



Cass County Public Library
Harrisonville, MO

REQUEST FOR PROPOSAL
for
BOOKMOBILE

For all questions about this RFP contact:

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SUBMISSIONS DUE BY 3PM ON JANUARY 14, 2022

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1.0 INTRODUCTION

1.1 Objective

- A. The objective of this Request for Proposal (RFP) is to procure a new bookmobile for Cass County Public Library.
- B. The laws of the State of Missouri shall prevail concerning all purchases of products and services under this RFP and subsequent contract(s). Venue shall be in the court of competent jurisdiction in Harrisonville, Cass County, Missouri.
- C. Scope of Work:
The bookmobile must be capable of performing the following:
 - 1. Visit an average of 20 locations throughout Cass County per month
 - 2. Spend from 30 minutes to 240 minutes (4 hours) per location
 - 3. Operate year around, at least three (3) days per week
 - 4. Support and provide summer reading programs and activities
 - 5. Provide varied collections and item circulation
 - 6. Carry between 1,500-3,000 items on the vehicle
 - 7. Provide special outreach programming on request
 - 8. Travel approximately 7,000-10,000 miles annually
 - 9. Capable of handling over 500 patron visits monthly
 - 10. Function as a learning vehicle for all patrons, including computers and audio/video capabilities.

Specifications for the bookmobile are listed in Appendix A.

1.2 Background

- A. Cass County Public Library is a county library serving Cass County, MO, just south of Kansas City. There are currently 6 branches and an administrative office. There are 72 total staff. The library serves approximately 104,000 residents with a total circulation of 520,555 items in 2019. There are approximately 15,000 registered users.
- B. Bookmobile service was started in 1948 and has continued since. The Library currently uses an older model bookmobile for this service, a Blue Bird bus manufactured in 2003.

1.3 Proposal Timeline

This Request for Proposals will be governed by the following schedule:

December 6, 2021	Release of RFP
January 14, 2022	Proposals Due
January 19, 2022	Proposals reviewed by Library administration and presented to Board of Trustees

1.4 Communication with Staff

- A. All questions about this RFP must be directed in writing to the Library Director.
- B. All questions shall be submitted by 3:00 pm Central Time on Wednesday, December 29, 2021.

1.5 Contract Term

This is a one-time purchase.

2.0 TERMS AND CONDITIONS

2.1 Cass County Public Library Reserves the Right to:

- A. Waive formalities and technicalities in any proposal.
- B. Accept or reject any and/or all proposals wherein its judgment, it will be in the best interest of the library.
- C. Award this contract to the vendor who is most responsive and responsible, and will perform in the best interest of the library. Price alone will not be the determining factor in the contract award.
- D. Cancel or amend this RFP prior to the proposal due date. All amendments and additional information will be sent to those companies who have expressed interest or who were sent an RFP packet.
- E. Determine whether or not a product is equal or equivalent to specifications.
- F. Retain proposals and all submitted documentation for a reasonable period of time, or according to document retention schedules, whichever is shorter.

2.2 Proposal Period

- A. All proposals must be valid for at least 90 days after proposal due date, with the final agreed-upon price in the contract not subject to inflation or other artificial increases over the time of production.
- B. A submitted proposal may be withdrawn prior to the due date by a written request to the Library Director. A request to withdraw a proposal must be signed by an authorized individual from the vendor's company.
- C. The cost for developing and delivering the proposal is the sole responsibility of the proposer.

2.3 Contract

- A. The proposer shall provide a sample contract which they intend to use if awarded the contract. After the award, the winning proposer shall be required to enter into discussions with the library to resolve any contractual differences. Failure to resolve contractual differences may lead to cancelation of the award. The Library will prepare and negotiate a contract with the selected vendor and give consideration, to the extent possible, to Vendor's standard contract and agreement.
- B. The library reserves the right to modify the contract to be consistent with the successful offer and to negotiate with the successful proposer other modifications, provided that no such modifications affect the evaluation criteria set forth herein, or give the successful proposer a competitive advantage.
- C. The contractor shall notify the Library in writing if sub-contractors will be used. The contractor shall list that part of the work the sub-contractor is to furnish or perform and assume complete responsibility for such sub-contractor's portion.

2.4 Equal Opportunity Policy

Vendors shall abide by the library's non-discrimination policy. The vendor/contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, age, national origin, citizenship, pregnancy, ancestry, marital status, sexual orientation, genetic information, disability, military and/or veteran status, or any other status protected by Federal, state, or local law. The vendor/contractor shall take appropriate action to ensure that applicants are employed, and that employees are treated during employment without regard to their race, color, religion, sex, age, national origin, citizenship, pregnancy, ancestry, marital status, sexual orientation, genetic information, disability, military and/or veteran status, or any other status protected by Federal, state, or local law. Such action shall include, but shall not be limited to the following: employment, upgrading, demotion, transfer, recruitment, layoff, termination, rates of pay or other forms of compensation, and training.

2.5 Non-Collusion Certification

- A. The proposer shall certify that the price(s) and amounts of this proposal have been arrived at independently and without consultation, communication or agreement with any other contractor, proposer, or potential proposer. Neither the price(s) nor the amount of this proposal, and neither the approximate price(s) nor approximate amount of this proposal, have been disclosed to any other firm or person who is a proposer or potential proposer, and they will not be disclosed before contract award. No attempt has been made or will be made to induce any firm or person to refrain from submitting a proposal on this contract, or to submit a proposal higher than this proposal, or to submit any intentionally high or noncompetitive proposal or other form of complimentary proposal. The proposal is made in good faith and not pursuant to any agreement or discussion with, or inducement from, any firm or person to submit a complementary or other noncompetitive proposals.

- B. The proposer, its affiliates, subsidiaries, officers, directors and employees are not currently under investigation by any government agency and have not in the last three years been convicted or found liable for any act prohibited by State or Federal law in any jurisdiction, involving conspiracy or collusion with respect to bidding on any public contract. The proposer understands that collusive bidding is a violation of state and federal law and can result in fines, prison sentences, and civil damage awards.

2.6 Bonding & Insurance

- A. A bond is not required.
- B. The awarded contractor shall furnish to CCPL a Certificate of Insurance showing compliance with the limitations listed herein. The Certificate of Insurance must be sent to Cass County Public Library prior to commencement of work. All Auto, General Liability, and Umbrella policies shall name Cass County Public Library as an additional insured. Property policies should name Cass County Public Library as Loss Payee, as their interest may appear. No insurance will be acceptable unless written by a company licensed by the State Insurance Department to do business in Cass County, Missouri and have a Best Guide Financial Rating of A or better.
- C. It shall be stated on every policy or certificate of insurance, as the case may be, that “The insurance company agrees that Policy Number (insert the number) shall not be canceled, changed, or allowed to lapse until thirty (30) days after Cass County Public Library has received written notice.”
- D. The vendor further shall maintain such other insurance (with limits as shown below) that shall protect the vendor and Cass County Public Library from any claims for property damage or personal injury, including death, which may arise out of operations under this contract, and the vendor shall furnish Cass County Public Library certificates and policies of such insurance as shown below.
- E. Below is listed the insurance coverage which must be procured by the vendor at their own expense. The vendor agrees to follow instructions indicated in each case:
 - 1. Comprehensive General Liability Insurance: Personal injury, including death, with limits of \$1,000,000 for each person and \$2,000,000 for each accident.
 - 2. Professional Liability Insurance: Personal injury, including death, with limits of \$1,000,000 for each person and \$2,000,000 for each accident.
 - 3. Property Damage: Limits of \$100,000 for each accident and \$300,000 in the aggregate.
 - 4. Auto Liability: Including Owner, hired, and non-owned vehicles with limits of Bodily injury, including death limits of \$1,000,000 for each person and \$1,000,000 for each occurrence, and Property damage limits of \$1,000,000 for each occurrence.
 - 5. Umbrella Excess Liability Insurance: Contractor shall carry umbrella excess liability including Auto, General Liability, and Professional Liability in the amount of \$1,000,000 over existing primary insurance and other self-insured hazards.
 - 6. Environmental Impairment Liability and/or Pollution Liability: \$1,000,000 per occurrence.

- F. Warranty: The contractor shall provide industry standard warranties indicating that the contractor will, at no cost to Cass County Public Library, repair or replace new work which fails within the time periods listed. Longer warranty periods will be judged favorably.
- G. The contractor shall indemnify and hold harmless Cass County Public Library, its officers, officials, representatives, agents and employees, from and against any and all claims, demands, suits, loss, damage, injury, and liability, including cost and expenses incurred in connection therewith, resulting from, arising out of, or in any way connected with the performance of the contract, except where caused by the active negligence, sole negligence or willful misconduct by Cass County Public Library. This hold harmless clause is in no way an admission of liability on the part of Cass County Public Library, or any of its agents, representatives, or employees.

2.7 Compliance with Laws

The successful proposer shall procure all permits, bonds, and licenses, pay all charges, taxes and fees, and give all notices necessary and incidental to the due and lawful prosecution of the work. All costs thereof shall be deemed to be included in the proposal price. The successful proposer shall, at all times, observe and comply with all Federal, State, City, and other laws, codes, ordinances, rules and regulations in any manner affecting the conduct of the work.

2.8 Funding Out Clause

It is necessary that fiscal funding-out provisions be included in all contracts in which the terms are for periods longer than one year. Therefore, the following funding-out provisions are an integral part of this RFP, and must be agreed to by all proposers. Cass County Public Library may, during the contract period, terminate or discontinue the purchase of goods, services or systems covered in this RFP at the end of the Library's then current fiscal year, and upon 30 days' prior written notice to the contracted vendor. Such prior written notice will state:

- That the lack of appropriated funds is the reason for termination, and
- Agreement not to replace the items or services being terminated with items or services with functions similar to those performed by the items or services covered in this RFP from another vendor in the succeeding funding period.

The complete statement "This written notification will thereafter release the Library of all further obligations in any way related to such goods, services or systems covered herein." must be included as part of any agreement with the Library. No agreement will be considered that does not include this provision for funding out.

2.9 Payments and Pricing

- A. Payment for any work from this contract shall be made upon receipt, inspection, and acceptance of completed work and receipt of proper itemized invoices.
- B. Cass County Public Library will not pay any penalties for late payment of invoices.
- C. The Library is exempt from State sales tax. All federal and state taxes and fees that can be eliminated in sales to public libraries in the State of Missouri should not be included in the proposed price.
- D. Proposed prices shall include all charges to complete the work as specified. All deliveries are FOB destination with the library assuming ownership and liability at the final destination when the project is complete.

3.0 PROPOSAL SUBMISSION AND EVALUATION

3.1 Proposal Submission

- A. Each proposal should be prepared simply and economically, avoiding the use of elaborate promotional materials beyond those sufficient to provide a complete presentation. If supplemental materials are a necessary part of the Technical Proposal, the proposer should reference these materials in the technical proposal, identifying the document(s) and citing the appropriate section and page(s) to be reviewed.
- B. The proposal must follow the sequence listed in the RFP. The proposal must be divided into two appropriately labeled separate documents: a Technical Submission and a Financial Proposal.
Do not include cost information in the Technical Proposal.
- C. Submit the proposal to:
Dan Brower, Interim Library Director
Cass County Public Library
400 E. Mechanic St.
Harrisonville, MO 64701
816-380-4600
browerd@casscolibrary.org
- D. Any proposal received after the due date and time will not be evaluated. The proposer has sole responsibility to ensure that the proposal is delivered to the correct place by the proposal deadline. In order to protect the integrity of the Contracting process, proposals will not be disclosed until after award and signing of the Contract.
- E. Acceptable delivery methods of the proposal are: U.S. Mail, Private Mail Service Carriers, Personal Delivery, or E-Mail to the above location only.

3.2. Evaluation Process

- A. The evaluation of proposals received will be conducted by library administrative staff and then a recommendation made to the Library Board.
- B. Administrative staff may ask for more details or clarification on any or all of the proposals.
- C. The final award of this proposal is contingent upon the approval of the Board of Trustees.
- D. Selection of a successful proposal is not the end of the contractual process; further negotiation over the contract terms and conditions will be necessary, which, in and of itself, could change the Vendor of choice.
- E. Vendors responding to the original RFP will be notified of their selection or non-selection after the date of Vendor selection.

4.0 MANDATORY MINIMUM REQUIREMENTS

4.1 Proposers Business Qualification Requirements

- A. Proposer is licensed to do business in the State of Missouri, is in good standing with federal, state, and municipal jurisdictions to conduct business with the Library, and is not under investigation or engaged in litigation that would hinder the conduct of business.
- B. Proposer has presently, or will have at the time of implementation, the professionals, technicians, and supporting staff necessary to deliver the proposed goods, services and systems.
- C. Proposer has presently, or will have at the time of implementation, the required licenses, certifications, and subject matter knowledge to deliver the proposed goods, services, and systems.

4.2 Submission Requirements

- A. The proposer must submit a Technical Proposal organized according to the sequence defined in this RFP and detailing the proposed approach to performing all of the services requested under Section 5.0.
- B. The proposer must submit a completed Financial Proposal using the provided form.
- C. The proposer must submit a sample contract.

5.0 TECHNICAL PROPOSAL

This section identifies the information which must be submitted in the Technical Proposal. Proposer must demonstrate their ability to satisfy all Qualification and Technical Requirements as stated in the Scope of Work as well as detail their plan to perform the required services. Present factual assumptions used to develop the proposal. Just offering to meet the requirements of the RFP or reference to the RFP will be considered incomplete. Each representation of fact or future performance will be incorporated into the contract as a warranty by the respondent.

5.1 Executive Summary

Include an abstract, stating the proposer's understanding of the nature and scope of the goods and services required and a brief demonstration of the capability to comply with all terms and conditions of this RFP. Include the company name and address and the name, address and telephone number of the person acting as the contact for matters concerning the proposal and the person who will be authorized to make legal representations. The letter is to be signed by an officer or agent of the proposer who is authorized to legally bind the Vendor. It is necessary for each proposer to include a written statement that they understand and meet the mandatory minimum requirements (Section 4.0) as a part of the proposal, including specific information as necessary to demonstrate satisfaction of each requirement.

5.2 Table of Contents

A Table of Contents will be included and refer to the headings and responses requested in this RFP.

5.3 Company Background and Experience

Proposer will describe their background, relevant experience, and qualifications.

Include the following proposer Information:

- Company name, parent company name
- Address, city, state and zip of business offices
- Type of ownership
- State of incorporation
- Primary project contact name, title, phone, email, address, city, state, and zip
- Federal Tax ID number

Include the following descriptive information:

- State the nature and scope of the business
- Brief history of the business
- Length of time the company been licensed to do business
- Size of the organization
- State the business philosophy and mission statement
- Briefly describe the three most similar contracts, preferably public library or other governmental agencies, or related engagements that proposer is currently engaged in or has completed within the past two years. Provide for each reference the customer name, contact name, title, telephone number and contract dates.

5.4 Conflicts of Interest

Address the potential, if any, for conflict of interest.

5.5 Exceptions to the RFP

Note any exceptions to the requirements and conditions in this RFP where applicable. If exceptions are not noted, the Library assumes that the Vendor's proposals meet stated requirements and any discovered deviation will result in disqualification of the proposal.

5.6 Proposed Solution

The evaluation process will favor responses that most definitively and completely describe the aspects of the proposed vehicle. See Section 8.0 for a more detailed listing of Vehicle Requirements.

1. Describe your vehicle in terms of fuel efficiency, maintenance, and durability. Include examples which show the total average cost of ownership.
 - Vehicle base specifications, including quality, environmental statistics and maintenance information.
 - Conversion specifications, including all technical capabilities and performance data
2. Explain your company's experience in building vehicles that meet similar requirements to those specified.
 - Construction timelines
 - Delivery and training timeframes
 - Regulatory compliance
3. Detail the exact warranty and service guarantees you are offering with this vehicle
 - Service availability and reliability guarantees
 - Service repair response guarantees
 - Warranty coverage and specifications, including local or nearby repair shops

6.0 FINANCIAL PROPOSAL

Complete the Pricing Information Sheet in Appendix B. Complete the table and provide any additional supporting information as needed to clarify pricing.

7.0 PROPOSAL CERTIFICATION

Indicate a willingness to enter into an agreement by signing the Proposal Certification Form in Appendix A and include a copy with your response. Failure to sign this form will result in disqualification.

8.0 VEHICLE REQUIREMENTS

1) Structural Specifications: General

- a) Chassis:
 - i. adequate to support the vehicle weight and to support features made necessary by law, good engineering practice, standard specifications, ease of accessibility for maintenance, and to meet program objectives.
 - ii. Chassis type: Sprinter van, step van, or small bookmobile.
- b) Dimensions:
 - i. Overall length, maximum: 28 feet
 - ii. Exterior width, maximum: 80 inches
 - iii. Height, maximum: 9 feet
 - iv. Interior load space, maximum: 20 feet
- c) Wheelbase: At least 55% to 60% of the total vehicle length to be covered by the wheelbase.
- d) Payload Weight: For books, one pound per book is standard. The vehicle must have a book capacity of 1,500 to 3,000 books. In addition, an estimate for two (2) computer stations and other equipment must be factored into the calculations.
- e) Gross vehicle weight, maximum: Total weight must not exceed 26,000 lbs. to allow for non-CDL drivers.
- f) Alternator: dual alternator system, 12V, 220 amp HD alternators, sized to meet vehicle needs.
- g) Battery(s): sized to meet vehicle and generator needs.
- h) Brakes: All braking systems must comply with standards and manufacturer's recommendations for design.
- i) Electrical: Wires should be bundled and labeled and be of a continuous color their full length, to conform to or exceed current standards of the Society of Automotive Engineers or Underwriters Laboratories, Inc. National Electrical Code as required.
- j) Engine:
 - i. meets all current EPA standards, and fuel efficiency is a major priority.
 - ii. sized sufficient to the weight of the vehicle and the proposed terrain.
 - iii. engine compartment should have an on-board fire suppression system
- k) Fuel: most economical and compatible with the generators.
- l) Fuel tank: large enough capacity to travel at least 400 miles on a single tank.
- m) Generator: Gasoline or Diesel
 - i. "quiet" generator preferred
 - ii. must slide out easily for ready access.
 - iii. Vent to the roof, if possible

- n) Horn: Must meet regulatory requirements, and must be louder than the running generator.
- o) Radiator/Cooling System: Must meet the environmental and terrain requirements for Missouri.
- p) Steering: Must be power assisted.
- q) Suspension: Air ride suspension is required.
- r) Tires: must be sized correctly with specifications appropriate for the GVW.
- s) Transmission: automatic transmission is required.
- t) Tow Hooks: Front and rear tow hooks are required.
- u) Undercoating: The entire underside of the body, including floor components, side and panels below floor level and exterior compartments, should be coated with fire-resistant rubber base, or other approved material applied by spray method.

2) Basic Body Requirements to Meet Functional Needs

- a) The above chassis must be configured to meet program requirements, be durable, attractive, functional, and comfortable for staff and customers.
- b) Interior dimensions:
 - i. Headroom, minimum: 80 inches
 - ii. Interior width, maximum: 70 inches
- c) Exterior side panels must be made of aluminum, steel, or fiberglass with structurally sound framing.
- d) The floor must be protected from dust, dirt, and road deterioration. Flooring must be hard, rubberized, or vinyl to accommodate easy cleanup and noise-reduction while the generator, if applicable, is running.
- e) The roof must be leak proof, with additional leak mitigation in place.
- f) Doors must be customized to meet program and safety needs. All external doors and compartment access must have matching locks. All interior doors and compartment access must have matching locks, keyed differently from external locks and ignition.
- g) Must have 1 door on passenger side for visitor entry and exit.
- h) Steps must be built in, and configured to meet program needs safely.
- i) Kneeling feature, with levelling capabilities, to lower and adjust the entry step and floor of the bookmobile while it is in park and ready to serve patrons.
- j) Windows must be placed and sized to meet program and safety needs. No skylights.
- k) Wheelchair lifts and other accessibility equipment must meet the regulations of the Americans with Disabilities Act.
- l) Handrails must be strategically located both inside and out to meet customer needs.

- m) Warning signals must be provided to alert the driver when steps are down and the shoreline cables are in use. Signal must be loud enough to be heard over the running generator.
- n) All doors, exterior compartments, and wheel wells must be tightly sealed against dust.
- o) A minimum of two inches of insulation, fiberglass or equivalent, must be applied to the roof, floor, and wall panels satisfy insulation requirements relevant to climate.
- p) Exterior lettering and graphic wrap must reflect a quality library image approved by the library.
- q) Exterior lighting includes, at a minimum, lighting at each door, and must be LED.
- r) Internal and external audio system, with appropriate connections.
- s) Copious outlets with USB charging throughout the vehicle. Wireless device charging optional, but preferred if design allows.
- t) Wireless internet capability.

3) Interior Furnishings and Floor Plan

- a) The floor plan must reflect program needs, maximizing the use of the interior space available.
- b) A counter to check books in and out must be included in the floor plan.
- c) The shelving design must fully utilize available wall space:
 - i. Standard shelving can be either fixed or adjustable with a minimum of 10” between shelves attached at a 15-degree angle for sidewall shelves and a 20-degree angle for the rear shelves.
 - ii. A CORE shelving, or a similar modular product is preferred for ease of modification and reconfiguration. Extra shelving provided in this case.
 - iii. Special shelving needs may be included in the shelving design.
- d) Special features such as bulletin boards, closets, added storage space, seats, etc., and their location is to be included in the interior design.
- e) Mobile, modular seating options for programming space.
- f) 2 computer workstations in the vehicle are to be designed to accommodate all anticipated computer and work needs of the customer and staff.
- g) A mounted TV to help facilitate programs and promotions.
- h) Lighting must be provided by at least two banks of LED lighting running lengthwise.
- i) Auxiliary 12-volt backup lighting must be included in the interior design.
- j) Any unused vertical surfaces should have a mountable surface (e.g. tackboard or similar).

4) Climate Control

- a) The vehicle must have a heating, ventilation, and air conditioning system adequate to maintain a comfortable temperature year-round with the doors in use, including the driver's compartment.
- b) The heating system must be of sufficient power to heat economically the driver compartment and the work areas while the doors are opening and closing.
- c) The cooling system must be powerful enough to maintain a comfortable work environment for customers and staff while the doors are opening and closing. As in all cases, economy is a serious consideration.
- d) Auxiliary systems for additional temperature control are to be provided where applicable in the vehicle design. (e.g., Heat strips, cab heater and air conditioner, etc.).
- e) Full, retractable window shades or blinds for front windows to retain efficacy of cooling system.
- f) Cooling systems must have condensation mitigation.

5) Power Supply Requirements

- a) An appropriately installed power supply to meet current and anticipated electrical needs for lighting, heating, air conditioning, outlets for computers and other equipment, etc. must be included. This requirement may possibly be met with a combination of "on vehicle" and "off vehicle" power.
- b) On vehicle power supply (solar panels, generators, batteries) must be properly sized to meet design requirements and program needs.
- c) An adequately sized and accessible generator storage area, with a slide out tray, must be provided.
- d) Off-vehicle power supply, if applicable, must be provided through a shoreline power cord of at least 35 ft. in length, with appropriate safety certification and a plug that meets all connection needs.
- e) An adequately sized shoreline storage compartment must be included in the vehicle design.

6) Driver's Compartment

- a) The driver's compartment must be safe, comfortable, have necessary instruments and equipment to meet all federal and state motor vehicle codes and regulations, and be capable of utilization of public service as needed.
- b) The driver and passenger seats must be fully adjustable.
- c) Gas and brake pedals must be adjustable.
- d) All required safety equipment must be provided and easily accessible (e.g., Fire extinguishers, first aid kits, safety triangles, etc.)
- e) A driver's door is required, passenger door preferred.

7) Additional Requirements

- a) Engine block heaters (if diesel).
- b) Low water/oil alarm.
- c) Wheelchair lift or ramp, preferably on the rear of the vehicle to prevent wear on axles and retain longevity of the vehicle.
- d) Large side mirrors adjustable from cab interior.
- e) Cruise control.
- f) Seamless crossover ignition, allowing the engine battery to start the generator and vice-versa.
- g) Floodlights on the street side preferred.
- h) Storage for the tool box containing minor tools.
- i) Back-up camera and reverse gear back-up alarm/beep.
- j) Additional storage wherever space permits.
- k) List of available options (and itemized pricing) for anything not included in the specifications listed above. For example, an awning.

8) Similar Style Desired

Below are libraries that have bookmobiles manufactured in a similar style:

- Indianapolis Public Library (IN)
- Springfield-Greene County Library District (MO)
- Monroe County Public Library (IN)
- Daniel Boone Regional Library (MO), Bookmobile Jr.
- Rolling Hills Consolidated Library (MO)

APPENDIX A: PROPOSAL CERTIFICATION
Cass County Public Library Bookmobile

We propose to furnish and deliver any and all of the goods and/or services named in our proposal at the prices stated. It is understood and agreed that this proposal constitutes an offer, which when accepted in writing by Cass County Public Library, and subject to the terms and conditions of such acceptance, will constitute a valid and binding contract between the undersigned and Cass County Public Library.

It is understood and agreed that we have read the specifications shown or referenced in the RFP and that this proposal is made in accordance with the provisions of such specifications. Any exceptions are noted in writing and included with this proposal. By our original signature, entered below, we guarantee and certify that all items included in this proposal meet or exceed any and all such stated specifications. We further agree, if awarded a contract, to deliver goods and/or services that meet or exceed the specifications.

It is understood and agreed that this proposal shall be valid and held open for a period of ninety (90) days from proposal opening date.

PROPOSAL SIGNATURE & CERTIFICATION (Bidder to sign and return with proposal)

I certify that this proposal is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting a proposal for the same materials, supplies, equipment, or services and is in all respects fair and without collusion or fraud. I understand collusive bidding is a violation of state and federal law and can result in fines, prison sentences, and civil damage awards. I agree to abide by all conditions of the proposal and certify that I am authorized to sign this proposal for the proposer.

Authorized Signature: _____ Date: _____

Print/Type Name: _____

Company Name: _____

Address: _____

Phone Number: _____ Email Address: _____

Dun and Bradstreet (D&B) Number: _____

APPENDIX B: FINANCIAL PROPOSAL

PRICING INFORMATION FORM

COMPLETE BOOKMOBILE

Generated for: Cass County Public Library

COMPANY NAME: _____

UNIT BID PRICE \$: _____

Passenger Capacity: _____

Book Capacity: _____

Body Type/Model: _____

**Fuel Economy
Rating:** _____

**Chassis
Manufacturer:** _____

Model Number: _____

**Engine
Manufacturer:** _____

Model Number: _____

**Generator
Manufacturer:** _____

Model Number: _____

Paint/Wrap Included? _____

**Longest
Warranty Period:** _____

Optional Equipment: _____

**Closest Facility Authorized
for Warranty Work:** _____

Estimated Delivery Date: _____