

RFP # 09-03

Outreach Vehicles

Questions for Clarification

1. Section Three – Cost of Services – page 4

Please indicate any business registration fees, licenses, taxes, etc. applicable to this sale specific to Seattle, King County, and/or Washington State that need to be included, per this section of the RFP

This language in the RFP is standard boilerplate text indicating that it is the bidder's responsibility to ensure that they are operating their business in compliance with all required regulations. We do not maintain a listing of these requirements. We do wish to clarify however, that we do not operate within the city of Seattle – we are based in Issaquah, Washington and we serve the majority of King County outside of the city of Seattle which runs their own library operation, completely separate from ours.

2. Section Four – Submission Requirements – page 5

Understanding that the pricing must be valid for 120 days, and that the evaluation process begins July 31, 2009 (per page 7), when do you anticipate making an award?

We anticipate moving forward with the proposal review immediately upon receipt of the proposals and arriving at an award decision as soon as practicable. While we can't predict with certainty, our awards historically have occurred generally within a 4-6 week window after receipt of proposals.

3. Section Eight – Special Conditions – Payment Schedule – page 8

Statements read that payments will be made to the organization not more than 45 days after receipt of invoice, etc. The question is three part: a) When and what are you delivery expectations? A staggered, agreed-upon delivery? Examl: 2 vehicles per month, then the 5th the 3rd month? Or something else? b) Will the library agree to a payment plan of 20% at order, 30% at receipt of Sprinter at vendor and 50% at delivery? c) If that is not acceptable, will the library pay for each vehicle as they are delivered, or only after all 5 are delivered?

It is our expectation that all 5 vehicles would be delivered simultaneously. Because of this, we anticipate and expect the need for a milestone-oriented payment plan, such as the one you describe.

4. Page 5, Section Four – Submission Requirements

We are not sure what it meant by the statement "Organizations shall respond to each and every requirement contained in the Proposal Requirements section of this RFP.". Can some responses to this section be listed on the price quotation sheet we will enclose? (Item such as delivery charge, taxes, if any, etc)

Yes, some responses can be listed on the price quotation sheet. Our RFP boilerplate requests that responses to each item be listed in the same order as in the RFP. This is so that we don't have to hunt around to find all of the information. Generally vendors organize their responses in the order of the RFP and if certain pieces of information are provided on other forms they will insert a reference in the ordered listing of response items to that other form.

5. Page 16 , Vehicle Specifications 3. Conversion Specifications

3.2.17.8.2 Are thirteen (13) Acore carts to be supplied per vehicle or in total?

Thirteen carts are to be supplied for each of 4 vehicles (excluding the Digital Design Lab vehicle), for a total of 52 carts.

6. Does a vendor who submits a proposal on the above project who is not located within the state of Washington have to submit his proposal through a licensed automobile or truck dealer in the state of Washington?

KCLS is not in a position to provide specific legal advice of this nature. Organizations submitting a response are required to comply with federal, state and local laws. Organizations submitting a response may wish to consult Washington state licensing agencies.