

**High Plains Library District**

**Outreach Department**

**REQUEST FOR PROPOSAL  
OUTREACH TRANSIT VAN**

**July 31, 2017**

highplains  
Library District

**2650 West 29<sup>th</sup> Street  
GREELEY, COLORADO 80631**

**HIGH PLAINS LIBRARY DISTRICT**

**REQUEST FOR PROPOSAL  
OUTREACH TRANSIT VAN**

The High Plains Library District (HPLD) is requesting proposals from vehicle manufacturers for the manufacturing of an Outreach Service Transit Van 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 29<sup>th</sup> Street, Greeley, Colorado 80631. If submitted electronically please submit to Finance Manager Natalie Wertz at [NWertz@highplains.us](mailto: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](mailto:RGranado@highplains.us) or High Plains Library District Outreach Services, 2650 West 29<sup>th</sup> 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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**REQUEST FOR PROPOSAL (RFP)  
OUTREACH VEHICLE FOR THE HIGH PLAINS LIBRARY DISTRICT**

## 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 29<sup>th</sup> 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](mailto: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 29<sup>th</sup> Street, Greeley, Colorado 80631 or [NWertz@highplains.us](mailto: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 Outreach vehicle to HPLD.
2. **Contact Persons and Questions**  
Submit questions via email or in writing to Outreach Manager Rosa Granado [RGranado@highplains.us](mailto:RGranado@highplains.us) or High Plains Library District Outreach Services 2650 West 29<sup>th</sup> 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 Outreach Transit Van 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 extreme weather conditions
- Provide adequate space and height in cargo area for clearance of crates and carts and work area for staff to stand while working inside the vehicle
- 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
- Be outfitted with a hydraulic lift that is housed on the interior of the vehicle and operated from the interior of the vehicle
- Power steering
- Automatic transmission
- Include sufficient roof ventilation and heating to maintain a comfortable temperature year-round in cargo area
- 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, within cargo area)

## **III. PURPOSE**

- A.** The vehicle will deliver library services to rural and suburban areas
- Including, but not limited to, delivering programs and materials to senior centers, child care centers, cultural centers and schools
  - Transport crates and book carts (Acore carts and restraint system to be provided by vendor) to include “Compu-Truck” (dimensions 42x36x24) and standard “Wall-Hugger” (dimensions 42x36x16) carts and library materials to Outreach sites
  - Promote High Plains Library District outreach services
- B.** Functions that will take place in the cargo area are:
- Store one (1) “Compu-Truck” book cart and two (2) standard “Wall-Hugger” book carts, filled with books, with restraints
  - Store literature about Outreach services and HPLD services
  - Provide communication bulletin board
  - Move carts and crates filled with books via the lift
  - Store an average of 4 crates of books, each averaging 50 pounds 10 ½ (H) x21(W) x14(D)
  - Store 2 - 4 laptop computers and computer projector for use in teaching or programming
  - Store books, book kits, puppets and props for story times and programs

**IV. FEATURES**

<b>CATEGORY</b>	<b>ITEM</b>	<b>MUST HAVE</b>	<b>OPTIONAL</b>
Mechanical	Overall length maximum 270 in.; Exterior width maximum 82 in.; Height excluding roof mounted air conditioners maximum 108 in.; Wheelbase maximum 148 in.; G.V.W.R. minimum 11,030 lbs.; Interior load space (distance between back of driver’s seat and rear wall minimum) 120 in.; Interior width minimum 70 in.; High headroom, Headroom minimum 81 in.; Volume capacity minimum 1200 books @ 50 books/36 in. shelf.	<b>X</b>	
Mechanical	Chassis Type: Transit (or equivalent), front engine, Ford Transit (or equivalent).	<b>X</b>	
Mechanical	Air Cleaner: Dry type.	<b>X</b>	
Mechanical	Air Conditioner: Interior mounted, minimum 15,000 BTU, Heater/Air conditioner. Mounted above driver area in cab. Operates when vehicle motor is running. Shall have multi-speed fans and automatic operation. Front includes automatic temperature control and temperature gauge.	<b>X</b>	
Mechanical	Alternator: 12V, 220 amp HD alternator.	<b>X</b>	
Mechanical	Battery: 12V, maintenance free, 100 amp hours.	<b>X</b>	

Mechanical	Brakes: Four wheel Disc, power hydraulic, self-adjusting with vented front discs, four wheel anti-lock braking system (ABS). Provide emergency brake.	<b>X</b>	
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.	<b>X</b>	
Mechanical	Drive line: guard shall be provided.	<b>X</b>	
Mechanical	Engine: Diesel 3.2L I5 Power Stroke (or equivalent), 185HP@3000RPM, Direct diesel injection, 24 valve intercooled turbo. Fuel filter with water separator. Engine block heater and transmission oil check.	<b>X</b>	
Mechanical	Engine Hood: One piece hood which opens for exterior access to engine oil and transmission oil check.	<b>X</b>	
Mechanical	Exhaust Systems: Single, stainless steel with heavy duty in –line.	<b>X</b>	
Mechanical	Fuel Tank: Minimum 25 gallons capacity. Provide locking fuel access door.	<b>X</b>	
Mechanical	Heater and Defrosters: High input hot water type. Front and rear window defrosters.	<b>X</b>	
Mechanical	Horns: Dual electric.	<b>X</b>	
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.	<b>X</b>	
Mechanical	Oil filter: Full flow disposable.	<b>X</b>	
Mechanical	Power Steering: Tilt and telescopic adjustment. Hydraulic power-assist, rack and pinion steering.	<b>X</b>	
Mechanical	Radio: Electronically tuned AM/FM stereo with seek-scan and digital clock. Has player for single CD.	<b>X</b>	
Mechanical	Navigation system. Factory installed.		<b>X</b>
Mechanical	Shocks: Front and rear heavy duty.	<b>X</b>	
Mechanical	I Suspension: Front strut suspension with	<b>X</b>	

	HD front anti-roll bar. Transverse leaf type.		
Mechanical	Suspension Rear: leaf type, rear anti-roll bar.	<b>X</b>	
Mechanical	Tires: 235/65R16 BSW all season (or equivalent with a minimum of 4 tires), Full size spare tire shall be provided, underbody mounted, with crankdown feature.	<b>X</b>	
Mechanical	Transmission: Electronic 6-speed automatic w/overdrive and lockup. Auxiliary transmission oil cooler.	<b>X</b>	
Mechanical	Wheels: 16.0 x 5.5 in. steel rear wheels. Spare wheel shall be provided.	<b>X</b>	
Mechanical	Windshield: one piece windshield safety plate. Tinted.	<b>X</b>	
Mechanical	Wipers: Dual 2-speed electric, with washer and intermittent feature. Rear window wiper. Front wipers are rain detecting type.	<b>X</b>	
Body	Doors: Sliding passenger side door. Provide add-on exterior step. Two rear wall moving swing-out doors. Provide manual emergency release and dash mounted and loadscape mounted switches. Provide a stepwell for lower entry surface.	<b>X</b>	
Body	Floor: Metal pan to seal from road-side. In addition add 1/4" Luaun plywood to act as a subfloor.	<b>X</b>	
Body	Handrails: Vertical handrails at both sides of stepwell. To be of stainless steel, minimum 1.25 in. diameter, with radius corners, solidly mounted.	<b>X</b>	
Body	Insulation: Radiant Shield brand on walls and ceiling. Rated at minimum R38.	<b>X</b>	
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.	<b>X</b>	
Body	Mirrors: Two deluxe exterior west coast type – remote controlled and heated.	<b>X</b>	
Body	Mud flaps: Properly sized for rear tires.	<b>X</b>	
Body	Reflectors: All necessary.	<b>X</b>	
Body	Seals: Body panels to be assembled with epoxy and silicon sealants, windows to be set in rubber, doors to have rubber seals.	<b>X</b>	

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.	<b>X</b>	
Body	Sun Visors: Driver and passenger.	<b>X</b>	
Body	Undercoating and rust proofing: Body floor, skirt and wheel housing are to be undercoated after assembly.	<b>X</b>	
Body	Ventilation: Fresh air through chassis heater system.	<b>X</b>	
Body	Wheel housings: Shall be properly sealed and insulated.	<b>X</b>	
Body	Windows: All windows (glass) shall be tinted. Window in sliding door, if this door is chosen.	<b>X</b>	
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.	<b>X</b>	
Electrical	Shoreline- minimum 25ft.	<b>X</b>	
Electrical	Roof mounted solar panel system to provide auxiliary battery recharging. System shall include: <ul style="list-style-type: none"> <li>• System shall include one (1) 132-watt solar panel, mounted with rocker foot mounts to the center of the roof.</li> <li>• System shall include charge controller. Monitor shall be mounted behind front seats.</li> <li>• System shall utilize a CB combiner box mounted on the roof to provide a weatherproof entry point.</li> <li>• System shall include a 100-22 wire harness.</li> </ul>		<b>X</b>
Electrical	Two (2) 12VDC receptacles shall be installed behind front seats for technology	<b>X</b>	

	power.		
Hardware	Hardware: All necessary door locks, hand rails, door closers, hold backs, and hinges will be furnished to provide smooth, efficient operation.	<b>X</b>	
Internal	Ceiling: Ceiling to be finished with a lightweight substrate material overlaid with one continuous piece of non-glare, pebble grain, white textured fiberglass. Kemlite or Sequentia brand FRP board .090 thickness. Must meet ASTM E-84 rating.	<b>X</b>	
Internal	Floor Covering: Commercial Grade Anti-Slip: 100% premium grade polyvinyl. Five-year wear-dated minimum.	<b>X</b>	
Internal	Lighting: A minimum of four LED lighting fixtures, minimum six inches in diameter, provided in ceiling. Provide 12 volt stepwell light wired to operate in conjunction with the condition of the door and have an on/off switch mounted in the dash. A 12 volt dome light shall be provided in cab area. 12V fluorescent lights shall be provided on each side sufficient to illuminate graphics and lettering.	<b>X</b>	
Internal	Storage: One interior storage cabinet shall be provided with lockable bulletin board type door.	<b>X</b>	
Internal	Paneling: Wall finishes shall be commercial grade over lightweight substrate material.	<b>X</b>	
Internal	Safety: Dual front air bags, back up alarm, front fog/driving lights, triangle reflector set, 5lb. A.B.C. fire extinguisher, ceiling mounted smoke and carbon monoxide detectors. Rear back up camera with monitor. Rear back up sonar detector.	<b>X</b>	
Internal	Seating: Driver and passenger seats shall be bucket 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.	<b>X</b>	
Internal	Shelving: Shelving shall be aluminum, adjustable, and interchangeable wherever possible. Acore brand. Shelves shall slope		

	15 degrees, shelving shall be a combination of 7 in. Acore Model ABR 7, and 9 in. Acore Model AB 9 in. depths, sizes to be specified by customer. Shelf uprights shall follow interior contour of walls in order to gain maximum aisle width. Acore brand, two (2) single sided standard “Wall-Hugger” model book carts specially modified for use with the contoured walls and one (1) “Compu-Truck” model book carts. Cart tie-down – one needed for each book cart (3).	<b>X</b>	
Internal	Electrical grounded outlets both internal and external (preferable high mounts out of reach of children).	<b>X</b>	
Other	Hydraulic Lift: Commercial lift, fully automatic, interior mounted, preferably rear mounted, with backup system, dual handrails, and safety belt. Dash mounted activation switch and controller for all lift functions.	<b>X</b>	
Other	Painting and Lettering: Cab and body in OEM White.	<b>X</b>	
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.	<b>X</b>	
Other	Awning – on passenger side, electric with hand held controller, interior mounted switch, and manual override system. Awning should be self-retracting in high winds. Maximum of 10 feet in length.	<b>X</b>	
Other	Attention grabbing feature such as a bubble blower or external PA system.		<b>X</b>
Required	Warranty: 36 months/36,000 miles limited warranty. 24 months/84,000 miles limited extended warranty.	<b>X</b>	
Required	Body: 60 months/100,000 miles limited warranty as specified by manufacturer.	<b>X</b>	
Required	Transmission: 36 months/36,000 miles limited warranty as specified by manufacturer.	<b>X</b>	
Required	Roadside Assistance: 36 months/36,000 miles.	<b>X</b>	

Required	Upfitting and Conversion: One (1) year/Unlimited miles.	<b>X</b>	
Required	Air Conditioning: Minimum (2) years, limited warranty, as specified by the manufacturer.	<b>X</b>	
Required	Other Components: Other components such as tires, batteries, etc., as specified by the manufacturer.	<b>X</b>	
Required	Delivery shall be made by vendor-trained & authorized driver/trainer.	<b>X</b>	
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).	<b>X</b>	
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, chassis, and generator. 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.	<b>X</b>	
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	<b>X</b>	

	<p>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.</p>		
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**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 used 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 a schedule agreed upon 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 extreme weather conditions
- Provide adequate space and height in cargo area for clearance of crates and carts and work area for staff to stand while working inside the vehicle
- 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
- Be outfitted with a hydraulic lift that is housed on the interior of the vehicle and operated from the interior of the vehicle
- Power steering
- Automatic transmission
- Include sufficient roof ventilation and heating to maintain a
- comfortable temperature year-round in cargo area
- 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, within cargo area)

### **III. PURPOSE**

- A.** The vehicle will deliver library services to rural and suburban areas
  - Including, but not limited to, delivering programs and materials to senior centers, child care centers, cultural centers and schools
  - Transport crates and book carts (Acore carts and restraint system to be provided by vendor) to include “Compu-Truck” (dimensions 42x36x24) and standard “Wall-Hugger” (dimensions 42x36x16) carts and library materials to Outreach sites
  - Promote High Plains Library District outreach services
- B.** Functions that will take place in the cargo area are:
  - Store one (1) “Compu-Truck” book cart and two (2) standard “Wall-Hugger” book carts, filled with books, with restraints
  - Store literature about Outreach services and HPLD services
  - Provide communication bulletin board
  - Move carts and crates filled with books via the lift
  - Store an average of 4 crates of books, each averaging 50 pounds 10 ½ (H) x21(W) x14(D)
  - Store 2 - 4 laptop computers and computer projector for use in teaching or programming

- Store books, book kits, puppets and props for story times and programs

□ **IV. FEATURES**

<b>CATEGORY</b>	<b>ITEM</b>	<b>COMPLY</b>	<b>EQUIVALENT</b>
Mechanical	Overall length maximum 270 in.; Exterior width maximum 82 in.; Height excluding roof mounted air conditioners maximum 108 in.; Wheelbase maximum 148 in.; G.V.W.R. minimum 11,030 lbs.; Interior load space (distance between back of driver's seat and rear wall minimum) 120 in.; Interior width minimum 70 in.; High headroom, Headroom minimum 81 in.; Volume capacity minimum 1200 books @ 50 books/36 in. shelf.		
Mechanical	Chassis Type: Transit (or equivalent), front engine, Ford Transit (or equivalent).		
Mechanical	Air Cleaner: Dry type.		
Mechanical	Air Conditioner: Interior mounted, minimum 15,000 BTU, Heater/Air conditioner. Mounted above driver area in cab. Operates when vehicle motor is running. Shall have multi-speed fans and automatic operation. Front includes automatic temperature control and temperature gauge.		
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: Diesel 3.2L I5 Power Stroke (or equivalent), 185HP@3000RPM, Direct diesel injection, 24 valve intercooled turbo. Fuel filter with water separator. Engine block heater and transmission oil check.		

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 25 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: 235/65R16 BSW all season (or equivalent 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: 16.0 x 5.5 in. steel rear 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	Doors: Sliding passenger side door. Provide add-on exterior step. Two rear wall moving swing-out doors. Provide manual emergency release and dash mounted and loadscape mounted switches. Provide a stepwell for lower entry surface.		
Body	Floor: Metal pan to seal from road-side. In addition add ¼” Luaun plywood to act as a subfloor.		
Body	Handrails: Vertical handrails at both sides of stepwell. To be of stainless steel, minimum 1.25 in. diameter, with radius corners, solidly mounted.		
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. Window in sliding door, if this door is chosen.		
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		

	<p>circuit shall be independently protected.</p> <p>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.</p>		
Electrical	Shoreline- minimum 25ft.		
Electrical	<p>Roof mounted solar panel system to provide auxiliary battery recharging. System shall include:</p> <ul style="list-style-type: none"> <li>• System shall include one (1) 132-watt solar panel, mounted with rocker foot mounts to the center of the roof.</li> <li>• System shall include charge controller. Monitor shall be mounted behind front seats.</li> <li>• System shall utilize a CB combiner box mounted on the roof to provide a weatherproof entry point.</li> <li>• System shall include a 100-22 wire harness.</li> </ul>		
Electrical	Two (2) 12VDC receptacles shall be installed behind front seats for technology power.		
Hardware	Hardware: All necessary door locks, hand rails, door closers, hold backs, and hinges will be furnished to provide smooth, efficient operation.		
Internal	<p>Ceiling: Ceiling to be finished with a lightweight substrate material overlaid with one continuous piece of non-glare, pebble grain, white textured fiberglass. Kemlite or Sequentia brand FRP board .090 thickness. Must meet ASTM E-84 rating.</p>		
Internal	<p>Floor Covering: Commercial Grade Anti-Slip: 100% premium grade polyvinyl. Five-year wear-dated minimum.</p>		
Internal	<p>Lighting: A minimum of four LED lighting fixtures, minimum six inches in diameter, provided in ceiling. Provide 12 volt stepwell light wired to operate in conjunction with the condition of the door and have an on/off switch mounted in the dash. A 12 volt dome light shall be</p>		

	provided in cab area. 12V fluorescent lights shall be provided on each side sufficient to illuminate graphics and lettering.		
Internal	Storage: One interior storage cabinet shall be provided with lockable bulletin board type door.		
Internal	Paneling: Wall finishes shall be commercial grade over lightweight substrate material.		
Internal	Safety: Dual front air bags, back up alarm, front fog/driving lights, triangle reflector set, 5lb. A.B.C. fire extinguisher, ceiling mounted smoke and carbon monoxide detectors. Rear back up camera with monitor. Rear back up sonar detector.		
Internal	Seating: Driver and passenger seats shall be bucket 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, adjustable, and interchangeable wherever possible. Acore brand. Shelves shall slope 15 degrees, shelving shall be a combination of 7 in. Acore Model ABR 7, and 9 in. Acore Model AB 9 in. depths, sizes to be specified by customer. Shelf uprights shall follow interior contour of walls in order to gain maximum aisle width. Acore brand, two (2) single sided standard "Wall-Hugger" model book carts specially modified for use with the contoured walls and one (1) "Compu-Truck" model book carts. Cart tie-down – one needed for each book cart (3).		
Internal	Electrical grounded outlets both internal and external (preferable high mounts out of reach of children).		
Other	Hydraulic Lift: Commercial lift, fully automatic, interior mounted, preferably rear mounted, with backup system, dual handrails, and safety belt. Dash mounted activation switch and controller for all lift functions.		
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	Awning – on passenger side, electric with hand held controller, interior mounted switch, and manual override system. Awning should be self-retracting in high winds. Maximum of 10 feet in length.		
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		

	<p>or two CD or DVD sets if books or printed material are not available for the body, chassis, and generator. 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 &amp; doors, auxiliary locks, compartments, fuel). Two complete dimensional layout drawing of interior front, rear and both sides.</p>		
Required	<p>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.</p>		

**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 used 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 a schedule agreed upon 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.