable, proposed Indian preference in employment approach, proposed Indian-Owned Business preference in contracting approach, acknowledgement of applicable Quileute Tribal Employment Rights Ordinance ("TERO") requirements, anticipated workforce needs by trade, proposed use of qualified Indians and Indian-Owned Businesses where feasible, and confirmation that applicable TERO obligations will be flowed down to subcontractors.
- **Required Certifications:** Any required non-collusion, debarment, lobbying, conflict of interest, and funding compliance certifications required by the Tribe or funding sources.

5. Evaluation Criteria

Proposals will be reviewed for responsiveness and evaluated using a best-value procurement approach. The Tribe may consider written proposals, price, qualifications, interviews, references, clarifications, ability to meet insurance and business licensing requirements, and any other information determined relevant to selecting the proposal most advantageous to the Tribe. Additional consideration will be given to Quileute-Owned and other Indian-Owned Businesses in accordance with the Quileute TERO.

Evaluation Category	**Points**
Responsiveness and completeness of proposal	10
Understanding project requirements including equipment requirements, on-going operations/maintenance and reporting.	15
Project schedule/timeline	20
Experience with comparable EV projects and work with Tribes	10
Project team qualifications, capacity, subcontractor coordination,	10
Cost proposal	20
Quality control, warranty, safety record, and risk management approach	5

Indian Preference plans for employment and contracting, TERO compliance, Indian/local workforce participation, subcontractor flow-down, and minority/women-owned participation where applicable	10
Total Possible Points	**100**

6. Procurement, Preference, and Compliance Requirements

This solicitation is intended to comply with applicable Tribal procurement requirements and any funding-source procurement conditions associated with the grants and other funds used for the project. The Tribe will apply Quileute Tribal Employment Rights Ordinance requirements, and other applicable Tribal laws and policies. Proposers shall be responsible for identifying their eligibility for Quileute-Owned/Indian-Owned Business Preference and submitting supporting documentation with their proposal.

The successful contractor shall comply with all applicable laws, regulations, permits, licensing requirements, wage requirements, funding conditions, safety requirements, and owner policies. The Tribe may require certifications regarding non-collusion, federal debarment and suspension, conflicts of interest, insurance, bonding, equal opportunity, Buy America or domestic preference provisions, Davis-Bacon or prevailing wage requirements, and other conditions if applicable. The selected contractor will also be required to complete applicable vendor documentation, including W-9, insurance documentation, federal debarment certification, Quileute-Owned/Indian-Owned Business certification if applicable, and Quileute business license materials.

Tribal B&O Tax – A 5% Tribal Business & Occupation ("B&O") Tax will be levied on the income received from services rendered directly or indirectly from or on the Quileute Reservation, which must be factored into the contractor's final price proposals. Note that Washington State provides a State B&O tax exemption for income from the performance of services for the Tribe in Indian country in accordance with WAC 458-20-193.

State Tax – State taxes do not apply to the Tribe in Indian country (*see* WAC 458-20-192), so proposals should not include any State taxes on the Tribe.

Tribal Employment Rights Ordinance (TERO) – In accordance with Part V, Section 5, of the TERO, a TERO Fee of 1.75% will be assessed on the total gross contract price, which must be factored into the final price proposals. In addition, the selected contractor must provide Indian preference in employment and contracting, as set forth in the TERO. The Tribe will

work with the selected contractor to negotiate a TERO Compliance Plan for meeting applicable Indian preference requirements. TERO Ordinance included in Appendix C.

Tribal Business License – The successful respondent will be required to obtain a Quileute business license before commencing work. There is a fee of $25 per year for such license. The license must be displayed at the project site office.

7. Quileute TERO and Indian Preference Requirements

The selected contractor and all subcontractors shall comply with the Quileute Tribal Employment Rights Ordinance and any implementing policies, forms, fees, reporting requirements, preference requirements, and enforcement procedures applicable to work performed on the Quileute Reservation. Contractors shall be responsible for confirming current requirements with the Tribe before contract execution and shall include all applicable TERO obligations in their proposal pricing, staffing plan, schedule, and subcontractor agreements.

- Provide acceptable documentation if claiming Quileute/Indian-Owned Business preference, minority-owned, or other preference status.
- Obtain and maintain any required Quileute business license before performing work on the Reservation.
- Include the applicable TERO fee in the proposed contract price.
- Submit workforce information, employment and contracting plans, and employment and contracting reports as required by the Tribe or TERO office.
- Make good faith efforts to employ qualified Indians for available employment opportunities and contract with qualified Indian-Owned Businesses for all available contracting opportunities, consistent with applicable TERO requirements.
- Notify subcontractors of all applicable TERO and Indian Preference obligations and require subcontractor compliance as a condition of participation in the project.
- Cooperate with any TERO monitoring, compliance review, documentation request, or corrective action process required by the Tribe.
- Recognize that failure to comply with TERO requirements may be considered a material compliance issue and may affect contract award, payment, continuation of work, or future eligibility for Tribal work.

For purposes of this RFP, proposers should assume that TERO and other Tribal law compliance is a project requirement and should not treat TERO fees, Tribal B&O tax, Tribal business licensing, workforce reporting, or Indian Preference obligations as optional or separately reimbursable unless expressly stated by the Tribe in writing.

8. Anticipated Schedule

Milestone	Date
RFP Issued	Friday November 6th, 2026
Site Visit ***Request***	Friday November 13th, 2026, 3:00 PM PST
Potential Site Visit **(if requested)**	Tuesday November 17th, 2026, 10:00 AM PST
Questions Due	Friday November 20th, 2026, 3:00 PM PST
Addenda Issued, if any	Monday November 30th, 2026
Proposals Due	Friday December 4th, 2026 @ 3:00PM PST
Bid Review	Monday December 7th, 2026
Interviews / Clarifications, if needed	December 8-9th, 2026
Notice of Intent to Award	December 17th, 2026
Contract Execution / Notice to Proceed	January 7th, 2026
Construction Start	TBD
Substantial Completion	March/June 2027

9. Questions, Addenda, and Communication

All **questions** regarding this RFP shall be **submitted in writing via email** to: Annie Foster, Grants and Special Projects Manager, at grant.writer@quileutetribe.com by **Friday November 20, 2026 @ 3:00PM PST with the subject "Quileute EV Charging RFP".**

Contacting any other Tribal official or employee about this RFP is strictly prohibited and will be grounds for disqualification. Responses may be issued by written addendum. Only written addenda issued by the Tribe shall modify this RFP. Proposers shall not rely on verbal statements or informal communications.

10. Site Visit

A site visit is not mandatory. However, ***bidders who are interested*** in attending a site visit ***must notify*** Annie Foster, Grants and Special Projects Manager, via email at grant.writer@quileutetribe.com, **NO LATER** than **Friday November 13th, 2026, at 3:00 PM PST**. *If* requests for a site visit are received, the ***potential site visit*** will be held **Tuesday November 17th, 2026, at 10:00 AM PST.**

11. Proposal Submission Instructions

Proposals must be received no later than **Friday December 4th, 2026, at 3:00 PM PST**. Late submissions will not be accepted. Electronic proposals must be **submitted to Annie Foster, Grants & Special Projects Manager, via email at** grant.writer@quileutetribe.com with the **subject "Quileute Tribe EV Charging RFP."**

11. Completeness, Disqualification, and RFP Revisions

Proposals will be evaluated on the completeness and quality of the information submitted. Failure to provide required information may result in disqualification. The Tribe may disqualify a respondent for evidence of collusion, lack of qualifications, failure to meet the full requirements of the RFP, failure to meet insurance or business licensing requirements, suspension or debarment from doing business with the federal government or the Quileute Tribe, prior conviction arising from a public contract unless pardoned, expunged, or annulled, or any other reason deemed proper by the Tribe.

The Tribe reserves the right to change the schedule, issue addenda, request clarifications, cancel this RFP, or reissue the RFP at any time. Addenda or notices of cancellation will be sent to known respondents. A single response may be deemed a failure of competition, and the Tribe may cancel or re-advertise the RFP with modifications if doing so is in the Tribe's best interest.

12. Owner Rights, Contract Award, and Tribal Law

The Tribe reserves the right to reject any or all proposals, waive informalities or irregularities, request clarifications, conduct interviews, negotiate with one or more proposers, modify the scope of work, cancel or reissue this RFP, award all or a portion of the work, or make the award determined to be in the best interest of the Tribe. Submission of a proposal does not create a right to award, reimbursement, or contract. All costs incurred in preparing and submitting proposals are the responsibility of the proposer. The Tribe may award without further discussion, and proposals should therefore be submitted on the most favorable terms available. Selection of a preferred proposer shall not be construed as a final contract award, but as commencement of contract negotiation. If the Tribe is unable to negotiate a satisfactory agreement with the selected proposer at a price determined fair and reasonable, the Tribe may terminate negotiations and proceed to the next best proposal or terminate the procurement process.

The Tribe does not intend to waive sovereign immunity for this project. Disputes arising from this solicitation or resulting contract will be handled in Quileute Tribal Court unless otherwise agreed in writing by the Tribe. The contract shall be governed by Quileute Tribal Law, or federal law to the extent Tribal law does not exist.

The Quileute Tribe looks forward to receiving sealed bids from qualified contractors and working with the selected contractor on this important housing project.

13. Attachments

Appendix A – Site 1, Quileute Ocean Side Resort, Preliminary Site Plan
Appendix B – Site 2, River's Edge Restaurant, Preliminary Site Plan
Appendix C – Quileute TERO
Appendix D – Vendor Forms: Indian Preference Certification if applicable, Certification Regarding Debarment, Suspension, and Other Responsibility Matters, Insurance Requirements, W-9, and Business License Application