

HIGH PLAINS LIBRARY DISTRICT

BOARD OF TRUSTEES COMMUNICATION

Meeting date: September 18, 2018
Type of item: Action
Subject : OUTREACH VEHICLES CONTRACTOR SELECTION
Presented by: Rosa Granado, Outreach Manager
Recommended action: Motion to accept recommendation of the Outreach Vehicle Selection Team

Background:

On July 24, the Board directed staff to identify vehicle vendors for two Outreach and one Community Relations and Marketing vehicles. Those vehicles and their intended uses are:

- **SPRINTER VAN**– the primary purpose of this van is to deliver cart service to nursing homes and independent living facilities. The van space allows the inclusion of two “Compu-truck” which is a cart that can hold materials and computers. The staff delivering materials will also be able to provide services and programs. This van includes an awning and microphone system to support possible outside programs.
- **TRANSIT VAN**– the primary purpose of this van is to deliver storytimes and cart service to Day Care Centers and, possibly, schools. The van space allows the inclusion of a “Compu-truck”. The staff delivering materials will also be able to provide services and programs. This van includes an awning and microphone system to support possible outside programs.
- **POP-UP VEHICLE**– the primary purpose of this vehicle is to have a library presence at events ranging from community festivals to farmers’ markets, as well as providing access to library materials using six display shelves. When not used at events, this vehicle has the potential to also be used for different community stops.

The request for proposals was sent on July 31, 2017 to a list of specialty vehicle vendors who are known to work on library vehicles and local car dealerships. A pre-proposal conference was held on August 15th, and only two vendors, OBS and Summit BodyWorks, participated. By the August 31st deadline, a total of four companies responded:

- Farber – only responded to fulfill the Sprinter Van RFP
- LDV – responded to fulfill all three RFPs
- Matthews Specialty Vehicles (MSV) – only responded to fulfill the Sprinter Van RFP
- Summit BodyWorks – responded to fulfill all three RFPs

Evaluation process:

On September 7th through 11th, the proposals and assessment tools were shared with the committee and Library Board members. A meeting was held on September 13th where the committee members identified the selected company based on four key factors:

- Whether the cost matched the value of the vehicle;
- Whether the proposal components matched the criteria set;
- Whether the proposal components matched service needs;
- Whether the turn-around time best matched our needs.

The team reviewing the RFP Responses included:

- Bob Grand, Library Board of Trustees
- Tony Brewer, Interim Executive Director

- Elena Rosenfeld, Associate Director of Community Engagement
- Kelli Johnson, Community Relations and Marketing Manager
- Bob Arellano, Facilities Manager
- Natalie Wertz, Finance Manager
- Rosa Granado, Outreach Manager
- Brittany Raines, Outreach and Virtual Services Supervisor

Recommendation:

The recommendation of the committee is to extend a contract to Summit BodyWorks, a Colorado company, for all three vehicles. The committee unanimously agreed that Summit BodyWorks provides the best value and fit for our needs.