

LAKE COUNTY LIBRARY

REQUEST FOR PROPOSALS

Mobile Library Vehicle



COUNTY OF LAKE

RFP No. 22.20

Issued: May 6, 2022

Submission Deadline:

June 1, 2022 at 4:00 P.M.

By:

Christopher Veach
County Librarian

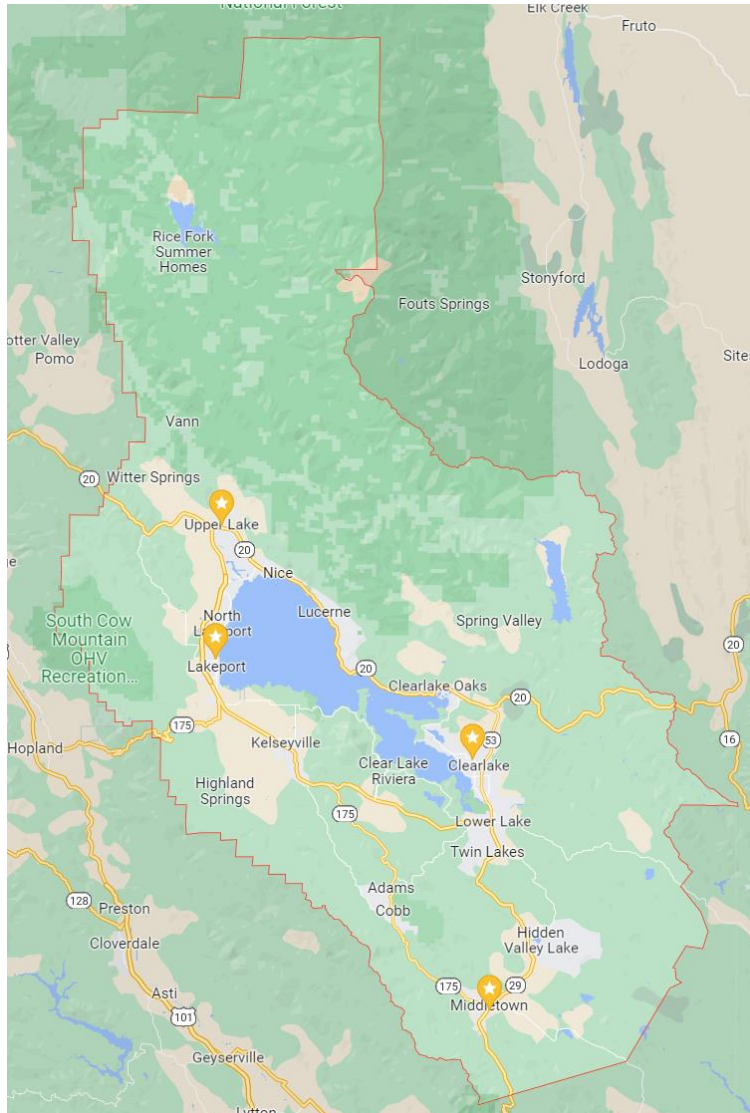
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1. INTRODUCTION. The Lake County Library is a department of the County of Lake and serves all the people of Lake County, California. The County of Lake is governed by a five person Board of Supervisors.

Library services are offered through four library facilities in Lakeport, Upper Lake, Clearlake and Middletown. The library serves approximately 68,000 people in the cities and unincorporated areas of Lake County.



The County of Lake is inviting sealed proposals for a mobile library vehicle.

Proposals should be submitted in accordance with the requirements of this solicitation, which are contained herein.

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2. SCOPE OF SERVICE.

2.1 Objective: This is a request for proposal to design, modify, and deliver a vehicle for use as a bookmobile to the Lake County Library. This project was supported in whole or in part by funding provided by the State of California, administered by the California State Library.

The bookmobile will be in constant use, up to 5 days per week, driving 100+ miles on routes with elevation changes of up to 2,500ft in one trip. This vehicle will perform outreach for the library by attending street fairs, schools, and other community events. Approximately three days a week it will also make regularly scheduled stops to provide library service to meet the needs of underserved regions throughout Lake County. The vehicle will provide physical materials such as books, DVDs, and books on CDs as well as checking out devices such as WiFi hotspots or Chromebooks. It will provide WiFi for use by library staff to complete checkouts of materials and for library patrons to access the internet.

The vehicle should not require a special license or training to drive. It should be agile to navigate a rural and mountainous landscape. The vehicle should be able to be entered by all patrons to browse and checkout materials. Use will also extend to the outdoors with an awning for patrons to sit and use Wi-Fi, participate in library programs, or browse additional materials on carts. Exterior television monitor and speakers will facilitate outdoor presentations.

2.2 Required Specifications: The selected vendor will communicate regularly with County of Lake staff regarding the progress of the vehicle. A service representative will be available to answer questions regarding the vehicle order by phone or e-mail in a timely fashion.

A trained driver shall deliver the completed vehicle to the following location:
Lake County Central Garage
1825 S Main St
Lakeport, CA 95453

The selected vendor will provide full training of the operations of the vehicle at time of delivery. All owner's manuals and instruction booklets will be provided during training.

After inspection by County of Lake staff has determined that the vehicle meets all specifications the vendor will register the vehicle to the County.

A. Vehicle Specifications

1. Mercedes-Benz Sprinter 3500 170 WB EXT or equivalent
2. Length and weight of the vehicle will not require anything beyond a Class C Driver's License
3. Vehicle must be certified for use in California, meet current California smog laws and be legal for sale in California.
4. Electric or diesel vehicles will be considered as long as it is demonstrated vehicle is sufficient for intended use of traversing over 100 miles roundtrip with elevation climbs of up to 2,500ft.
5. Rear Back Up Alarm

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6. Security Alarm

B. Vehicle Interior

1. Two staff seats in cab of vehicle for travel
2. ADA accessible
3. Interior LED Lighting
4. One air conditioner with remote thermostat controls.
5. One electric fan forced air heater with internal thermostat controls.
6. Circulation desk space for staff to check patrons out using laptop, receipt printer and bar scanner.
7. Swivel cab seat for use at circulation desk.
8. Finished floor with non-skid commercial grade flooring.
9. Interior space customized to include storage for library supplies and collection of books and other library materials for the public to browse. Storage will be needed for the following items:
 - a. 900 to 1,200 Library books and 100 to 300 DVDs. Shelving for materials should be light-weight but heavy duty and tilted approximately 15 degrees.
 - b. 5 Chromebook and 15 Wi-Fi hotspots (for lending).
 - c. Library supplies: cards, flyers, handouts, table cloths, & program supplies.
 - d. Book carts for exterior use. Book carts should be able to be strapped down or otherwise secured in back area.
 - e. Folding tables and chairs for exterior use.

C. Vehicle Exterior

1. Custom, library branded external vinyl wrap designed by vendor with input from Library staff.
2. Enclosure for externally mounted television monitor with outlet for power.
3. Motorized, retractable awning
4. Rear-mounted commercial, fully automatic lift.
5. Electric Bi-fold passenger side door with step well.

D. Vehicle Equipment

1. Solar Panel and electrical system to power vehicle while parked.
2. Generator diesel or battery back up to run electrical system and heating/cooling system when vehicle is parked and vehicle engine is off.
3. Electrical system should power Wi-Fi equipment, staff workstation (laptop, receipt printer, and bar scanner), camera system, external television monitor, public address system, and at least 2 outlets for power strip for charging devices.
4. Wi-Fi Connectivity Equipment such as dual modem/router, antenna, booster.
5. Public Address system with exterior speaker.
6. Safety equipment shall be included: carbon monoxide detector, smoke detector, fire extinguisher and first aid kit.
7. Camera system with DVR; exterior weatherproof camera and interior dashboard camera.

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2.3 Tentative Schedule: Vehicle is preferred to be delivered in February 2023 with operation of vehicle to begin in March 2023. Vehicle must be delivered and onsite by January 2024.

2.4 Compliance with Economic Sanctions Imposed in Response to Russia's Actions in Ukraine
On March 4, 2022 Governor Gavin Newsom issued Executive Order N-6-22 (EO) regarding sanctions in response to Russian aggression in Ukraine. The EO directs all agencies that are subject to the Governor's authority to take certain immediate steps, including notifying all contractors of their obligations to comply with existing economic sanctions imposed by the US government. The Lake County Library is an agency subject to the Governor's authority.

The EO is located at <https://www.gov.ca.gov/wp-content/uploads/2022/03/3.4.22-Russia-Ukraine-Executive-Order.pdf>.

The selected vendor must affirm they will comply with the economic sanctions imposed in response to Russia's actions in Ukraine, including with respect to, but not limited to, the federal executive orders identified in the EO and the sanctions identified on the U.S. Department of the Treasury website (<https://home.treasury.gov/policy-issues/financial-sanctions/sanctions-programs-and-country-information/ukraine-russia-related-sanctions>).

3. PROPOSAL CONTENT.

3.1 Proposal Compliance: In order to enable direct comparison of competing responses, you must submit your Proposal in conformity to the requirements stated herein. Failure to adhere to all requirements may result in your Proposal being disqualified as non-responsive.

3.2 Proposal. Please assemble your Proposal in the following order.

A. Cover Letter. A standard business letter must be included which represents your agreement to supply the requested goods and/or services detailed in the RFP.

B. Company Profile. Provide a brief history of your company, a general description of your services and qualifications, and an executive summary of your response. Content should be no more than two pages.

C. Work Plan. Provide your specific proposal to address the Scope of Work outlined in Section 2 above. At the very least, this should describe in detail how the service shall be provided and include a description of major tasks and subtasks. Include also, a proposed time-line for completing the installation of new vending machines.

E. Cost Proposal. All prices submitted are non-binding at this stage of the procurement process and are subject to negotiation.

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4. PROPOSAL SUBMITTAL. Proposals submitted must meet the following criteria to be acceptable for consideration regarding this project:

4.1 In order to be considered, five (5) hard copies and one electronic copy in Microsoft Word or PDF format no later than Wednesday, June 1, 2022, **by 4:00 p.m.**, and addressed to:

RFP No. 22.20 for Request for Proposals for Mobile Library Vehicle
CONFIDENTIAL
Lake County Library
Attn: County Librarian
1425 N High Street
Lakeport, CA 95453

Normal business hours are Tuesday through Saturday 10:00 am to 5:00 pm. Staff can be reached at (707) 263-8817.

Proposals may be mailed through the United States Postal Service or any other courier service and they may be delivered in person to the above office. Faxed or emailed proposals will NOT be accepted.

4.2 In order to receive addenda and information regarding this RFP, proposer must register online at: <http://www.co.lake.ca.us/Business/WithCounty/RFP.htm>. Proposers are cautioned to read the scope of services and proposal contents herein and be sure to respond to all items listed in these sections.

4.3 Proposals received incomplete or late, for any reason, shall not be accepted.

4.4 All Questions regarding this Request for Proposals may be submitted in writing at any time prior to Wednesday, May 25, 2022, 4:00 p.m. to County Librarian Christopher Veach at: Library@lakecountycalifornia.gov. Only written questions will be accepted. Questions will be answered by Friday, May 27, 2022, 5:00 p.m. and uploaded as an addendum to the website listed in the above paragraph.

Proposers may contact only the individual identified above and are specifically directed not to contact other County personnel for meetings, conferences, or other technical discussions related to this RFP. No questions will be answered by other County staff.

4.5 All proposals submitted in response to this RFP will become the property of the County and will not be returned. The County reserves the right to make use of any information or ideas contained in the proposals. The proposal itself shall not constitute a contract, but will, if accepted, be incorporated into the contract between the County and the selected proposer.

Please note: The successful Proposer shall be expected to fully meet all representations made in its proposal, including demonstration of project understanding, work plan, project schedule, project team, and cost proposal.

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5. PROPOSAL EVALUATION AND AWARD. The County is using the competitive proposal process, wherein the experience and responsiveness of each submitted proposal is evaluated as it relates to the Scope of Services. Administrative staff will evaluate the proposals as described below.

5.1 Proposals shall be opened and checked to ensure that each complies with the requirements of the RFP. The absence of required information may render the proposal non-responsive and may be cause for rejection.

5.2 All proposals will be evaluated to determine whether they meet all the requirements of the RFP.

5.3 A Consultant Selection Board may be convened to review, discuss and rank the proposals, using the following criteria:

A. Criteria

- a. Ability to meet the requirements of the Scope of Services
- b. Experience, qualifications, and expertise
- c. Quality and timeliness of work as verified by examples or references
- d. Fees and costs relative to the scope of services
- e. Willingness to accept the County's Terms and Conditions
- f. The business location of the proposer

5.4 Prior to final selection, a short list of qualified and responsive Consultants may be requested to participate in an interview. The purpose of the interview will be to provide an opportunity for each Consultant to present their qualifications and proposals in person and/or to answer any questions that County staff may have regarding the Consultant's submittals. If interviews are to be held, the time and place of the interview will be arranged after the short list is completed. Typically a minimum of three (3) proposals will be selected for the Short List; however, the County may, at its option, choose to interview more or less than three (3) qualified Consultants or select consultants based solely on evaluating written proposals.

5.5 If an agreement cannot be reached with the top ranked Consultant(s), the County will then contact the next highest ranked firm and attempt to negotiate a contract scope of work and fee. This process will be continued until a contract scope of work and fee is successfully negotiated, or until the County determines to cease negotiations with any firm.

5.6 The County of Lake is an Equal Opportunity/Affirmative Action Employer and the successful Consultant(s) will be required to comply with the provisions of Federal Executive Order 11246 and applicable state and federal laws. Consultants should be familiar with the Employers' Practical Guide to Reasonable Accommodations under the Americans with Disabilities Act as published by the Job Accommodation Network, a service of the U.S. Department of Labor's Office of Disability Employment Policy.

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6. PROTEST PROCEDURE. The County of Lake will follow the Appeal Procedure in their Purchasing Policy as follows:

6.1 Appeal Procedure:

Any party with a direct financial interest who is aggrieved by any alleged material irregularity in connection with the intended award of a bid, may file a bid protest with the Purchasing Agent or Assistant Purchasing Agent, where such protest is based on alleged violations of Federal, State, or local law or ordinance, or alleged material irregularity in either the County's bid invitation or in the bid to which an awarded is intended. Generally, non-material irregularities in a bid response are those that substantially conform to the bid requirements and do not affect the bid price, time or conditions in such a way as to affect the amount of the bid or provide a competitive advantage or benefit not allowed to other bidders. Material irregularities in a bid invitation provide a competitive advantage or benefit to one (1) bidder that is not enjoyed by other bidders. The Purchasing Agent or Assistant Purchasing Agent may determine whether an alleged irregularity exists and whether it is material or non-material and shall have the authority to waive non-material irregularities. A bid protest must:

- (a) Be written,
- (b) State the specific alleged violation of law or alleged material irregularity,
- (c) Request a determination of the appeal,
- (d) Provide a telephone number and email address at which the appellant can be contacted,
- (e) Be filed no later than seven (7) days after the date of the Notice of Intent to Award Letter and/or formal Bid Opening (holidays excepted). Any protest filed after this time will not be considered.

6.2 The party filing the appeal ("appellant") must concurrently transmit a copy of all appeal documents and any attachments to all other parties with a direct financial interest which may be adversely affected by the determination of the appeal.

6.3 Within seventy-two (72) hours of receipt of appeal, the Purchasing Agent or Assistant Purchasing Agent shall provide written notification to the appellant of the determination. A determination under this procedure shall be final except that the Purchasing Agent's decision may be appealed to the County Administrative Officer in writing within forty-eight (48) hours from the Purchasing Agent's or Assistant Purchasing Agent's notification to appellant.

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7. GENERAL TERMS AND CONDITIONS. By your submission of a proposal, you agree to be bound by the following conditions:

7.1 To the fullest extent allowed by law, RFP's will not be public record until discussion and negotiations with Respondent have been completed, as such premature disclosure would jeopardized the County's and the Respondents negotiating interests. If any proposal contains trade secrets or other information that is confidential or proprietary by law, Respondent shall label all such pages with a stamped annotation such as: "**CONFIDENTIAL-PROPRIETARY TRADE SECRETS, DO NOT DISCLOSE**", and further, provide written notification to the County of its request to keep said information confidential. A Respondent's request for confidentiality must be made in writing and enclosed in the envelope containing the proposal. The proprietary or confidential data must be readily separable from the proposal in order to facilitate eventual public inspection of the non-confidential portion of the proposal.

7.2 The County reserves the right to cancel this RFP at any time, even after opening of proposals.

7.3 County is not liable for any costs incurred by Proposer in the preparation, presentation or in any other aspect of the Proposal.

7.4 Disposition of Proposal(s) and Contract Award:

A. All proposals shall become the property of Lake County.

B. Failure to furnish all information requested in this RFP or to follow the proposal format may disqualify a proposal.

C. County reserves the right to accept or reject all or any part of any proposal, waive immaterial defects, informalities, irregularities, negotiate with all qualified Respondents, and award the contract to the firm or individuals, who, in the sole judgment of the County, best serves the interests of the County. The County may terminate negotiations if, in its opinion, they are unsuccessful and begin negotiations with other respondents.

D. A response to this RFP is an offer to contract with the County based upon the terms, conditions, scope of work and/or specifications contained herein. County shall have no contractual or other obligation to a Respondent under any successfully negotiated contract until the contract has been approved and signed by both parties. The contents of the proposal submitted by the successful Respondent and this RFP will become part of any contract awarded.

E. Issuance of this RFP in no way constitutes a commitment by the County to procure or contract for the articles of goods or services solicited.

F. Proposers may be required before the award of any contract to show, to the complete satisfaction of the County, the necessary facilities, ability, and financial resources to provide the services specified in a satisfactory manner.

7.5 Respondent shall indemnify and defend County and its officers, employees, and agents against and hold them harmless from any and all claims, losses, damages, and liability for damages, including attorney's fees and other costs of defense incurred by County, whether for damage to or loss of property, or injury to or death of person, including properties of County and injury to or death of County officials, employees or agents, arising out of, or connected with the use of any copyrighted or uncopyrighted composition, secret process, patented or unpatented invention, articles or

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appliances furnished or used under this Request and any subsequent Contract, unless such damages, loss, injury or death is caused solely by the negligence of County.

7.6 Default by Respondent: In case of default by the successful Respondent, Lake County may procure the articles or services from other sources and may deduct from any monies due, or that may thereafter become due to the Respondent, the difference between the price named in the Purchase Order, Contract, or Agreement with said Respondent and the County's subsequent cost to obtains substitute articles or services. Prices paid by the County must be considered the prevailing market price at the time such purchase is made.

7.7 Lake County reserves the rights to amend, alter, or change the rules and conditions contained in this RFP prior to the deadline for submission and to request additional data after the deadline. If it becomes necessary to do so, an addenda or supplements to the RFP will be issued and shall become a part of the RFP. The County is not responsible for any other explanation or interpretation. It is the responsibility of the Respondent to ensure that he/she has received all addendums and/or supplements prior to submitting a proposal.

7.8 It is the County's intent that this Request for Proposal (RFP) permits competition. It shall be the Respondent's responsibility to advise the County in writing if any language, requirement, specification, etc., or any combination thereof, inadvertently restricts or limits the requirements stated in this RFP to a single source. Such notification must be received by the County not later than ten (10) days prior to the date set for acceptance of proposals.

7.9 Errors and Omissions: If prior to the date fixed for submission of proposals, a respondent discovers any ambiguity, conflict, discrepancy, omission or other error in the RFP or any of its exhibits, it shall immediately notify the designated County contact of such error in writing and request modification or clarification. Modifications and clarifications will be made by written addenda and distributed to all parties who have been furnished or who have requested the RFP.

7.10 Security and Confidentiality: To preserve the integrity of the security and confidentiality measures integrated into County operations, any Respondent required to come in contact with confidential County information in order to respond to this RFP and/or to perform the services solicited, may be required to sign and submit a Confidentiality Statement. Successful Respondent's personnel and/or subcontractors, who may require periodic access to secured areas within the County, may be required to wear security identification badges. Badges will be issued to individuals only after satisfactory completion of a background check. Any such confidentiality and/or security measures will be part of the contract.

7.11 Insurance: Successful Respondent agrees to comply with the County's standard insurance provisions.

7.12 Governing Laws: The laws of the State of California will govern any purchase order entered into between the County and the selected Respondent.

7.13 Each Respondent shall inform himself of, and the successful Respondent awarded a contract shall comply with, State and local laws, statutes, regulations, ordinances and generally accepted industry standards relative to the execution of the material supplied or work performed. This requirement includes, but is not limited to, applicable regulations concerning employment of labor, protection of public and employee safety and health, environmental protection, the protection of

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natural resources, fire protection, burning and non-burning requirements, permits, fees, and similar subjects.

7.14 This RFP supersedes all proposals, oral and written, and all negotiations, conversations or discussions heretofore and between the parties related to the subject matter.



COUNTY OF LAKE

County Library

1425 North High Street
Lakeport, California 95453
Telephone (707)263-8816

Christopher Veach
County Librarian

ADDENDUM No. 1

Request for Proposal No. 22.20

Mobile Library Vehicle

The purpose of this addendum is to clarify, modify, delete, or add to the proposal content for the subject project, and revisions listed here shall supersede descriptions thereof prior to the date this addendum has been issued. All additions not specifically referenced here shall remain the same. It is the obligation of the General Contractor to make subcontractors aware of any items herein that may affect submitted bids. The addendum shall become a part of said contract documents. And like all addendum, the bidder shall acknowledge receipt on the bid document.

Addendum Issued: May 26, 2022

No questions were received in writing before the date of Wednesday, May 25, 2022, 4:00 p.m. which is listed on page 7 section 4.4 of the Request for Proposal.

Item No 1: There was an error identified on Page 6 section 3.2 C. Below is the corrected sentence with the change highlighted in bold.

3.2 Proposal. Please assemble your Proposal in the following order.

A. Cover Letter. A standard business letter must be included which represents your agreement to supply the requested goods and/or services detailed in the RFP.

B. Company Profile. Provide a brief history of your company, a general description of your services and qualifications, and an executive summary of your response. Content should be no more than two pages.

C. Work Plan. Provide your specific proposal to address the Scope of Work outlined in Section 2 above. At the very least, this should describe in detail how the service shall be provided and include a description of major tasks and subtasks. **Include also, a proposed time-line for completing the bookmobile.**

E. Cost Proposal. All prices submitted are non-binding at this stage of the procurement process and are subject to negotiation.

End of Addendum No. 1