

OCLS RFP 23-001-BOOK
REQUEST FOR PROPOSAL
DESIGN AND BUILD A BOOKMOBILE
For the Orange County Library District

Issue Date: October 30, 2023

Due Date: December 15, 2023

A MANDATORY Pre-Proposal Conference will be conducted on November 9th at 10:30 am VIA ZOOM { <https://us06web.zoom.us/j/85161743358> }. All interested parties are encouraged to attend this Mandatory meeting to gain insight into the Project. VENDORS attending should send their contact information to OCLSBIDS@ocls.info.

1. Purpose:

The Orange County Library District, also known as the Orange County Library System (LIBRARY), is an independent special taxing district created by Florida Legislature and is governed by an appointed five-member board of trustees. The LIBRARY is soliciting sealed written proposals from qualified vendors (VENDOR) to design and build a library bookmobile (PROJECT) for daily stops to deliver library services throughout Orange County, FL. The vehicle should not require a CDL license to drive. Copies of the Request for Proposal may be obtained from the LIBRARY's RFP Project Manager noted below or via the Library's Procurement Portal at <https://www.ocls.info/board-trustees/advertised-solicitations>.

2. RFP Project Manager:

To ensure that your proposal is responsive, you are urged to request clarification or guidance on any issues involving this solicitation before submission of your response. Your communications concerning this Request for Proposals (RFP) should be directed in writing to the RFP Project Manager listed below.

Name: Danielle King, Chief of Neighborhood Services
E-Mail: OCLSBIDS@ocls.info

VENDOR shall not contact any member of the LIBRARY Board of Trustees or any employee (except as provided herein) regarding this RFP until such time as a contract is awarded.

All inquiries pertaining to this Request for Proposal must be directed in writing through the RFP Project Manager noted above.

3. BACKGROUND:

The LIBRARY serves a community of over 1.4 million people with 15 physical locations (two additional locations on the way) and is celebrating its 100-year anniversary in 2023. The LIBRARY is budgeted for approximately 500 employees. The community is ethnically diverse and according to the 2022 U.S. Census population estimates data, 38.8% of the population is white (not Hispanic or Latino), 22.9% is African American, 33.1% is Hispanic, and 5.8% is Asian. DataUSA reports that the median household income is \$61,416 and 14.2% of the population is living in poverty.

The LIBRARY offers a variety of diverse educational programs dedicated to customers of all ages and backgrounds. In FY 21-22 the LIBRARY circulated 3,371,262 items, had 311,772 in event attendance, and 340,160 active library card holders.

In 2023, the LIBRARY formed a new Community Engagement Department whose mission is to bring library services, programs, and materials into the community through outreach. The bookmobile will be part of this effort to help remove barriers for community members that may not have easy access to library services.

Mission:

Adding to quality of life by creating a learning environment and experiences that foster personal growth and development.

Vision:

Where you engage in amazing experiences and opportunities to learn, explore, and create the best you.

Values:

Promote learning to improve the lives of those in the Community.

Empower and foster creativity and collaboration.

Deliver outstanding service to external and internal customers.

Demonstrate respect, integrity, and excellence.

Organizational Purpose:

We Change Lives

Service Standards:

The customer is our hero

Creating a safe adventure

Leave a footnote

Tagline:

Learn. Grow. Connect.

4. ORAL INTERPRETATION:

No oral interpretation of this RFP shall be considered binding. The LIBRARY shall be

bound by information and statements only when such statements are written and executed under the authority of the LIBRARY'S RFP Project Manager.

5. SOLICITATION CANCELLATIONS:

The LIBRARY reserves the right to accept or to reject all proposals and to re-advertise the RFP or elect not to proceed with the PROJECT at any time. The LIBRARY also reserves the right to reject the proposal of any VENDOR who has previously failed in the proper performance of an award or to deliver on time contracts of a similar nature or who, in the LIBRARY'S opinion, is not in a position to perform properly under this award. The LIBRARY reserves the right to inspect all facilities and equipment of the VENDOR in order to make a determination as to the foregoing. The LIBRARY reserves the right to waive any irregularities and technicalities and may, at its discretion, reissue the RFP.

The LIBRARY reserves the right to request clarification of information submitted and to request additional information of one or more VENDORS after the deadline for receipt of responses to this RFP.

The LIBRARY reserves the right, and the LIBRARY'S RFP Project Manager has absolute and sole discretion, to cancel a solicitation at any time prior to approval of the award by LIBRARY'S Board of Trustees when such approval is required. The decision to cancel a solicitation cannot be the basis for a protest.

6. SCOPE OF WORK:

The LIBRARY is requesting proposals from qualified vendors to design and build a library bookmobile. The VENDOR will communicate regularly with the LIBRARY staff and will work with staff to finalize the interior and exterior design and features of the bookmobile. The VENDOR will work with the LIBRARY staff to develop a communication plan that involves key staff from both the LIBRARY, the VENDOR, and key subcontractors. Communication should occur before each major design, production, and postproduction phase of the contract. The VENDOR will submit pictures and provide updates of each major design and build phase to the LIBRARY for approval before moving to the next phase. The Project includes the purchase of the vehicle, design features, fixtures, and any other related fees to bring the bookmobile operational and registered to be used on Florida roadways. All necessary transportation, delivery, shipping, and handling are to be included in the bid price. Additional funds will be provided for collections, and program supplies.

The following items outline the needed equipment, and the preferred features of the vehicle. Where not otherwise specified, the VENDOR will provide customizable options for subsections 6.A - 6.J below.

Change orders for any substitute or derivation from specified equipment/features listed in the proposal must be approved by LIBRARY staff prior to installation.

All specs for bookmobile and estimated build timeline must be included in the submitted proposal.

6.A Basic Specifications and Dimensions:

- Length, width, and weight of vehicle will not require a CDL license to operate.
- The preferred style is a
 - cab chassis “truck style” such as a Ford E450 or equivalent, or
 - “step-van” style vehicle may be considered.
- Interior Length: 16’ - 20’
- Exterior Length: 26’ – 30’ maximum.
- Interior Height: 82” minimum.
- Exterior Height: 12’10” maximum, including rooftop units.
- Exterior Width: 96” - 102” maximum.
- Ground Clearance: 12” minimum.
 - Dimensions given are estimates. LIBRARY will consider manufacturer specifications for a given model.
- GVWR: 26,000 pounds maximum when the vehicle is fully loaded with library materials, staff, etc.
- All equipment and materials shall be new. Construction methods shall meet all applicable regulations of the Occupational Safety and Health Act (USHA), Federal Motor Vehicle Safety Standards (FMVSS), Department of Transportation (DOT), National Electrical Code (NEC), Federal and State noise and pollution control restrictions, and all other applicable local, state and/or federal regulations in effect at the time of execution.

6.B Cab/Chassis Specifications as a basis for design:

- Gasoline or diesel engine.
- Automatic transmission.
- Fuel tank as required by design.
- 25’ Shoreline or manufacturer recommended.
- Full frame chassis construction.
- Air ride (assisted) suspension.
- A/C unit in cab for cooling.
- Auto Leveling Hydraulic Leveling/Stabilizing Jacks.
- Provide options for gas, solar, or hybrid generator to provide supplemental power to vehicle (installed in outside access compartment) as an add alternate.
- Power Steering, Power ABS Brakes.

6.C Cab/Chassis Interior Specification as a basis for design:

- AM/FM Radio, Wi-Fi entertainment console with GPS and remote monitoring system with features connected.

- Deluxe interior trim package.
- Two (2) molded armrests, on each door.
- “A” pillar molded plastic cover.
- Interior grab handles, pillar mounted, one each side.
- Interior trim panels, molded plastic, full height; all interior sheet metal covered.
- Overhead console with dual storage pockets and retainer nets.
- Interior door trim panels, molded plastic, driver, and passenger doors.
- Driver door map pocket.
- Cloth headliner.
- Rubber floor covering with insulation.
- Instrument panel trim, molded plastic with center section.
- Two (2) cup holders shall be provided.
- Two (2) padded vinyl sun visors with toll ticket strap.
- Interior color scheme to be determined.
- High-back driver seat, faux leather, with integral headrest, 2-position front cushion adjustment, -3 to + 14-degree seat back adjustment, arm rest and single chamber air lumbar support.
- High-back single person passenger seat, faux leather with integral headrest, seat back adjustment and arm rest. Both seats to include 3-point, lap and shoulder type seatbelts.
- Power window and door locks, including express down feature.

6.D Body Specifications as a basis for design:

- Exterior retractable powered awning installed on the passenger side of the vehicle.
 - Safety features should include obstacle adjustment, high wind notification, no buckling, and manual override if no power is available or the motor malfunctions.
- Exterior LED flat screen monitor with flush-mount cover; large as possible based on platform, with wireless capabilities to teach classes beneath the awning.
- Fold down table on outside of vehicle under LED flat screen.
- Manual pull out nonslip steps with a safety yellow, non-skid front strip. Height of deployed steps shall be consistent with the overall staircase run - for smooth customer entry/egress.
- 2 angle mounted stainless steel handrails installed, one on each side, at each manual pull out nonslip steps.
- Two vertically installed stainless steel handrails should be installed on the outside of the vehicle, one on each side, of the wheelchair lift.
- 33” minimum wide entrance/exit doors (36” preferred).
- Braun UVL (or equivalent) wheelchair lift paired with wheelchair-accessible door installed in back of vehicle.
- Parking sensors to include 8 total, 4 in back and 4 in front, all tied to monitor read out in the front within easy view of driver.

- Collision avoidance system to include 1 rear view camera and 2 side view cameras, all tied to split screen color LCD monitor (9" or greater preferred) located in the dash within easy view of driver.
- Back-up camera with dash mounted monitor.
- Storage compartments for generator batteries and Shoreline.
- Additional optimal storage compartments per final design.
- All windows and windshield should be tinted using Florida Statutes as guidelines for approved percentages.
- Custom library branded full vehicle wrap: designed, printed, and installed. The library shall approve the final design prior to printing and installation.
- Vehicle underbody shall be fully undercoated with rubberized spray to provide additional sound resonance dampening and protection.

6.E Conversion Specifications:

- Floor plan
 - Specific floor plan to be designed in consultation with the LIBRARY. This includes, but is not limited to shelf design and layout, cabinetry, furnishings, and fixtures.
 - All interior finishes shall contribute to absorbing ambient sounds. Appropriate panels, ceiling and flooring shall have superior acoustic qualities in addition to durability and aesthetics.
 - Vendor to supply full, to-scale floor plans upon completion of planning process for approval before build phase initiates.
- Flooring
 - Sub-flooring shall be properly prepared prior to installation of the floor covering.
 - Flooring should be commercial grade, non-slip floor covering (not carpet).
 - Heavy duty commercial non-slip flooring will be used in all stairwells and access points.
 - All flooring shall be installed in a manner consistent with the manufacturer's recommendations.
 - Colors to be chosen by Library. The library will select the exact color and pattern of the flooring from vendor's selections, to coordinate with other interior color choices.
 - Any flooring remnants remaining from the installation shall be shipped loose with the completed vehicle.
 - L-track floor slats (or equivalent) for securing materials with bungee cords.
- Ceiling & Roof
 - FRP or vinyl ceiling.
 - Covering should be sound absorbent.
 - Color to be chosen by Library.
 - Vendor should recommend and install durable and versatile roofing material for Florida weather conditions.

- Walls
 - IT charging cart to store and charge laptops that can be attached to wall.
 - Cabinetry for general storage should be colored aluminum.
 - Acore shelving.

- Aluminum shelving system (Acore shelving preferred)
 - Uprights to be firmly attached to walls, set on 36" and 24" centers.
 - All shelves to be interchangeable and adjustable.
 - Shelves should be on a 15° slope.
 - Design shall include a minimum of four (4) one-sided removable book carts to be located within shelving area with ability to lock into shelving units; requesting extra shelves to take the place of carts when out-should be enough to make full floor to top shelves.
 - Cart shelving on a 15° angle.
 - Floor railings to secure book carts during transit.

- HVAC
 - The vehicle must have a heating, ventilation, and air conditioning system adequate to maintain a comfortable temperature year-round in Florida with the doors in use, including the customer area and driver's compartment.
 - Two (2) low profile rooftop A/C heating units. Two HVAC units, one located in the front cabin, and one located in the rear cabin with low-profile ceiling assembly.
 - Two roof vents, 3-speed reversible with thermostatic control and auto rain sensors.
 - Front dashboard A/C defrost and heating.
 - Central thermostat to control all heating and air conditioning, zoned for efficiency and comfort.
 - Provide dehumidifier options.

- IT
 - Mobile network router (SIM card or similar). Cradlepoint or similar wireless modem for use by staff and public.
 - Modem shall be powered by the 12VDC system and connect to front and rear desk areas via CAT6, 10/100/1000 Mbps RJ-45 cabling.
 - Unit shall be installed in the cab-over mechanical area.
 - Installation shall include one 2x2 MiMo 4G/5G Dome Antenna Kit mounted on exterior of vehicle.
 - Vehicle should have capabilities to be used as a hotspot for customers and staff.
 - Surge protection for electronics.
 - Six charging ports (USB & plugs) internal and external for program equipment and customer devices.

- Audio/Visual
 - Media system including AM/FM radio, Bluetooth and public address system mounted in body area with 2 interior and 2 exterior weatherproof-grade speakers for interior and exterior announcements. Separate volume controls for interior vs. exterior speakers.
 - High-resolution monitor/TV mounted per design plan with USB and HDMI connections.
 - Wireless microphone system with Bluetooth.
 - Exterior weatherproof speakers.
- Seating
 - Driver and front passenger high back adjustable chairs; swivel preferred.
- Staff workstation with desk and overhead lighting
 - Flip-top desk for 1 person.
 - 1 chair for workspace.
 - Lockable storage space adjacent to desk.

6.F Electrical System

- AC electrical system:
 - 120/240 VAC system rated for anticipated load per design.
 - All wiring will adhere to applicable NEC and FMVSS regulations.
 - External wiring to be encased in conduit for protection.
 - Number and type of receptacles including outside to be determined by final design.
- Power inverter.
- Solar battery trickle charger(s) for engine and chassis batteries.
- Six charging ports internal and external for program equipment and customer devices.

6.G Lighting:

- Interior:
 - LED ceiling lights mounted full length of vehicle.
 - LED stepwell lighting activated by door movement.
 - Sunshades on all windows except entrance/exit door windows
 - Solar powered option to run lights and accessory items.
- Exterior:
 - LED lights on exterior to illuminate door areas.
 - LED lights to illuminate awning area.
 - LED lights on rear to assist with backing, wired to activate with vehicle reverse as well as dash switch.
 - LED lighting in storage compartments with easily located switches.

6.H Safety and Security:

- Three complete sets of keys.

- One 5 lb. fire extinguisher, with mount and 1 carbon monoxide/smoke detector.
- One set of triangle flares.
- One carbon monoxide detector.
- One smoke detector.
- One spare tire with wheel, shipped with finished vehicle.
- One Aqualarm 20446 or equivalent 12V DC powered security system with cell and email alert. System shall include keypad activation and deactivation, L/R remote, motion detector, door contacts for all doors.
- GPS and remote monitoring system.
- Panic button silent alarm feature direct to security system provider/law enforcement.

6.I Warranty:

- 3-5-year bumper to bumper warranty.
- Cab and chassis warranty
 - 3 years or 36,000 miles bumper to bumper warranty
 - 5 years or 60,000 miles drivetrain-gasoline
 - 5 year or 100,000 miles drivetrain-diesel
- Back of box warranty.
- Shelving/cart warranty.
- Manufacturer's standard warranty shall apply for all installed equipment. Include one (1) printed copy of each manufacturer's warranty policy and procedure manual with the vehicle and one electronic copy.
- The warranty period shall begin on the date the equipment is put into use by the Orange County Library System.
- Include list of nearest locations for warranty work, parts, or authorized service providers for chassis, body, generator, etc. List to include contact name, address, and phone number.
- Extended warranties
 - Please include all options for extended warranties for the chassis and/or conversion, including pricing.

6.J Manuals and Documentation:

- To-scale floor plan of final design (2 printed copies and 1 electronic copy).
- As-built plan of vehicle (2 printed copies and 1 electronic copy).
- Operating manuals for all installed equipment (2 printed copies and 1 electronic copy).

7. INSTRUCTIONS TO VENDORS:

7.A Questions:

Questions will only be accepted via email. Please send all questions to OCLSBIDS@ocls.info with the subject: Design and Build a Bookmobile

All questions must be received on or before 1:00 P.M., EST, on November 17, 2023.

Proposals will be posted on November 20, 2023, at:

<https://www.ocls.info/board-trustees/advertised-solicitations>

7.B Deadline for Receipt:

Proposals must be received via email on or before 1:00 p.m. EST, December 15, 2023. Proposals must be e-mailed to OCLSBIDS@ocls.info with the subject: DESIGN AND BUILD A BOOKMOBILE.

- Vendors are responsible for timely emailing and the electronic delivery of their proposal. Proposals must not exceed 25 megabytes.
- If your proposal contains any information deemed confidential, in accordance with Chapter 119 of the Florida Statutes, provide an additional redacted version of your proposal labeled REDACTED. Electronic copy shall be in Microsoft Word or PDF – the most recent software version.
- Trade secrets and information confidential and exempt from Subsection 119.07(1) of the Florida Statutes and Subsection 24(a) of Article I of the Florida Constitution is not solicited nor desired as information to be submitted with proposals. The Florida Statutes and the State Constitution govern whether information in a proposal is confidential or exempt from the Florida Public Records Act. If information is submitted in a proposal which a VENDOR deems to be a trade secret or confidential and exempt from the Public Records Act, the information shall be submitted with the proposal in a separate, clearly identifiable email referencing the specific statutory citation for such exemption. Submitted proposals which are marked “confidential” (or other similar language) in their entirety or those in which a significant portion of the submitted proposal is marked “confidential” may be deemed non-responsive by the LIBRARY.

The LIBRARY is not obligated to agree with the VENDOR’s claim of an exemption and, by submitting a proposal, the VENDOR agrees to be responsible for defending its claim that each and every portion of the separately marked information is exempt from inspection and copying under the Public Records Act. The VENDOR agrees that it shall protect, defend, and indemnify, including attorney’s fees and costs, the LIBRARY for any and all claims and litigation (including litigation initiated by the LIBRARY) arising from or relating to the VENDOR’s claim that the separately marked portions of its proposal are not subject to disclosure. If the VENDOR fails to separately mark portions of its proposal or marks its proposal “confidential” (or other similar language) in its entirety, the LIBRARY is authorized to produce the entire proposal submitted by the VENDOR in responding to a public records request.

- **The time and date for receipt of Proposals will be strictly observed.** The LIBRARY shall not be responsible for late deliveries or mail delays. The date stamp on the e-mail shall serve as the official authority to determine timeliness of the Proposal. VENDOR's accept all risks of late delivery of proposals regardless of fault.
- Proposals received after the specified time and date, or any other reasons (including but not limited to size-limitations, incorrect email address, etc.) shall be considered non-responsive and will not be opened or considered. The decision to refuse to consider a Proposal that was received beyond the date/time established in the solicitation shall not be the basis for a protest.
- All proposals must be signed by an officer or employee having authority to legally bind the VENDOR.
- All information submitted will become part of the Project file and, unless otherwise exempt or confidential in accordance with Florida law, will become a public record. All proposals and accompanying documentation will become the property of the LIBRARY and will not be returned.
- Any proposal may be withdrawn prior to the date and time the proposals are due. Any proposal not withdrawn prior to the date and time proposals are due, will constitute an irrevocable offer, for a period of ninety (90) days, to provide the LIBRARY with the services as specific in the proposal.

7.C Confirmation:

The LIBRARY RFP Project Manager will confirm receipt of your submission via a reply email.

8. Insurance:

The LIBRARY shall be named as additional insured on all policies. The selected VENDOR agrees to maintain on a primary basis and at its sole expense, at all times throughout the duration of this contract the following types of insurance coverage with limits and on forms (including endorsements) as described herein. These requirements, as well as the LIBRARY's review or acceptance of insurance maintained by the selected VENDOR is not intended to and shall not in any manner limit or qualify the liabilities assumed by VENDOR under this contract. The selected VENDOR is required to maintain any coverage required by federal and state workers' compensation or financial responsibility laws including but not limited to Chapter 324 and 440, Florida Statutes, as may be amended from time to time.

Insurance carriers providing coverage required herein must be licensed to conduct business in the State of Florida and must possess a current A.M. Best's Financial Strength Rating of A- Class VIII or better. (Note: State licenses can be checked via www.floir.com/companysearch/ and A.M. Best Ratings are available at www.ambest.com)

By entering into this contract Vendor agrees to provide a waiver of subrogation or a waiver of transfer of rights of recovery, in favor of the LIBRARY for the workers' compensation and general liability policies as required herein. When required by the insurer or should a policy condition not permit the VENDOR to enter into a pre-loss agreement to waive subrogation without an endorsement, then VENDOR agrees to notify the insurer and request the policy be endorsed with a Waiver of Subrogation or a Waiver of Transfer of Rights of Recovery Against Others endorsement.

During the term of the contract, the vendor shall provide the following types of insurance in not less than the specified amounts:

- A. Commercial General Liability - \$1,000,000 per occurrence, \$2,000,000 aggregate;
- B. Auto Liability – Combined Single Limit Amount of \$1,000,000 on any contractor owned, and/or hires, and/or non-owned motor vehicles engaged in operating within the scope of this contract;
- C. Worker’s Compensation – Statutory; Employers Liability \$1,000,000; and
- D. Umbrella Coverage - \$2,000,000

The awarded vendor must provide the LIBRARY proof of insurance coverage prior to the contract execution and the vendor agrees to maintain the above listed coverage for the duration of the contract build.

The certificate holder shall read:

Orange County Library Board of Trustees
 c/o Chief Financial Officer
 101 East Central Blvd
 Orlando, Florida 32801

9. PRELIMINARY SCHEDULE:

These dates are tentative and are subject to change by LIBRARY.

Task	Date	Time
Announcement of RFP	Monday, October 30, 2023	10:00 AM
Mandatory Pre-Proposal Meeting	Thursday, November 9, 2023	10:30 AM
Question Submission Deadline	Friday, November 17, 2023	1:00 PM
Responses to Questions Posted	Monday, November 20, 2023	1:00 PM
RFP Proposals Due	Friday, December 15, 2023	1:00 PM
RFPs Evaluated	December 18 - 29, 2023	TBD
Potential Presentations from Vendors	January 2 - 11, 2024	TBD
Procurement Committee Meeting	TBD	TBD
Inform Vendors of Rankings	Friday, January 12, 2024	1:00 PM
LIBRARY Board of Trustees Selection of Vendor	Thursday, January 18, 2024	6:00 PM

Date to Award Contract	February 2024	TBD
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10. Pre-Proposal Conference:

A MANDATORY Pre-Proposal Conference will be conducted on November 9th at 10:30 am VIA ZOOM { <https://us06web.zoom.us/j/85161743358> }. All interested parties are encouraged to attend this Mandatory meeting to gain insight into the Project. VENDORS attending should send their contact information to OCLSBIDS@ocls.info.

11. Minimum Qualifications to Submit Bid:

VENDORS desiring to submit a proposal in response to this RFP for the Project, as described herein, shall have the following Minimum Qualifications:

- VENDOR must be licensed to do business in the State of Florida for at least the last five (5) years.
- VENDOR must be licensed to sell the vehicle in the State of Florida for at least the last five (5) years.
- VENDOR must have built a minimum of three (3) bookmobiles for libraries (or public assembly facilities) in the last five (5) years.
- VENDOR must have No unresolved litigation against the LIBRARY or Orange County, Florida.
- VENDOR must submit three (3) references from owners of other similar projects as described in the Scope of Work section listed above.
- VENDOR must identify and appoint an experienced and capable Project Manager for the Project.
- VENDOR must have No conflicts of interest with the LIBRARY.

12. PROPOSAL SUBMITTAL INSTRUCTIONS:

Content Requirements:

1. Introduction

- a. Cover letter with name, address, email, phone and fax number, key contact person.
- b. A concise written statement to demonstrate the vendor's understanding of the project and scope of services being sought by the LIBRARY.
- c. Description of the general approach to the design/build process and implementation of the project.
- d. Proposed completion date and a timeline for the project.
- e. Execution of the LIBRARY's provided Vendor Acknowledgements form.

2. Company History

- a. Number of years in business.
- b. Type of ownership, name(s) of owner(s).
- c. Type of organization.
- d. Geographical area of operations.
- e. Professional affiliations.

3. Personnel

- a. List the principals in your organization.
- b. Describe the size and composition of your organization.
- c. Identify and provide the resumes of the project manager, lead designer, and key personnel who would be assigned to this project, including an organizational chart.

4. Experience and References

- a. Identify and describe three bookmobile projects that the vendor has completed within the past five years, and which best represent the present skills of the project team members to design/build a bookmobile.
 - i. Name and address of client.
 - ii. Name, telephone number, and email address of contact person.
 - iii. Summary of project, including year completed and cost.
 - iv. Photographs of the projects.
- b. Describe your team's experience with custom vehicles for public service including libraries.
- c. Please include any other pertinent information that you feel makes you qualified for the proposed project.

5. Other Documentation

- Detailed Specifications (ie: renderings, floorplan, length, width, height, CGWR, etc.) for PROJECT must be included in the proposal (can submit multiple options).
- A detailed schedule of costs that includes the design, vehicle, customization, supplies, and other costs associated with the project. The LIBRARY relies on the vendor to assure that all charges to complete the scope of work are submitted in the proposal and that there are no hidden costs or charges that will be incurred by the LIBRARY.

13. Selection Criteria:

All proposals meeting the RFP requirements will be evaluated and scored using the following criteria. Scores will be determined by at least three LIBRARY staff members with knowledge and expertise with the scope of work and who will individually score the proposals. LIBRARY staff cannot meet to rank the proposals unless staff members are meeting in a publicly noticed and scheduled meeting. A ranking will be established by totaling the sum of the scores. The LIBRARY may request additional material, information, references, oral interviews, or presentations from some or all the vendors submitting proposals.

Staff may ask for clarification regarding responses and/or ask specific questions from proposers.

The RFP rankings will be posted to the LIBRARY's Procurement Portal and will be submitted to the LIBRARY's Board of Trustees for final approval.

Proposals will be evaluated using the following criteria:

13.A – Scope of Work- Up to 50 points

- Demonstrated ability to understand the scope, meet specifications, and perform the services described in the RFP.
 - This is demonstrated via the responsiveness and completeness of the Proposal.

13.B – Qualifications & Experience- Up to 15 points

- The qualifications, experience and expertise of the VENDOR, key staff, and any subcontractor(s) assigned to meet specifications, and perform the services described in the RFP.
 - This is demonstrated via VENDOR's key staff resumes, company reputation, and company years in business.
 - This is demonstrated via subcontractor(s) company reputation(s), company(ies) years in business, and references.

13.C – Review of References- Up to 20 points

- This is demonstrated via the quality, timeliness, and satisfaction of a minimum of 3 references from recently completed bookmobiles by the VENDOR.

13.D – Project Schedule- Up to 5 points

- This is demonstrated via the timeliness of work as verified by examples or references.

13.E – Cost & Fees- Up to 10 points

- Cost and fees relative to the scope of the service.

13.F – Oral Presentations/Interviews

- Points are not provided at this time.

Available points are indicated next to each category respectively except Oral Presentations/Interviews:

The selection criteria for the “ranking” is listed directly above in 13.A through 13.E and shall be the basis for an award or the determination for the VENDORS to be short-listed for an Oral presentation/interview and/or demonstration or basis for award on the ranking.

1. If interviews are conducted, the scores from the “ranking” and “oral interviews” shall be added together for a cumulative total and final ranking of the best qualified VENDOR.
2. If interviews are not conducted, the scores from the “rankings” shall be the final ranking of the best qualified VENDOR.

14. RESPONSIBLE VENDOR DETERMINATION:

VENDOR is hereby notified that Section 287.05701, Florida Statutes provides that the LIBRARY may not request documentation of or consider a VENDOR's social, political, or ideological interests when determining if the VENDOR is a responsible vendor.

15. LATE DELIVERY FEE & INSPECTIONS:

All proposals shall include an anticipated delivery date (“Delivery Deadline”). Delivery is to be made FOB Destination to 101 East Central Blvd. Orlando, FL 32801 by VENDOR driver/trainer who can make minor adjustments to the vehicle and explain routine operation and maintenance. One full day of driver and staff training to be provided. Video recording of training for future use by library staff is required.

Late delivery, as determined by the LIBRARY to be thirty (30) days after the agreed upon Delivery Deadline, shall be cause for liquidated damages of \$150 per calendar day.

Extreme late delivery, as determined by the LIBRARY to be ninety (90) days after the agreed upon Delivery Deadline, shall be cause for contract cancellation and/or monetary damages.

Exceptions shall be considered for delays caused by: strike, work stoppage, act of God, or sole act or acts of third parties over which the successful respondent has no control or authority.

The LIBRARY may send representatives to inspect the build process of the PROJECT at any time. The LIBRARY will plan to send 2 representatives to inspect the PROJECT prior to delivery to ensure the bookmobile is completed and operational as expected. If necessary, a live video inspection may be substituted for an in-person inspection.

16. FEDERAL AND STATE TAX:

The LIBRARY is exempt from Federal and State Sales and Use Taxes for tangible personal property (Certificate of Registry for tax transactions under Chapter 32, Internal

Revenue Code and Florida Sales/Use Tax Exemption Certificate). The Chief Financial Officer will sign an exemption certificate submitted by the Contractor.

VENDORS doing business with the LIBRARY shall not be exempted from paying sales tax to their suppliers for materials to fulfill contractual obligations with the LIBRARY, nor shall any VENDOR be authorized to use the LIBRARY's Tax Exemption Number in securing such materials.

17. LEGAL REQUIREMENTS:

VENDORS shall comply with all laws, rules, codes, ordinances, licensing and bonding requirements that are applicable to the conduct of its business, including those of Federal, State, and local agencies having jurisdiction and authority. By way of non-exhaustive example, contractor shall comply with the Florida Sunshine Law and Public Records Act, Immigration and Nationality Act, the Americans with Disabilities Act, and all prohibitions against discrimination on the basis of race, religion, sex, sexual orientation and gender expression/identity, color, age, disability or handicap, national origin, creed, marital status, or veteran's status. Violation of such laws shall be grounds for immediate contract termination.

18. RFP Standards:

- LIBRARY reserves the right to cancel the award of contract any time before the execution of the contract by both parties.
- The responding VENDORS bear sole risk and responsibility for the costs incurred in the preparation of the proposal.
- No LIBRARY Board or staff member shall have a financial interest in the proposal.
- In cases of disputes over differences of opinion as to the services in the proposal, the decision of the LIBRARY shall be final.
- LIBRARY reserves the right to: ask for clarification in the proposal if the need arises; select a VENDOR based directly on the proposal; negotiate further with one or more respondents.
- LIBRARY reserves the right to reject any or all proposals to this RFP.

OCLS RFP 23-001-BOOK
REQUEST FOR PROPOSAL
Design & Build a Library Bookmobile
DESIGN AND BUILD A BOOKMOBILE
For the Orange County Library District

VENDOR'S ACKNOWLEDGEMENTS

By submitting a proposal to the RFP, the VENDOR:

- a) Acknowledges he/she has received, reviewed, and understood the Specifications.
- b) Acknowledges that all prices and delivery dates stated are firm.
- c) Acknowledges that the LIBRARY is not subject to state or local sales, use or excise taxes and no such taxes are included in the prices submitted.
- d) Acknowledges that all other taxes are included in the prices submitted.
- e) Acknowledges that the VENDOR's proposal shall be considered accepted only when the LIBRARY executes a contract.
- f) Acknowledges that the contract will incorporate all terms and conditions contained in the Specifications and this RFP.
- g) Acknowledges the proposal is binding for 90 calendar days.
- h) Is aware that comparison of proposals is a subjective process requiring evaluation of multiple factors including price, references, recommendations, and input from third parties. This process requires subjective assessment of VENDORS by the Library Trustees as to overall suitability of the VENDOR.
- i) Acknowledges the Trustees have substantial discretion in accepting a proposal based on the Trustee's evaluation of multiple variables, only one of which is price.

Vendor's printed name and title

Vendor's signature and date