

High Plains Library District  
Administration

REQUEST FOR PROPOSAL  
Mobile Workforce  
Development Unit

May 20, 2025



2650 West 29<sup>th</sup> Street

GREELEY, COLORADO 80631

**HIGH PLAINS LIBRARY DISTRICT  
REQUEST FOR PROPOSAL  
MOBILE WORKFORCE  
DEVELOPMENT VEHICLE**

The High Plains Library District (HPLD) is requesting proposals from vehicle manufacturers for the manufacturing of a Mobile Workforce Development Vehicle as described in the attached specifications.

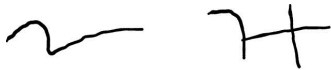
An electronic copy should be mailed to [kparker@highplains.us](mailto:kparker@highplains.us). Any information received after the submission deadline will not be considered for award purposes.

All questions regarding this request for proposal should be directed to Kim Parker, Executive Assistant, at (970) 506-8569 or [kparker@highplains.us](mailto:kparker@highplains.us).

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,

A handwritten signature in black ink, appearing to read 'Matthew Hott', with a stylized 'H' and a long horizontal stroke.

Matthew Hott  
Executive Director

REQUEST FOR PROPOSAL  
HIGH PLAINS LIBRARY DISTRICT  
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**REQUEST FOR PROPOSAL (RFP)**  
**MOBILE WORKFORCE DEVELOPMENT 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**

May 20, 2025	RFP Released
June 10, 2025	Pre-proposal Conference 2:00 p.m. 501 8 <sup>th</sup> Ave, <b>LINC</b> . If unable to attend in person, please inform Kim Parker and a virtual call in option will be provided.
June 23, 2025	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: Executive Assistant, 2650 West 29 <sup>th</sup> Street, Greeley, Colorado 80631 or <a href="mailto:kparker@highplains.us">kparker@highplains.us</a> 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.
June 25-27, 2025	Presentation to Evaluation Committee at High Plains Library District.
July 21, 2025	Evaluation will be completed. Evaluation committee to notify selected company. Contract will be sent to the selected company.
July 28, 2025	Contract begins.

The time period from July 21, 2025 through July 28, 2025, 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 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 a Unit to HPLD.
2. **Contact Persons and Questions**  
Submit questions via email or in writing Kim Parker, Executive Assistant (970) 506-8569 or [kparker@highplains.us](mailto:kparker@highplains.us) 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 the 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, and IV. 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 July 28, 2025.

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 TO ANSWER QUESTIONS THROUGHOUT THIS RFP.**

II. **SCOPE**

The HPLD is looking for a vendor to completely furnish a unit 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 unit for a library collection that can serve all ages, computer usage, programming, and two workstations for staff.
- 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
- Compliant with ADA laws
- Power steering
- Automatic transmission
- Include sufficient roof ventilation and heating to maintain a comfortable temperature year-round in unit
- 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 unit)
- The design shall incorporate flexible components to accommodate future changes in services provided by the library through the unit

- The **HPLD** is interested in considering innovative changes to mobile services. Please include options that meet the PURPOSE and FUNCTIONS as described below that might not meet the traditional definitions of unit construction.
- **Any vehicle proposed shall not require a Commercial Driver's License (CDL) to operate as determined by the State of Colorado. The Unit shall meet all current applicable Federal Motor Vehicle Safety Standards and State requirements.**

### III. PURPOSE

- A.** The vehicle will deliver COMPREHENSIVE library services to rural and suburban areas.
- Including, but not limited to, programs, materials of all formats and access to computers to use
  - Space can be easily changed from focusing on delivering materials to providing workspace for classes.
  - We anticipate that 10-15% of space should be physical materials, 75% for classes or programs, and 10-15% for mobility (negotiable based on ADA limitations).
  - Promote career and workforce development services of Weld County and HPLD
- B.** Functions that will take place in the unit are:
- Staff use of computers to access patron and catalog files, e-mail, check in or out materials, respond to reference questions, conduct classes and provide individual assistance
  - Patrons will participate in programming, and use computers for downloading materials, accessing websites and online resources, and participate in hands on learning opportunities.

### IV. FEATURES

CATEGORY	ITEM	MUST HAVE	OPTIONAL
Mechanical	Overall length maximum 30 feet.; Exterior width maximum 10 feet (including mirrors); Height including roof mounted air conditioners maximum 13 feet.; Wheelbase to meet manufacturer's recommendation for a 30' vehicle; High headroom, Headroom minimum 78 in.	X	
Mechanical	Chassis Type: Freightliner body chassis or equivalent chassis that would support unit service model	X	
Mechanical	Air Cleaner: Dry type.	X	
Mechanical	Air Conditioner: 2 Interior mounted	X	
Mechanical	Alternator: 240 amps, 12 volts, <b>HD</b> alternator	X	
Mechanical	Battery: 12V, maintenance free, 100 amp hours.	X	
Mechanical	Brakes: Fourwheel Disc, power hydraulic,	X	

	self-adjusting with vented front discs, four wheel anti-lock braking system (ABS) or equivalent. Provide emergency brake.		
Mechanical	Controls: All standard controls and panel lights	X	
Mechanical	Drive line: guard shall be provided	X	
Mechanical	Engine: Cummins ISB 6.7-'13, 200-280 HP diesel engine or equivalent.	X	
Mechanical	Engine Hood: One piece hood which opens for access to engine oil and transmission oil check or equivalent.	X	
Mechanical	Exhaust Systems both ecofriendly and safe	X	
Mechanical	Fuel Tank: Minimum 60-gallon, with easy refueling access.	X	
Mechanical	Heater and Defrosters: High output hot front and rear window defrosters.	X	
Mechanical	Horns	X	
Mechanical	Instruments: all standard instrument lights	X	
Mechanical	Cruise Control	X	
Mechanical	Heat and AC controls on dash. Outside temperature gauge displayed on dash.	X	
Mechanical	Oil filter	X	
Mechanical	Power Steering	X	
Mechanical	Radio, with USB ports.		X
Mechanical	Navigation system. Factory installed.		X
Mechanical	Shocks: Front and rear heavy duty.	X	
Mechanical	Suspension Front and Rear: heavy duty.	X	
Mechanical	Tires: Total of 7 all-weather, heavy-duty	X	
Mechanical	Transmission: 5 speed automatic, or equivalent.	X	
Mechanical	Wheels: Total of 7 - 225 in. Disc, hub-piloted steel wheels. Standard painted steel or alloy 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. Front winers are rain detecting type.	X	
Body	Doors: Minimum two same-side light weight entrance doors, electric operated, wheelchair lift door and power lift. Provide manual emergency release and dash mounted and dash mounted switches. Provide a stepwell for lower entry surface.	X	
Body	Floor: Metal pan to seal from roadside. In	X	

	addition, add 3/4" 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.	<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, LED headlamps. Exterior mounted, rear wall center high mounted stop light.	<b>X</b>	
Body	Mirrors: Two deluxe exterior mirrors. remote controlled and heated.	<b>X</b>	
Body	Mud flaps: Properly sized for rear dual 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: Storage needed for personal items such as purses, lunch boxes, jackets. Also need storage for documents such as insurance. 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. Full length glass in optional full height patron doors. All windows shall have null down shades.	<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	<b>X</b>	

	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	Electrical grounded outlets both internal and external (preferable high mounts out of reach of children).	<b>X</b>	
Electrical	Each electrical outlet shall include USB ports for device charging.		<b>X</b>
Electrical	Shoreline- minimum 25ft. Located in a locking compartment on the passenger side.	<b>X</b>	
Electrical	Diesel Generator: Capable of handling load of on-board equipment and lights. Insulated for noise reduction and stored in a locking roll-out compartment.	<b>X</b>	
Electrical	Roof mounted solar panel system to provide auxiliary battery recharging. System shall include: <ul style="list-style-type: none"> <li>• One (1) 132-watt solar panel, mounted to the roof.</li> <li>• Charge controller. Monitor shall be mounted near the staff desk.</li> <li>• Utilizing a CB combiner box mounted on the roof to provide a weatherproof entry point.</li> <li>• A 100-22 wire harness.</li> </ul>	<b>X</b>	
Electrical	Minimum of five (5) 12VDC receptacles shall be installed for technology power. Needed for two staff workstations plus computer stations for patrons consisting of six to ten	<b>X</b>	
Hardware	Hardware: All necessary door locks, handrails, 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. Kemplite or Sequentia brand FRP board .090 thickness. Must meet ASTM E-84 rating,	<b>X</b>	
Internal	Floor Covering: Commercial grade carpet Five-year wear-dated minimum.	<b>X</b>	
Internal	Lighting: Ceiling lighting to allow		

	comfortable use of unit by patrons and staff; stepwell light wired to operate in conjunction with the condition of the door and have an on/off switch mounted in the dash; lighting in cab area; and outside lighting sufficient to illuminate graphics and lettering.	<b>X</b>	
Internal	Storage: Internal storage closet provided for microwave and mini refrigerator.	<b>X</b>	
Internal	Paneling: Wall finishes shall be commercial grade over lightweight substrate material.	<b>X</b>	
Internal	Two adjustable workstations to accommodate standing, sitting, and a variety of heights.	<b>X</b>	
Internal	Safety: Dual front air bags, back up alarm, front fog/driving lights, triangle reflector set, 51b. 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, ergonomical, shall met safety requirements, and must meet FMVSS302 flammability standards.	<b>X</b>	
Internal	Seating: 2 <sup>nd</sup> passenger seat	<b>X</b>	
Internal	Shelving: Adjustable shelving suitable to hold a wide and varied collection of materials.	<b>X</b>	
Internal	Sound-proofed isolation area		<b>X</b>
Internal	Areas for TVs or Mondo Computer to be mounted within	<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 handheld controller, interior mounted switch, and manual override system. Awning should be self-retracting in high winds. Awning shall be long enough to cover all doors on passenger side.		<b>X</b>
Other	Internal and Exterior Screen: with blocking and protecting for presentations and PowerPoints on passenger side		<b>X</b>
Other	Mounting anchor points for transportation of toolboxes and specialty hardware.	<b>X</b>	
Other	Private, enclosed, meeting space		<b>X</b>
Required	Transmission: 36 months/36,000 miles limited warranty as specified by manufacturer.	<b>X</b>	
Required	Body: 60 months/100,000 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 <b>HPLD</b> 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	<b>X</b>	



	<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 the HPLD 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>	X	
Required	<p><b>WI-FI/Connectivity</b>  DEW will provide router (Cradlepoint). Provide a "5 in 1" antenna and modem shall also be provided.  All pre-wiring will be done during the construction process. Pre-wiring will include:</p> <ul style="list-style-type: none"> <li>• One (1) CAT 6 outlets and wiring at each desk that will terminate to a 12-Port Patch Panel in a server cabinet according to final floorplan.</li> <li>• One (1) I/O panel on the outside of the trailer with 4 Cat 6 outlets wired to the server cabinet.</li> <li>• CAT5e outlet for printing– Agency to decide the location.</li> </ul> <p>DEW will supply the following IT equipment: 1Router, 10 CPUs, and a minimum of one printer</p>	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
- If innovative ideas have been proposed, please explain how similar equipment is already in use on other vehicles or a statement clarifying the level of risk of failure.

## **VII. SUBMITTALS**

Along with the 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

#### D II. SCOPE

The HPLD is looking for a vendor to completely furnish a unit 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 unit for a library collection that can serve all ages, computer usage, programming, and two workstations for staff.
- ☐ 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 ADA compatible
- ☐ Power steering
- ☐ Automatic transmission
- ☐ Include sufficient roof ventilation and heating to maintain a comfortable temperature year-round in the unit
- ☐ 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 unit)
- ☐ The design shall incorporate flexible components to accommodate future changes in services provided by the library through the unit
- ☐ The HPLD is interested in considering innovative changes to mobile services. Please include options that meet the PURPOSE and FUNCTIONS as described below that might not meet the traditional definitions of unit construction.
- ☐ **Any vehicle proposed shall not require a Commercial Driver's License (CDL) to operate as determined by the State of Colorado. The unit shall meet all current applicable Federal Motor Vehicle Safety Standards and State requirements.**

#### D III. PURPOSE

The vehicle will deliver COMPREHENSIVE library services to rural and suburban areas.

- D Including, but not limited to, programs, materials to senior centers, childcare centers, cultural centers and schools.
- D Space that can be easily changed from focusing on delivering materials to providing workspace for classes.
- D We anticipate that 10-15% of space should be physical materials, 75% for classes or programs, and 10% for mobility (negotiable based on ADA limitations).
- D Promote the HPLD outreach services

The functions that will take place in the unit are:

- ☐ Staff use of computers to access patron and catalog files, e-mail, check in or out materials and respond to reference questions.
- ☐ Patrons will browse materials collection, borrow items, participate in programming, and use computers for downloading materials, accessing websites and online resources; and
- ☐ Provide communication via bulletin board.

#### ☐ IV. FEATURES

#### V. FEATURES

CATEGORY	ITEM	MUST HAVE	OPTIONAL
Mechanical	Overall length maximum 30 feet.; Exterior width maximum 10 feet (including mirrors); Height including roof mounted air conditioners maximum 13 feet.; Wheelbase to meet manufacturer's recommendation for a 30' vehicle; High headroom, Headroom minimum 78 in.; Volume capacity minimum 3,000 books @ 50 books/36 in. shelf.		
Mechanical	Chassis Type: Blue Bird transit bus body chassis or equivalent chassis that would support unit service model		
Mechanical	Air Cleaner: dry type.		
Mechanical	Air Conditioner: 2 Interior mounted		
Mechanical	Alternator: 240 amps, 12 volts, 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) or equivalent. Provide emergency brake.		
Mechanical	Controls: All standard controls and panel lights		
Mechanical	Drive line: guard shall be provided		
Mechanical	Engine: Cummins ISB 6.7-'13, 200-280 HP diesel engine or equivalent.		
Mechanical	Engine Hood: One piece hood which opens for access to engine oil and transmission oil check or equivalent.		
Mechanical	Exhaust Systems both ecofriendly and safe		
Mechanical	Fuel Tank: Minimum 60-gallon, with easy refueling access.		
Mechanical	Heater and Defrosters: High output hot		

	front and rear window defrosters.		
Mechanical	Horns		
Mechanical	Instruments: all standard instrument lights		
Mechanical	Cruise Control		
Mechanical	Heat and AC controls on dash. Outside temperature gauge displayed on dash.		
Mechanical	Oil filter		
Mechanical	Power Steering		
Mechanical	Radio, with USB ports.		
Mechanical	Navigation system. Factory installed.		
Mechanical	Shocks: Front and rear heavy duty.		
Mechanical	Suspension Front and Rear: heavy duty.		
Mechanical	Tires: Total of 7 all-weather, heavy-duty		
Mechanical	Transmission: 5 speed automatic, or equivalent.		
Mechanical	Wheels: Total of 7 - 225 in. Disc, hub-piloted steel wheels. Standard painted steel or alloy wheels. Spare wheel shall be provided.		
Mechanical	Windshield: one piece windshield safety glass. Tinted.		
Mechanical	Wipers: Dual 2-speed electric, with washer and intermittent feature. Front winers are rain detecting type.		
Body	Doors: Minimum two same-side light weight entrance doors, electric operated, wheelchair lift door and power lift. Provide manual emergency release and dash mounted and dash mounted switches. Provide a stepwell for lower entry surface.		
Body	Floor: Metal pan to seal from road-side. In addition, add 3/4" Luann 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, LED headlamps. Exterior mounted, rear wall center high mounted stop light.		
Body	Mirrors: Two deluxe exterior mirrors. remote controlled and heated.		
Body	Mud flaps: Properly sized for rear dual 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: Storage needed for personal items such as purses, lunch boxes, jackets. Also need storage for documents such as insurance. 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. Full length glass in optional full height patron doors. All windows shall have pull down shades.		
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	Electrical grounded outlets both internal and external (preferable high mounts out of reach of children).		
Electrical	Each electrical outlet shall include USB ports for device charging.		
Electrical	Shoreline- minimum 25ft. Located in a locking compartment on the passenger side.		
Electrical	Diesel Generator: Capable of handling load of on-board equipment and lights. Insulated for noise reduction and stored in a locking roll-out compartment.		
Electrical	Roof mounted solar panel system to provide auxiliary battery recharging.		

	System shall include: <ul style="list-style-type: none"> <li>• One (1) 132-watt solar panel, mounted to the roof.</li> <li>• Charge controller. Monitor shall be mounted near the staff desk.</li> <li>• Utilizing a CB combiner box mounted on the roof to provide a weatherproof entry point.</li> <li>• A 100-22 wire harness.</li> </ul>		
Electrical	Minimum of five (5) 12VDC receptacles shall be installed for technology power. Needed for two workstations plus possible computer stations for patrons consisting of two computers or laptop hookups.		
Hardware	Hardware: All necessary door locks, hand rails, door closers, hold backs, and hinges will be furnished to provide smooth, efficient operation.		
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 ratin2".		
Internal	Floor Covering: Commercial grade carpet Five-year wear-dated minimum.		
Internal	Lighting: Ceiling lighting to allow comfortable use of unit by patrons and staff; stepwell light wired to operate in conjunction with the condition of the door and have an on/off switch mounted in the dash; lighting in cab area; and outside lighting sufficient to illuminate graphics and lettering.		
Internal	Storage: Internal storage closet provided for microwave and mini-refrigerator.		
Internal	Paneling: Wall finishes shall be commercial grade over lightweight substrate material.		
Internal	Two adjustable workstations to accommodate standing, sitting, and a variety of heights.		
Internal	Safety: Dual front air bags, back up alarm, front fog/driving lights, triangle reflector set, Sib. 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, ergonomical, shall meet safety requirements, and must meet FMVSS302 flammability standards.		
Internal	Seating: 2 <sup>nd</sup> passenger seat		
Internal	Shelving: Adjustable shelving suitable to hold a wide and varied collection of materials.		
Internal	Sound-proofed isolation area		
Internal	Anchoring Points: Multiple anchoring points for anchoring tool chests and other movable resources.		
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 handheld controller, interior mounted switch, and manual override system. Awning should be self-retracting in high winds. Awning shall be long enough to cover all doors on passenger side.		
Other	Internal and Exterior Screen: with blocking and protecting for presentations and PowerPoints. On passenger side		
Other	Mounting anchor points for transportation of toolboxes and specialty hardware.		
Other	Private, enclosed, meeting space		



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 HPLD 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, chassis, and generator. Two complete sets of conversion electrical schematics "as delivered". Most electrical schematics shall be provided to the HPLD 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		

	<p>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>		
Required	<p><b>WI-FI/Connectivity</b>  DEW will provide router (Cradlepoint). Provide a “5 in 1” antenna and modem shall also be provided.  All pre-wiring will be done during the construction process. Pre-wiring will include:</p> <ul style="list-style-type: none"> <li>• One (1) CAT 6 outlets and wiring at each desk that will terminate to a 12-Port Patch Panel in a server cabinet according to final floorplan.</li> <li>• One (1) I/O panel on the outside of the trailer with 4 Cat 6 outlets wired to the server cabinet.</li> <li>• CAT5e outlet for printing– Agency to decide the location.</li> <li>• DEW will supply the following IT equipment: 1Router, 10 CPUs, and a minimum of one printer.</li> </ul>		

☐ **V. 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.