



**King County Library System
960 Newport Way NW
Issaquah, WA 98027**

November 28, 2011

REQUEST FOR PROPOSALS # 11-07

FOR

Four (4) Outreach Vehicles

Proposals Due:

January 9, 2012 5:00 P.M.

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SECTION ONE – PURPOSE AND BACKGROUND

The King County Rural Library District, (dba King County Library System), is seeking proposals from qualified vendors for the purpose of obtaining information and firm bids for the supply, modification and delivery of four(4) outreach vehicles, built per enclosed technical specification.

The King County Library System (KCLS) was Library Journal's 2011 Library of the Year as well as the top circulating library in the United States. Located in the Puget Sound area, KCLS serves over one million residents at its 46 community libraries, 1 institutional library, various Outreach Services and fourteen mobile units. KCLS provides access to a broad array of information resources ranging from electronic databases to books to music and video. KCLS is also the community resource for a wide variety of programs and activities for people of all ages. Established in 1943, KCLS is a special purpose government that is governed by a five-member Board of Trustees and operates under the constitution and laws of the State of Washington.

As part of a current expansion program, KCLS desires to supplement its current mobile outreach fleet with four (4) computer-based public instruction vehicles.

The vehicles described herein are intended to provide contemporary mobile educational services to a broad mix of patrons including the elderly and children in an operationally efficient manner. The units will operate within a suburban/rural environment in northwestern Washington and shall be designed and equipped to safely operate in an environment of relatively hilly, paved roadways. Some short grades on secondary roads in this region can be up to 15%, with long interstate grades approaching 7%. Expected routes for this vehicle are an average of 50 miles daily on a 30-35 hour weekly schedule. The units will be kept outside when not in service. The approximate temperature range of this area is 20°F to 84°F, with occasional winter temperatures falling to -5°F and occasional summer temperatures reaching 100°F. It is the Library's utmost goal to ensure that these vehicles are well-equipped to operate efficiently and safely in this environment.

SECTION TWO – SCOPE OF SERVICES

The scope of this project includes the supply, modification and delivery of four (4) 25 foot long (approximate), cutaway vehicles into "Learning Lab" vehicles for use by the King County Library System. These units shall be built on a Chevrolet Express commercial cutaway RWD 4500 diesel or equivalent chassis for adequate support of the conversion and technology as specified herein.

- All four (4) base vehicles shall be configured and constructed identically per section 2 of the vehicle specifications.

Weight loading will be of significant concern during the conversion of these vehicles due to limited payload capacity of these vehicles. Substantial effort has been put into the interior design with this factor in mind. Vendor is cautioned to use the lightest materials available that will meet all specifications as described herein.

Full, detailed specifications are listed in Attachments A and B.

SECTION THREE – PROPOSAL REQUIREMENTS

Firms interested in providing the services described above are requested to submit the following information. Responses to each item should appear in the same order as in this RFP and should designate by heading and paragraph the item to which the response applies. Please limit the length of your proposal, including appendices, to 50 pages, and please limit your proposal to one bound volume. Do not include any material outside of this volume.

Part One – Executive Summary

Each proposal should be accompanied by an executive summary not exceeding two pages which summarizes key points of the proposal and which is signed by an officer of the firm who is responsible for committing the firm's resources. Please provide contact information for the person to whom KCLS should direct proposal correspondence including full name, phone number, email address and physical mailing address.

Part Two – Proposal Details

Proposal shall include an exceptions section detailing any variances and/or exceptions to the General or Technical specifications contained within this Request For Proposal.

Proposals shall define warranties for equipment, parts and labor; and shall include delivery lead times.

Proposal shall list names, locations, and contact information for the nearest authorized service, parts, and warranty facilities. This list shall include facilities related to van/bus, inverter, conversion, etc.

Any and all extended warranty options applicable to this vehicle and its components shall be listed within vendor's proposal with associated costs.

Part Three – Cost of Services

Proposals shall detail per unit costs of each vehicle, built per specification.

Charges associated with delivery and installation should be listed as separate line items in the proposal. The vendor shall be responsible for applying accurate taxes and fees in effect on the date of proposal submission. Each tax and fee to be paid by KCLS should be listed as a separate line item. The vendor shall be responsible for the payment of business registration fees, permits, licenses, business and occupation taxes and all other taxes except Washington state sales tax payable to the vendor by KCLS.

Part Four – Company Qualifications

Proposal shall include any company brochures or literature deemed beneficial in demonstrating company history and necessary experience required to successfully complete a project of this complexity. Literature shall include, as a minimum, company history, background, and size.

List at least three entities for which similar work is or has been conducted and give the name, title and telephone number of persons who may be contacted for reference concerning the services you provided. Give dates and lengths of service.

SECTION FOUR – SUBMISSION REQUIREMENTS

One executed original proposal, clearly marked on the cover, and three (3) copies of the proposal shall be submitted. The proposal shall be clearly marked on the outside of the transmittal package with the following information:

Organization's Name
"Outreach Vehicle Proposal"

The proposal must be received no later than 5:00 P.M. on January 9, 2012 at:

King County Library System
Attn: Purchasing
960 Newport Way NW
Issaquah, WA 98027

Proposals received by KCLS after 5pm (Pacific Time), January 9, 2012, will not be considered. Late proposals will be destroyed. Proposals received before the due date will be held in a secured area until the time of opening.

Proposals must be signed by a corporate official, owner or a person who has been authorized to make such a commitment.

KCLS does not conduct a public opening of proposals, nor are evaluation "progress reports" available. Notification of award will be sent to all bidders.

The Proposal should clearly state the total length of time during which the services, and any related prices presented in the proposal are valid and reliable. It is required that this time period be no less than one hundred twenty (120) days from the date the proposals are due.

Organizations shall respond to each and every requirement contained in the "Proposal Requirements" section of this RFP. Responses must be in the same order in which the points appear in the RFP. The proposal must be clear, unambiguous, and capable of being understood without reference to other documentation. Failure to address a particular requirement shall be presumed to mean that the function or requirement is unavailable.

Vendors are advised that the submission of multiple proposals, or alternative approaches to specific sections of the requirements will be considered non-compliant and those proposals will be disqualified. We are relying on the vendor as the expert to identify in its proposal the approach which is believed to be the most effective to produce the required systems and services.

No substitutions will be accepted on any of the components unless the vendor can provide proof that the substituted equipment meets or exceeds the specifications, reliability, warranty and pricing of the equipment specified by the King County Library System.

Failure to comply with the requirements of this RFP may result in disqualification.

The organization must clearly state that the proposal submitted presents a true offer of services and/or materials. It must be clearly stated that the proposal is not a result of any direct or indirect coordination or collusion with other firms submitting a proposal in response to this RFP.

An organization may withdraw or modify its proposal in writing by delivery service, certified U.S. Mail, or by hand delivery at any time prior to the RFP deadline for submission.

SECTION FIVE – REQUESTS FOR CLARIFICATION

Questions and requests for clarification concerning this RFP shall be submitted **IN WRITING** no later than **5:00 P.M. PST on Monday, December 12, 2012** to:

King County Library System
Attn: Purchasing
960 Newport Way NW
Issaquah, WA 98027

The words “**Outreach Vehicle Proposal Inquiry**” shall appear on the envelope. Inquiries shall state the page and the applicable RFP section or paragraph to which the question(s) pertain. Faxed requests for clarification will not be accepted. Confirming receipt of questions is the responsibility of the submitting organization.

The organization shall be responsible for requesting clarification concerning the RFP to allow the organization to respond specifically, thoroughly, and clearly to every specification, requirement, or question presented in the RFP. KCLS shall in no way be responsible for any errors or ambiguities in the RFP. A failure of KCLS to respond to any request for clarification shall not be considered by any organization that KCLS agrees or disagrees with any statement, which may be contained in the request for clarification.

All clarifications to the RFP will be distributed in writing to all organizations that have provided contact information for this purpose. All clarifications to the RFP will be posted online at <http://www.kcls.org/rfp> by the date indicated in section seven. The source of an inquiry occasioning a clarification shall not be given.

Any information provided after distribution of the RFP is for clarification only and not binding on KCLS.

SECTION SIX – EVALUATION

KCLS intends to select the proposal that is most advantageous to itself. The responses to this RFP will be evaluated by a Selection Committee to be established for such purpose. The evaluation will include a review of all proposals based on the following criteria:

1. Understanding the needs of KCLS. Responsiveness to the scope of services outlined in this RFP.
2. Cost
3. Qualifications of the vendor, including previous experience with similar work.
4. Quality of references.

KCLS reserves the right to contact and evaluate the vendor's references.

KCLS reserves the right to reject any and all proposals for any reason.

KCLS reserves the right to accept other than the lowest priced proposal and to negotiate with any organization when the best interests of the Library are served by so doing.

KCLS may invite one or more representatives from any organization to meet or talk with KCLS representatives for the purpose of clarification of the vendor's proposal.

KCLS may at its sole discretion waive any irregularity or informality in a proposal submitted by any organization.

SECTION SEVEN – SCHEDULE

KCLS has set the following tentative schedule for the selection process:

11/28/11	RFP Issued
12/12/11	Deadline for receipt of written requests for clarification
12/16/11	Responses to written requests for clarification
1/9/12 5:00 P.M.	Deadline for receipt of proposals
1/9/12	Opening of proposals
1/9/12	Evaluation of proposals begins

SECTION EIGHT – SPECIAL CONDITIONS

Organization Responsibility

1. Any organization submitting a response agrees to all the rules and conditions required in this RFP. All materials submitted in response to the RFP shall become the property of KCLS. The organization's proposal and the RFP shall become part of any contract that is negotiated with the successful organization unless modified in writing by the contract.
2. The successful organization shall be required to assume responsibility for delivery of goods and/or services as defined in the contract.

3. The organization shall be required to demonstrate that there is in effect all licenses, permits and authorizations to provide all products and services it proposes.
4. It is the organization's responsibility to ensure that the RFP is not defective and does not inadvertently restrict competition. Protests to the RFP must be in writing and be made prior to the due date to permit time for revisions to be issued.
5. The cost for developing proposals in response to this RFP is entirely the obligation of the organization and shall not be charged to KCLS in any manner.

Alternate Organization Selection. If KCLS fails to negotiate a contract with the organization of first choice, KCLS shall reserve the right to enter into new contract negotiations with an alternate organization(s).

Payment Schedule. KCLS payments, subject to negotiations, shall be made to the organization not more than forty-five (45) days after KCLS receives the organization's invoice for goods/services received as specified in the contract between KCLS and the organization selected.

Wages. The organization shall be required to pay any wages or salary required by the laws or regulations of any government entity having jurisdiction.

News Release. Mention of KCLS, staff, or programs in advertising, customer lists, photographs, or articles in the professional literature pertaining to an award resulting from proposals made in response to this RFP shall not be made by any organization without prior written approval from the KCLS administration.

Written Contract. KCLS and the selected organization shall negotiate a contract and nothing shall be binding on either party until the contract is in writing and signed by both parties, except organization is obligated to keep its proposal in effect for period specified in this RFP.

SECTION NINE – PROTESTS TO AWARD

Protests concerning the award of this RFP shall be submitted in writing to:

King County Library System
Attn: Director of Finance
960 Newport Way NW
Issaquah, WA 98027

Protest to Award of Outreach Vehicles

Organizations should clearly state the grounds for their protest and the requested action. Faxed protest letters will be accepted if received by the deadline below. Confirming receipt of fax is the responsibility of the protesting organization.

Deadline. Letters of protest must be received by KCLS no more than one week after RFP award has been announced.

Response to Protest. Written response to protest letters will be composed jointly by the Selection Committee and the Business and Finance Manager. Responses will be available

within approximately two weeks of receipt of protest. Written responses are mailed via certified mail to the protesting organization.