

REQUEST FOR PROPOSAL
For Custom Library Outreach Vehicle
for the Tamarack District Library

Proposals Due: **July 3, 2025 by 4 p.m.**
To Tamarack District Library
Attention: Deanna Riggleman, Library Director
832 S Lincoln Ave
Lakeview, MI 48850
989.352.6274
director@tamaracklibrary.org

The mission of the Tamarack District Library is to provide materials and services that fulfill the recreational, informational, educational and cultural needs of the entire community in an atmosphere that is welcoming, respectful and businesslike.

PURPOSE AND INTENT

The Tamarack District Library (TDL) is requesting proposals from qualified vehicle manufacturers or similar professionally qualified consultants to work directly with TDL staff for construction of one custom library outreach vehicle (bookmobile) to better serve the TDL district. This is a one-time purchase.

SCOPE OF WORK

Design, build, and delivery of new outreach vehicle. If innovative options are available, please provide details in proposal.

We are looking for creative, flexible, vendor-generated, and forward-looking solutions to meet the following goals:

- Eliminating engine/generator emissions and noise by replacing diesel generator with a rechargeable battery pack system with a roof-mounted solar panel for trickle charging.
- Improving fuel economy.
- Improving digital access through robust, reliable Wi-Fi and modern media equipment.
- Assuring interior comfort during periods of extreme heat and cold typical in Michigan's climate.
- The vehicle will be parked outside overnight with summer temperatures reaching 90 degrees Fahrenheit (F) and higher, with 100% humidity. Winter weather can be as low as 15 degrees F and lower.

The vehicle must be capable of performing the following:

- Visit an average of 12 locations throughout the TDL service area per month.
- Spend an average of 1-4 hours per location.
- Operate year round, at least three days per week.
- Support and provide programs and activities.
- Provide varied collection and item circulation.
- Carry approximately 300 items on the vehicle.
- Travel approximately 5,000 - 10,000 miles annually.
- Function as a learning vehicle for all patrons, including computer and audio/video capabilities.

Specifications are listed in Appendix A.

All responses must include an anticipated delivery date ("Delivery Deadline").

DELIVERY AND ACCEPTANCE

TDL may send representatives to inspect the build process of the vehicle at any time. The TDL will plan to send two representatives to inspect the vehicle prior to delivery to ensure

the vehicle is completed and operational as expected. If necessary, a live video inspection may be substituted for an in-person inspection.

Delivery to be made to 832 S. Lincoln, Lakeview, MI between the hours of 8 AM and 3 PM Monday through Friday by Vendor driver/trainer who can make minor adjustments to the vehicle and explain routine operation and maintenance. One full day of driver and staff training to be provided. Video recording of training for future use by TDL staff is desirable.

Late delivery, as determined by the TDL to be thirty (30) days after the agreed upon Delivery Deadline, shall be cause for liquidated damages of \$300 per calendar day beginning on the thirty-first (31st) day.

LIBRARY BACKGROUND

The TDL is an access point for information including: books, periodicals, DVDs, CDs, audiobooks, downloadable and streaming resources, non-traditional items, and databases as well as access to the Internet. In addition to providing dynamic services to support community needs, the TDL strives to present timely, interesting and high-quality programs and events to engage and enrich the service area. Learn more on the TDL website (tamaracklibrary.org).

JURISDICTION AND FUNDING

TDL became a district library in 2002. The district comprises Cato, Hinton and Pine Township, and the portions of Belvidere, Douglass, Maple Valley, Millbrook, and Winfield Townships in the Lakeview Community School District and serves a population of 10,328. TDL employs 8 staff members.

TDL is funded primarily by a 0.900 county wide library mill property tax which was renewed by voters in March 2020 and expires in December 2029 and a 0.4000 operating mill property tax which was voted on in February 2006 and is perpetual. The TDL also has a debt millage through May 2036. Its fiscal year runs from July through June. The 2024/2025 fiscal year operating budget is \$583,890. Prior year audit reports are available upon request to the TDL Director.

The TDL is governed by an eight (8) member appointed Board of Trustees. The Board is responsible for approving the annual library budget and policies governing the Library, as well as hiring and evaluating the TDL Director.

INSTRUCTIONS

This RFP and its appendix are available on the TDL website at: <https://tamaracklibrary.org/wp-content/uploads/2025/06/Tamarack-Bookmobile-RFP.pdf>

Vendors may submit proposals for more than one vehicle. Please make sure that each proposal is clearly marked to detail differences between each submission. Vendors are encouraged to share any alternate or additional specifications that they would recommend for consideration in improving the functionality or efficiency of the vehicle or extend the life of the vehicle.

TDL is not liable for any costs incurred by any Vendor in connection with this RFP. Expenses incurred by the responding Vendors are the sole responsibility of the Vendor and may not be charged to TDL. All submissions become the property of TDL.

All proposals submitted shall be binding for 90 calendar days following the due date.

The responding Vendor must submit a sample contract.

PROPOSAL TIMELINE AND SUBMISSION REQUIREMENTS

This RFP will be governed by the following schedule:

June 2, 2025	Release of RFP
July 3, 2025	Proposals due
July 7, 2025	Proposals opened and reviewed
September 18, 2025	Final award approved by TDL Board

Bids must be received no later than 4 PM on July 3, 2025.

The Vendor must submit a Technical Proposal organized according to the sequence defined in this RFP (under Technical Proposal) and detailing the proposed approach to performing all the services requested.

The Vendor must complete and submit a Proposal Certification form provided in Appendix B.

The proposer must submit a completed Financial Proposal using the form provided in Appendix C.

TECHNICAL PROPOSAL

This section identifies the information which must be submitted in the technical Proposal. The Vendor must demonstrate its ability to satisfy all qualifications and requirements in the Scope of Work as well as all Mandatory Minimum Requirements as well as detail its plan to perform the required services. The proposal should include the factual assumptions used to develop the proposal.

Executive Summary

Include an abstract, stating the Vendor's understanding of the nature and scope of the goods and services required and a brief demonstration of the capability to comply with all terms and conditions of this RFP. Include the company name and

address and the name, address, and telephone number of the person acting as the contact for matters concerning the proposal and the person who will be authorized to make legal representations.

Company Background and Experience

Vendor will describe its background, relevant experience, and qualifications.

Include the following Vendor information:

- Company name, (and parent company name if applicable);
- Address, city, state, and zip of business offices;
- Type of ownership;
- State of incorporation;
- Primary project contact name, title, phone, email, address, city, state, and zip code;
- Federal Tax ID number; and
- DUNS number.

Include the following descriptive information about your company:

- State the nature and scope of the business;
- Brief history of the business;
- Length of time the company has been licensed to do business;
- Size of the organization;
- State the business philosophy and mission statement; and
- Briefly describe its three (3) most similar contracts, preferably public library or other governmental agencies, or related engagements that Vendor is currently engaged in or has completed in the past two (2) years. Provide for each reference the customer name, contact name, title, telephone number, and contract dates.

Identification of Subcontractors

Identify all subcontractors and suppliers (collectively, “subcontractors”) the Vendor intends to use for the proposed scope of work for the project. For each subcontractor, please indicate: (1) what products and/or services are to be supplied by that subcontractor; (2) the percentage of the overall scope of the work that each subcontractor will perform; and (3) the qualifications of each subcontractor to perform the identified scope of work.

Conflict of Interest

Address the potential, if any, for conflict of interest.

Exceptions to the RFP

Clearly identify any exceptions to the requirements and conditions of this RFP where applicable.

If exceptions are not noted, TDL will assume that the Vendor meets the stated requirements and any discovered deviation will result in disqualification of the proposal.

Proposed Solution

The evaluation process will favor responses that most definitively and completely describe the aspects of the vehicle. See Appendix A for a detailed listing of Vehicle Specifications.

1. Describe your proposed vehicle in terms of fuel efficiency, maintenance, and durability. Include examples which show the total average cost of ownership, if this is possible.
 - a. Vehicle base specifications, including quality, environmental statistics, and maintenance information.
 - b. Conversion specifications, including all technical capabilities and performance data.
2. Explain your company's experience in building vehicles that meet similar requirements to those specified.
 - a. Construction timelines and Delivery Deadline.
 - b. Delivery and training timeframes.
 - c. Regulatory compliance.
3. Detail the exact warranty and service guarantees you are offering with this vehicle.
 - a. Service availability and reliability guarantees.
 - b. Service repair response guarantees.
 - c. Warranty coverage and specifications, including local or nearby repair shops.

FINANCIAL PROPOSAL

Complete the Pricing Information Sheet (Appendix C) and provide any additional supporting information as needed to clarify pricing.

PROPOSAL CERTIFICATION

Indicate a willingness to enter into an agreement by signing the Proposal Certification Form in Appendix B and include a copy with your response. Failure to sign this form will result in disqualification.

CONTRACT

The Vendor must provide a sample contract which they intend to use if awarded the contract. After the award, the winning Vendor shall be required to enter into discussions with the Library to resolve any contractual differences. The library will prepare and negotiate a contract with the selected Vendor and give consideration, to the extent possible, to the Vendor's standard contract agreement.

The Library reserves the right to modify the contract to be consistent with the successful offer and to negotiate with the successful Vendor other modifications, provided that no such modifications affect the evaluation criteria set forth herein, or give the successful Vendor a competitive edge.

EVALUATION PROCESS

The evaluation of proposals received will be conducted by an Outreach Vehicle Committee composed of Library administrative staff and the Library Board Community Outreach Committee. The evaluation will be followed by a recommendation made to the TDL Board.

The Outreach Vehicle Committee may ask for more details or clarification on any or all of the proposals.

The final award of this proposal is contingent upon the approval of the TDL Board of Trustees.

Price alone will not be the determining factor in the contract award. The TDL will award the contract to the Vendor who is most responsive and responsible and will perform in the best interest of the library.

TDL reserves the right to waive formalities and technicalities in any proposal. TDL reserves the right to reject any and all bids.

MANDATORY MINIMUM REQUIREMENTS

Business Qualifications Requirements

Vendor is licensed to do business in the State of Michigan; is in good standing with federal, state, and municipal jurisdictions to conduct business with TDL; and is not under investigation or engaged in litigation that would hinder the conduct of business.

Vendor has presently, or will have at the time of implementation, the professionals, technicians, and supporting staff necessary to deliver the proposed vehicle.

Vendor has presently, or will have at the time of implementation, the required licenses, certifications, and subject matter knowledge to deliver the proposed vehicle.

Insurance

The awarded contractor shall furnish to TDL a Certificate of Insurance showing compliance with the limitations listed herein. The Certificate of Insurance must be sent to TDL prior to commencement of work. All Auto, General Liability, an Umbrella policy shall name TDL as an additional insured. Property policies should name TDL as Loss Payee, as their interest may appear.

The Vendor shall furnish to TDL satisfactory proof of coverage by a reliable company or companies with a Best Guide Financial Rating of A or better.

Below is listed the insurance coverage which must be procured by the Vendor at their own expense. The Vendor agrees to follow instructions indicated in each case:

- Comprehensive General Liability: \$1,000,000 for each person and \$2,000,000 for each accident.
- Professional Liability: \$1,000,000 for each person and \$2,000,000 for each accident
- Property Damage: Limits of \$100,000 for each accident and \$300,000 in the aggregate.
- Auto Liability: Combined Single Amount of \$1,000,000 on any contractor owned, and/or hires, and/or non-owned motor vehicles engaged in operating within the scope of the contract.
- Workers Compensation: Statutory, \$1,000,000 per occurrence
- Umbrella Coverage: Umbrella excess liability including Auto, General Liability, and Professional Liability in the amount of \$1,000,000 over existing primary insurance and other self-insured hazards.

Warranty

The Vendor shall provide industry standard warranties indicating that, the contractor will, at no cost to the TDL, repair or replace new work which fails within the time periods listed. Longer warranty periods will be judged favorably.

Hold Harmless Clause

The Vendor shall defend, indemnify and hold harmless TDL, its officers, officials, representatives, agents, and employees from and against any and all claims, demands, suits, loss, damage, injury, and liability, including cost and expenses incurred in connection therewith, resulting from, arising out of, or in any way

connected with the performance of the contract, except where caused by the negligence, sole negligence, or willful misconduct by TDL.

Liens, Claims, and Encumbrances

The Vendor warrants and represents that all the goods and materials are free and clear of liens, claims, or encumbrances of any kind.

Safety

The vehicle must comply with all State and Federal laws, rules, regulations, and codes in effect at the time of delivery.

Equal Opportunity Policy

Vendors shall abide by TDL's non-discrimination policy. The Vendor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, age, national origin, citizenship, pregnancy, ancestry, marital status, sexual orientation, genetic information, disability, military and/or veteran status, or any other status protected by Federal, State, or local law.

COMPLIANCE WITH LAWS

The successful Vendor will procure all permits, bonds, and licenses; pay all charges, taxes, and fees; and give notices necessary and incidental to the due and lawful prosecution of the work. All costs will be deemed to be included in the proposal price. The successful Vendor shall, at all times, observe and comply with all Federal, State, City, and other laws, ordinances, rules, and regulations in any manner affecting the conduct of the work.

PAYMENTS AND PRICING

Payment for any work from this contract shall be made upon receipt, inspection, and acceptance of completed work and receipt of proper itemized invoices.

The TDL will not pay any penalties for late payment of invoices.

The TDL is a tax-exempt body. Taxes should not be reflected in the proposal price.

Proposed prices must include all charges to complete the work as specified. All deliveries are FOB destination with TDL assuming ownership at the final destination when the project is complete.

BRANDS

When a brand is named, it shall be construed solely for the purpose of indicating the standards of quality, performance, or use desired. Brands of equal quality, performance, and use shall be considered, provided the Vendor specifies the brand and model and

submits descriptive literature when available. Any bid containing a brand which is not of equal quality, performance, or use specified must be represented as an alternate and not as an equal, and failure to do so is sufficient reason to disregard the bid.

APPENDIX A SPECIFICATIONS

Note: The vehicle must NOT require a CDL to drive it.

- Vehicle Chassis Type: Sprinter or similar with wheelchair lift.
- Gas engine.
- Exterior height maximum: 9 feet (ft) 9 inches (in) including rooftop units.
- Exterior width: 80 inches (in).
- Interior height minimum: 7 ft.
- Exterior length: 24-30 ft.
- GVWR minimum: 11,030 lbs.
- Power steering, power brakes, and anti-lock brakes.
- Acceleration Skid Control (ASR), and Brake Assist System preferable.
- Alternate power source (APS) such as a Volta battery system with total kw hours and recharging cycle identified.
- Heating and A/C throughout cabin and body of vehicle.
- ADA accessibility inside and outside the vehicle.
- Electric Bi-fold doors.
- Solar panels to trickle charge APS while at vehicle stops.
- Internal and external PA system (with Bluetooth control).
- Rear mounted commercial fully automatic lift.
- Safety equipment including fire extinguisher, smoke detector, and CO2 monitor.
- Desk to be used as staff workstation for circulation, reference, etc., with adjustable, locking swivel seat for driver to face service area.
- Passenger seat swivel to face service area.
- Workspace for printer/copier/scanner.
- Roof vent.
- GPS system.
- Vehicle alarm system.
- Vehicle wrap with full graphic allowance.
- Interior lighting to facilitate material browsing and computer use.
- Built-in secure storage for traveling material collections, including books, dvds, and nontraditional items to be housed on vehicle. Shelving shall accommodate approximately:
 - 900-1,200 books of various sizes; and
 - 100 dvds.
- Portable Book Return on vehicle.
- Standard 120-volt outlets and USB outlets in the interior of vehicle.
- Charging station for patron and staff devices.
- One dual 120-volt external outlet.
- Backup and side cameras.
- Handrails on steps.
- Non-slip surfaces on steps.

- Finished floor with non-skid commercial grade flooring.
- Ability to accommodate a minimum of three visitors on the vehicle at one time, exclusive of staff.
- Built-in storage for staff and service supplies and deployable supplies for programming.
- Cradle point wireless router accommodating two cellular carriers.
- Electric system should power Wi-Fi equipment, staff workstation (laptop, barcode scanner, receipt printer), camera system, public computer, printer, two (2) outlets inside and two (2) outside for charging or special events.

APPENDIX B
PROPOSAL CERTIFICATION

We propose to furnish and deliver any and all goods and/or services named in our proposal at the prices stated. It is understood and agreed that this proposal constitutes an offer, which if acceptable to Tamarack District Library ("TDL"), will form the basis of a contract with TDL that is acceptable to both parties.

It is understood and agreed that we have read the specifications shown or referenced in the RFP and that this proposal is made in accordance with the provisions of such specifications. Any exceptions are noted and in writing and included with this proposal. By our original signature entered below, we guarantee and certify that all items included in this proposal meet or exceed any and all such stated specifications. We further agree, if awarded the contract, to deliver goods and/or services that meet or exceed specifications.

It is understood and agreed that this proposal shall be valid and held open for a period of ninety (90) days from the proposal opening date.

PROPOSAL SIGNATURE & CERTIFICATION
(Bidder to sign and return with proposal)

I certify that this proposal is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting a proposal for the same materials, supplies, equipment, or services and is in all respects fair and without collusion or fraud. I agree to abide by all conditions of the proposal and certify that I am authorized to sign this proposal for the Vendor.

Authorized Signature: _____ Date: _____

Print/Type Name: _____

Company Name: _____

Address: _____

Phone Number: _____

Email Address: _____

Dun & Bradstreet Number: _____

APPENDIX C
FINANCIAL PROPOSAL
PRICING INFORMATION FOR COMPLETE VEHICLE
Generated for Tamarack District Library

COMPANY NAME: _____

UNIT BID PRICE: \$ _____ (Please attach a breakdown of the unit bid price)

Body Type/Model: _____

Fuel Economy Rating (Highway/city): _____

Chassis Manufacturer and Model Number: _____

Engine Manufacturer and Model Number: _____

Alternative Power Source and Model Number (maximum power available): _____

Warranty Period(s): _____

Closest Facility Authorized for Warranty Work: _____

Passenger Capacity: _____

Book Capacity: _____

Optional Equipment: _____

Estimated Delivery Date: _____

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