Award Name: Saratoga Springs

Award Amount (verify that requested amount does not exceed this amount): $26,788

Project Summary

- Proposed number of EVSEs (type and quantity of each): 3 Dual Port Level 2 EVSEs
- Actual number of EVSEs (type and quantity of each): 3 Dual Port Level 2 EVSEs
- Proposed address of EVSE location(s): 278 S. Saratoga Rd, Saratoga Springs, UT
- Actual address of EVSE location(s): 367 S. Saratoga Rd, Saratoga Springs, UT
- Bid amount: $26,788
- Invoice amount: $34,532

Provide a description of any modifications from the original, proposed project:

- A site map showing the location of the EVSE funded by this funding assistance;
- Installation start date of the EVSE project September 24, 2019 (See email August 12, 2020); and
- The date the EVSE was placed into service July 15, 2020 (see email August 4, 2020);
- A photo of the EVSE funded by VW funding assistance and placed into service;
- The estimated hours per day and days per year the EVSE funded by the VW funding assistance will be used. The stations are available 7 days a week, 24 hours per day, and the public can charge their vehicles as they need. Estimates that they chargers will be used 3 to 5 hours a day five days a week (260 days a year). We anticipate this demand to increase as awareness of the stations increases in our community. (See email August 4, 2020 and August 5, 2020)
- A final purchase invoice for each EVSE, installation, maintenance, and other itemized actual costs in which the was requested in your Funding Assistance Application. The invoice shall include:
  a. the invoice date;
  b. the itemized purchase cost for each item or service listed in the competitive bid; and
  c. the applicant as the purchaser;
- If costs are higher than the original bid, are the increased costs reasonable? Yes. The original bid did not include installation which the invoice includes ($6,067). In addition, the bid only had quoted for 1-year networking the invoice includes 5-years (an increase of $4,668). Since the applicant did not provide bids for installation we would exclude this amount from the invoice which means that the invoice is only $28,465 and is just slightly higher than the original bid. We will only pay up to $26,788. (See email August 4, 2020)
- If items purchased are different from competitive bid did entity document that they meet procurement rules for changed items (see Terms and Conditions section II B.);
- Proof of payment;
Request For Payment from
VW EVSE

Division of Air Quality
Department of Environmental Quality
State of Utah
195 North 1950 West
Salt Lake City, UT 84116

PAYABLE TO: City of Saratoga Springs
1307 North Commerce Drive
Suite 200
Saratoga Springs, UT 84045

TAX ID:

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<th>CHARGE TO:</th>
<th>Fund</th>
<th>Agency</th>
<th>Approp</th>
<th>Unit</th>
<th>Function</th>
<th>Prog</th>
<th>Object or BS</th>
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<td>480</td>
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<td>8/5/2020</td>
<td>Payment to Saratoga Springs for reimbursement of purchase of three Electric Vehicle Supply Equipment units as well as purchasing of network, and warranty ($26,788). This payment comes from the Contract 200639 for Saratoga Springs through the VW Setlement funds.</td>
<td>$26,788.00</td>
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Reviewed and Approved By: Date:
Mat Carlile (Aug 12, 2020 15:24 MDT)
Andrea Riddle (Aug 19, 2020 20:13 MDT)
PURCHASE ORDER

CITY OF SARATOGA SPRINGS
1307 NORTH COMMERCE DRIVE
SARATOGA SPRINGS UT 84045
PHONE: (801) 766-9793 FAX: (801) 766-9794
TIN: 87-0575087
STATE TAX EXEMPTION #: 11875536-002

# 14552
THIS ORDER NUMBER MUST APPEAR ON YOUR INVOICE

ISSUED TO: LILYPAD EV, LLC
9801 W. 100TH TERR
OVERLAND PARK KS 66212

SHIP TO: CITY OF SARATOGA SPRINGS
1307 NORTH COMMERCE DRIVE
SUITE 200
SARATOGA SPRINGS UT 84045

PURCHASE ORDER DATE: 09/05/2019

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<td>ChargePoint CT4021-GW1</td>
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<td>5,263.00</td>
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<td>ChargePoint CT4021</td>
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<td>12640</td>
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<td>ChargePoint CPCLD Commercial 5</td>
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<tr>
<td>12640</td>
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<td>ChargePoint CT4000 Assure5</td>
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<td>12640</td>
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<td>Shipping</td>
<td>450.00</td>
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TOTAL 34,532.00

REQUESTED BY

DEPARTMENT HEAD

PURCHASING

Signature approval certifies that the amount shown above is required to meet a contract, agreement, obligation or expense of the City, and has been lawfully appropriated, authorized, or directed for such purpose, and is free of any prior obligation, or obligation now outstanding.
Requisition For Payment

Pay To:

Name  LilyPad EV
Address
City
State  Zip
Phone

<table>
<thead>
<tr>
<th># Quote</th>
<th>Description</th>
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<tr>
<td>1632</td>
<td>Shipping</td>
<td>34-4000-739</td>
<td>$450.00</td>
</tr>
</tbody>
</table>

*Attach All Supporting Documents*

Total  $34,532.00

Signature of Person Requesting Payment: [Signature]

Signature of Manager Approving Payment: [Signature]

City Manager Approval if required: [Signature]

City of Saratoga Springs
1307 N Commerce Drive, Suite 200, Saratoga Springs, Utah 84045 • 801-766-9793 • 801-766-9794 (fax)
LillyPad EV
9801 W. 100th Terr
Overland Park, KS 66212
(913) 269-2453
keith.anderson@lillypadev.com

Quote

ADDRESS
Saratoga Springs, UT
Owen Jackson
1307 N. Commerce Dr. #200
Saratoga Springs, UT 84045

SHIP TO
Saratoga Springs, UT
Owen Jackson
1307 N. Commerce Dr. #200
Saratoga Springs, UT 84045

QUOTE # 1632
DATE 08/30/2019

SALES REP
Keith Anderson

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<th>DESCRIPTION</th>
<th>QTY</th>
<th>EACH</th>
<th>AMOUNT</th>
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<td>ChargePoint:CPCLD-COMERCIAL-5  5yr Prepaid Commercial Cloud Plan.</td>
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<td>ChargePoint: LILYPAD-ACTIVE  Initial Station Activation &amp; Configuration Service includes activation of cloud services and configuration of radio groups, access control, visibility control, pricing... One time initial service per station.</td>
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<td>ChargePoint:CT4000-ASSURE5  5yr Prepaid Assure Plan</td>
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NOTES:
• Thank you for allowing us to submit this proposal.
STANDARD TERMS AND CONDITIONS:
• Standard Invoice Terms are not 30
• Standard manufacturer warranties apply to all hardware purchases
• Standard lead-time is 30-60 days from order acceptance
• Installation cost, if included in this project, does not include

SUBTOTAL  34,082.00
TAX (0%)  0.00
SHIPPING  450.00
TOTAL  $34,532.00

Thank you for your business.
unforeseen rock or other obstacles found while trenching or boring

- Customer is responsible for ensuring 3G cellular data coverage at installation location is better than -95dbm (ATT or Sprint). Note for example -70dbm is better than -80dbm.

- Returns of unopened packages are subject to restocking charges. Opened packages may not be returned.

Accepted By

Accepted Date

Thank you for your business.
BTW I am estimating that your stations will be used 3 to 5 hours a day five days a week (260 days a year). Would you agree with this?

--

Mat Carlile | Environmental Planning Consultant

Phone: 801.536.4116

Office Hours: Monday-Thursday, 6:30 a.m.–5:30 p.m.

195 North 1950 West, Salt Lake City, UT 84116

Website | Blog | Twitter | Facebook | LinkedIn

Emails to and from this email address may be considered public records and thus subject to Utah GRAMA requirements.

Yes. I think that is a reasonable estimation based on what we’ve seen from the few people who used the stations’ free charges prior to full activation.

Owen Jackson
Assistant City Manager
Administration|Saratoga Springs

Office: 801.766.9793 x112
Fax: 801.766.9794
1307 N. Commerce Dr. #200
Saratoga Springs, UT 84045
www.saratogaspringscity.com

On Aug 5, 2020, at 6:42 AM, Mat Carlile <mcarlile@utah.gov> wrote:

[Quoted text hidden]
Hello,

I am writing to request reimbursement of $26,788 for the VW EVSE grant. Please see attached documents to support our reimbursement request. If there is additional information or documentation needed, please let me know.

All of the EVSE stations were placed into official service on July 15, 2020. Some of the stations were available sooner, but I am going from when all of the stations were up and operational. The delay in entering the stations into service were due to a variety of issues such as finishing the our new building, determining a pricing structure and receiving City Council approval, and fixing some malfunctioning equipment. The stations are available 7 days a week, 24 hours per day, and the public can charge their vehicles as they need. We do not have a good estimation of how frequently the stations will be used, but based on the small windows the stations have been available, we anticipate the current demand to be 1-3 cars charging at the stations per week with multiple charges during the week. We anticipate this demand to increase as awareness of the stations increases in our community.

We are now working with our Communications department to notify residents that the stations are operational and available for charging vehicles.

Thank you,

Owen Jackson
Assistant City Manager
Administration | Saratoga Springs

Office: 801.766.9793 x112
Fax: 801.766.9794
1307 N. Commerce Dr. #200
Saratoga Springs, UT 84045
www.saratogaspringscity.com
In order to complete your request please answer the following questions:
1) What date did the Installation start?
2) Can you verify the address of the EVSE as 278 S. Saratoga Rd, Saratoga Springs, UT
3) I am trying to understand why the invoice is almost $8,000 more than the original bid. From what I can see it appears that the original bid only has a 1-year network package and the invoice shows a 5-year network package. Also it appears in the original bid you did not include installation, but in the invoice this is included. Is there anything else that was different?

Hi,

1) 1) What date did the Installation start? – I will track this down. I know it was sometime in October or November as part of the overall building construction, but I cannot find the specific date while working from home.

2) 2) Can you verify the address of the EVSE as 278 S. Saratoga Rd, Saratoga Springs, UT – I’ve noted this on the quarterly reports I’ve sent, but the official building address was finalized to be 367 S. Saratoga Rd., Saratoga Springs, UT. The grant was submitted prior to the building being constructed and before an official address was provided.

3) 3) I am trying to understand why the invoice is almost $8,000 more than the original bid. From what I can see it appears that the original bid only has a 1-year network package and the invoice shows a 5-year network package. Also it appears in the original bid you did not include installation, but in the invoice this is included. Is there anything else that was different? – The installation is the biggest difference, as the vendor sent a final invoice over to our accounts payable office for us to pay. I did not include installation in the original grant request as I didn’t realize I could. If you subtract out the installation costs and the shipping costs, the difference is $1,227 from the increase to what was requested in the grant. As for the 5-year discrepancy, the grant request has always been based on having a 5-year plan versus a 1-year plan. That has always been our intention and the grant was submitted with the cost of the five-year plan included at $1,105 per unit or $6,630 and is reflected in the original grant request from what I can see.
in my files. The quoted price is consistent between the multiple bids we received, but I do see how Lilypad left off the 5-year and instead quoted the 1-year. What do I need to do to move forward on this? Do I need to get an updated bid document, or just use the first bid documents previously submitted? That file was what I gathered from our accounts payable staff in order to show that we paid.

Thanks,

Owen Jackson
Assistant City Manager
Administration | Saratoga Springs

Office: 801.766.9793 x112
Fax: 801.766.9794
1307 N. Commerce Dr. #200
Saratoga Springs, UT 84045
www.saratogaspringscity.com

Mat Carlile <mcarlile@utah.gov>
To: Owen Jackson <OJackson@saratogaspringscity.com>

Please get me the start date of the installation.
As far as the invoice goes you do not need to do anything. I just want to make sure that I understood 1) why the installation was not included, 2) if there was anything else different. So this email will document this for us.

Mat,

Sorry for the delayed response. I was out of town for a bit after and am just getting back to sorting through emails. I emailed the superintendent for our building project. Per his notes, the EVSE stations were installed on September 24-25, 2019. I noticed I missed a call from you, let me know if we need to discuss further.