

**Technology Van  
Request for Proposals (RFP)**

Main Library  
1786 Burlington Pike  
Burlington, KY 41005

Florence Branch  
7425 U.S. 42  
Florence, KY 41042

Hebron Branch  
1863 North Bend Rd.  
Hebron, KY 41048

Scheben Branch  
8899 U.S. 42  
Union, KY 41091

Walton Branch  
21 S. Main St.  
Walton, KY 41094

Chapin Memorial Library  
6517 Market St.  
Petersburg, KY 41080

Boone County Public Library is seeking competitive sealed bids for a technology van to be used as a Mobile Makerspace. The successful bidder will be contracted directly with the Library.

Title of Project: BCPL TECHNOLOGY VAN

Sealed Bids should be submitted only to:

Carrie Herrmann, Director  
Boone County Public Library  
1786 Burlington Pike  
Burlington, KY 41005

Sealed Bids due date and time:

No later than 27 JUNE 2022, @ 3:00 PM EST:

**THIS PAGE SHALL BE COMPLETED, SIGNED AND RETURNED WITH THE SEALED BID.**

Full Legal Name & Address of Offeror:

\_\_\_\_\_  
Company's Legal Name

By: \_\_\_\_\_  
Authorized Representative Signature

\_\_\_\_\_  
Address 1

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Address 2

\_\_\_\_\_  
Title

\_\_\_\_\_  
City, State, Zip Code

\_\_\_\_\_  
Email

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Date

## Project

Boone County Public Library is soliciting proposals for a delivery vehicle.

## Scope of Work

### 1. Van:

- a. Reference: 2022 RAM Pro Master 2500 Cargo Van, High Roof, SRW, 159" WB, Extended Length
- b. Engine: 3.6 L V6 24V VVT Engine
- c. Transmission: 9-speed Automatic 948 TE; 3.86 Rear Axle
- d. Sliding Passenger Side Door without window
- e. Alternator: Heavy-Duty
- f. Battery: Dual Heavy Duty
- g. Fixed Rear Door Glass
- h. ***Other mandatory options include the following:***
  - i. Cargo Compartment Floor Mat
  - ii. Slush Mat Front Walk Through
  - iii. Rear View Camera System
  - iv. Reverse Sensing System
  - v. Color: Bright White Clear Coat
- i. ***Other preferred options include the following:***
  - i. Tire Pressure Monitoring System
  - ii. Tinted Glass
  - iii. Power Group: Power Door Locks with Back Door Switch, Power Windows,
  - iv. Black Rear Step Bumper
  - v. Seats: Black Cloth
  - vi. Cruise Control
  - vii. Long Mirrors
  - viii. Backup Sensor
  - ix. Inverter
  - x. Keys: 2 Additional Keys
  - xi. Remote Start
  - xii. Front Fog Lamps
  - xiii. Power Heated Mirrors
  - xiv. Driver Sliding Door
  - xv. Heated Driver Seat
  - xvi. 6-Way Driver Seat

- xvii. Trailer Sway Control
  - xviii. Front/Rear Anti-Roll Bar
  - xix. Electric Power Assist Steering
2. Supplier to quote MSRP, dealer and manufacturer discounts and rebates, as well as anticipated delivery date, not to exceed \$55,000. Bid will be evaluated on a combination of options included as well as price and delivery.
  3. The equipment shall be new and manufacture's standard model in current production, including all standard features and accessories. The equipment shall meet the minimum specifications and requirements listed below.
  4. These specifications are intended to establish the class of product required, therefore, only deviations which do not affect form, fit or function of the equipment will be considered and such considerations shall be at the sole discretion of the Library. Additional features may be added if included in a "package" at no cost.
  5. The following should be included with the proposal:
    - a. Completed bid sheet
    - b. Local service facility list
    - c. Any company literature that provides evidence of company history and experience required to complete a project of this complexity
  6. Body and accessories shall be built and assembled in accordance with the specifications and shall conform to the best standard practices in the industry at the time of construction. The vendor shall provide all systems integration and testing. All electronics shall be installed, fully operational, and tested by the vendor.
  7. All equipment and construction methods shall meet all applicable regulations of the Occupational Safety and Health Act (OSHA), Federal Motor Vehicle Safety Standards (FMVSS), Department Of Transportation (DOT), Federal and State noise and pollution control restrictions, and all other applicable regulations and ordinances in effect at the time of execution.
  8. Equipment/vehicle(s) shall be new (unused), and of manufacturer's current model year production and shall comply with all applicable Federal environmental, motor vehicle, and safety regulations. The vehicle (s) shall be equipped with all features and accessories considered standard for the make and model vehicle/equipment provided.
  9. Vendor shall officially state the design lifetime of the vehicle with his or her proposal. This is the amount of time, from the date of delivery, that the Library can reasonably expect the vehicle, with routine maintenance, to perform useful service to the community before replacement is required
  10. Bids will be awarded on best evaluated and not necessarily lowest price. The Library reserves the right to accept or reject any bid based on factors, including but not limited to pricing, work history, and/or ability to meet schedule requirements.

**11. Bids are due no later than 27 JUNE 2022 at 3:00 PM EST. Bids shall be submitted to Carrie Herrmann, Director, at the Main Library (1786 Burlington Pike, Burlington, KY 41005) and shall be read aloud.**

12. Questions shall be directed to Jeff West at [jwest@bcpl.org](mailto:jwest@bcpl.org)

### Qualifications

1. Where the specifications pertain to a specific brand or model of equipment, BCPL will evaluate any bidder proposed alternate with emphasis on design, construction, dimensions, materials, maintenance, required parts, stocking, operator controls, and performance. To be considered an approved equal, the alternate equipment shall, in the sole opinion of BCPL, meet or exceed all of the listed criteria when compared to the specific brand and model.
2. Provide a summary letter of the information contained in the proposal, including, but not limited to:
  - a. Provide a description of your company's qualifications, credentials, experience, and resources in creating a public library facilities plan;
  - b. Total Proposed cost of project, inclusive of all related costs.
3. Provide a detailed breakdown of all costs associated with this project. Boone County Public Library is exempted from sales tax.

### Instructions to Potential Bidders

1. Sealed bids submitted as specified, received by the correct time and date, shall be opened and publicly read aloud. The proposal envelope shall have the Project Name, Bidder's Name, and date on the outside.
2. Submittals shall be made on 8 ½" X 11" portrait format, and placed in a sealed, opaque envelope. Qualifications shall be submitted by mail, courier, or delivered in person to: Carrie Herrmann, Library Director/Boone County Public Library/1786 Burlington Pike/Burlington, KY 41005 by 3:00 p.m. EST on or before the deadline for submission.
3. This Request for Proposal and any addenda are available on the Boone County Public Library website ([www.bcpl.org](http://www.bcpl.org)). The link which contains the Request for Proposal information is on the home page.
4. Bidders are reminded that changes to the Request for Proposal, in the form of addenda, are often issued between the issue date and within four (4) days before the closing of the Request for Proposal. Bidders are solely responsible for checking the website to insure they have the most current information regarding the Request for Proposal.
5. Bidders are requested to refrain from contact with Library Trustees and Library Staff prior to a selection announcement, except as described in this document.
6. Any cost incurred by bidders in preparing or submitting a proposal for the project shall be the bidder's sole responsibility.
7. All responses, inquiries, or correspondence relating to this RFP shall become the property of the Library when received.

8. Boone County Public Library District has sole discretion and reserves the right to reject any and all responses received with respect to this Request for Proposal and to cancel the process at any time prior to entering into a formal agreement.
9. The Library reserves the right to request additional information or clarification of information provided in the response without changing the terms of the Request for Proposal.
10. Proposals shall be valid for at least 180 days from RFP opening. The expiration date shall be included in the proposal.
11. In addition to evaluating the Bidder's proposal as submitted, the Library may make such reasonable investigations and evaluations as deemed proper and necessary to determine the ability/capability of the Bidder to perform the services/furnish the goods.
12. Any proposal received after the proposal due date and time as detailed in this document shall not be accepted or considered.
13. Any proposal may be withdrawn prior to the opening upon written request.
14. If the Library declares a weather emergency closing, scheduled receipt of proposals shall be extended to the next business day.
15. Oral proposals or proposals delivered by electronic means such as fax and email shall not be considered.

### **Evaluation Criteria**

The criteria below will be used to evaluate firms for further consideration:

1. Specialized, appropriate expertise for this type of project;
2. Responsiveness, comprehensiveness, and quality;
3. Compliance with format and content of proposal, as well as, inquiry and submission requirements;
4. All-inclusive cost proposal; and
5. Other factors that may be appropriate for the project.

### **Submission of Proposal Packages**

Completed proposals shall be submitted on 8 ½" X 11" portrait format, and placed in a sealed, opaque envelope. Qualifications shall be submitted by mail, courier, or delivered in person to: Carrie Herrmann, Library Director/Boone County Public Library/1786 Burlington Pike/Burlington, KY 41005 by 3:00 p.m. EST on or before the deadline for submission.

### **Award**

An award will be made by the Board of Trustees. Boone County Public Library intends to award contracts based upon the best evaluated bid. The Library reserves the right to accept the bid deemed to be in its best interest, not necessarily the least expensive bid; the right to disqualify bids from bidders not deemed to be qualified; the right to disqualify bids deemed to be defective; the right to waive defects on bids where such defects are not deemed significant; and the right to waive any and all formalities to reject any and all bids.

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All bidders will be notified of the Library's selection as soon as possible. The successful bidder is expected to enter into a written contract with the Library. Approval of the final contract between Boone County Public Library and the successful bidder is subject to approval by the Board of Trustees.

