



Timberland Regional Library
Administrative Service Center
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Date Posted:
December 17, 2020

**Request for Proposal:
Custom Library Bookmobiles**

Proposals Due:
~~January 29, 2021~~
February 5, 2021

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Introduction

Background

Timberland Regional Library (TRL) is a public library system that provides library services to the residents of five counties in Southwest Washington State: Grays Harbor, Lewis, Mason, Pacific, and Thurston Counties. Under Washington State law, TRL is an Intercounty Rural Library District and is funded by property taxes and revenue from timber sales in the 5-county area.

TRL is requesting proposals from specialty vehicle manufacturers for the fabrication of two (2) identical custom bookmobiles as described in the listed specifications. The unit(s) will operate within rural, suburban, and urban environments in southwestern Washington state. The unit(s) shall be designed and equipped to operate safely on paved roadways with areas of steep hills and tight curves. The district experiences coastal weather on the western border (Grays Harbor and Pacific counties) and heavy snow in the furthest eastern border (Lewis County). The approximate temperature range of this area is 35°F to 75°F, with occasional summer temperatures rising to 85°F to 90°F.

Project Timeline

December 17, 2020: RFP posted on TRL website

~~January 29, 2021: Proposals due to TRL by 4pm~~

February 5, 2021: Proposals due to TRL by 4pm

~~February 10, 2021: Vendor reference checks complete~~

February 17, 2021: Vendor reference checks complete

~~February 12, 2021: Final selection~~

February 19, 2021: Final selection

February 24, 2021: Final Board Approval / Contract awarded

Project Specifics

Purpose

TRL intends to use these vehicles to provide the comprehensive services that are available within our physical branches to district residents that do not have access to those physical branches due to distance to the branch, hardships, or physical accessibility issues.

Priority services will include:

- Access to wi-fi
- Browsing and checkout of materials

- Short term laptop use
- Mobile printing

TRL serves many rural communities that lack high speed internet and/or have spotty cellular phone coverage provided by multiple companies. We need a system in place that ensures smooth coverage as we travel across our district and allows patrons to use the bookmobile for Wi-Fi access and mobile printing.

Scope

TRL is in search of a vendor to completely fabricate two (2) identical vehicles that, upon delivery, are ready to meet the standards below:

- Be on the road at least 6 days of the week, including daytime and evening hours
- Be ADA compliant
- Be safely driven in the Pacific Northwest climate, which includes rain, high winds on the coast, and snow at higher elevations
- Does not require a CDL to operate

Specifications

Capacities/Dimensions

- 34 feet maximum length, 10 feet maximum width
- 26,000 GVWR or less, ensuring no CDL is required
- Chassis type: Freightliner M2, current year, diesel or equivalent

Power

- Diesel generator, critical silencer
- Cruise control
- Offshore plugin

Mechanical

- Automatic transmission
- Air ride brakes & suspension
- Heavy duty shocks, front and rear
- Dual 2-speed electric wipers, with washer and intermittent feature, or equivalent
- Air cleaner/dehumidifier
- High-output heater/defroster in cab
- Radio with USB ports

Heating and Cooling

- Sufficient roof ventilation, air conditioning, and heating to maintain a comfortable temperature year-round

Connectivity

- Cradlepoint 4G LTE, or equivalent system

Safety Equipment

- Backup camera and monitor
- Emergency escape window
- Fire- extinguisher sufficient to meet any/all applicable codes
- Lithium smoke/CO2 detectors
- Back-up alarm, exterior of the vehicle

Interior Components

- Specific floor plan to be designed in consultation with TRL
- Vendor will supply full, to-scale floor plans upon completion of planning design in consultation with TRL
- Aluminum shelving with locking carts, maximum shelving possible
- One staff workstation with a mobile print station, at the front of the vehicle
- Two patron laptop stations, to be integrated into shelving
- Self-checkout station, at rear of vehicle
- Pass through cab door
- LED interior lighting

Exterior Components

- All aluminum dry van body construction, insulated
- Dual entry doors
- Premium, commercial lift, fully automatic but with backup manual capability, dual handrails, and a safety belt
- Retractable canopy with controls/sensors suitable for a very rainy environment. Canopy should be long enough to cover both entry doors on the passenger side. It is preferable that the canopy be self-retracting in high winds.
- Serve out/takeout door/window, preferably within one of the entry doors
- Exterior decorative body wrap (graphics to be supplied by TRL)

Add-ons/Options for Pricing

- Interior or exterior mounted screen for messaging/video capabilities
- Exterior/interior surveillance systems

Proposal Submission Information

General Proposal Requirements

Candidates are required to submit one copy of their proposal, clearly marked to the attention of the RFP Manager, Taniah Najih (Administrative Assistant). Electronic proposals will not receive a confirmation email.

Proposals must:

- be submitted by Electronic Mail to RFP Manager, Taniah Najih at tnajih@trl.org
- have the Subject Line: "Proposal – TRL Custom Library Bookmobiles RFP"
- be received by the deadline of ~~January 29, 2021, 4pm~~ **February 5, 2021** to be considered

Pre-Submittal Vendor Questions. There will be no pre-bidders conference. Questions regarding the RFP must be directed to Sarah Ogden, District Manager, Community Engagement at sogden@trl.org by January 18, 2021. Unless authorized by the RFP Manager, no other TRL official or TRL employee is empowered to speak for TRL regarding this solicitation or resultant contract evaluation. The list of submitted questions with their respective answers will be posted to TRL's website by January 22, 2021.

RFP Amendments. TRL reserves the right to request clarification on any proposal or to ask respondents to supply any additional material deemed necessary to assist in the evaluation of the proposal. TRL reserves the right to change the RFP schedule or issue amendments to the RFP at any time. TRL also reserves the right to cancel or reissue the RFP.

Rejection of Proposals. TRL reserves the right to reject any or all proposals, to waive any minor informalities or irregularities contained in any proposal, and to accept any proposal deemed to be in the best interest of TRL.

Proposal Validity Period. Submission of a proposal will signify the vendor's agreement that its proposal and the content thereof are valid for 180 days following the submission deadline and will become part of the contract that is negotiated between TRL and the successful vendor.

Disclaimer. TRL reserves the right to share, with any consultant of its choosing, the RFP and any resultant proposals in order to secure expert opinion.

Non-Obligation. Receipt of proposals in response to this RFP does not obligate the TRL in any way. The right to accept or reject any proposal shall be exercised solely by the TRL. The TRL shall retain the right to abandon the proposal process at any time prior to the actual execution of a contract with a vendor, and the TRL shall bear no financial or other responsibility in the event of such abandonment.

Evaluation of Proposals

All submitted proposals will be reviewed by a committee of TRL staff and Administrative Team members. The committee may elect to invite selected vendors to provide further information

about their proposals, including a brief presentation. There will be no public opening or reading of proposals.

Proposals will be evaluated based on:

- Overall cost
- Responsiveness to the scope of services and specifications outlined in the RFP
- Qualifications of the vendor, including prior similar work
- Time of the completion of the project

Terms and Conditions

The following terms and conditions apply to this RFP and are not inclusive of all terms and conditions in the final contract.

Business License and Taxation. The successful vendor and all subcontractors must hold valid business and professional licenses and registrations that may be required by the State of Washington and TRL.

Insurance Requirement. The vendor awarded the contract will be subject to TRL's requirements for insurance reflecting the minimum amounts and conditions as defined by TRL.

Workers' Compensation. The vendor shall procure and maintain for the life of the Contract/Agreement Workers' Compensation Insurance covering all employees with limits meeting all applicable state and federal laws. This coverage shall include Employer's Liability with limits meeting all applicable state and federal laws. This coverage shall extend to any subcontractor that does not have their own Workers' Compensation and Employer's Liability Insurance.

Proposals, Public Information. TRL will attempt to protect legitimate trade secrets of the Vendor. Any proprietary information contained in the Vendor's proposal must be clearly designated and shall be labeled with the words "Proprietary Information". Marking the entire proposal or any one or more of the major sections as proprietary will neither be accepted nor honored. The Vendor should be aware that TRL is required by law to make certain records available for public inspection with certain exceptions. The Vendor, by submission of materials marked proprietary, acknowledges and agrees that TRL will have no obligation or liability to the Vendor in the event that TRL must disclose these materials.

Copyright and Confidentiality. Selected vendor shall maintain strict privacy of all TRL records, data and files (regardless of media), including any copyrighted material received from TRL.

Prime Vendor. It is recognized that multiple Vendors may wish to combine their resources in responding to this Request for Proposal. A Proposal with such a combination is acceptable, provided that the complete Proposal contains all required information, and indicates which Vendor shall be responsible for each of the components that make up the complete system. In

addition, one of the Vendors shall be designated as responsible for the complete definition, delivery, integration, implementation, and maintenance of the system, referred to as the prime vendor. Bidders must warrant to TRL that software specifications, capabilities, and performance characteristics are as stated in the proposal and accompanying documentation. Submission of a Proposal will represent your agreement to these conditions.

Litigation/Jurisdiction/Venue. Should either party bring any legal or equitable action, the prevailing party in such action shall recover, in addition to all other relief, its reasonable attorney's fees and court costs to be fixed by the court. Any and all such court action shall take place and be vested solely in the Superior Court of Washington.

Payment. TRL will pay invoices submitted by the selected vendor as progress is made on the implementation project and agreed upon service stipulated in the final agreement. Prior to payment, invoices will be reviewed to determine if billing is reflective of actual agreed upon project progression and performance. Upon acceptance of the billing by TRL's Project Manager the payment will be processed and submitted to the vendor. Payment terms must adhere to the State of Washington codes and regulations.

Satisfaction of TRL Attorney. The acceptance and subsequent award of a submitted proposal shall be at the review and satisfaction of TRL's Attorney and TRL's Project Manager.

Choice of Laws. The contract/agreement shall be subject to and interpreted pursuant to the laws of the State of Washington.

Warranties. All warranties must be clear, concise, and in writing. Warranties shall be specific as to what is and is not covered along with the exact term (in calendar days) of each covered item. Warranties shall cover all individual modules, supplied or created interfaces, and any ancillary product that is purchased from the awarded vendor. In addition, the awarded vendor will warrant and guarantee the seamless integration and interface of modules proposed herein. Bidders must warrant to TRL that software specifications, capabilities, and performance characteristics are as stated in the proposal and accompanying documentation. Submission of a Proposal will represent your agreement to these conditions.

Appendix A

References

Please provide three (3) references for organizations with which you have done similar business, specifically bookmobile customization for library systems.

References should include the following information:

- Name of Organization/System
- Population Served
- Contact Name/Title
- Telephone #
- Equipment Delivered
- Delivery Date
- Other Comments