

REQUEST FOR BID
Franklin County Voyager Mobile Library
Franklin County NC

County of Franklin, NC

ISSUING OFFICE:

Franklin County Library
Attention: Holt Kornegay
113 Market Street
Louisburg, NC 27549

CLOSING DATE: Monday, September 28, 2020, 3:00 PM Eastern Time
Contact: Holt Kornegay, Library Director

Franklin County reserves the right to accept or reject any and all bids in whole or in part and waive any informality in the bids. Further, Franklin County reserves the right to award any contract deemed to be in the best interest of the county.

DESCRIPTION OF REQUEST FOR BID

THIS DOCUMENT CONSTITUTES A REQUEST FOR SEALED BIDS FROM QUALIFIED INDIVIDUALS AND/OR ORGANIZATIONS TO PROVIDE THE COUNTY WITH A COMPLETE BOOKMOBILE IN ACCORDANCE WITH THE FOLLOWING:

I. PURPOSE

- A. The purpose of this bid is to procure a bookmobile built on a dual rear wheel Sprinter Style platform for the Franklin County Public Library. **This activity is supported by grant funds from the Institute of Museum and Library Services under the provisions of the Library Services and Technology Act (LSTA) as administered by the State Library of North Carolina, a division of the NC Department of Natural and Cultural Resources (IMLS grant number LS-246155-OLS-20).**

II. BACKGROUND

A. Introduction

Franklin County Information

- County Seat: Louisburg
- Land Area: 494 sq. miles
- Population: 68,012 NC Certified Population Estimate

III. BASIC DESIGN CONSIDERATIONS

- A. The interior of the vehicle shall allow for:
 - a. Reconfiguration of shelving that can be securely locked in place for transport
 - b. Easy uploading and removal of mobile shelving
 - c. A front desk for material circulation.

- d. The interior should be fitted with Wi-Fi and the vehicle should be capable of acting as an enhanced Wi-Fi hotspot and antenna for persons in near range outside the vehicle (minimum 25 device connectivity 2.4 Ghz and 5 Ghz bands).
- e. The interior shall include adequate storage for digital equipment including;
 - i. A digital video projector
 - ii. Two laptops comparable to Microsoft surface pro
 - iii. one dozen tablets
 - iv. 30 mobile hotspots
- f. At least one shelving unit with a pull-out flat undercarriage to use as a laptop desk
- g. The shelving on the vehicle must be capable of being quickly “switched out” by the staff throughout the day and week in response to different target audiences.

- B. The exterior of the vehicle will state through enticing graphics that this is a mobile public library. Exterior features shall include:
 - a. An awning for outdoor programs,
 - b. A large retractable screen with weather-safe storage
 - c. Speaker mounts for a high-quality public-address system
 - d. A rear ADA compliant wheelchair/materials access lift
 - e. A side entrance door with steps reaching down far enough to ground level to avoid the necessity of an additional step stool.

C. Vehicle Operation

- a. The vehicle should be easily operated by one bookmobile tech as driver;
- b. Options for gas and diesel powered vehicles should be included.
- c. Include a generator sufficient to handle climate control, lighting, and two mobile workstations, a small printer, the public address system and digital video projection system and the retractable awning and projection screen
- d. A driver’s seat and passenger seat.

IV. SCOPE OF WORK

A. General Requirements

1. These specifications are not intended to exclude any Offer. If your proposed vehicle does not comply exactly with the specifications, please indicate your alternate bids for any particulars. The specifications are designed to present the minimum requirements. The Library reserves the right to accept County approved equals or alternates. County

acknowledges that other alternatives and configurations for the design of the bookmobile may exist or be presented as alternatives to the requirements contained in this RFP.

2. The bidder shall provide a complete reference list as detailed below.
3. The Library is interested in a vehicle: pricing for a 16-20-foot length, front engine, dual rear wheel, Sprinter Style vehicle with electrical retractable step(s) to reach ground level without a step stool.
4. An ADA Compliant lift for patrons (wheelchair), furnishings and materials are required.
5. The GVWR (gross vehicle weight rating) shall be enough so that when the vehicle is fully loaded with fuel, people, and normal interior contents, axle loadings shall be within all applicable legal limits.
6. The new vehicle shall be energy-efficient to conserve fuel yet heavy-duty enough to last a minimum of fifteen years in good working order with proper maintenance. The Contractor must demonstrate that the vehicle being proposed, or the same or similar design, has been successfully produced and is currently in service.
7. All components shall meet or exceed North Carolina motor vehicle laws, Federal Motor Vehicle Safety Standards (FMVSS) and the National Bookmobile Standards developed by the Association of Bookmobile and Outreach Services (ABOS), whether specified or not. Minimal manufacturer's recommended specifications for the intended use of this vehicle must be followed.
8. While under assembly, the vehicle shall be subject to inspection by County representatives. Points of inspection are to be agreed upon by the County and the Contractor before construction begins. Pictures will need to be submitted while construction is in process and submitted to the County for proof of progress and material workmanship; a virtual inspection may be requested in lieu of or in addition to in-person inspections.
9. The Contractor shall provide written progress reports at least every thirty-(30) days from the date of award. Reports shall be sent electronically to Holt Kornegay Library Director (hkornegay@franklincountync.us) and, Wayne Hunt (whunt@franklincountync.us) Administrative Support Specialist. The progress reports shall include percent complete; days to completion; brief statement of work accomplished since last report; and any delays. After the chassis is received in the plant, photographs shall be provided electronically at the end of each month.
10. The Contractor (prime vendor) shall deliver the vehicle to the Central Library at 906 North Main Street, Louisburg, NC 27549. The Contractor (prime vendor) shall provide a minimum of eight hours of training for seventeen operators and two maintenance personnel.
11. A copy of all manufacturers' warranties must be submitted with the bid. A full manufacturer's warranty consisting of five (5) years or more and unlimited miles for the engine and transmission, and five (5) years or more for all parts and materials, must be provided.

12. The Contractor shall supply two (2) copies of all service manuals; operator's manuals and parts books giving exploded drawings of vehicle components. In addition, the Contractor shall supply access information to electronic copies of said manuals.

B. Specific Requirements

CHASSIS SPECIFICATIONS

Chassis Manufacturer and Type: Standard production model from an experienced manufacturer. It shall be the current production year, and the latest model offered by the manufacturer. The chassis shall be designed to function as a bookmobile and shall include features that will insure maximum performance, service life, and safety.

Engine: Shall be an electronic fuel-control gas engine suitable to transport a small library of books, media, and technology including but not limited to hotspots, laptops, and tablets.

BODY SPECIFICATIONS

Color: Library's choice of paint, paint color and graphics will be finalized during contract negotiation.

Defrosters: Shall be sufficient in capacity to keep windshield, windows, and mirrors clear of fog, snow, and ice.

Doors:

- Door(s): Driver Door, Passenger Door, Double-Side Entry Door for patrons, and Rear Double Doors with handicap accessible mechanisms.
 - Patron door for the vehicle shall be sized to meet ADA requirements.

Keys: All keys shall be keyed alike to minimize the total number of keys necessary for vehicle security and operation. Six (6) sets of keys will be provided.

Lights/Exterior: All required outside lights and reflectors shall be LED and meet highest FMVSS standards. All exterior lighting is 12 volts and will comply with DOT requirements.

Mirrors: Two (2) remote-controlled, heated exterior mirrors with 8" diameter convex spot mirrors. On/off switch located on the driver's switch panel will activate heating.

Ramp: Electrically operated ADA compliant entrance ramp with handrail for each public access door. An interlock shall be provided to prevent vehicle being put in motion if the ramp is out. "Ramp Out" dash-mounted light and buzzer.

Seat Belts: Type 2 seat belts, height adjustable, are preferred.

Seating:

- Driver's and passenger's seats shall be high back, tilt and move aft and fore, up and down. Driver's seat must allow for a variety of heights and weights of various drivers. Both seats shall swivel 180 degrees if used as seating for staff workstation(s).
- Upholstery for all seating to be selected by the Library from manufacturer's selection list.

Storage Compartments:

- Exterior storage compartments with doors and locks will be provided for generator, batteries and shoreline.
 - Optional: An additional exterior storage compartment shall be provided for storage of four (4) folding chairs and a four-foot folding table. Compartment shall be locking.
- Interior:
 - Lockable interior storage shall be provided to store supplies for the day staff members' coats/purses/lunch bags; etc. and keys shall be provided.
 - Storage compartment is required to store a fire extinguisher, first-aid kit, emergency reflectors, box of gloves, and paper towels.
 - Bin-type storage may be required for the return of library materials waiting to be discharged.
 - Library staff will determine storage locations during pre-construction process.

Sun Visors: Sun visors shall be provided for the driver and passenger.

Switch Panel: Shall be mounted to the left of the driver with switches for the electrical components. Rocker type switchers are preferred. The switches shall provide illuminated lenses, international symbols and labeling for the appropriate functions.

Windows: Driver and passenger area will be safety glass with tinting and sun block protection. Please discuss options and pricing for additional windows to enhance natural light and ventilation on the vehicle.

CONVERSION SPECIFICATIONS

Awning: Electrically retractable curbside awning, appropriately sized for outdoor programming. Color and design to be determined by Library staff during pre-construction process.

- Electrical outlet and public address outlet plug to be located under awning.

Book Carts (12):

- Six (6) removable book carts that can be secured to the inside of the vehicle shall be incorporated into the shelving (by removing lower shelves) for future use. They shall be secure while the vehicle is in motion.
- Six (6) additional book carts that will be kept in the workroom to quickly swap out the collection on the vehicle.

Bulletin Boards: Discuss options available for boards (white, cork, etc.). Exact location, type and color to be determined by Library staff during pre-construction process.

Computer and Tablet Connectivity: Strong WIFI router/hotspot with external antenna to connect to the internet and library services and resources. The vehicle, while stationary, must be able to communicate with the Evergreen Integrated Library Services (ILS)

Contractor shall specify recommended means of communication with pricing. Placement of the router should be made to ensure the best signal.

Driver's Area:

- Shall be equipped with two (2) cup holders.
- Shall be equipped with a receptacle for cell phone plug-in use via usb plugs.
- Shall have a rearview camera display.

Electrical Receptacles/Interior: Library staff shall determine specific number and type during the pre-construction process for interior receptacles.

Electrical System, AC:

- Shall be a 120/240 volt rated for anticipated conversion load.
- Service panel junction box is a 125 amp rated capacity with UL Listed type circuit breakers (including a master circuit breaker that controls all of the AC electrical system).
- Circuit breakers shall be sized per component manufacturer's recommendation or to 125% of anticipated load.
- All wiring must be in conduit, color-coded and numbered, moisture-resistant and easily accessible.

Electrical System, DC:

- Shall be 12-volt, negative ground system rated for anticipated conversion load.
- All added circuits shall be protected from over current by circuit breakers rated for a minimum of 125% of anticipated load.
- Circuit breaker functions shall be clearly designated by printed labels.

Floor Covering: Interior shall be heavy duty composite material other than carpet. installed in one piece – no seams. Library shall choose from a selection of colors available from the Contractor during the pre-construction process. Driver's area shall be ribbed rubber floor covering or equivalent with floor mats for both sides.

Generator: Generator, sized for load requirements, shall be provided. The generator will not intrude or interfere with the interior patron space. Generator shall be contained on a pullout tray for ease of maintenance.

Generator Compartment: Lockable compartment to be insulated to reduce heat, noise and gases being transferred to interior of vehicle. The generator must be easily serviceable for changing the oil and filters without removing the generator.

Generator Controls: Generator start, stop, preheat switch and hour meter shall be located in the front interior of vehicle.

Graphics: Please specify three graphics packages with an estimated cost per option, using 1/4 or 1/2 or full wrap. The County may desire full vinyl wraps. Graphic package to be 3M Scotchprint materials or equal. Final graphics package to be determined by Library staff before award of bid.

HVAC:

- Dashboard heat/defrost for driver's area that operates when vehicle motor is running shall be provided, with multi-speed fans and temperature control.
- Electric forced air heaters with variable control shall heat patron area; each heater shall have a separate thermostat control. 120-volt desk area heater provided at desk location(s).
- Air conditioner with variable control, sized for load requirements, shall be provided.

Lighting, Interior:

- Please discuss options for interior lighting. We are interested in lighting that is functional yet unobtrusive and attractive.
- 12-volt lighting shall be installed. Include driver's dome light or equivalent with separate switch.

Roof: Any rooftop mounted items such as, antennas, etc. must be protected by a heavy-duty brush guard. Guard should deflect limbs and branches upward and over the item.

Safety Equipment:

- Minimum of one (1) 5 lb. ABC fire extinguisher or as required.
- One (1) first aid kit
- One (1) set of triangle flares
- One (1) fully automatic back-up alarm
- Must meet all Federal and State requirements including pollution, safety, and noise level.
- Address specific safety options on your vehicle including air bags, seat belts, and emergency exit.
Contractor shall install a fully automatic back-up camera with dash monitor unless provided as standard on the base vehicle.

Shelving: Please discuss options for different types of shelving finishes and their pros and cons. Design shall accommodate maximum flexibility. Shelves will be adjustable; prefer shelving uprights to be spaced no more than 36" apart. All side mounted shelves shall slope 15 degrees and rear mounted shelves shall slope 20 degrees. Shelves can be adjusted in 1.5" increments. Shelving should be approximately 7.5 inches deep for standard-sized library materials.

- Some wall-shelving should be available above the interchangeable cart shelving units
- (For the low-floor or high-floor vehicle) Shelving includes removable, interchangeable cart shelving units to secure multiple wall-hugger type book carts.
- Four (4) extra shelves (approximately 7.5 inches deep) shall be provided.

Shoreline: A heavy-duty, automatically retractable, waterproof shoreline cord, 50' length, hardwired in exterior compartment. Automatic transfer switch to prevent simultaneous use of generator and shoreline cord will be located in interior front of vehicle.

Stereo/Radio: Install an AM/FM/CD radio with remote control, four speakers and public address (PA) system with voice and music capabilities. Two (2) exterior weather-protected speakers located on the passenger's side, not bullhorn.

Vents/Skylights: Please discuss skylight/natural light options with pricing.

Workstations: Shall be appropriately configured

A. One (1) workstation for staff, one located behind the driver's seat.

o Workstation shall be equipped with:

- 1) Pencil drawer with marine latch
- 2) Storage drawer
- 3) Rounded corners on countertops
- 4) Quad electrical outlet
- 5) One to two locking drawers
- 6) Possible book drop
- 7) Three (3) lin. ft. of sloped shelving for reserved materials
- 8) Space to hold a docking station with laptop, scanner, printer, and receipt printer

B. 1 to 2 retractable desktops for technology lab. One of the workstations shall be ADA compliant. Library staff will determine locations and design during pre-construction process.

V. SPECIAL INSTRUCTIONS TO THE BIDDER:

A. Contact: Whenever used in the Request for Proposal and for purposes of any notices under this contract, Contact shall be as described below:

Holt Kornegay, Library Director
hkornegay@franklincounty.nc
(919)496-2111

B. Pre-Proposal Conference:

A non-mandatory pre-bid conference will be held virtually, please send email addresses to Holt Kornegay at hkornegay@franklincountync.us for login information. An invitation to a virtual conference will be sent.

The conference will be held at **10:00 am on Friday, September 18, 2020**. The purpose of the conference is to clarify and answer any questions associated with the RFP. Again, attendance of this conference is not mandatory, but is advisable.

C. General Submittal Terms and Conditions:

a. Definitions of Terms:

The following definitions of terms are used herein:

- The term "County" refers to Franklin County, NC.
- The term "Bidder" refers to the person, firm, or company that provides a bid in response to this Request For Proposal (RFP) and who may or may not be successful in achieving an opportunity for the final award of a contract.

- The term “Contractor” means the Bidder to which the contract will be awarded. References to the Contractor in this RFP shall also apply in full to any subcontractor for the named Contractor.

b. Submittal of Proposals:

- The bid and required copies shall be placed in a sealed envelope or package that shall be identified as “**Bookmobile Request for Proposal**”, the Date and Time of closing, and the name and address of the Bidder.
- One **original** (marked as such) and **six (6) copies** (marked as such) of each bid shall be submitted along with one PDF version on a CD or USB drive.
- All bids shall be received and time-stamped in the office location described below
- Proposals received by telephone, telegraph, facsimile or any other means of electronic transfer shall not be accepted.

c. Examination:

Bidder shall carefully examine the contents of this Request for Proposal.

d. Questions:

- Questions concerning this solicitation may be made by telephone or in writing. Questions should be addressed to the Contact not less than seven (7) working days prior to the closing date of the Request for Proposal. All questions should be directed to the appropriate person listed below:

Procurement or Scope of Work Questions: Holt Kornegay, (919)496-2111 or hkornegay@franklincountync.us

e. Bid Binding for One Hundred Eighty (180) Days:

The Bidder agrees that this bid shall be good and may not be withdrawn for a period of one hundred eighty (180) calendar days after the scheduled closing time for the Request For Bid.

f. Bid Costs:

Prospective Bidders shall be responsible for all costs incurred in the development and submission of a bid. The County assumes no contractual obligation as a result of the issuance of this RFP, the preparation or submission of a bid by a Bidder, any cost associated with interviews and travel, or any other Bidder cost involved in a response.

g. Exceptions:

Proposals should be as responsive as possible to the provisions stated herein, however, a Bidder may take exceptions to the provisions without their bid being disqualified. During the evaluation process, the County will consider whether the impacts of any such exceptions are positive or negative. The Bidder should clearly indicate when exceptions or deviations are being taken and state the reason why. Notwithstanding the above, bids received late shall be rejected.

h. Award:

The award of a contract shall be the sole discretion of the County. The award shall be based upon the evaluation of all information as the County may request. The County reserves the right to accept or reject any or all bids in whole or in part and to waive any informalities in the bidding. Further, the County reserves the right to enter into any contract deemed to be in the best interest of the County.

i. Public Notice of Award or Decision to Award:

Public notice of the award or the announcement of the decision to award shall be provided by posting the appropriate notice on the Library Department website after all contractual negotiations are completed.

j. Preparation Guidelines:

For consideration, all bids should be as responsive as possible to the solicitation. Please address Specific Requirements in the order in which they appear in this Request For Proposal. In order to adequately evaluate the bids, all Bidders should use the following format:

- Experience

Bidder shall provide a concise description of their work experience as it relates to the scope of work outlined herein. Said description should include, but not be limited to:

1. Bidder's established experience record in providing comparable services.
2. Number of years the Bidder has been providing these types of services;
3. A minimum of five (5) references for whom Bidder has provided services comparable to those described in this RFP. For each reference, detail:
 - a. Name of firm;
 - b. Address of firm;
 - c. Name, title, e-mail address, phone, and fax of a contact for the firm;
 - d. Number of years Bidder has served the firm; and
 - e. Brief summary of scope of services provided.

- Capability and Skills:

Bidder shall provide a description of the qualifications and skills of the organization and personnel who shall be responsible for performance of the services. Such description shall, at a minimum, include the following:

1. A description of the Bidder's company history and current operating characteristics to include the number of years in business, philosophy, ownership, number of employees, organizational chart, annual sales, geographic service coverage area, etc.
2. A description of the Bidder's financial stability and other resources that most adequately ensures the delivery of acceptable services to the County. The Bidder shall indicate the type of organization they represent, i.e. individual, partnership or corporation. If the Bidder represents a corporation or partnership, the names of the President, Vice-President, Secretary, Treasurer

and all principals or partners shall be listed.

3. A listing of the personnel that will be assigned to the project along with a summary of their qualifications and specific responsibilities for the project.

- Services to be Provided:

Bidder shall provide a description outlining the services to be performed. Such description should, at a minimum, provide the following information:

1. Bidder's understanding of the project.
2. Overall project plan.
3. Listing and annotation as to the manner in which the Bidder proposes to meet each provision stipulated in the Scope of Work section of this RFP.
4. Listing of all major tasks to be performed by the Bidder and the deliverable products associated with each task.
5. Listing of the individual products to be provided.
6. Time schedule associated with the completion of each task.
7. List of any exceptions taken to the provisions of this RFP.

- Price

Bidder shall provide a detailed description of the total cost to perform the services. The cost break down shall identify in separate detail the charges associated with each deliverable item and major task.

k. Bid Opening:

At the time specified, the sealed bids received timely shall be opened. Only the names of the Bidders submitting bids and costs shall be read aloud.

l. Evaluation:

The County shall select two (2) or more Bidders deemed to be fully qualified and best suited among those submitting bids on the basis of the factors listed below:

- Bidder's experience in providing the services requested.
- Bidder's capability and skill to perform the services.
- Responsiveness of the written bid to the purpose and scope of work.
- Price.

m. Presentation/Demonstration:

The County may request the "short-listed" Bidders to conduct presentations/ demonstrations of the Bidder's proposed bookmobile. Bidder presentations/demonstrations may be at a County site, at a date and time mutually agreed to between the County and Bidder and shall be at the Bidder's expense.

n. Submittal:

The Bidder shall submit the following documents/information:

- Cover page of Request For Proposal with signature, title, and date;
 - Detailed Proposal including responses to specific requests as outlined in Section IV and Section V. Diagrams, photos and charts are encouraged to be included.
 - All required Warranties.
 - Product literature
 - Pricing
 - Timeline for delivery (April 30, 2021 is the goal.)
- o. Final Contract
 Negotiations will begin with the chosen Bidder to complete a Detailed Scope of Work and Contract Documents. If a mutually satisfactory agreement cannot be reached, negotiations will be terminated with that Bidder.

VI. GENERAL TERMS AND CONDITIONS:

A. Laws and Regulations:

All parties shall comply with all federal, state and municipal ordinances and laws applicable during the project.

B. Applicable Law/Compliance with All Laws/Prompt Payment/Venue:

1. Applicable Law:

The contract shall be deemed to be a North Carolina contract and shall be governed as to all matters whether of validity, interpretations, obligations, performance, or otherwise exclusively by the laws of the State of North Carolina, and all questions arising with respect thereto shall be determined in accordance with such laws. Regardless of where actually delivered and accepted, the contract shall be deemed to have been delivered and accepted by the parties in the State of North Carolina.

2. Compliance with All Laws:

The Contractor shall comply with all federal, state, and local statutes, ordinances, and regulations now in effect or hereafter adopted, in the performance of the scope of work set forth herein. The Contractor represents that it possesses all necessary licenses and permits required to conduct its business and will acquire any additional licenses and permits necessary for performance of this contract prior to the initiation of work.

3. Venue:

Any and all suits for any claims or for any and every breach or dispute arising out of this contract shall be maintained in the appropriate court of competent jurisdiction in Franklin County, NC.

C. Non-Assignment:

The Contractor shall not assign its rights and duties under any contract without the prior

written consent of the County.

D. Subcontractors:

The use of subcontractors and the work they are to perform shall receive prior written approval. The Contractor shall be solely responsible for all work performed and materials provided by subcontractors. The Contractor shall be responsible for the liability of subcontractors for the types and limits required of the Contractor.

E. Non-Appropriation:

The County shall be bound, hereunder, only to the extent that funds shall have been appropriated and budgeted or are otherwise available for the purpose of this contract. In the event that no funds or insufficient funds are appropriated and budgeted or are otherwise unavailable by any means whatsoever in any fiscal period of payments due under this contract, then the County shall immediately notify the Contractor of such occurrence and this contract shall terminate the last day of the fiscal period for which appropriations were received without penalty or expense to the County of any kind, whatsoever.

VII. SPECIAL TERMS AND CONDITIONS:

- A. Bidder/Contractor must be authorized to offer their services in the State of NC.
- B. Bidder/Contractor must carry adequate Professional Liability Insurance, and such will be duly noted in the Contract executed with the successful Bidder/Contractor.