

REQUEST FOR PROPOSALS

FOR A

BOOKMOBILE

Issued by

**DANIEL BOONE REGIONAL LIBRARY
100 WEST BROADWAY
COLUMBIA, MISSOURI 65203**

**On
September 15, 2009**

**Closing Time and Date:
4:00 p.m. CDT
Tuesday October 13, 2009**

**Karen Neely
Head of Outreach Services
(573) 443-3161 extension 7090
or (573) 817-7090
Fax (573) 499-0191
E-mail: kneely@dbri.org**

Invitation for Proposals
Bookmobile
For the
Daniel Boone Regional Library
September 15, 2009

PART I.

I. PROJECT STATEMENT AND BACKGROUND

The Daniel Boone Regional Library Board of Trustees (Owner) invites fee Proposals (Proposal) from qualified firms (Vendor) to provide a bookmobile for Daniel Boone Regional Library (DBRL or Library), 100 W. Broadway, Columbia, Missouri, 65203.

Please review the enclosed information that describes the Instructions and General Conditions (Part I, Section II), Project Specifications and Vendor Response (Part II) and Bid Form (Part III).

The work will be performed in consultation and through the guidance of Karen Neely, Head of Outreach Services and Russ Niermeyer, Head of Buildings and Grounds. Any questions regarding the RFP or project may be submitted to Karen Neely.

II. INSTRUCTIONS AND GENERAL CONDITIONS

A. Submittal Instructions:

Sealed Proposals must be received no later than 4:00 p.m. CDT, Tuesday, October 13, 2009 at which time they will be opened and read publicly in the Virginia G. Young Room of the Columbia Public Library, 100 W. Broadway, Columbia MO 65203. Proposals received after the above specified time for opening will be returned to the sender unopened. Only complete Proposals submitted in the form, quantity and by the procedures established within the RFP will be considered for further evaluation. Faxed or email copies of Proposals will not be accepted.

Address sealed Proposals to:

"Bookmobile Proposal" – Administrative Office
Attn: Karen Neely, Head of Outreach Services,
Daniel Boone Regional Library
100 W Broadway
Columbia, Missouri, 65203

B. Contract and Assignment: The contract between the Owner and the successful Vendor will be governed by the State of Missouri, and shall consist of the following documents and all such documents shall be read together, collectively as the Contract between DBRL and the successful Vendor:

- II.B.1. This RFP and any addenda to this RFP;
- II.B.2. The Proposal submitted by the Vendor in response to this RFP;
- II.B.3. Any letter of acceptance of such Proposal, submitted by DBRL to the successful Vendor or, alternatively, any written contract or agreement entered into by DBRL and the successful Vendor.

Neither the Contract nor any of the requirements, rights, or privileges demanded by it may be sold, assigned, contracted, or transferred by the successful Vendor without the express written consent of the DBRL.

C. Proposal Form: Prospective Vendors must use the enclosed Proposal Form provided for the purpose of submitting Proposals. All Proposals submitted in response to this RFP must be clear, and must be such as may be fully and clearly understood, without additional explanation or supplemental information. The Proposal Form may be downloaded from the library's web site at <http://www.dbrl.org/rfp>.

The Proposal Form consists of two (2) parts.

Project Specifications and Vendor Response (Part II of the RFP)

The Vendor is to use this form to respond to the Project Specifications. The Vendor's answers may be typed in the document. The Vendor will indicate Specifications that are included in the Base Bid and offer cost information on the Vendor's Alternate Options and the DBRL's Options. The Options will be considered by DBRL for additional costs. All items the Vendor includes in the Base Bid will be marked with an "X"

Bid Form (Part III of the RFP)

This section is for the Vendor's Base Bid and Project Schedule. The Vendor will supply information on items included in the Base Bid.

D. Exceptions and Proposed Substitutions: Should any prospective Vendor take exception to any terms, conditions or specifications stated in this RFP, then such exception must be so stated in the Vendor's Proposal and a Proposed Substitution or Alternate must be described. Failure to so specify such exceptions will result in there being a conclusive assumption and requirement that the successful Vendor will comply with all of the terms, conditions and specifications stated in this RFP.

E. Vendor's Standard Terms and Conditions: If the Vendor submits standard terms and conditions with the Vendor's proposal, and if any section of those terms are in conflict with the laws of the State of Missouri, the laws of the State of Missouri shall govern. The Vendor should note that the submission of standard terms and conditions does not relieve the Vendor of the Library's terms and conditions stated herein.

F. Interpretations or Corrections to Proposal Documents and Addenda: Any questions or requests for additional information or interpretation of Bid Documents, RFP and Addenda, regarding this RFP and any Addenda must be directed in writing to Karen Neely, Head of Outreach Services. Any substantive interpretations, corrections and changes of the RFP will be made by written Addendum. Any interpretations, corrections, or changes to this RFP that are provided to prospective Vendors by written Addendum will be binding upon DBRL and Vendor.

Any other interpretations, corrections or changes, or responses to questions regarding this RFP will not be binding upon DBRL and prospective Vendors should not rely on same.

Prospective Vendors requiring substantive clarification or interpretations of RFP shall make a written request that shall reach Karen Neely at kneely@dbrl.org no later than 1:00 p.m. CDT on Friday, October 9, 2009. Questions of substance will be answered in writing on the library's web site at www.dbrl.org/rfp. The Library will be sole determinant of whether any revision or Addenda should be issued as a result of any questions or other matters, and will extend the Proposal deadline if such information significantly alters this solicitation or makes compliance with the original due date impractical.

G. Qualifications: Proposals will only be accepted from firms which can demonstrate having had background and experience in the services as described and required. Vendors may demonstrate background and experience by including with the Proposal a customer list showing quantities and models of bookmobiles supplied by the Vendor. Include customer names, addresses, email addresses and telephone numbers.

H. Clarification of Responses and Evaluation of Proposals: The DBRL or its agent reserves the right to obtain clarification of any point in a prospective Vendor's Proposal or to obtain additional information necessary to properly evaluate a particular Proposal. Failure of a prospective Vendor to respond to such request for additional information or clarification could result in rejection of that firm's Proposal. The following list of criteria will be used to determine the best responsible and responsive Vendor to be recommended for award:

- II.H.1. Responsiveness to the RFP requirements.
- II.H.2. Conformance to applicable specifications.
- II.H.3. Ability of the Vendor to perform the work in a timely fashion.
- II.H.4. Past experience of the Vendor in performing similar work.
- II.H.5. Information received from client references.
- II.H.6. Cost.
- II.H.7. Delivery date.
- II.H.8. Vendor's financial and technical resources.

I. Rejection of Proposals: The Library reserves the right to select the quote which is deemed to be in its best interest, whether the price is the lowest or not. The DBRL has the right to reject any or all Proposals, waive or not waive any informality in any Proposal, to re-advertise the award of the contract or cancel the RFP in its entirety, to establish pre-determined pre-qualifications and negotiate with the Vendor the DBRL views as having the proposal that best meets the needs and interests of the DBRL. Proposals may be rejected where they are incomplete or improperly executed. Contracts shall be awarded to the lowest responsible Vendor or to any other Vendor the DBRL determines will best serve the interests of the DBRL.

J. Equal Opportunity: The DBRL is an equal opportunity affirmative action employer pursuant to federal and state law, and all respondents submitting proposals shall be considered to be EEO/AA employers in compliance with federal and state laws, unless otherwise stipulated by the prospective Vendors herein.

K. Validity of Proposals: Proposals shall remain valid for acceptance by DBRL for a period of not less than ninety (90) days from the Proposal due date and if it is accepted within that time period it shall be binding upon the Vendor. All proposals will state that the offer contained therein is valid for ninety (90) days from the date of opening of the proposals.

L. Tax: The DBRL is a political subdivision, which is exempt from Missouri sales and use taxes under Subdivision (10) of Section 39, of Article III of the Missouri Constitution. Additionally, the DBRL is a political subdivision, which is exempt from Federal Excise Tax

under IRC Section 4253. Do not include Federal Excise Tax or Sales and Use Taxes in prices. Federal tax exemption certificate will be furnished if required.

M. Withdrawal of Proposals or Default: Bidders may withdraw their Proposal at any time prior to the scheduled closing time for receipt of Proposal but no Vendors may withdraw their Proposal after the scheduled closing time for receipt of Proposals. In case of any default by the Vendor, the DBRL may procure the product or service from other sources and may assert a claim against the Vendor for any damages or additional costs, or of cost or expenses incurred by DBRL, as a result of such default by the Vendor.

N. Disclaimer: Whenever products or materials of any particular producer or manufacturer are mentioned in the specifications, such product or material mentioned is intended to be descriptive of type or quality and not restrictive to those mentioned.

O. Delivery, Inspection and Acceptance: Delivery shall be quoted FOB Destination, Columbia, Missouri. Inspection and acceptance will be at the destination. Until delivery and acceptance, or after any rejection, risk or loss shall be the responsibility of the Vendor unless loss results from negligence of the DBRL. The DBRL will provide the Vendor with written notice of the reasons for non-acceptance within thirty (30) days of delivery to the DBRL. Payment of the agreed upon purchase price shall be made by the DBRL within thirty (30) days following completion of the final punch list and review and final acceptance of the bookmobile by the Daniel Boone Regional Library.

Inspection Visits: Library representatives will make one to two inspection visits during construction of the vehicle. Points of inspection and the schedule are to be agreed upon by the Library and the Vendor before construction begins.

P. Assurances: The Vendor shall provide documentation that all codes and certifications cited in this document have been met. A final manufacturer's certificate of FMVSS compliance shall be provided upon delivery of the vehicle.

Q. Warranties: The Bookmobile sought to be furnished to the DBRL shall be fully warranted by the Vendor. Such warranties are to include warranties of merchantability, of fitness for the particular purpose for which the DBRL intends to use the equipment, of title, and with particularity, warranties of workmanship and materials, maintenance, repairs and downtime. These warranties shall be in addition to, and exclusive of, any rights of the DBRL under this request, any contract, or law.

R. Patents: The successful Vendor shall defend, indemnify and hold harmless, the Daniel Boone Regional Library, its member districts, its agents, servants, and employees, against all claims for royalties for patents or suit for infringement thereon which may be involved in the manufacture or use of the material to be furnished.

S. Changes: The DBRL may at any time, by a written order, make changes within the general scope of this contract in (a) drawings, designs, or specifications, where the supplies to be furnished are to be specially manufactured for the DBRL in accordance therewith, (b) method of shipment or packing, and (c) place of delivery. If any such change causes an increase or decrease, an equitable adjustment shall be made by written modification of the contract. Any claim by the Vendor for adjustment under this clause must be made within thirty (30) days from the date of receipt by the Vendor of the notification of change; provided that the library representative, if he decides that the facts justify such action, may receive and act upon such claim if submitted prior to final payment under this contract. Failure to agree to any adjustment shall be a dispute within the meaning of the paragraph entitled "Disputes". However, nothing in this clause shall excuse the Vendor from proceeding with the contract as changed.

T. Laws and Disputes: If any dispute concerning a question of fact arises under this contract, other than termination for default, the Vendor and the Daniel Boone Regional Library shall make a good faith effort to resolve the dispute. In case of any doubt or differences of opinion as to the Goods and Services to be furnished hereunder, or the interpretation of the provisions of the RFP, the decision of the DBRL shall be final and binding upon all parties. The exclusive venue for any legal proceeding relating to or arising out of the RFP or from the resulting Contract shall be in the Circuit Court of Boone County, Missouri.

U. Termination for Default: The DBRL may, by written notice, terminate this contract in whole or in part for failure of the Vendor to perform any of the provisions thereof. In such event, the Vendor shall be liable for damages, including the excess cost of procuring similar supplies or services again; provided, that if (a) it is determined for any reason that the Vendor was not in default or, (b) failure to perform is beyond the Vendor's or subcontractor's control, fault or negligence, the termination shall be deemed to be a termination for convenience. Termination shall be effective ten (10) days from the Vendor's receipt of notice.

V. Indemnity: The Vendor shall agree to indemnify, hold harmless, defend the DBRL, its member districts, its agents, servants, and employees from and against any and all claims, losses, damages, demands, causes of action suits and liability of every kind, including all expenses of litigation, court costs and attorneys' fees, for injury to or death of any person, for loss of use or revenue, or for damage to any property arising out of or in connection with the actual or alleged malfunction, design or workmanship in the manufacture of equipment, the fulfillment of contract, or the breach of any express or implied warranties under this contract. The indemnity shall survive the termination or expiration of the agreement.

W. Cost of Preparation of Response: Costs incurred by any agency on behalf of the prospective Vendor in the preparation of their response to this RFP are the responsibility of the responding agency or the prospective Vendor and will not be reimbursed by DBRL.

X. Public Records: All information received from prospective Vendors will be deemed public records and presumed to be open. If the prospective Vendor submits with the Proposal any information claimed to be exempt under the Revised Statutes of Missouri, Chapter 610, then this information must be placed in a separate envelope and marked as follows: "This data shall not be disclosed outside DBRL, or be duplicated, used or disclosed in whole or in part for any purpose other than to evaluate the Proposal; however, if a contract is awarded to this Vendor as a result of or in connection with the submission of such information, DBRL shall have the right to duplicate, use or disclose this information to the extent provided in the Contract. This restriction does not limit DBRL's right to use information contained herein if it is obtained from another source."

Y. Additional Services: The DBRL reserves the right to consult with the successful Vendor to contract for additional services as may be needed by the Library.

End of Section

PART II. PROJECT SPECIFICATIONS AND VENDOR RESPONSE

I. SUBMIT TWO (2) COMPLETE AND SIGNED COPIES OF THE PROPOSAL FORM WHICH MUST INCLUDE THE FOLLOWING:

- A Name, address and contact information of the Vendor; type of organization; number of years in business; type of ownership and name(s) of owner. The Proposal must be signed by an authorized employee and a company contact person identified for all follow-up questions or communications.
- B Completed specifications and additional documents with a description of any exceptions taken to the technical specifications and the Vendor's proposed substitutions, if any.
- C Confirmation that the Vendor can begin work on this project immediately and within the Vendor's proposed delivery timeframe.
- D Experience of the Vendor and their designated personnel with projects of similar size and complexity. Include a list of at least three references for which the same or similar model of bookmobile has been delivered during the past two years. Include names, addresses, email addresses and telephone numbers of the references.
- E Descriptive literature, specifications and drawings of the bookmobile to be furnished. Vendors may supply additional information about items specified by providing drawings, photographs, brochures and/or more detailed explanations about the items. All information which is submitted by the Vendor will be considered a part of the Vendor's response to the RFP, and as such, will be included as an exhibit to any resulting contract and made a part of that contract by reference
- F The Vendor's most current financial statement and/or annual report. If the Vendor is privately held, financial references may be submitted in lieu of these reports - i.e. banking and business references. In lieu of financial statements the Vendor may submit a Performance Bond and a Payment Bond that will be paid for by the Vendor and will not be reimbursed by DBRL nor will it be included in the cost of the bookmobile.
- G Verification of insurance. The successful Vendor agrees to obtain and maintain throughout the term of the Contract, General and/or Professional Liability and Worker's Compensation Insurance in the amount required by statute for all employees to be engaged in the work of this Contract. Neither party will be responsible for personal injury or property damage or loss except that resulting from its own negligence or the negligence of those within its control or employ.
- H A description of the manufacturing facilities, including the location(s) where the proposed bookmobile will be built and/or assembled
- I A list of manufacturer and dealer warranties provided, including length of warranties and items covered or excluded by the warranties.
- J Confirmation that Addenda, if any, were received and reviewed by the Vendor. Vendors shall furnish all information requested therein.
- K Fee Information: Vendors shall note any proposed terms for deposits, progress payments, project retainer and release of the remaining percentage of the retainer upon the delivery of

the completed bookmobile to DBRL and of DBRL's acceptance of the vehicle.

- L Base Bid: The Vendors shall provide a quotation for the lump sum base bid and unit costs for alternate options.

End of Section

II. SCOPE AND GENERAL SPECIFICATIONS FOR BOOKMOBILE

The purpose of this specification is to provide for a bookmobile designed to be used easily by preschool and elementary-age children. The ideal is to have two patron doors to assist the flow of patrons entering and leaving the vehicle, and room for two staff members. The bookmobile must have the capability for landline/shoreline connections for both a data line and auxiliary power. Additionally, the bookmobile must have an on-board generator for supplying electrical power at stops where an electrical outlet is not available. The design should be flexible in order to accommodate future changes in the library's purpose for the bookmobile. Any vehicle proposed must not require a CDL. The capacity for books and other non-print materials should be a minimum of 1,500 volumes. The bookmobile must meet all applicable Federal Motor Vehicle Safety Standards. The successful Vendor will deliver the bookmobile to the location specified.

The bookmobile furnished under these specifications shall comply with the following general dimensions and requirements:

- Length (over body).....26' max.
- Width, (excluding mirrors).....102" max.
- Interior Height (Headroom).....84"
- Exterior Height Overall
(Including roof-mounted air conditioners)..... 145" max.
- Book Capacity.....1,500 min.
- Patron Door Opening.....28" min.

The vehicle must fit into the library's bookmobile garage and the staff must be able to walk around the vehicle with the garage door closed. The library's bookmobile garage is 35'3" long. The garage door is 13'10" tall and 12' wide.

End of Section

III. PROJECT SPECIFICATIONS

The Project Specifications are listed below. Items listed under Project Specifications are to be included in the Base Bid amount.

Any Proposed Substitutions by the Vendor to the Specifications as listed must be described within the Proposal for review and acceptance by the Library. Failure to so specify such exceptions will result in there being a conclusive assumption and requirement that the successful Vendor will comply with all of the terms, conditions and specifications stated in this RFP.

Any item not included by the Vendor in the Base Bid should be noted as an Alternate Option and the additional cost included for consideration by the Library. The Vendor will also include cost information that DBRL has listed as Options.

Place an "X" next to all Specifications that are included in the Vendor's Base Bid; there are also Specifications that DBRL has requested that the Vendor provide the information.

COMPONENTS, MATERIALS, WORKMANSHIP AND COMPLETENESS: PROJECT SPECIFICATIONS

These specifications reflect the DBRL requirements for dimensions, materials and major components. The Vendor shall furnish the vehicle complete and ready for service_____

All units or parts not specified shall be manufacturer's best quality and shall conform in material, design or workmanship to the best practice known in the custom coach and heavy duty truck industry. All parts and components shall be new. Used, reconditioned or obsolete parts will not be accepted_____

It shall be understood that specifying brand name components and/or equipment in this specification shall not relieve the supplier from the responsibility to produce the product in accordance with the performance warranty and contractual requirements. The Vendor is responsible for notifying the DBRL of any inappropriate brand name component and/or equipment that may be called for in the specification, and to propose a suitable substitute for consideration_____

The Vendor will provide a final manufacturer's certificate of FMVSS compliance upon delivery of the vehicle_____

The Vendor will have the chassis manufacturer provide written authorization for any modifications that are made to the chassis and confirm all the manufacturers' warranties are retained after the modifications_____

COMPONENTS, MATERIALS, WORKMANSHIP AND COMPLETENESS: PROPOSED SUBSTITUTIONS BY THE VENDOR TO THE SPECIFICATIONS

COMPONENTS, MATERIALS, WORKMANSHIP AND COMPLETENESS: ALTERNATE OPTIONS AND COSTS

CHASSIS AND ENGINE: PROJECT SPECIFICATIONS

Chassis:

Ford E-450 Diesel Commercial Super Duty Cutaway Chassis_____

2009 Model Year _____

ENGINE: PROJECT SPECIFICATIONS

V-8 Diesel: 6OL _____

Indicate Recommended Horsepower _____

Indicate Recommended Torque _____

EPA Certification EPA/CARB Certified:

Indicate Year of Certification and if the engine(s) being recommended are certified_____

Exterior-Length:

26 feet _____

Exterior-Width:

96 inches without mirrors _____

State actual exterior width (including mirrors)_____

Exterior-Height (Including Air Conditioners):

11 feet 6 inches _____

Interior- Height:

84 inches _____

Interior- Width:

90 inches _____

Interior- Load Space Length:

17 feet _____

Wheelbase:

176 inches _____

GVWR:

14,050 pounds _____

CHASSIS AND ENGINE: PROPOSED SUBSTITUTIONS BY THE VENDOR TO THE SPECIFICATIONS

Exterior-Length:

Substitute exterior length _____

Exterior-Width:

Substitute exterior width (excluding mirrors) _____

Substitute exterior width (including mirrors) _____

Exterior-Height (Including Air Conditioners):

Substitute exterior height including air conditioners _____

Interior- Height:

Substitute interior height _____

Interior- Width:

Substitute interior width _____

Interior- Load Space Length:

Substitute interior load space _____

Wheelbase:

Substitute wheelbase size _____

GVWR:

Substitute GVWR _____

CHASSIS AND ENGINE: ALTERNATE OPTIONS AND COSTS

Chassis:

Make, Model, Year and Fuel Type if different from chassis-type listed in the Project Specification

Engines:

2010 Diesel Engine:

V-8 Diesel: 6OL _____

Indicate Recommended Horsepower _____

Indicate Recommended Torque _____

Cost: \$ _____

Changes the project delivery date +/- _____

2010 Diesel Engine:

Indicate Recommended Engine _____

Indicate Recommended Horsepower _____

Indicate Recommended Torque _____

Cost: \$ _____

Changes the project delivery date +/- _____

2009 Gas Engine:

Indicate Recommended Engine _____

Indicate Recommended Horsepower _____

Indicate Recommended Torque _____

Cost: \$ _____

Changes the project delivery date +/- _____

2010 Gas Engine:

Indicate Recommended Engine _____

Indicate Recommended Horsepower _____

Indicate Recommended Torque _____

Cost: \$ _____

Changes the project delivery date +/- _____

EPA Certification EPA/CARB Certified:

Indicate Year of Certification and if the engine(s) being recommended are certified _____

CHASSIS AND ENGINE: OPTIONS

Option:

Engine Block Heater Cost: \$ _____

Other Cost: \$ _____

AIR CONDITIONING/HEATING/DEFROSTER: PROJECT SPECIFICATIONS

Air Conditioning/Heating/Defroster (Cab):

Dash-mounted in cab _____

Sufficient to heat cab area and keep windows clear _____

Air Conditioning/Heat: (Rear Compartment)

Two (2) roof mounted units of sufficient size to cool and heat rear compartment. _____

Heating: in Rear Compartment:

Two electric, forced air heaters each with individual thermostat and variable temperature control and near the two desks _____

AND

Two electric, forced air heaters each with individual thermostat and variable temperature control (in the rear compartment) _____

Heater Placement determined after the bid is awarded _____

AIR CONDITIONING/HEATING/DEFROSTER: PROPOSED SUBSTITUTIONS BY THE VENDOR TO THE SPECIFICATIONS

AIR CONDITIONING/HEATING/DEFROSTER: ALTERNATE OPTIONS AND COST

AXLES AND SUSPENSION: PROJECT SPECIFICATIONS

Indicate Your Recommendations For the Following:

Axles: Front:

Heavy Duty _____

Axles: Rear:

Heavy Duty _____

Shocks:

Front and Rear Heavy Duty _____

Suspension: Front _____

Suspension: Rear _____

BATTERIES: PROJECT SPECIFICATIONS

Batteries: Heavy Duty

Indicate recommended battery(s): _____

Generator Battery: Separate battery for generator _____

The generator battery shall charge from the vehicle engine while traveling _____

Crossover Switch to allow engine battery to start generator or vice versa: installed in area accessible to the driver. _____

Auxiliary Battery Charger:

Install a 110 volt battery charger to keep the chassis and generator batteries charged while parked.

BATTERIES: PROPOSED SUBSTITUTIONS BY THE VENDOR TO THE SPECIFICATIONS

BATTERIES: ALTERNATE OPTIONS AND COST

BATTERIES: OPTIONS

Option:

Slide out tray for the generator battery on the driver's side of the vehicle
Cost \$_____

Other Cost: \$_____

BRAKES: PROJECT SPECIFICATIONS

Brakes: Heavy Duty power brakes; 4 wheel ABS; 4 wheel disc_____

Brake, Parking: Cable to rear wheels and warning light. _____

BRAKES: PROPOSED SUBSTITUTIONS BY THE VENDOR TO THE SPECIFICATIONS

BRAKES: ALTERNATE OPTIONS AND COST

BRAKES: OPTIONS

Options:

Limited Slip Differential Cost: \$ _____

Traction Control Cost: \$ _____

Other Cost: \$ _____

CAB AREA: PROJECT SPECIFICATIONS

Instrument Panel and Controls:

List the instruments and controls in the cab:

Back-up Alarm:

Backing alarm to sound when transmission is in the reverse mode _____

Dashboard:

Padded dash with two-cup holders _____

Radio:

AM/FM/Stereo and integrated LED clock display _____

Steps Down Warning Light and Buzzer:

Light and Alarm in Driver's area sounds when ignition switch is turned on and the steps are down _____

Each step has its own warning light and buzzer _____

Each step is controlled separately _____

CAB AREA: PROPOSED SUBSTITUTIONS BY THE VENDOR TO THE SPECIFICATIONS

CAB AREA: ALTERNATE OPTIONS AND COST

CAB AREA: OPTIONS

Options:

Back-up Camera with monitor for the Driver to see behind the vehicle when in the Driver's seat _____
Back-up Camera Options and Costs: \$ _____

CD Player Cost: \$ _____

Remote Keyless Entry Cost: \$ _____

Other: Cost: \$ _____

COOLING SYSTEM: PROJECT SPECIFICATIONS

Cooling System:

Heavy-duty radiator adequate to cool vehicle _____

COOLING SYSTEM: PROPOSED SUBSTITUTIONS BY THE VENDOR TO THE SPECIFICATIONS

COOLING SYSTEM: ALTERNATE OPTIONS AND COST

ELECTRICAL SYSTEM/GENERATOR/SHORELINE: PROJECT SPECIFICATIONS

Electrical System:

12-volt negative ground _____

Electrical System:

Lights and electrical outlets can be turned on and off independently or with one master switch

All wiring shall meet or exceed NEC or applicable FMVSS standards _____

Electrical:

Wiring to all body circuits shall be sized to carry total ampere load of circuit plus reasonable overload protection _____

Electrical Access:

Wiring harness enclosed in protective convoluted conduit with junction boxes. All wiring will be routed for ease of access _____

Data wiring and electrical wiring have easy access panels _____

Wiring harness is protected by automatic reset circuit breakers _____

Wiring is color-coded and numbered and flame retardant _____

Main Vehicle Electrical Junction Box:

Recommended Location: _____

Wiring diagram to be attached to backside of electrical access door _____

Each circuit shall be clearly identified with voltage, amperage and item protected _____

Diagrams shall be provided for electrical wiring _____

Electrical Outlets:

110 volt outlets shall be installed and located as agreed upon after bid is awarded _____

Specific number and type of receptacles shall be determined during the pre-construction process

Install at least 4 electrical outlets with double receptacles in different locations in the bookmobile

The outlets shall be on at least 2 dedicated circuits _____

Provide surge-suppressed outlets for the computer system. _____

Note:

Equipment Needing Electrical Outlets:

2 computers, 1 printer/fax machine, 1 vacuum cleaner, 1 cell phone battery charger, 1 radio/CD player, TV monitor/DVD player

Electrical System, AC:

Is a 120/240-volt rated system sufficient to power all required systems including roof mounted air conditioners _____

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.) _____

All of the AC electrical system is installed using EPM 10ga. 3 conductor (10\3) multi-stranded boat wire 600 volt UL approved _____

All wire is color-coded and grounded throughout the system _____

Generator:

Diesel powered Onan Quiet Diesel Generator (or equivalent), sized to accommodate the required load _____

Powered to simultaneously run air conditioners or heating system and 2 computers, lights, printer/fax machine, TV/DVD player, 2 UPS, and 1 network HUB; an hourmeter is included in the power plant _____

Generator installed on the driver's side of the vehicle _____

Indicate the ground clearance of the generator: _____

Generator fuel line will be tied into the existing chassis fuel tank _____

Exhaust:

Discharge all exhaust out the top left rear (Driver's side) of the bookmobile _____

Noise Emissions:

Generator interior and exterior noise shall comply with Federal regulations _____

Generator Compartment:

Slide-out tray for servicing. Compartment and installation shall be in conformance with National Electric Code requirements and generator manufacturer's installation guidelines _____

The compartment shall be designed, sealed and insulated to reduce vibration, eliminate heat and noise from entering the Bookmobile _____

Compartment shall be held open with heavy duty door holders _____

All external compartments will be keyed alike _____

Generator Controls:

Control panel on generator will include: Generator start, stop, preheat switch, Oil gauge, Temperature gauge, voltmeter and hourmeter. _____

A remote control panel will be installed and easily accessible_____

The control panel location could be in an interior compartment with the other vehicle controls and location to be determined after the bid is awarded _____

Shoreline Cord:

50 feet; properly sized for amperage and length requirements (3 wire 250 volts); fitted with waterproof, current interruptible plugs and receptacles. Adherence to National Electrical Code-type 309 UL; shoreline shall be properly grounded. _____

Ability to simultaneously support air conditioners or heating system, lights, 2 computers, one printer/fax machine, TV/DVD player, 2 UPS, and 1 network HUB. _____

Connector on body end of shoreline shall match input receptacle and be standard make and design._____

Shoreline plug is a 250V-VD – 600V vac, 3 prong, 4 wire, #77650 Hubble twist lock to match the other Bookmobile owned by the library_____

Outside power input receptacle shall be located as agreed upon by vendor and library. _____

Shoreline Cord Compartment & Reel:

Shoreline is in a separate compartment. The compartment will be large enough to place the shoreline loosely into the compartment. A mechanism to loosely wrap the shoreline is needed. _____

The Shoreline compartment will be located on the Driver's side of the vehicle._____

All external compartments will be keyed alike._____

Describe how the generator is hardwired to the shoreline switch and how the switch is easily accessible:

ELECTRICAL SYSTEM/GENERATOR/SHORELINE: PROPOSED SUBSTITUTIONS BY THE VENDOR TO THE SPECIFICATIONS

ELECTRICAL SYSTEM/GENERATOR/SHORELINE: ALTERNATE OPTIONS AND COST

ELECTRICAL SYSTEM/GENERATOR/SHORELINE: OPTIONS

Options:

Cost for additional electrical outlets: Cost: \$_____

Engine block heater for the generator Cost: \$_____

The engine block heater will be wired into the engine block heater cord_____

EXHAUST SYSTEM: PROJECT SPECIFICATIONS

Stainless Steel: _____

Discharge all exhaust out the top left rear (Driver's side) of the bookmobile. _____

Indicate other solutions to keep exhaust away from the patron doors:

EXHAUST SYSTEM: PROPOSED SUBSTITUTIONS BY THE VENDOR TO THE SPECIFICATIONS

EXHAUST SYSTEM: ALTERNATE OPTIONS AND COST

FRAME: PROJECT SPECIFICATIONS:

Describe Frame Construction and Materials:

Frame is seamless box steel, carbon steel, channel steel or equivalent. _____

FRAME: PROPOSED SUBSTITUTIONS BY THE VENDOR TO THE SPECIFICATIONS

FRAME: ALTERNATE OPTIONS AND COST

FUEL SYSTEM: PROJECT SPECIFICATIONS:

Fuel Tank:

55 gallon capacity; provide locking fuel access door _____

Fuel system meets FMVSS 301, crash tested _____

Fuel Tank Opening:

Exterior with spring loaded hinged door with cam lock. _____

FUEL SYSTEM: PROPOSED SUBSTITUTIONS BY THE VENDOR TO THE SPECIFICATIONS

FUEL SYSTEM: ALTERNATE OPTIONS AND COST

MIRRORS and HORN: PROJECT SPECIFICATIONS

Mirrors:

Interior and Exterior:

Appropriate mirrors for driver safety in accordance with DOT/FMVSS _____

Dual remote controlled heated mirrors; both mirrors are accessed from driver's seat, mirror head must be Metagal split dual with flat mirror size 7" x 10" and convex mirror size is 7" x 4" _____

Horn:

Dual electric _____

MIRRORS and HORN: PROPOSED SUBSTITUTIONS BY THE VENDOR TO THE SPECIFICATIONS

MIRRORS and HORN: ALTERNATE OPTIONS AND COST

POWER STEERING: PROJECT SPECIFICATIONS

Tilt steering wheel; Integral/Power. _____

POWER STEERING: PROPOSED SUBSTITUTIONS BY THE VENDOR TO THE SPECIFICATIONS

POWER STEERING: ALTERNATE OPTIONS AND COST

SEATS/SEAT BELTS/AIR BAGS: PROJECT SPECIFICATIONS:

Seating:

Driver's and passenger seats shall be high back, deluxe type seats. _____

Seats must meet FMVSS302 flammability standards _____

Seating Color will be selected after award of bid _____

Dual Front Air Bags For Driver and Passenger: _____

Seat/Shoulder Belts For Driver and Passenger: _____

SEATS/SEAT BELTS/AIR BAGS: PROPOSED SUBSTITUTIONS BY THE VENDOR TO THE SPECIFICATIONS

SEATS/SEAT BELTS/AIR BAGS: ALTERNATE OPTIONS AND COST

SEATS/SEAT BELTS/AIR BAGS: OPTIONS

Option:

Power Driver's Seat Cost: \$ _____

TRANSMISSION: PROJECT SPECIFICATIONS:

5 speed electronic automatic with overdrive _____

TRANSMISSION: PROPOSED SUBSTITUTIONS BY THE VENDOR TO THE SPECIFICATIONS

TRANSMISSION: ALTERNATE OPTIONS AND COST

BODY – EXTERIOR: PROJECT SPECIFICATIONS

Include information on construction techniques and materials used in building body exterior that provides a vehicle that is long-lasting, meets optimal safety standards, is leak-proof, and has minimal maintenance.

Exterior Roof:

Describe materials used and construction technique:

Roof is reinforced in area for roof-mounted air-conditioners _____

Bookmobile shall be completely water tested for assurance of no leaks _____

Exterior Sides:

Describe materials used and construction technique:

Exterior Sides Ground Clearance: _____

Generator Ground Clearance: _____

Front Section:

Describe materials used and construction technique:

Rear Section:

Describe materials used and construction technique:

Rub Rails:

Protective steel rub rail _____

Drip Molding:

Entire length of vehicle with rain rail above each entrance door _____

Mud Flaps:

Rubber mud flaps front and rear to be provided. Also in front of the patron door _____

Fenderettes:

Install rubber fenderettes at each wheelhouse opening. _____

Mud Guards:

Reinforced steel mud guards front and rear of all wheels from floor to bottom of skirt. _____

Storage--Exterior:

All compartments shall be steel or aluminum and fitted with heavy-duty locks and all keyed alike. _____

All Compartments will have heavy duty door holders. _____

Driver's side: One compartment shall be of adequate size to hold a 50 ft shoreline with a mechanism to loosely coil the shoreline. _____

Driver's side: One compartment shall be for the generator _____

Wheelhousing:

Indicate materials used and construction technique:

Shall be properly sealed and insulated: _____

Undercoating:

Floor, skirts, and wheelhouses with fire-resistant asphalt emulsion water based material or equal.

BODY – EXTERIOR: PROPOSED SUBSTITUTIONS BY THE VENDOR TO THE SPECIFICATIONS

BODY – EXTERIOR: ALTERNATE OPTIONS AND COST

BODY – EXTERIOR: OPTIONS

Option:

External Storage compartment (1) for shovel, sidewalk salt _____

Cost \$ _____

WHEELS, TIRES, BUMPERS, and TOW EYES: PROJECT SPECIFICATIONS:

Wheels:

Stock Wheels that can be painted _____

Tires:

All season steel belted radial; size matches chassis weight and axle ratings. _____

Bumper:

Front & rear, safety shock absorbent type. _____

Tow Hooks:

Frame mounted. Front and rear _____

WHEELS, TIRES, BUMPERS, and TOW EYES: PROPOSED SUBSTITUTIONS BY THE VENDOR TO THE SPECIFICATIONS

WHEELS, TIRES, BUMPERS, and TOW EYES: ALTERNATE OPTIONS AND COST

WHEELS, TIRES, BUMPERS, and TOW EYES: OPTIONS:

Option:

Aluminum wheels Cost: \$_____

Option:

Provide spare tire and wheel Cost: \$_____

WINDOWS /VENTILATORS/EMERGENCY EXITS: PROJECT SPECIFICATIONS

Sun visors:

Sun visors to be provided for driver and passenger. _____

Windshield:

Design gives driver maximum visibility; safety plate grade, laminated and tinted. Must meet all Department of Transportation standards for laminated safety plate for windshields and laminated safety plate _____

Rear Window:

Large emergency opening rear window. _____

Window will include a pull down shade. Color is selected after award of bid _____

Mini-blinds may be selected if preferred _____

WINDOWS /VENTILATORS/EMERGENCY EXITS: PROPOSED SUBSTITUTIONS BY THE VENDOR TO THE SPECIFICATIONS

WINDOWS /VENTILATORS/EMERGENCY EXITS: ALTERNATE OPTIONS AND COST

WINDOWS /VENTILATORS/EMERGENCY EXITS: OPTIONS

Option:

Side Window

Horizontal sliding window with screen _____

Window will include a pull down shade. Color is selected after award of bid. _____

Mini-blinds may be selected if preferred. _____

Placement to be determined after bid awarded. _____

Cost \$ _____

Option:

Two (2) skylights in ceiling, sealed against leaking _____

Cost \$ _____

Option:

Power Front Windows in the cab _____

Cost: \$ _____

Option:

Ventilator/Emergency Escape _____

Install roof hatch with a ventilator. Also serves as an emergency exit; sealed against leaking. _____

Location to be determined after bid is awarded. _____

Complies with FMVSS 217 (Emergency Exit and Window Retention and Release) _____

Cost: \$ _____

WINDSHIELD WIPERS and WASHERS: PROJECT SPECIFICATIONS

Windshield Wipers/Washer:

Two (2) speed electrically operated with intermittent feature and washer _____

WINDSHIELD WIPERS and WASHERS: PROPOSED SUBSTITUTIONS BY THE VENDOR TO THE SPECIFICATIONS

WINDSHIELD WIPERS and WASHERS: ALTERNATE OPTIONS AND COST

BODY – INTERIOR: PROJECT SPECIFICATIONS:

Bulkhead Opening:

To allow the driver and passenger to stay inside the vehicle and go from the cab to the rear of the vehicle _____

Full opening in bulkhead wall behind driver's/passenger's seats: _____

Describe how the bulkhead opening will be finished and the materials that will be used:

Insulation:

Formaldehyde-free _____

Sprayed-in-place foam insulation on all sidewalls, roof and under floor _____

Minimum of R-8 for the walls, R-23 for the roof, R-27 for the floor or equivalent _____

Panel, Interior:

Describe material used and construction technique for interior panels:

Ceiling:

Describe material used and construction technique for the ceiling:

Ceiling reinforced at light fixture areas _____

FLOOR:

Describe material used and construction technique for the floor:

BODY – INTERIOR: PROPOSED SUBSTITUTIONS BY THE VENDOR TO THE SPECIFICATIONS

BODY – INTERIOR: ALTERNATE OPTIONS AND COST

BODY – INTERIOR: OPTIONS:

Option:

Provide a cover for the bulkhead opening such as a curtain, a folding half-door. _____

Provide a means for the curtain to stay open or to be closed _____

Cost: \$ _____

DOORS/STEPS/STEPWELLS: PROJECT SPECIFICATIONS:

Two manually operated sedan type doors with upper and lower windows; upper window has sliding tinted glass with screen and lower window is fixed with tinted glass _____

Door to be constructed of aluminum (steel not acceptable) _____

Door has automatic closer; Door to be equipped with Parker or equal door closer _____

Heavy duty panic bars shall be installed inside the door, with a heavy duty locking handle mounted on the exterior. No Bargman locks are permitted. _____

Door to be equipped with a dead bolt lock. _____

Doors to be keyed alike. An exterior dead bolt lock will be installed on both doors. _____

Door to have an outside hook with a bumper to hold door _____

Grab Rails/Handrails:

Maximize the use of strong, sturdy stainless steel grab handles to be provided on the interior and exterior of each door _____

Interior horizontal grab rail on each door below upper window. _____

Grab rails at both sides of each stepwell, floor-to-ceiling stanchions. _____

The grab handles will be located appropriately for children and adults to use. _____

Steps: (For 2 Patron Doors)

Indicate the number of steps outside the vehicle: _____

Indicate the width, depth and height of each step: _____

Indicate the measurement of the ground to the bottom of the lower outside step: _____

Remote controlled, electrically operated steps shall be provided below each patron entrance/exit door _____

Power remote control steps shall roll out using sealed bearings and weather protected track, with positive latches for securing in the extended and stored positions _____

Each step to be controlled separately _____

Tread area to be positive nonskid surface with reflective safety edge _____

Steps Down Warning Light and Buzzer: (Also listed above under "Cab Area")

Light and Alarm in Driver's area sounds when ignition switch is turned on and the steps are down _____

Each step has its own warning light and buzzer _____

Each step is controlled separately _____

Stepwells:

Indicate the number of stairs inside the vehicle: _____

Indicate the width, depth and height of each step: _____

Each step is covered with non-skid rubber treads _____

The front edge of each tread shall incorporate a 2" white edge _____

Stepwells must be lighted. _____

Stepwells do not cut into chassis frame rails _____

DOORS/STEPS/STEPWELLS: PROPOSED SUBSTITUTIONS BY THE VENDOR TO THE SPECIFICATIONS

DOORS/STEPS/STEPWELLS: : ALTERNATE OPTIONS AND COST

LIGHTING: PROJECT SPECIFICATIONS:

Interior Lighting:

12 volt dome lights full length of vehicle including driver's dome light with separate switch. _____

110-volt double-tube fluorescent light fixtures the full length of both sides of the ceiling _____

Fixtures shall be equipped with translucent shades easily removed for servicing lamps. _____

T-8 lamps and ballasts _____

Interior Lighting-Stepwells:

Lights provided in stepwells shall be powered by the shoreline or generator. _____

Exterior Lighting:

All lights and reflectors comply with DOT/FMVSS 108. _____

Head Lamps: Single Rectangular Halogen _____

Exterior Porch Lights at each door shall be powered by the shoreline or by the generator. _____

LIGHTING: PROPOSED SUBSTITUTIONS BY THE VENDOR TO THE SPECIFICATIONS

LIGHTING: ALTERNATE OPTIONS AND COST

DESKS AND STAFF/PATRON SEATING: PROJECT SPECIFICATIONS:

Desks:

Desks for two staff members to be located one in the front and the second near or at the rear of the vehicle _____

Each work space shall be large enough to hold a laptop/bar code reader and have space to check-out books. _____

Pencil drawer in each desk with marine latch to secure drawer during transit. _____

Each desk is made of 3/4" luan grade premium birch 5-ply plywood covered with laminated top; desk edges are wood. _____

Design, color and location to be determined after bid is awarded. _____

Seating:

Upholstered bench at each desk. _____

Design, fabric, color and location to be determined after bid is awarded. _____

Seating over wheelwells and/or generator location with covering to be selected after award of bid. _____

DESKS AND STAFF/PATRON SEATING: PROPOSED SUBSTITUTIONS BY THE VENDOR TO THE SPECIFICATIONS

DESKS AND STAFF/PATRON SEATING: ALTERNATE OPTIONS AND COST

INTERIOR CABINETRY/SHELVING: PROJECT SPECIFICATIONS:

Cabinetry:

Storage cabinets will be constructed according to final floor plan _____

At least 2 storage cabinets will be constructed _____

One cabinet is large enough for coat, vacuum cleaner with corkboard and fabric covering _____

The second cabinet will be used for supplies with corkboard and fabric covering _____

Cabinetry is preferably wood and matches the desks and shelving _____

Finish shall contain 0% formaldehyde content, 0% VOC emissions, and exceed AWI, KNB and ANSI standards _____

Locks: All cabinets shall be locking, keyed alike. _____

Circuit breaker box, electrical controls, remote generator controls will be in an easily accessible location for daily use _____

The controls will be well marked and easy to see _____

Shelving:

Custom-built shelves to be constructed of 3/4" luan grade premium birch 5-ply plywood. _____

All shelving uprights to be spaced no more than 36" apart except in oversize book area. _____

Shelving throughout shall be 9" deep, except the sections above the wheelhump area shall be 12" deep. _____

All side-mounted shelves shall slope 15 degrees and rear mounted shelves 20 degrees. _____

Shelves are adjustable with a cam type system. Cams are turned 1/2 turn in (4) locations to remove shelf. _____

Shelves can be adjusted in 1 1/4" increments. _____

Shelves to be adjustable with location of fixed shelves to be discussed after bid award. _____

After award, vendor and library staff determine a shelving layout. _____

Note:

Items to be shelved are: Hardback children's oversize books, children's board books, children's hardbacks, children's paperbacks, DVDs, cds, magazines, adult hardbacks and adult paperbacks and large print. Shelves will also be used for face-out book displays accompanied by stuffed animals as needed.

Book Capacity: 1,500 volumes minimum _____

INTERIOR CABINETRY/SHELVING: : PROPOSED SUBSTITUTIONS BY THE VENDOR TO THE

SPECIFICATIONS

INTERIOR CABINETRY/SHELVING: : ALTERNATE OPTIONS AND COST

LITERATURE RACKS/BULLETIN BOARDS: PROJECT SPECIFICATIONS:

Literature Racks:

Literature and display racks shall be installed in several places throughout the bookmobile. Exact locations to be determined after award of bid. _____

Bulletin Boards:

Fabric-covered cork bulletin boards located above each entrance door, on each cabinet door, on walls in staff desk areas, and wherever possible _____

Customer chooses color from manufacturers selections after award of bid _____

LITERATURE RACKS/BULLETIN BOARDS: PROPOSED SUBSTITUTIONS BY THE VENDOR TO THE SPECIFICATIONS

LITERATURE RACKS/BULLETIN BOARDS: ALTERNATE OPTIONS AND COST

FLOOR COVERING: PROJECT SPECIFICATIONS:

Commercial grade carpet 28 oz. _____

Carpet will include a ten-year warranty. Installed in one piece. _____

Suitable for small children sitting on the floor _____

Customer will choose color from manufacturer’s selection after award of bid _____

FLOOR COVERING: PROPOSED SUBSTITUTIONS BY THE VENDOR TO THE SPECIFICATIONS

FLOOR COVERING: ALTERNATE OPTIONS AND COST

EXTERIOR FINISH PROJECT SPECIFICATIONS:

Rust Proofing:

All panels to be primed on both sides after fabrication and prior to assembly, for rust protection and paint adhesion _____

Paint/Color/Graphics and Exterior Lettering/Automotive Paint:

Paint tested for exposure to the elements _____

Exterior is prepared for primer and paint _____

Color is selected after award of bid _____

Vendor provides color samples and will work with library to design creative graphics _____

The Vendor shall submit a proposed schedule for development of the exterior graphics for review and approval. The Library reserves the right to request proofs and up to three revisions at no additional cost for the exterior graphics. _____

Color Choices and Finishes

A proposed schedule for submittal review and approval shall be submitted by the Vendor for review and acceptance by the Library. The Vendor shall submit color choices and samples of all finish materials for review and acceptance by the Library. _____

Interior and exterior color and exterior graphics will be developed by the Library after the bid award. _____

EXTERIOR FINISH : PROPOSED SUBSTITUTIONS BY THE VENDOR TO THE SPECIFICATIONS

EXTERIOR FINISH ALTERNATE OPTIONS AND COST

MISCELLANEOUS PROJECT SPECIFICATIONS:

Clock:

One (1) wall mounted, battery operated. Location to be determined. _____

Data Jacks/Network Cabling:

All data wiring should be category 5E or 6 _____

Install at least (4) RJ 11 telephone receptacles. (Location to be determined after final design of desk areas are completed _____

Install at least (4) 5E or 6 data receptacles. (Location to be determined after final design of desk areas are completed.) _____

Network cabling for each computer workstation will be provided four total with CAT6 plenum cable that will terminate in Telco cabinet CAT6 patch panel _____

Diagrams shall be provided for data wiring. _____

Wire Management System:

If needed, install wire management system to organize and conceal all electrical/networking wiring _____

Floor Plan:

Floor plans are determined after bid is awarded _____

Custom floor plan designed and engineered using Computer Aided Drafting (CAD) technology _____

After the bid award, up to three (3) floor plans will be submitted by the Vendor for approval by the Library before the Vendor proceeds with construction. _____

Safety Equipment:

Two (2) 5 lb. fire extinguishers, one in cab and one mounted in rear body _____

One (1) Set of triangle flares _____

MISCELLANEOUS : PROPOSED SUBSTITUTIONS BY THE VENDOR TO THE SPECIFICATIONS

MISCELLANEOUS ALTERNATE OPTIONS AND COST

MISCELLANEOUS: OPTIONS

Option:

Two patron computer stations' shelving will incorporate two interchangeable sections to accommodate both shelving and stand-up patron computer stations. These sections will be pre-wired for computer application. \$ _____

Option:

Awning to cover both patron doors Cost: \$ _____

Awning on the curbside of the vehicle.

Option:

TV/DVD Player: _____

TV Screen may be mounted on the wall _____

Location to be determined after bid is awarded. _____

Cost: \$ _____

DELIVERY & TRAINING: PROJECT SPECIFICATIONS:

Driver shall deliver vehicle to library and provide 1 full day of training, bumper to bumper; included will be training for one driver in techniques on how to handle the vehicle. _____

DELIVERY & TRAINING: PROPOSED SUBSTITUTIONS BY THE VENDOR TO THE SPECIFICATIONS

DELIVERY & TRAINING: ALTERNATE OPTIONS AND COST

MAINTENANCE AND REPAIR MANUALS: PROJECT SPECIFICATIONS

One (1) maintenance repair manual complete with wiring diagrams _____

One (1) complete parts manual including engine, transmission and body-chassis _____

One (1) transmission repair manual _____

One (1) engine repair manual _____

Two (2) operator's manuals _____

MAINTENANCE AND REPAIR MANUALS: PROPOSED SUBSTITUTIONS BY THE VENDOR TO THE SPECIFICATIONS

MAINTENANCE AND REPAIR MANUALS: ALTERNATE OPTIONS AND COST

WARRANTIES: PROJECT SPECIFICATIONS:

Indicate locations that are authorized to complete warranty work.

| | |
|-------------------------------|---------------------------------|
| Warranty Body: | Five Years Unlimited Miles_____ |
| Higher Headroom Modification: | 5 Years by: _____ |
| Chassis: | Five Years Unlimited Miles_____ |
| Engine: | Five Years 100,000 Miles_____ |
| Transmission: | Five Years Unlimited Miles_____ |
| Conversion: | Five Years _____ |
| Generator: | One Year 1500 Hours_____ |
| Rooftop Air Conditioner(s): | One year_____ |
| Carpet: | Ten Years _____ |

WARRANTIES: PROPOSED SUBSTITUTIONS BY THE VENDOR TO THE SPECIFICATIONS

WARRANTIES: ALTERNATE OPTIONS AND COST

End of Section

PART III. BID FORM

NAME OF FIRM: _____

BOOKMOBILE DELIVERY DATE: _____

VALIDITY OF PROPOSALS:

Proposals shall remain valid for acceptance by DBRL for a period of not less than ninety (90) days from the Proposal due date and if it is accepted within that time period it shall be binding upon the Vendor.

PRICE QUOTED:

The price quoted in the proposal shall include all items of labor, material, tools, equipment, and other costs necessary to fully complete the manufacture and delivery of the bookmobile pursuant to these specifications. It is the intent of the specifications to provide and require a complete vehicle of the type prescribed, ready for operation.

BASE BID: \$_____ which includes any items from lists A , B and C below; the Base Bid also includes all those items the Vendor marked with an "X" under PROJECT SPECIFICATIONS in the RFP.

A List below the PROPOSED SUBSTITUTIONS MADE BY THE VENDOR to the PROJECT SPECIFICATIONS that are included in the BASE BID: (Note: Proposed Substitutions must be acceptable by the Library)

B List below any ALTERNATE OPTIONS and the additional costs made by the Vendor that are included in the BASE BID:

C List below any OPTIONS listed in the RFP by DBRL that are included in the BASE BID:

D The OPTIONS not listed in A, B or C will be considered by DBRL as separate costs from the base bid.

AUTHORIZED SIGNATURE SECTION:

ASSURANCES: The Vendor hereby certifies that the undersigned:

- ►Has the authority and/or responsibility to submit a proposal and to represent their organization in all phases of this RFP process.
- ►The information provided is true and accurate to the best of their knowledge.
- ►Understands any false statement may disqualify this proposal from further consideration or be cause for contract termination.
- ►Agrees to notify the Daniel Boone Regional Library Director within 30 days of any change in the contact information listed below.
- ►Represents that no assignment, sub-lease, or transfer of all or any part of his or her interest in this proposal has been made or will be made without the written consent of DBRL. At the request of DBRL, the undersigned agrees to promptly submit in writing a list of all prospective sub-s and major material suppliers, and any required certificates of insurance.
- ►Has read the RFP and will provide all the required information presented in the RFP to DBRL.
- ►Acknowledges receipt of any Addenda as listed below and represents that any additions or modifications to, or deletions from the work, called for in these Addenda, are included in the Proposal if affected thereby. If no Addenda have been issued, write in "None."

Addendum Number – Dated:

DECLARATIONS:

- ►This Proposal shall remain valid for acceptance by DBRL for a period not less than ninety (90) days from the due date of the Proposal.
- ►All requirements concerning licensing and all other local, state and national laws have been or will be complied with and that no legal requirements will be violated in the execution of the work if the proposal is accepted.
- ►No person or persons or company other than the firm listed below or otherwise indicated hereinafter shall have any interest whatsoever in the proposal or the contract that may be entered into as a result thereof. This Proposal is submitted in good faith, without collusion or fraud.
- ►The person or persons signing this proposal is/are fully authorized to sign on behalf of the conditions and provisions thereof.
- ►The undersigned acknowledges that DBRL has the right to reject any and all Proposals, and has the right to waive any informalities and other requirements in any Proposal for its benefit, and to accept such Proposal as it in its sole and absolute discretion deems to be in its best interests, and whether or not such Proposal is the highest dollar amount.

NAME OF FIRM _____

OPERATING AS: (COMPLETE, AND STRIKE OUT WORDS THAT DO NOT APPLY)

A CORPORATION UNDER THE LAWS OF THE STATE OF _____

A PARTNERSHIP (GIVE FULL NAMES OF ALL PARTNERS) _____

STREET ADDRESS _____

CITY _____ STATE _____

ZIP CODE _____

TELEPHONE(S) _____

FAX: _____

E-MAIL: _____

AUTHORIZED SIGNATURE

DATE

PRINT NAME

CONTACT PERSON AND CONTACT INFORMATION IF DIFFERENT FROM ABOVE: