

## NJDEP Grant Recipient Vendor Quote Guidance - It Pay\$ To Plug In (IPPI) Program

As per the General Terms and Conditions of the grant agreement and State of New Jersey procurement requirements, vendors must be selected through a competitive process. Grantees participating in the It Pay\$ to Plug In Grant Program must therefore submit a minimum of three EV charger quotes (one quote for entities using an established, publicly-bid contract) as proof that this requirement has been met. All quotes must contain the following:

- The name, address, and contact information of the vendor providing the quote.
- The name, address, and contact information of the Grantee requesting the quote.
- The installation/delivery location should also be listed if it is different from the Grantee's physical address. If the application covers multiple charger locations, they can be listed on the same quote, if appropriate. The Grantee cannot submit a quote that was drafted for an organization different from their own.
- All quotes should have the same comparable lines: Itemization of equipment, required accessories, maintenance/warranty agreement, subscription/cloud/reporting services, estimated Taxes and Shipping fees.
- The make and model of the charger.
- The number of chargers quoted. This should match the number of chargers approved by the program.

Maintenance and subscription services (including reporting capability) must be quoted for a length of time which covers all grant obligations.

If the vendor is also installing the chargers, installation labor should either be quoted separately or be itemized separately from all other costs.

Grantees are not permitted to quote from their own inventory or the inventory of any sister company.

Grantees must review all quotes to confirm that they include the required components before submitting them to IPPI program staff. Failure to meet all criteria will result in the Grantee needing to obtain new quotes.

More than one quote from the same vendor/distributor is not permitted.

As per NJDEP procurement practices, Grantees are expected to select the lowest responsive quote that meets the project's needs. If the Grantee wishes to bypass the lowest responsive quote, they must provide a justification letter signed and dated by the individual authorized in the grant's resolution. The justification letter must clearly include and address the following:

- Name of lowest responsive vendor(s)
- Price quote of lowest responsive vendor(s)
- Why the lowest responsive quote(s) cannot meet the Grantee's needs.
  - The stronger the argument, the more likely that the justification will be accepted.
- Name of desired vendor



- Make/model of the charger(s)
- Grantee business name
- Name, title, signature of Grantee's authorized individual
- Date the justification was written