

Memorandum

REPORT TO: City Commission

FROM: Natalie Meyer, Sustainability Program Manager
Max Ziegler, Facilities Assistant Superintendent
Matt Workman, Streets Superintendent
Sam Bearzi, Fleet Manager
Jon Henderson, Assistant City Manager

SUBJECT: Authorize the City Manager to Sign a Sales Order with Ford Pro for an Electric Vehicle Direct Current Fast Charger (DCFC), Software, and Maintenance Agreement at the Shops Complex

MEETING DATE: September 23, 2025

AGENDA ITEM TYPE: Agreement - Vendor/Contract

RECOMMENDATION: Authorize the City Manager to Sign a Sales Order with Ford Pro for an Electric Vehicle Direct Current Fast Charger (DCFC), Software, and Maintenance Agreement at the Shops Complex.

STRATEGIC PLAN: 4.3 Strategic Infrastructure Choices: Prioritize long-term investment and maintenance for existing and new infrastructure.

BACKGROUND: The Bozeman Shops Complex Electric Vehicle (EV) charging station sales order provides equipment and software to serve the City's growing EV fleet. The charging station will be centrally located to the Streets, Water and Sewer, and Parks Departments, significantly reducing charge times compared to Level 2 charging. The charging station will serve all fleet vehicles that require charging between shifts or lack access to overnight depot charging. The 120 kW station will provide a 15% to 80% charge for standard range fleet vehicles (98 kWh) in approximately 60 to 75 minutes. The charging stations will be equipped with software for managed charging and data reports. The charging station installation supports the City of Bozeman in the transition to fleet electric vehicles and equipment, resulting in reduced operating costs, greenhouse gas emissions, and improved local air quality.

The Ford Pro EV charging sales order includes (1) dual-port 120 kW Direct Current Fast Charger (DCFC), onboarding services, a 5-year software agreement, and a 5-year extended service plan.

Electrical engineering design work is currently underway. A utility electric service upgrade will be required to provide additional EV charging at the Shops Complex, a central fueling hub for the City's fleet. The charging station may be moved if operations at the Shops Complex are relocated in the

future.

The purchase complies with the State of Montana and the City's purchasing policy under an approved cooperative purchasing agreement. Multiple quotes were also compiled to ensure competitive pricing and services. By authorizing the City Manager to sign the sales order, the City agrees to the hardware and software terms and conditions.

UNRESOLVED ISSUES: None.

ALTERNATIVES: As suggested by the City Commission.

FISCAL EFFECTS: This sales order will incur a fixed cost of \$69,327.90 to be paid by the Sustainability Division CIP project GF245 - Energy Projects in FY26. Sufficient funding is available for the sales order and the additional electrical design, utility upgrades, permitting, and installation. Upon project completion, the City will file for the Alternative Fuel Vehicle Refueling Property Credit (30C) available to tax-exempt organizations through June 30, 2026.

Attachments:

[FordPro_ShopsComplex_Sales Order.pdf](#)

Report compiled on: September 11, 2025