

High Plains Library District

Outreach Department

**REQUEST FOR PROPOSAL
EVENT POP-UP VEHICLE**

July 31, 2017



**2650 West 29th Street
GREELEY, COLORADO 80631**

HIGH PLAINS LIBRARY DISTRICT

**REQUEST FOR PROPOSAL
EVENT POP-UP VEHICLE**

The High Plains Library District (HPLD) is requesting proposals from vehicle manufacturers for the manufacturing of an Event Pop-Up vehicle as described in the attached specifications.

Written proposals may be submitted via one original hard copy (with signatures) and one digital copy by 4:00 p.m. on Thursday, August 31, 2017 at the District Administration Office, Attn: Finance Department, 2650 West 29th Street, Greeley, Colorado 80631. If submitted electronically please submit to Finance Manager Natalie Wertz at NWertz@highplains.us. Any information received after the above time and day will not be considered for award purposes.

Please submit questions concerning the scope of the project and/or the proposal no later than Monday, August 14, 2017, directly to the Outreach Department Manager, Rosa Granado, via email or in writing at RGranado@highplains.us or High Plains Library District Outreach Services, 2650 West 29th Street, Greeley, CO. 80631. Questions received will be answered at the proposal conference on Tuesday, August 15, 2017.

No officer, employee, their dependent, or person residing in and sharing the expenses of their household, shall have a financial interest in the sale to the HPLD of any real or personal property, equipment, material, supplies, or services. This rule also applies to subcontractors with the HPLD. This shall not apply to members of any authority, board, committee or commission of the HPLD. Soliciting or accepting any gift, gratuity favor, entertainment, or any items of monetary value from any person who has or is seeking to do business with the HPLD is prohibited.

The HPLD reserves the right to reject any and all proposals, to waive any non-material irregularities of informalities in any Request for Proposal, and to accept or reject any item or combination of items, in selecting the proposal deemed most advantageous to the HPLD.

No proposals shall be handled so as to permit disclosure of the identity of any offer or the contents of any proposal to competing offer or during the process of negotiation. A register of proposals shall be prepared containing the name of each and a description sufficient to identify the item offered.

HIGH PLAINS LIBRARY DISTRICT,

Natalie Wertz
Finance Manager

REQUEST FOR PROPOSAL
HIGH PLAINS LIBRARY DISTRICT

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I. INTRODUCTION

A. General Information

The High Plains Library District (HPLD) is considered to be a “Library District” established through Colorado State Statute (C.R.S. 24-90-110) and governed by the Colorado Library Law, Article 90 of Title 24, Colorado Revised Statutes, as amended (the “Act”). The HPLD was established on September 11, 1985 by the Weld County Board of County Commissioners, the city councils of Ault, Eaton, Evans, Fort Lupton, Greeley, and Hudson and the Governing Board of Fort Lupton School District No. RE-8. The District is fiscally, managerially, and operationally an independent political subdivision of the State of Colorado.

B. Proposal Calendar

July 31, 2017 RFP mailed

August 15, 2017 Pre-proposal Conference 2:00 p.m. 2650 West 29th Street, HPLD Administration Building. If unable to attend in person you may request instructions on how to participate remotely from Rosa Granado at RGranado@highplains.us.

August 31, 2017 Proposals due. Sealed proposals may be submitted to include at least one hard copy with signatures and electronically to the High Plains Library District Attn: Finance Department, 2650 West 29th Street, Greeley, Colorado 80631 or NWertz@highplains.us by 4:00 p.m. Proposal to include separate cost for graphics to be applied to exterior of vehicle.

The proposal must be signed by an official of the Company, authorized to bind the company; conditions must be firm for a period of at least ninety (90) days from the date of receipt.

September 12-13, 2017 Presentation to Evaluation Committee at High Plains Library District.

September 18-19, 2017 Evaluation will be completed. Board approves selected vendor. Evaluation committee to notify selected company. Contract will be sent to the selected company.

September 25, 2017 Contract begins.

The time period from September 25, 2017 through October 2, 2017, will be utilized for the preparation of any changes for the new contract.

C. Evaluation of Proposals and Negotiations

All proposals submitted will be reviewed by an evaluation committee consisting of the HPLD Administration staff and community members to include at least one (1) HPLD Board of Trustees member. At the completion of the proposal review, the committee may elect to invite selected Vendors to provide further information concerning their proposal, up to and including presentations/demonstrations in the HPLD offices at no cost to the HPLD. The HPLD may request **best and final** offers. Based on the presentation and best and final offers, if requested, the committee will select the proposal which best fulfills the HPLD's requirements. The HPLD will negotiate with that company to determine final pricing and contract form. There will be no public opening and reading of proposals. Overall responsiveness to the Request for Proposal is an important factor in the evaluation process. Proposals will be evaluated on the basis of:

- Ability to provide evolving technologies, products and services
- Reliability and quality of customer service
- Overall cost
- Quality of references
- Financial strength and capitalization

D. Terms and Conditions

1. Single Agreement
The intent of this RFP is to select one company to provide an Event Pop-Up vehicle to HPLD.
2. Contact Persons and Questions
Submit questions via email or in writing to Outreach Manager Rosa Granado RGranado@highplains.us or High Plains Library District Outreach Services 2650 West 29th Street, Greeley, CO. 80631.
3. Execution of Agreement
If the selected company does not execute an agreement within ten (10) days of offer by the HPLD, the HPLD may give notice to the company of HPLD's intent to select the next most qualified proposing company or call for new proposals, whichever the HPLD deems most appropriate.
4. Proposal Forms
Please follow the checklist order provided in Attachment A when responding to Roman Numerals II, III, IV, V, and VI. If a service requirement cannot be met by a proposer, then the term "no proposal" should be entered on the proposal form. In case of a "no proposal" response, the proposer may offer an equivalent alternative feature. It will be the HPLD's decision as to whether the alternative feature would meet the needs of the HPLD and if it is an acceptable alternative.
5. Confidentiality
Contents of the proposals will remain confidential until the contract is awarded. At that time the contents will be made public; except for any portion

of a proposal which has been clearly marked as a trade secret or proprietary data (the entire proposal may not be so marked).

6. **Contract Period**
The HPLD will ask for a contract that will cover not only the manufacturing period but the warranty period as well. The contract will become effective September 25, 2017.
7. **The Right to Reject Proposals**
The HPLD reserves the right to reject any and all bids, to waive any irregularities for informality in any proposal or the proposal process, and to accept or reject any item or combination of items.
8. **Amendments to the Agreement**
Parties reserve the right to make amendments or modifications to the agreement signed by both parties. No amendment shall be effective unless signed by both the company representative authorized to bind the company and the HPLD's authorized representative.

*** PLEASE UTILIZE THE CHECKLIST IN ATTACHMENT A IN ANSWERING QUESTIONS THROUGHOUT THIS RFP.**

II. SCOPE

The HPLD is looking for a vendor to completely furnish an Event vehicle that upon delivery is ready to perform the services stated below:

- Be on the road up to 7 days/week year-round including daytime and evenings
- Provide safe, comfortable driver and passenger areas with doors
- Driven on everything from dirt roads to highways, in moderate weather conditions
- Designed to meet program needs and be durable, attractive, functional and comfortable
- Outfitted with all safety and navigation features
- Conform to the best industry standards required
- Diesel fuel or alternative fuels are preferred
- Power steering
- Automatic transmission
- At least a 25' shoreline with storage space
- Be insulated on sidewalls, roof and underbody
- Include lighting and electrical outlets to provide access to electricity from all areas of the vehicle (120V circuits in compliance with national electric codes)

III. PURPOSE

- The vehicle will: Promote library services in city, rural, and suburban areas.
- Serve as a pop-up library offering physical items for checkout as well as defining a physical footprint conducive to/for the creation of an experience/interactive zone.
- Including, but not limited to, community gatherings, farmer's markets, and festivals.

IV. FEATURES

CATEGORY	ITEM	MUST HAVE	OPTIONAL
Mechanical	Overall length maximum 180 in; Exterior width maximum 80 in.; Height maximum 84 in.; Wheelbase minimum 122 in.; capable of accommodating a custom built 72 in. enclosed book shelf bed.	X	
Mechanical	Chassis Type: Cab Chassis (or equalivent), front engine, F-250 Cab Chassis (or equivalent).	X	
Mechanical	Air Cleaner: Dry type.	X	
Mechanical	Alternator: 12V, 220 amp HD alternator	X	
Mechanical	Battery: 12V, maintenance free, 100 amp hours.	X	
Mechanical	Brakes: Four wheel Disc, power hydraulic, self-adjusting with vented front discs, four wheel anti-lock braking system (ABS). Provide emergency brake.	X	
Mechanical	Controls: All the following shall be provided: foot operated throttle, brake pedal; parking brake lever with warning light; transmission selector; dimmer switch; self-canceling directional signals; hazard signal switch; headlamp switch; rheostat-controlled lighting; key-type starter switch.	X	
Mechanical	Drive line: guard shall be provided.	X	
Mechanical	Engine: 3.3L Ti-VCT V6 Engine, 290 hp @ 6500 rpm (or equalivent).	X	
Mechanical	Engine Hood: One piece hood which opens for exterior access to engine oil and transmission oil check.	X	
Mechanical	Exhaust Systems: Single, stainless steel with heavy duty in –line.	X	
Mechanical	Fuel Tank: Minimum 23 gallons capacity. Provide locking fuel access door.	X	
Mechanical	Heater and Defrosters: High input hot water type. Front and rear window defrosters.	X	
Mechanical	Horns: Dual electric.	X	
Mechanical	Instruments: Speedometer, odometer, trip odometer, tachometer, fuel gauge. Warning indicators include oil pressure, engine temperature, battery, low oil level, low coolant, lights on, key, low fuel, low washer fluid, bulb failure, door ajar, service interval, brake fluid, tire specific	X	

	low tire pressure, brake pad wear.		
Mechanical	Oil filter: Full flow disposable.	X	
Mechanical	Power Steering: Tilt and telescopic adjustment. Hydraulic power-assist, rack and pinion steering.	X	
Mechanical	Radio: Electronically tuned AM/FM stereo with seek-scan and digital clock. Has player for single CD.	X	
Mechanical	Navigation system. Factory installed.		X
Mechanical	Shocks: Front and rear heavy duty.	X	
Mechanical	I Suspension: Front strut suspension with HD front anti-roll bar. Transverse leaf type.	X	
Mechanical	Suspension Rear: leaf type, rear anti-roll bar.	X	
Mechanical	Tires: 245/75R17 (or equalivent with a minimum of 4 tires), Full size spare tire shall be provided, underbody mounted, with crankdown feature.	X	
Mechanical	Transmission: Electronic 6-speed automatic w/overdrive and lockup. Auxiliary transmission oil cooler.	X	
Mechanical	Wheels: minimum 16 in. steel wheels. Spare wheel shall be provided.	X	
Mechanical	Windshield: one piece windshield safety plate. Tinted.	X	
Mechanical	Wipers: Dual 2-speed electric, with washer and intermittent feature. Rear window wiper. Front wipers are rain detecting type.	X	
Body	Custom build bookshelf bed, maximum length 72 in., side door panels lift up to provide external access to shelves. Door panels made out of aluminum and is fully sealed to protect collection.	X	
Body	Rear door to access internal storage between bookshelves.	X	
Body	Doors: two doors to allow driver and/or passenger entrance.	X	
Body	Floor: Metal pan to seal from road-side. In addition add ¼" Luaun plywood to act as a subfloor for internal storage area.	X	
Body	Insulation: Radiant Shield brand on walls and ceiling. Rated at minimum R38.	X	
Body	Lights: 12V basic body, interior dome, stepwell, stop and tail, backup, directional, emergency flashers, parking lights, halogen headlamps. Exterior	X	

	mounted, rear wall center high mounted stop light.		
Body	Mirrors: Two deluxe exterior west coast type – remote controlled and heated.	X	
Body	Mud flaps: Properly sized for rear tires.	X	
Body	Reflectors: All necessary.	X	
Body	Seals: Body panels to be assembled with epoxy and silicon sealants, windows to be set in rubber, doors to have rubber seals.	X	
Body	Storage: Locking glove box with light. Instrument panel covered bind. Dashboard storage bin. Driver and passenger door bins. Front cup holders for driver and passenger.	X	
Body	Sun Visors: Driver and passenger.	X	
Body	Undercoating and rust proofing: Body floor, skirt and wheel housing are to be undercoated after assembly.	X	
Body	Ventilation: Fresh air through chassis heater system.	X	
Body	Wheel housings: Shall be properly sealed and insulated.	X	
Body	Windows: All windows (glass) shall be tinted.	X	
Electrical	All wiring shall meet or exceed N.E.C. or applicable FMVSS standards. Interior Wiring 12 VOLT – Wiring shall be THHN stranded, bundled, and color coded. UL listed circuit breakers. Each circuit shall be independently protected. Interior Wiring 120/240 VOLT – Interior wiring shall be 120/240 volt and sufficient to supply all electrical services and HVAC requirements. Wiring shall be THHN stranded, bundled, color coded, and numbered. All circuits are to be controlled by UL listed circuit breakers. Each circuit shall be independently protected.	X	
Electrical	Shoreline- minimum 25ft.	X	
Electrical	Roof mounted solar panel system to provide auxiliary battery recharging. System shall include: <ul style="list-style-type: none"> • System shall include one (1) 132 watt solar panel, mounted with rocker foot mounts to the center of the roof. • System shall include charge controller. Monitor shall be mounted near the 		X

	<p>staff desk.</p> <ul style="list-style-type: none"> • System shall utilize a CB combiner box mounted on the roof to provide a weatherproof entry point. • System shall include a 100-22 wire harness. 		
Hardware	Hardware: All necessary door locks, hand rails, door closers, hold backs, and hinges will be furnished to provide smooth, efficient operation.	X	
Internal	Lighting: A 12 volt dome light shall be provided in cab area. 12V fluorescent lights shall be provided on underside of side panels to sufficient to illuminate side shelves.	X	
Internal	Safety: Dual front air bags, back up alarm, front fog/driving lights, triangle reflector set, 5lb. A.B.C. fire extinguisher. Rear back up camera with monitor. Rear back up sonar detector.	X	
Internal	Seating: Driver and passenger seats shall be bucket or bench type, high back deluxe with arm rests and height adjustable seat belts. Both seats shall have seatbelts and be 10-way adjustable with lumbar support. Seats must meet FMVSS302 flammability standards.	X	
Internal	Shelving: Shelving shall be aluminum or steel cantilevered, adjustable, and interchangeable wherever possible. A combination of spine out and front facing shelving that includes back base shelf, and full back panel, sliding book supports, kickplate to match finish. Depth and sizes to be specified by customer.	X	
Internal	Electrical grounded outlets both internal and external (preferable high mounts out of reach of children).	X	
Other	Painting and Lettering: Cab and body in OEM White.	X	
Other	Vehicle shall have a “moderate” level of brightly colored vinyl graphics package in addition to the library selected single color OEM base paint. Quoted pricing shall include development, printing and installation of this graphics package. The wording must contain High Plains Library		X

	District Logo.		
Other	Attention grabbing feature such as a bubble blower or external PA system.		X
Required	Warranty: 36 months/36,000 miles limited warranty. 24 months/84,000 miles limited extended warranty.	X	
Required	Body: 60 months/100,000 miles limited warranty as specified by manufacturer.	X	
Required	Transmission: 36 months/36,000 miles limited warranty as specified by manufacturer.	X	
Required	Roadside Assistance: 36 months/36,000 miles.	X	
Required	Upfitting and Conversion: One (1) year/Unlimited miles.	X	
Required	Air Conditioning: Minimum (2) years, limited warranty, as specified by the manufacturer.	X	
Required	Other Components: Other components such as tires, batteries, etc., as specified by the manufacturer.	X	
Required	Delivery shall be made by vendor-trained & authorized driver/trainer.	X	
Required	Vehicle Lifetime: Vendor shall officially state the design lifetime of vehicle with the proposal. This is the amount of time from date of delivery, which the Library can reasonably expect the vehicle, w/ routine maintenance, to perform for the community before replacement is required. (Warranties and types should be included at the time of proposal).	X	
Required	Manuals & Documentation shall be provided with the vehicle at the time of delivery. Two technical service manual sets for chassis, body, and each component installed. Vendor shall include all manufacture updates for the first two years of service. Two visual parts books or two CD or DVD sets if books or printed material are not available for the body, and chassis. Two complete sets of conversion electrical schematics "as delivered". Most Electrical schematics shall be provided to Library for review prior to schedule of delivery of vehicle. Three complete key sets (ignition & doors, auxiliary locks, compartments,	X	

	fuel). Two complete dimensional layout drawing of interior front, rear and both sides.		
Required	The HPLD will make inspection visit during the construction or conversion to help ensure specification compliance and trouble-free delivery. Two HPLD employees will inspect the equipment/vehicle at the vendor's place of business once, before delivery for workmanship, appearance, proper functioning of all equipment and systems, and conformance to all other requirements of the specification. If deficiencies are detected, the vehicle will be rejected and the vendor will be required to make the necessary repairs, adjustments, or replacements. The cost of the trip for two HPLD employees will be the responsibility of the vendor.	X	

V. WARRANTIES

- The COMPLETE unit, without limitation, will be guaranteed against defects in material and workmanship for a term not less than twelve (12) months, or the Manufacturer's standard warranty, whichever is longer.
- Warranty details must be submitted with bid.

VI. QUALITY CONTROL

- Vendor must have produced and delivered a minimum of three similarly equipped vehicles.
- Vendor will supply references from customers who have purchased and use a similar vehicle for at least 4 years.
- Vendor to be in business for at least 5 years.
- Vendor to list all warranties included.
- Receive regular progress reports either visual or written on the construction of the vehicle on an agreed upon schedule by buyer and vendor.

VII. SUBMITTALS

Along with your proposal please submit a full design drawing package that includes the floor plan, left and right elevations indicating specific dimensions, wire ways, and all other interior features; exterior side views showing door locations, windows, under floor equipment and storage locations. Separate cost for graphics to be applied to the exterior of the vehicle.

VIII. DELIVERY

To be made by company employee who will make any minor adjustments to the vehicle as well as explain complete operation and routine maintenance requirements. Please state

estimated date and time of delivery.

ATTACHMENT A – FEATURES CHECK LIST

Answered

II. SCOPE

The HPLD is looking for a vendor to completely furnish an Outreach vehicle that upon delivery is ready to perform the services stated below:

- Be on the road up to 7 days/week year-round including daytime and evenings
- Provide safe, comfortable driver and passenger areas with doors
- Driven on everything from dirt roads to highways, in moderate weather conditions
- Designed to meet program needs and be durable, attractive, functional and comfortable
- Outfitted with all safety and navigation features
- Conform to the best industry standards required
- Diesel fuel or alternative fuels are preferred
- Power steering
- Automatic transmission
- At least a 25’ shoreline with storage space
- Be insulated on sidewalls, roof and underbody
- Include lighting and electrical outlets to provide access to electricity from all areas of the vehicle (120V circuits in compliance with national electric codes)

III. PURPOSE

A. The vehicle will:

- Promote library services in city, rural, and suburban areas.
- Including, but not limited to community events, farmer’s markets, and festivals.

IV. FEATURES

CATEGORY	ITEM	COMPLY	EQUALIVENT
Mechanical	Overall length maximum 180 in; Exterior width maximum 80 in.; Height maximum 84 in.; Wheelbase minimum 122 in.; capable of accommodating a custom built 72 in. enclosed book shelf bed.		
Mechanical	Chassis Type: Cab Chassis (or equalivent), front engine, F-250 Cab Chassis (or equivalent).		
Mechanical	Air Cleaner: Dry type.		
Mechanical	Alternator: 12V, 220 amp HD alternator		
Mechanical	Battery: 12V, maintenance free, 100 amp hours.		
Mechanical	Brakes: Four wheel Disc, power hydraulic, self-adjusting with vented front discs, four wheel anti-lock braking system (ABS). Provide emergency brake.		
Mechanical	Controls: All the following shall be provided: foot operated throttle, brake		

	pedal; parking brake lever with warning light; transmission selector; dimmer switch; self-canceling directional signals; hazard signal switch; headlamp switch; rheostat-controlled lighting; key-type starter switch.		
Mechanical	Drive line: guard shall be provided.		
Mechanical	Engine: 3.3L Ti-VCT V6 Engine, 290 hp @ 6500 rpm (or equalivent).		
Mechanical	Engine Hood: One piece hood which opens for exterior access to engine oil and transmission oil check.		
Mechanical	Exhaust Systems: Single, stainless steel with heavy duty in –line.		
Mechanical	Fuel Tank: Minimum 23 gallons capacity. Provide locking fuel access door.		
Mechanical	Heater and Defrosters: High input hot water type. Front and rear window defrosters.		
Mechanical	Horns: Dual electric.		
Mechanical	Instruments: Speedometer, odometer, trip odometer, tachometer, fuel gauge. Warning indicators include oil pressure, engine temperature, battery, low oil level, low coolant, lights on, key, low fuel, low washer fluid, bulb failure, door ajar, service interval, brake fluid, tire specific low tire pressure, brake pad wear.		
Mechanical	Oil filter: Full flow disposable.		
Mechanical	Power Steering: Tilt and telescopic adjustment. Hydraulic power-assist, rack and pinion steering.		
Mechanical	Radio: Electronically tuned AM/FM stereo with seek-scan and digital clock. Has player for single CD.		
Mechanical	Navigation system. Factory installed.		
Mechanical	Shocks: Front and rear heavy duty.		
Mechanical	I Suspension: Front strut suspension with HD front anti-roll bar. Transverse leaf type.		
Mechanical	Suspension Rear: leaf type, rear anti-roll bar.		
Mechanical	Tires: 245/75R17 (or equalivent with a minimum of 4 tires), Full size spare tire shall be provided, underbody mounted, with crankdown feature.		
Mechanical	Transmission: Electronic 6-speed automatic w/overdrive and lockup. Auxiliary transmission oil cooler.		

Mechanical	Wheels: minimum 16 in. steel wheels. Spare wheel shall be provided.		
Mechanical	Windshield: one piece windshield safety plate. Tinted.		
Mechanical	Wipers: Dual 2-speed electric, with washer and intermittent feature. Rear window wiper. Front wipers are rain detecting type.		
Body	Custom build bookshelf bed, maximum length 72 in., side door panels lift up to provide external access to shelves. Door panels made out of aluminum and is fully sealed to protect collection.		
Body	Rear door to access internal storage between bookshelves.		
Body	Doors: two doors to allow driver and/or passenger entrance.		
Body	Floor: Metal pan to seal from road-side. In addition add ¼” Luaun plywood to act as a subfloor for internal storage area.		
Body	Insulation: Radiant Shield brand on walls and ceiling. Rated at minimum R38.		
Body	Lights: 12V basic body, interior dome, stepwell, stop and tail, backup, directional, emergency flashers, parking lights, halogen headlamps. Exterior mounted, rear wall center high mounted stop light.		
Body	Mirrors: Two deluxe exterior west coast type – remote controlled and heated.		
Body	Mud flaps: Properly sized for rear tires.		
Body	Reflectors: All necessary.		
Body	Seals: Body panels to be assembled with epoxy and silicon sealants, windows to be set in rubber, doors to have rubber seals.		
Body	Storage: Locking glove box with light. Instrument panel covered bind. Dashboard storage bin. Driver and passenger door bins. Front cup holders for driver and passenger.		
Body	Sun Visors: Driver and passenger.		
Body	Undercoating and rust proofing: Body floor, skirt and wheel housing are to be undercoated after assembly.		
Body	Ventilation: Fresh air through chassis heater system.		
Body	Wheel housings: Shall be properly sealed and insulated.		
Body	Windows: All windows (glass) shall be		

	tinted.		
Electrical	All wiring shall meet or exceed N.E.C. or applicable FMVSS standards. Interior Wiring 12 VOLT – Wiring shall be THHN stranded, bundled, and color coded. UL listed circuit breakers. Each circuit shall be independently protected. Interior Wiring 120/240 VOLT – Interior wiring shall be 120/240 volt and sufficient to supply all electrical services and HVAC requirements. Wiring shall be THHN stranded, bundled, color coded, and numbered. All circuits are to be controlled by UL listed circuit breakers. Each circuit shall be independently protected.		
Electrical	Shoreline- minimum 25ft.		
Electrical	Roof mounted solar panel system to provide auxiliary battery recharging. System shall include: <ul style="list-style-type: none"> • System shall include one (1) 132 watt solar panel, mounted with rocker foot mounts to the center of the roof. • System shall include charge controller. Monitor shall be mounted near the staff desk. • System shall utilize a CB combiner box mounted on the roof to provide a weatherproof entry point. • System shall include a 100-22 wire harness. 		
Hardware	Hardware: All necessary door locks, hand rails, door closers, hold backs, and hinges will be furnished to provide smooth, efficient operation.		
Internal	Lighting: A 12 volt dome light shall be provided in cab area. 12V fluorescent lights shall be provided on underside of side panels to sufficient to illuminate side shelves.		
Internal	Safety: Dual front air bags, back up alarm, front fog/driving lights, triangle reflector set, 5lb. A.B.C. fire extinguisher. Rear back up camera with monitor. Rear back up sonar detector.		
Internal	Seating: Driver and passenger seats shall be bucket or bench type, high back deluxe with arm rests and height adjustable seat belts. Both seats shall have seatbelts and		

	be 10-way adjustable with lumbar support. Seats must meet FMVSS302 flammability standards.		
Internal	Shelving: Shelving shall be aluminum or steel cantilevered, adjustable, and interchangeable wherever possible. A combination of spine out and front facing shelving that includes back base shelf, and full back panel, sliding book supports, kickplate to match finish. Depth and sizes to be specified by customer.		
Internal	Electrical grounded outlets both internal and external (preferable high mounts out of reach of children).		
Other	Painting and Lettering: Cab and body in OEM White.		
Other	Vehicle shall have a “moderate” level of brightly colored vinyl graphics package in addition to the library selected single color OEM base paint. Quoted pricing shall include development, printing and installation of this graphics package. The wording must contain High Plains Library District Logo.		
Other	Attention grabbing feature such as a bubble blower or external PA system.		
Required	Warranty: 36 months/36,000 miles limited warranty. 24 months/84,000 miles limited extended warranty.		
Required	Body: 60 months/100,000 miles limited warranty as specified by manufacturer.		
Required	Transmission: 36 months/36,000 miles limited warranty as specified by manufacturer.		
Required	Roadside Assistance: 36 months/36,000 miles.		
Required	Upfitting and Conversion: One (1) year/Unlimited miles.		
Required	Air Conditioning: Minimum (2) years, limited warranty, as specified by the manufacturer.		
Required	Other Components: Other components such as tires, batteries, etc., as specified by the manufacturer.		
Required	Delivery shall be made by vendor-trained & authorized driver/trainer.		
Required	Vehicle Lifetime: Vendor shall officially state the design lifetime of vehicle with the proposal. This is the amount of time		

	from date of delivery, which the Library can reasonably expect the vehicle, w/ routine maintenance, to perform for the community before replacement is required. (Warranties and types should be included at the time of proposal).		
Required	Manuals & Documentation shall be provided with the vehicle at the time of delivery. Two technical service manual sets for chassis, body, and each component installed. Vendor shall include all manufacture updates for the first two years of service. Two visual parts books or two CD or DVD sets if books or printed material are not available for the body, and chassis. Two complete sets of conversion electrical schematics "as delivered". Most Electrical schematics shall be provided to Library for review prior to schedule of delivery of vehicle. Three complete key sets (ignition & doors, auxiliary locks, compartments, fuel). Two complete dimensional layout drawing of interior front, rear and both sides.		
Required	The HPLD will make inspection visit during the construction or conversion to help ensure specification compliance and trouble-free delivery. Two HPLD employees will inspect the equipment/vehicle at the vendor's place of business once, before delivery for workmanship, appearance, proper functioning of all equipment and systems, and conformance to all other requirements of the specification. If deficiencies are detected, the vehicle will be rejected and the vendor will be required to make the necessary repairs, adjustments, or replacements. The cost of the trip for two HPLD employees will be the responsibility of the vendor.		

V. WARRANTIES

- The COMPLETE unit, without limitation, will be guaranteed against defects in material and workmanship for a term not less than twelve (12) months, or the Manufacturer's standard warranty, whichever is longer.
- Warranty details must be submitted with bid.

VI. QUALITY CONTROL

- Vendor must have produced and delivered a minimum of three similarly equipped vehicles.
- Vendor will supply references from customers who have purchased and use a similar vehicle for at least 4 years.
- Vendor to be in business for at least 5 years.
- Vendor to list all warranties included.
- Receive regular progress reports either visual or written on the construction of the vehicle on an agreed upon schedule by buyer and vendor.

ATTACHMENT B

Cost to manufacture and deliver vehicle to HPLD. Please detail costs to show features as requested by HPLD including basic vehicle cost, cost of customization, options that may apply, and delivery/handling fees which include accommodation for HPLD's tax exempt status.