

PROCESS: PROCURING ELECTRIC VEHICLE CHARGING STATION THROUGH OMES REALS EV CHARGING STATION REGISTRY

The Office of Management and Enterprise Services maintains a registry of vendors approved to install, operate and maintain electric vehicle charging stations through a surface lease for the EV location. The registry and ground lease process are maintained and administered by the Real Estate and Leasing Services office of OMES. The vendor will own the EV equipment, and installation and operation will be the responsibility of the vendor. The lease may include rent, or the consideration for the contract may be benefits to the state and the public. Each surface lease will be individually negotiated based on factors such as cost of installation and anticipated use of the EV charging station. Vendors are not obligated to enter a surface lease with an agency if the analysis by the vendor does not indicate adequate usage or location desirability for the vendor investment.

The purpose of this document is to assist agencies with planning and selecting an electric vehicle charging station solution for selected locations. EV charging is an emerging technology, and some terms and concepts may be unfamiliar. A glossary of terms is provided below to assist agency staff who are unfamiliar with the EV industry.

GLOSSARY OF TERMS

- EVSE – Electric Vehicle Supply Equipment, also known as an electric vehicle charging station.
- EV – Electric vehicle.
- ICE – Internal Combustion Engine vehicle.
- ICEd – A term for an ICE vehicle blocking EVSE location.
- kW – Kilowatt, a measurement of power equivalent to 1,000 watts.
- kWh – Kilowatt hours, a measurement of electric energy delivered during an hour of time and also used as a measurement of size for EV vehicle batteries.
- Registry – The registry of EVSE suppliers and the equipment they offer that is maintained by OMES REALS.

PROCESS

1. **Planning.** Define the location needs and service expectations. A planning group may assist with this process. The following questions will assist with the planning process:
 - Will the charging station be public or for employee use only? How long will customers be parked at the charging station?
 - Lower kW stations are ideal for long charges, while higher kW stations will charge faster.
 - What level of power is expected?
 - In general, the higher the kW station, the faster the charge provided.
 - Where will the charging station be located, and how much space will be reserved for the station?
 - A minimum of two parking spaces will be needed.
 - If the plan includes long charge times, the space selected should not use premium parking locations close to the building access.
 - Because Oklahoma is currently one of the fastest-growing EV markets, plan for more than the current expected demand.
 - Does the selected space lend itself to a wall-mounted or free-standing charging station?
 - How close is the chosen location to utilities?
 - Proximity to existing utilities will assist with minimizing the expense of the installation.
 - Will the construction cause any damage to landscaping or other facilities?

- The vendors on the registry are required to return the area to its original condition after installation and removal of the EV charging station, but this is a good idea to keep in mind if you want to minimize any issues.
 - What measures are needed to ensure stations aren't ICED or otherwise impeded?
 - This may include ensuring the area is adequately marked and using existing procedures for notifying people parked in other restricted areas.
 - What rent is expected?
 - In areas where the charging station will not have a high volume of customers, the benefits of the charging station to the agency and the public may be the full consideration for the contract.
2. **Selecting Preferred Vendor.** After determining agency needs and expectations, use the registry to select the preferred vendor and equipment. If additional information is needed regarding the products offered, contract REALS for specifications on the proposed equipment.
3. **Initiating Lease.** Contact REALS to initiate the ground lease negotiations and the contract process. Agencies that are specifically exempt from REALS oversight of surface leases are still encouraged to partner with REALS on this process. The following information will be needed to enable REALS to initiate the surface lease process:
- Requesting agency.
 - Requesting agency contact.
 - Requesting agency contact phone number.
 - Requesting agency contact email address.
 - Location name.
 - Location address.
 - Site plan, sketch or map showing the selected location.
 - Brief description of location for installation.
 - Summary of the planning process.
 - Include plans to avoid impeded stations, rent expectations, public or state agency use and other special considerations.
 - Chosen vendor.
 - Chosen kW.
 - Any additional information on agency location, needs and expectations.

REALS will review the information and contact the selected vendor to initiate the lease. REALS will work with the agency contact and the vendor to finalize the terms of the lease.

4. After installation is complete, agencies may contact the vendor directly regarding any issues or questions. REALS will be available to assist if preferred.

CONTACT INFORMATION FOR OMES REALS

- Email: infoREALS@omes.ok.gov.
- Phone: (405) 521-3819.
- Website: <https://omes.ok.gov/services/real-estate-leasing-services>.
- Registry: <https://omes.ok.gov/services/real-estate-leasing-services/evse-registry>.