



Fleet Electric Vehicle (EV) Charging Guide for State Agencies

This guide is for State of Maine agencies installing non-networked EV chargers for use by State fleet vehicles only. If you have any questions, please reach out to [Emma Cost](#).

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Plan Ahead for Future Charging Needs

Begin planning for charger installation as soon as you request an EV from Central Fleet Management (CFM). When completing electrical or site work, consider future EV charging needs and install additional wiring where possible to support future fleet electrification.

1. Use your fall 2025 Fleet Electrification Plan to identify overnight parking locations for vehicles transitioning to EVs and prioritize vehicles being replaced first.
2. Use the plan to estimate the number and type of chargers needed at each location.
3. CFM can assist with identifying locations using fleet transition plans and telematics data.

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Evaluate Power Capacity and Needs

1. If multiple agencies share a site, coordinate to identify the best charger locations and opportunities for charger or vehicle sharing. Vehicles driving less than 50 miles daily may be able to share chargers. CFM can help identify sharing opportunities.
2. Locate chargers near buildings or existing electrical service whenever possible to reduce costs. Agencies may need to adjust parking locations or install pedestals with outlets for portable Level 2 chargers. Chargers can be secured using RFID cards or physical locks.
3. Most state EVs can use portable Level 2 32-amp chargers plugged into 240V NEMA outlets requiring a dedicated 40A circuit. Larger vehicles with higher daily mileage may require 60-amp circuits.
4. For more information on charging levels, power needs, and installation considerations, see Efficiency Maine's [EV charger guide](#) – this guidance is applicable for non-networked fleet charging.

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Purchase and Install Charging Equipment

Below are instructions for obtaining permission and procuring charging equipment and installation based on building type

Leased Spaces

1. Agencies must coordinate with landlords to determine responsibility for charger installation and electrical upgrade costs. The Division of Leased Space (DLS) can assist.
2. Before contacting the landlord, agencies must schedule a consultation with DLS by contacting [Jacob Tauke](#).
3. The landlord is responsible for hiring a licensed electrician and any other contractors necessary to complete the electrical upgrades, make-ready work, and any additional site work.
4. After consultation and receipt of cost estimates, agencies must obtain written landlord approval for installation of electrical equipment.
6. Agencies are responsible for purchasing the charger equipment.

Agency-Owned Buildings (Non-BGS)

1. Agencies are responsible for all charger and installation costs.
2. Installation services must follow procurement guidelines. Projects exceeding \$10,000 require three quotes. Contact [Brian Keezer](#) with procurement questions.
3. See **#6** for charger purchasing instructions.

BGS-Owned Buildings

1. Charger and installation costs may be shared between BGS, the agency, and other site occupants, depending on the project.
2. All installation and electrical work will be coordinated by BGS. Contact [Brian Keezer](#) to determine:
 - Whether chargers are already planned for the site
 - How costs will be shared
 - Project cost estimates
 - Accessibility and siting requirements
3. See **#6** for charger purchasing instructions.

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Determine Charger Quantity and Types

- 1. Assess Vehicle Count and Electrification Timeline:** Assess how many vehicles are typically parked in the area and identify which are scheduled for near-term electrification using your Fleet Electrification Plan submitted late 2025. (Note: All light-duty vehicles will eventually transition to EVs.)
- 2. Accessibility:** At least one charging space should be designed to be accessible according to the US Access Board “Design Recommendations for Accessible Electric Vehicle Charging Stations.” For questions contact the [State Accessibility Coordinator](#).
- 3. Portable vs. Hardwired:** Decide whether you will install hardwired EV chargers or 240V outlets to plug portable Level 2 chargers into. Hardwired chargers connect directly into the buildings electrical system through a dedicated circuit and fixed to the building. A portable charger requires a 240V outlet to plug into and is not fixed to the building (like a phone charger). The photos below show a portable Level 2 charger (on the left), and a hardwired Level 2 charger (on the right).
- 4. Power Level:** Most Level 2 chargers require a dedicated 40-amp circuit. Some higher-powered chargers will require a 60- or 80-amp circuit.
- 5. Typical cost:** ~\$500 for charger, plus ~\$1,000 for 240V outlet installation. Portable chargers are often cheaper than hardwired. Significant additional costs can be incurred if you need additional site work (such as paving, trenching, or pedestals) or electrical work (such as electrical panel upgrades or transformers).

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Assess Electrical Infrastructure

Before starting electrical work for EV chargers, you will need to assess the availability of power at the site. A licensed electrician can do this.

1. Provide the electrician with information about the number of vehicles and power levels that need to be installed.
2. Request quotes and a timeline for the make-ready work.



Portable



Hardwired

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Purchase Non-Networked Fleet Level 2 Chargers

- 1. Hardwired:** To purchase a charger, choose an appropriate charger through existing state master agreements (MA).
 - A.** The [Lynkwell Contract](#) provides non-networked Level 2 charger options.
 - B.** Use a p-card or issue a Delivery Order (DO) to make the purchase (see procurement guidelines for commodities).

If the type of charger you need is NOT available on a state MA, CFM will order a Level 2 charger at an agency’s request. The cost will either be billed directly to the agency or incorporated into the vehicle lease price, depending on the vehicle arrangement.

- 2. Portable:** CFM will order a portable Level 2 charger at an agency’s request. The cost will either be billed directly to the agency or incorporated into the vehicle lease price, depending on the vehicle arrangement.

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Schedule Make-Ready Work

Return to Step 3 to confirm coordination with the appropriate electrician or point of contact for installing the 240V outlet, based on your building type.