



THE GREATER LARGO LIBRARY FOUNDATION (GLLF)

REQUEST FOR PROPOSALS

NEW BOOKMOBILE VEHICLE

RFP Issue Date: June 9, 2017
Submittal Date: July 7, 2017
Time: 4:00 pm EST
Location: Largo Public Library
120 Central Park Drive
Largo, FL 33771

Contact: Casey McPhee
Library Director
Largo Public Library
120 Central Park Drive
Largo, FL 33771

Cutoff Date for Vendor Questions: June 23, 2017

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I. BACKGROUND

The Greater Largo Library Foundation (hereinafter "GLLF") Executive Board is issuing this Request for Proposals (hereinafter "RFP") in an effort to receive Proposals from qualified Vendors (hereinafter "Vendors") to provide one (1) new bookmobile for the Largo Public Library according to the specifications listed below in **Attachment B** (hereinafter "Bookmobile").

The targeted delivery date for the Bookmobile is April, 2018.

GLLF intends to review the Proposals submitted by Vendors with the goal of entering into a purchase agreement ("Purchase Agreement") with one Vendor. This RFP describes the technical and performance specifications for the Bookmobile, and contains an overview of the general terms and conditions under which the Bookmobile is to be provided.

II. GENERAL BOOKMOBILE REQUIREMENTS

Refer to the Technical and Performance Specifications - **Attachment B** for detailed and specific requirements.

1. General Description: The Bookmobile shall be designed to be used easily by preschool/elementary-age children, school-age children, families, the elderly, and persons with disabilities. The Bookmobile shall have one patron door, back doors for loading and room for two staff members. The Bookmobile shall have the capability for a shoreline connection for auxiliary power. Additionally, the Bookmobile shall have an on-board generator for supplying electrical power at stops where an electrical outlet is not available.
2. Flexibility: The design shall incorporate flexible components in order to accommodate future changes in services provided by the library through the Bookmobile.
3. Federal Standards: Any vehicle proposed shall not require a Commercial Driver's License ("CDL") to operate as determined by the State of Florida. The Bookmobile shall meet all current applicable Federal Motor Vehicle Safety Standards and State requirements.
4. General Specifications: The Bookmobile furnished under these specifications shall comply with the following general dimensions and requirements:
 - a. Low-floor model, one bi-fold door, back doors with lift, one with power operated ramp.
 - b. Total Length – 26'-8" maximum.
 - c. Width, excluding mirrors – 8'-0" maximum.
 - d. Width, including mirrors – 9'-0" maximum.
 - e. Exterior Height, including roof-mounted equipment – 10'-0" maximum.
 - f. Collection Capacity – 2,000 - 3,000 volumes minimum.
5. Design, Submittals, and Production Process: The selected vendor ("Contractor") shall work directly with the Library Director and GLLF in the design of the Bookmobile to match the services program for which it will be used. The Contractor shall prepare and submit a full design drawing package indicating specific dimensions and materials to include: Floor plan, all elevations, electrical plan, workstations, interior build-out, and equipment specifications. The submittal package shall be available for review and modification a minimum of three (3) times prior to acceptance and approval by GLLF.

6. Delivery: Bookmobile shall be delivered by driver/trainer who shall be capable of implementing any minor adjustments to the Bookmobile, provide on the road driver training, as well as explain complete operation of the Bookmobile.

III. ATTACHMENTS

1. Attachment A – Vendor Proposal Form and Non-Collusion Affidavit.
2. Attachment B – Technical and Performance Specifications.

IV. PROPOSAL TERMS AND CONDITIONS

1. Reservation of Rights:
 - a. This RFP does not commit GLLF to award a Purchase Agreement, to pay any costs incurred in the preparation of a Proposal to this request, or to otherwise contract for any Bookmobile.
 - b. GLLF reserves the right to accept or reject any or all Proposals received as a result of this request, to negotiate with any qualified Vendors, to award a Purchase Agreement to more than one Vendor, or to cancel in part or in its entirety this RFP, if it is in the best interest of the library to do so.
 - c. GLLF will evaluate Proposals based upon the effectiveness of the perceived performance as it relates to GLLF's specific requirements. The lowest fee Proposal shall not necessarily be selected. GLLF specifically reserves the right to reject any or all Proposals or any part thereof; or to waive any defect or informality in a Proposal when it is determined by GLLF to be in the library's best interest.
2. Late Proposals Not Considered: Proposals received after the stipulated Proposal Submission Deadline will not be considered.
3. Inconsistency or Error in the RFP: Any Vendor believing that there is any ambiguity, inconsistency or error in the RFP shall promptly notify GLLF in writing of such apparent discrepancy. Failure to so notify GLLF by the Proposal Submission Deadline will constitute a waiver of claim of ambiguity, inconsistency or error.
4. Vendor Errors or Omissions: GLLF is not responsible for any Vendor's error or omissions.
5. Addenda: GLLF shall not be responsible for any oral instructions given by any employees or representatives of GLLF in regard to the proposal instructions, specifications or proposal documents as described in this RFP. Any changes will be in the form of an addendum, which will be furnished to all Vendors who are listed with GLLF as having received the RFP, or to any other Vendor who requests an addendum.
6. Vendor Incurred Costs: The Vendor shall be responsible for all costs incurred in preparing or responding to this RFP. All materials and documents submitted in response to this RFP become the property of GLLF and will not be returned after the Proposal Submission Deadline.

7. Modification or Withdrawal of Proposal:
 - a. A Proposal may not be modified, withdrawn or cancelled by a Vendor for one-hundred twenty (120) days following the Proposal Submission Deadline and each Vendor so agrees in submitting the Proposal.
 - b. Proposals may be withdrawn, altered and/or resubmitted at any time prior to the submission deadline.
8. Exceptions: It is the intent of GLLF to award a Purchase Agreement on a fair, competitive basis. For this reason, GLLF may view the notation of any "Exception" in response to any material conditions or requirement of the RFP as an attempt by the Vendor to vary the terms of the RFP, which, in fact, may result in giving such Vendor an unfair advantage over other Vendors. For this reason, GLLF will, at its option, not allow exceptions to any material requirement if, in the opinion of GLLF, the exceptions alter the overall intent of this RFP, unless the exception would be of material benefit to GLLF.
9. Warranties: Any Vendor submitting a proposal in response to this RFP warrants and guarantees that the Vendor is fully capable of performing each and every task set forth in the Proposal. No limitation or exception to this warranty provision will be acceptable to GLLF; except, it is understood that the Vendor is not responsible for any problems in performance caused by improper acts or omissions by GLLF.
10. Vendor Inquiries: Any questions that arise relating to this RFP shall be directed, in writing, or via e-mail to the Point of Contact identified on the cover page.
11. News Releases - News releases pertaining to the award of the Purchase Agreement or the Bookmobile or any part of the subject shall not be made without prior approval of GLLF.

V. GENERAL TERMS AND CONDITIONS

GLLF operates as a Non-Profit Corporation within the City of Largo and Pinellas County. Any Vendor entering into a Purchase Agreement with GLLF shall agree to a number of general terms and conditions. If a Vendor cannot agree to any of the stated general terms and conditions, its Proposal shall clearly state the reason for any such non-compliance. However, any Vendor submitting a proposal is encouraged to submit a copy of its proposed contract or engagement forms for review by GLLF. The Purchase Agreement shall include this RFP and the Vendor's Proposal in response to this RFP.

The submission of the proposal herein constitutes the agreement of any Vendor that any Purchase Agreement to be drawn as a result of an award herein will be prepared by GLLF. The language of the Purchase Agreement to be executed will be drafted under the supervision of GLLF's attorney and shall be the controlling document.

1. Compliance with Laws: In providing the Bookmobile, the Contractor shall comply with all applicable laws, ordinances, rules, regulations, and codes of Federal, State and local governments.

2. Continuation During Disputes: The Contractor agrees that, notwithstanding the existence of any dispute between the parties, insofar as is possible under the terms of the Purchase Agreement to be entered into, each party shall continue to perform the obligations required of it during the continuation of any such dispute, unless enjoined or prohibited by any court.
3. Method of Payment: Contractor will be paid in accordance with the payment procedures as stipulated in the Purchase Agreement. Vendors are advised that GLLF is a Non-Profit Corporation, and as such, payments to Contractor for goods and/or services shall not be paid in full in advance of receipt of the goods and/or services by GLLF.
4. Prime Contractor Responsibility: Planned use of subcontractors in connection with the provision of the Bookmobile shall be clearly explained and described in the Proposal. The prime contractor will be responsible, and shall take responsibility, for the performance under the Purchase Agreement whether or not subcontractors are used.
5. Confidentiality of Information: The Vendor shall treat all information furnished by GLLF and requirements provided hereunder as confidential. The Vendor shall not disclose such information to others without the prior written consent of GLLF's authorized representative.
6. Audit of Records: The Contractor shall keep all resulting records of the Purchase Agreement and make them available for audit by GLLF personnel or City of Largo personnel upon request for a period of three (3) years after the date of delivery of the Bookmobile.
7. Late Penalty: The target delivery date for the Bookmobile is April 2018. The final delivery date shall be listed in the Purchase Agreement. In the event the Vendors delays delivery of the Bookmobile by GLLF, GLLF shall be entitled to a two percent (2%) prorated discount on the purchase price listed in the Purchase Agreement for each month delivery is delayed.

VI. REQUIRED PROPOSAL FORMAT

1. General Requirements: The Proposals shall contain information responsive to the RFP and the items listed below.
2. Specific Proposal Format and Content: Information contained in the Proposals shall not exceed fifty (50) pages, including the Vendor Proposal Form and Non-Collusion Affidavit. In order to facilitate comparison and review of the Proposals, each Vendor should use section numbers and titles consistent with the format outlined below:
 - a. Complete the Vendor Fee sheet and Non-Collusion Affidavit included as **Attachment A.**
 - b. Vendor introduction, cover letter, and proposed schedule:
 - 1) Vendor name, address, phone, fax and e-mail address.
 - 2) Contact person for the Vendor's response to the RFP.
 - 3) Signature of the contact person. This signature serves as verification the Vendor is a legal entity, the Vendor does not discriminate, the contact person is authorized to act on the Vendor's behalf, the Vendor has not paid or agreed to pay any fee or commission, or any other item of value contingent on the award of a

contract to any person associated with GLLF, and the Proposal will remain valid for at least one-hundred twenty (120) days.

- 4) Vendor shall outline a schedule with milestones and key decision points required to meet the required delivery date.
 - c. Vendor profile:
 - 1) Information relating to the business organization of the Vendor and any third-party or subcontractor that may be partnering with the Vendor.
 - 2) Description of the Vendor's organization, names of employees primarily assigned to the Project, and the role of each employee.
 - d. Vendor experience providing Bookmobiles:
 - 1) To illustrate the Vendor has the experience to provide the Bookmobile, the Vendor shall provide a representative list where the Vendor provided Bookmobiles similar in size and scope to the Bookmobiles required by the RFP.
 - 2) The Vendor shall provide the resumes of all employees intended to serve GLLF in design, supervisory and management roles.
 - e. Vendor references: To illustrate the Vendor has the expertise to provide the Bookmobile, the Vendor shall provide three (3) references of clients the Vendor has provided Bookmobiles similar in size and scope to the specified Bookmobile in the RFP. The Vendor shall provide the name of the client, contact person, position, and phone number for each reference submitted.
 - f. Complete the Vendor Proposed Technical and Performance Specifications included as **Attachment B**.
 - g. Vendor shall provide financial statements covering the past three (3) years, demonstrating the Vendor possesses adequate reserves and financial capacity to provide the Bookmobile.
 - h. Additional information:
 - 1) Vendor may provide any other information within the maximum page limit that it believes may add to its Proposal.
 - 2) To the extent a Vendor is incapable of complying with or takes exception to any aspect of the requirements, proposal terms, and general terms and conditions described in the RFP, the Vendors shall specifically identify and describe such exceptions in this section of its response to this RFP.
3. Proposal Submittal Instructions: One (1) original, three (3) copies, and one (1) electronic version in .pdf form of the Proposal shall be sealed in a package(s) showing, in addition to the following address, the following information on the outside:
- a. Vendor's Name.
 - b. Request for Proposal title.
 - c. Proposal Submission Deadline.

The Proposal package shall be personally delivered, sent by mail, or sent by delivery service to the Point of Contact at the address identified on the RFP cover page.

4. Opening: The responses received by the deadline will be opened publicly at the date, time, and location established in on the cover page.

5. Additional Information: Following receipt of the Proposals, GLLF reserves the right to request additional information, and to conduct in-person or phone interviews with the Vendors reasonably susceptible of being awarded the Bookmobile. GLLF will not share information gathered in such discussions with other competing Vendors.

VII. EVALUATION CRITERIA

GLLF will evaluate the proposals based on the criteria listed below. GLLF may not award the Purchase Agreement based solely on the lowest cost Proposal. In addition to cost, GLLF will weigh the following criteria:

- | | |
|---|-----|
| 1. Overall cost. | 50% |
| 2. Adequacy of the responses to and exceptions to the general and specific requirements of the RFP. | 35% |
| 3. Any other criteria deemed relevant by GLLF. | 15% |

VIII. AWARD

The Contractor shall be ready to proceed within three (3) days after receipt of the Notice of Intent to Enter into a Purchase Agreement.

Attachment A

Vendor Proposal Form and Non-Collusion Affidavit

TO: GREATER LARGO LIBRARY FOUNDATION
120 CENTRAL PARK DRIVE
LARGO, FL 33771

PROJECT: REQUEST FOR PROPOSAL
NEW BOOKMOBILE

VENDOR: _____

Address: _____

City/State: _____

Telephone Number: _____

Agent of Vendor (if applicable): _____

Email address: _____

VENDOR CERTIFICATION

The undersigned Vendor acknowledges that I/we have received and thoroughly reviewed the Request for Proposal (RFP) dated June 9, 2017. If applicable, I/we have also received and reviewed the responses to the RFP questions in GLLF issued addenda, and have included their provisions in my/our Proposal. Pursuant to notices given, the undersigned Vendor with complete understanding of the requirements and conditions, shall provide all labor, materials, and shall complete the Bookmobile fully in accordance with the requirements of the RFP.

If the Vendor's proposal is accepted, the Vendor certifies that the proposed prices will remain in effect for 120 days.

ACKNOWLEDGMENT OF RECEIPT OF ADDENDA (If applicable)

_____ Indicate by listing on the line provided the Addenda used in the preparation of your Proposals.

COMPLETION TIME

_____ Indicate by initialing on the line provided that you will complete the Bookmobile under this Proposal by April 2018, assuming that you are not delayed by causes beyond your control.

ATTACHMENT A – Continued

Vendor Proposal Form and Non-Collusion Affidavit

VENDOR: _____

PRICE CERTIFICATION

The Vendor proposes to complete the Bookmobile as specified for the following prices: Total for

one (1) New Bookmobile \$ _____

Other Expenses, if Any:

_____ \$ _____
_____ \$ _____
_____ \$ _____
_____ \$ _____
_____ \$ _____
_____ \$ _____

Total Proposal for One (1) New Bookmobile: \$ _____

ALTERNATE ITEMS PRICE CERTIFICATION

The Vendor proposes to suggest Alternate Items for the Bookmobile as specified for the following prices:

_____ \$ _____
_____ \$ _____

ADDITIONAL INFORMATION

Indicate by initialing on the line provided the items are included in your proposal:

- _____ Vendor Proposal Form and Non-Collusion Affidavit – Attachment A to the RFP.
- _____ Vendor Introduction, Cover Letter, and Proposed Schedule.
- _____ Vendor Profile.
- _____ Vendor Experience.
- _____ Vendor References.
- _____ Vendor Technical and Performance Specifications – Attachment C to the RFP.
- _____ Vendor Financial Information.
- _____ Additional Information, if desired.

ATTACHMENT A – Continued

Vendor Proposal Form and Non-Collusion Affidavit

VENDOR: _____

The undersigned qualified Vendor or agent, being duly sworn on oath, says that they have not, nor have any other member, representative, or agent of the firm, company or corporation or partnership represented by him, entered into any combination, collusion or agreement with any person relative to the fee to be proposed by anyone at such letting nor to prevent any person from proposing nor to induce anyone to refrain from proposing, and that this proposal is made without reference to any other proposal and without any agreement, understanding or combination with any other person referring to such proposal.

Further, the undersigned qualified provider or agent says that no person or persons, firm, or corporation has, have or will receive directly or indirectly, any rebate, fee, gift, commission or thing of value on account of such proposal.

Vendor: _____

By (Written Signature): _____

By (Printed Name): _____

Title: _____

Important – Notary Signature and Seal Required in the Space Below

STATE OF _____

Seal:

COUNTY OF _____

Subscribed and sworn to before me this _____ day of _____, 2017.

My commission expires: _____ Signed: _____

Residing in County, _____ State of _____

ATTACHMENT B – Continued

Technical and Performance Specifications

1.0	I. GENERAL	GLLF Specifications	Vendor Proposed Specifications
1.1	Make, Model and Year	Ford E450 or equivalent; Front wheel drive; current model year.	
1.2	Maximum Overall Length	26'.	
1.3	Exterior Width Excluding Mirrors	8'-0" Minimum.	
1.4	Exterior Width Including Mirrors	9'-0" Maximum.	
1.5	Interior Headroom	7'-3" Minimum.	
1.6	Overall Height Including Equipment	10'-0" Maximum.	
1.7	Gross Vehicle Weight	13,500 LBS. Maximum.	
1.8	Payload Weight	2,500 LBS. Minimum.	
1.9	Wheel Base	Comply with manufacturer's requirements for weight distribution, turning radius, safety and load requirements.	
1.10	Chassis Warranty	3 years; Bumper to Bumper; 36,000 miles.	
1.11	Engine and Engine Electronics Warranty	60 months; 60,000 miles.	
1.12	Transmission and Transmission Electronics Warranty	36 months; 36,000 miles.	
1.13	Drivetrain and Major Components Warranty	48 months; 48,000 miles.	
1.14	Body Warranty	36 months; Unlimited mileage.	
1.15	HVAC Equipment Warranty	24 months; Unlimited mileage.	
1.16	Interior Build-out Components Warranty	12 months; Unlimited mileage.	
1.17	Interior Build-out Workmanship Warranty	24 months; Unlimited mileage.	
2.0	II. CHASSIS	GLLF Specifications	Vendor Proposed Specifications
2.1	Axle, front	Front wheel drive; Minimum 7,600 LBS. coil spring; Minimum 6,000 LBS. rated capacity	

2.2	Axle, rear	Air suspension type with trailing arm; Minimum 9,500 LBS. rated capacity.	
2.3	Brakes	Heavy duty power 4-wheel disc brakes; Anti-lock braking system; Comply with FMVSS- 105 or 121 and manufacturer's requirements.	
2.4	Parking Brake	Brake applied/released through driver's side pedal.	
2.5	Shocks and Suspension	Front and rear heavy duty, double acting, gas pressurized; Comply with manufacturer's requirements.	
2.6	Steering	Assisted/integral Power steering with tilt wheel.	
2.7	Wheels	Steel with stainless steel wheel covers.	
2.8	Tires	Steel belted all season radials with all-purpose tread; Sized and rated to match chassis weight and axle ratings are recommended; Spare not required.	
2.9	Tow Hooks	Two front towing/lifting hooks under front bumper; two rear towing eyes.	
2.10	Transmission	4 speed automatic with overdrive, neutral, and reverse.	
2.11	Cab Area	Standard OEM.	
2.12	Driver's and Passenger's Seating	Fabric covered, high-backed, bucket, with headrest; Driver's seat to allow fore/aft, height, and tilt adjustment as well as height adjustment.	
3.0	III. ENGINE	GLLF Specifications	Vendor Proposed Specifications
3.1	Engine	Gas turbo charged V8; Minimum 440 HP at 2,800 RPM.	
3.2	Alternator	155 Amp; Comply with manufacturer's requirements.	
3.3	Cooling	Heavy-duty water pump and minimum three quart capacity coolant recover/reserve reservoir.	
3.4	Battery	Two (2) - 600 CCA at 0dF 12 volt batteries for chassis; Comply with manufacturer's requirements.	

3.5	Block Heater	Minimum 1,000 watt with front mounted covered opening.	
3.6	Exhaust Systems	Stainless steel head and tail piping, heavy-duty muffler; Heat shields and baffles as required; Diesel Particulate Filter and Selective Catalytic Reduction System; Comply with manufacturer's requirements.	
3.7	Fuel tank	Lockable, hinged fuel compartment cover with cover release from cab; Engine and generator must utilize same fuel tank; Minimum 40 gallon capacity.	
4.0	IV. CONTROLS	GLLF Specifications	Vendor Proposed Specifications
4.1	Controls	Foot operated throttle; brake pedal; parking brake pedal with warning light; transmission selector; self-canceling directional signals; hazard signal switch; headlamp switch; Comply with manufacturer's requirements.	
4.2	Gauges/ Instrumentation	Standard equipment positioned in the driver's area and readily in view and usable by the driver: Speedometer, odometer, turn signal indicator, high beam indicator, voltmeter, fuel gauge, oil pressure gauge, water temperature gauge, brake warning light, parking brake applied light, low coolant warning light, check engine warning light, maintenance required indicator light'	
4.3	Cross-over	Cross-over switch for battery jumping of engine to generator.	
4.4	Lighting	All control switches to all exterior lights installed within easy reach of the driver.	
4.5	Keys	Key shut-off for engine with four sets of all keys used for ignition, locked compartments and doors; Keys permanently labeled; All interior cabinet locks keyed alike; All exterior vehicle locks keyed alike.	

5.0	V. SAFETY EQUIPMENT	GLLF Specifications	Vendor Proposed Specifications
5.1	General Requirements	All equipment to meet DOT, OSHA, FTA standards.	
5.2	Horn	Dual note; Electric; Mounted under hood.	
5.3	Back-up Alarm	Single electric rear back up alarm.	
5.4	Back-up Camera	Single rear infrared camera' Dash mounted display with audio assist.	
5.5	Air Bags	Front and side air bags on driver and passenger sides.	
5.6	Seating	Installation must meet federal standards for vehicle seating.	
5.7	Restraints	Fully retractable seat belts for driver, passenger, and jump seat.	
5.8	Fire Extinguishers	Two (2) 5 lb. Fire extinguishers, C type.	
5.9	Smoke Detector	One (1) 9V smoke detector and one (1) 120V smoke detector.	
5.10	Carbon Monoxide Detector	One (1) 9V CO detector and one (1) 120V CO detector.	
5.11	Roadside Equipment	Three (3) triangles; Three (3) safety vests.	
5.12	First-aid Kit	Standard 25 person kit.	
5.13	Shoreline Warning	Warning light and buzzer for when shoreline is in use and the ignition switch is activated.	
5.14	Access Ramp Warning	Warning light and buzzer for when ramp is deployed.	
6.0	VI. HVAC SYSTEMS	GLLF Specifications	Vendor Proposed Specifications
6.1	Temperature Controls	The vehicle must have a heating, ventilation and air-conditioning system adequate to maintain a comfortable temperature year-round with the doors in use; Controls mounted in diffusers; Comply with manufacturer's requirements.	
6.2	Air Conditioning	One (1) 13,500 BTU air conditioners, roof mounted, each with a 5,000 BTU heat strip and individual control; Comply with manufacturer's requirements.	

6.3	Defroster	One (1) 26,000 BTU heater/defroster built into the dashboard, with channeling directed across entire windshield area and to the side windows; Two defroster fans mounted above the windshield; Controls dashboard mounted; Comply with manufacturer's requirements.	
6.4	Air Conditioning in Cab	Dashboard air in cab area.	
6.5	Exhaust/Roof Vent	Ceiling mounted; 3-speed reversible electric; 150 CFM Minimum; Controls mounted in sidewall; Comply with manufacturer's requirements.	
6.6	Air Filters	Disposable pleated paper.	
7.0	VII. ELECTRICAL POWER	GLLF Specifications	Vendors Proposed Specifications
7.1	Power Requirements	Provide an appropriately installed power supply that meet current and anticipated electrical needs for lighting, air conditioning, outlets for computers and other equipment; Power requirements shall be through a combination of "on-vehicle" equipment and "off- vehicle" power.	
7.2	Load Center/Circuit Breakers	UL listed; 50 amp service; Each circuit independently protected.	
7.3	Service Panel	Service panel adequate to meet power requirements specified according to NEC requirements; Power source selection switch with green and red LED's to visually indicate status of each line; System to prevent use of power from both generator and shoreline sources at the same time.	
7.4	Circuitry	All circuits controlled by a circuit breaker panel of proper model and size to carry input power and to provide sufficient circuit breaker space for proper load distribution.	

7.5	Shoreline Connection	Compatible connection to the existing shoreline with Arrow Hart, Inc. "Hart Lock" 50 amp, 125/250v, 3 phase, 4 wire grounded outlet; transfer switch for shoreline or generator selection.	
7.6	Generator Size	Sized to provide power to operate lights, HVAC, power outlets, and accessories.	
7.7	Generator	One 7,000 watt 120/240v commercial gasoline generator and installed to meet manufacturer's specifications; Inside panel with start/stop switch and hour meter near the front of the bookmobile with circuit breaker box; Easy access, heavy duty roll out stainless steel battery tray; Easy access to air filter, oil fill port, oil dipstick, oil pressure gauge and reset control button.	
7.8	Generator Exhaust	Stainless steel head and tail piping, heavy-duty muffler; Heat shields and baffles as required; Generator exhaust piped as far from patron's doors as possible for maximum noise and fume reduction; Comply with manufacturer's requirements.	
7.9	Generator Compartment	Sound-insulated compartment with aluminum door equipped with a hold-open latch; Accessible from the exterior of the vehicle; Locked; Mounted to slide-out steel tray; Vented to meet manufacturer's requirements.	
7.10	Generator Block Heater	Block heater connected to a separate outlet that allows a landline to be plugged in; Block heater on the chassis connected to the heater on the generator and include a jump switch between generator and chassis batteries.	
7.11	Interior Outlets	Industry grade outlets; Quad outlet at the driver's desk for a laptop or PC, scanner, cellular phone and receipt printer; Quad outlet at the checkout desk for a laptop or PC, scanner, cellular phone and receipt printer; Minimum of ten (10) duplex outlets available in locations approved by GLLF; Outlets powered by generator.	

7.12	Exterior Outlets	Industry grade weather proof outlets; Minimum of four (4) duplex outlets available in locations approved by GLLF; Outlets powered by generator.	
7.13	Wiring	All wiring color-coded and installed to meet NEC requirements; Permanently labeled at all necessary locations; All components Automotive Engineers and UL approved, grounded and bonded; Install in wiring access chase or conduit.	
7.14	Generator Battery	12 volt maintenance free battery 900 CCA at 0dF mounted into generator compartment.	
8.0	VIII. BODY	GLLF Specifications	Vendors Proposed Specifications
8.1	Bumpers	Heavy duty rubber over steel front and rear.	
8.2	Ceiling and Walls	High strength and heavy duty; Resist impacts, corrosion, markings, moisture, stains, odors, and chemicals.	
8.3	Dashboard	Match interior and beveled for maximum visibility out windshield; Fresh air vent.	
8.4	Cab Doors	Driver and passenger doors equipped with step assemblies; Tinted, tempered safety glass; Power window controls; Manual lock.	
8.5	Front Patron Door	Bi-fold doors installed on passenger side of vehicles; Heavy-duty construction; 34" wide by 80" tall opening; Interior to match walls; Electric ramp in step well ; Tinted, tempered safety glass window; Dead-bolt keyed on the outside; Twist-lock type latch on the inside; door closer; door holdback rod with latching mechanism on door and vehicle body; Doors sealed against dust and water.	

8.6	Rear Doors	Heavy-duty construction double doors; Interior to match walls; Dead-bolt keyed on the outside; Twist-lock type latch on the inside; door closer; door holdback rod with latching mechanism on door and vehicle body; Doors sealed against dust and water. Motorized lift for materials loading.	
8.7	Handrails - General Requirements	Stainless steel handrails shall be one piece and strategically located on both inside and out to meet needs of all patrons.	
8.8	Handrails	At each opening, one (1) stainless steel handrail at 45 degree angle on lower interior half of patron door; One (1) stainless steel exterior vertical stationary handrail to the left of the patron door.	
8.9	Emergency Exits	Exit window in rear; Exit hatch in roof.	
8.10	Floor	Floor engineered and constructed for a rigid foundation; Minimum number of seams and joints to prevent unnecessary wear on floor covering and to prevent entry of dust and water; Floor maximum of 15" from ground.	
8.11	Framework	Corrosion resistant alloy steel.	
8.12	Body	Aluminum cut-away; White paint finish ready to receive owner installed graphics.	
8.13	Insulation	Roof, floor and walls insulated with a minimum thickness of 2" spray-foam and designed for proper thermal protection; Meet state and federal regulations.	
8.14	Exterior Lighting	Back up, stop, tail, side markers, directional, clearance, emergency flashers, parking lights and halogen headlamps; Exterior lights at patron doors; Meet or exceed all current and applicable state laws and federal safety standards, including FMVSS 108.	
8.15	Exterior Scene Lighting	Two (2) exterior LED lights near at patron doors.	

8.16	Mirrors	Two deluxe exterior "West Coast" type with adjustable brackets; One "Cross-over" type to view front of vehicle.	
8.17	Panels	One-piece aluminum sheets sealed and trimmed for weather protection.	
8.18	Roof	One-piece aluminum sheet; Sealed at edges to resist corrosion and leakage; Reinforced to support roof-top equipment.	
8.19	Understructure	Aluminum fully welded superstructure; Roof rafters at 16" on center; interlocking horizontal and vertical wall studs; Heavy-duty steel floor frame at 16" on center.	
8.20	Rub Rails	Rub rails on each side of vehicle.	
8.21	Drip Rails	Drip rails at all door openings.	
8.22	Steps & Step wells	Non-slip tread surface; front edge with yellow safety strip; One piece inside step assemblies; diagonal and horizontal handrails; Step light at each location.	
8.23	Undercoating	The entire underside of the body, including floor components, sides and panels below floor level and exterior compartments, shall be coated with fire-resistant rubber base, or other approved material applied by spray method.	
8.24	Mud Flaps	At rear tires.	
8.25	Wheelchair Accessibility I Power Ramp	Power operated aluminum ramp at Front Patron Door; Safety barriers, stainless steel hinges, and non-skid surface; Ramp at front patron door only; Red warning light and buzzer to warn when ramp is deployed and ignition key is engaged.	
8.26	Windshield	One piece tinted safety glass window.	
8.27	Windshield Wipers	Dual two-speed with intermittent feature.	
8.28	Washer	Electric operation with reservoir accessible for easy fill and checks.	
8.29	Antennae	Flexibility regarding the set-up and/or antennae changes required.	

8.30	Automation Readiness	GLLF will be using "cell cards" to connect computers to the internet for VPN access.	
8.31	Exterior Storage	Compartment 30" wide x 16" tall x 24" deep; stainless steel door equipped with a hold-open latch; accessible from the exterior of the vehicle; Locked.	
8.32	Awning	Electric heavy-duty vinyl awning above door; Protective metal case; Controls mounted interior sidewall. Fabric to be chosen by library staff.	
9.0	IX. INTERIOR	GLLF Specifications	Vendors Proposed Specifications
9.1	Customization	To be finalized after award of contract; Contractor shall submit detailed drawings to GLLF showing power receptacles locations, laptops and printer, shelving, desks, location and size of drawers and interior storage. Interior finishes including paneling, upholstery and lighting to be chosen by GLLF.	
9.2	Driver's Desk	One (1) desk at seated height, located behind driver's seat at front patron entry; Face towards interior of Bookmobile; Constructed of plywood with laminate; Minimum work surface 36" wide x 24" deep; Pencil drawer, side file drawer, and storage drawer with latches.	
9.3	Checkout Desk	One (1) desk at seated height, located at rear patron entry; Face towards interior of Bookmobile; Constructed of plywood with laminate; Minimum work surface 36" wide x 24" deep; Pencil drawer, side file drawer, and storage drawer with latches.	
9.4	Bulletin Boards / Covered Surfaces	One (1) detachable bulletin board, covered with fabric; Certain exposed interior surfaces (for example, cabinet doors, solid desk fronts and wall space without shelving) covered with fabric OR tackable surfaces OR white board material as determined by GLLF.	
9.5	Brochure Holder	One (1) unit holding twelve (12) groupings of brochures; Exact design layout approved by the library.	

9.6	Special Media	Plexiglas insert sections for shelving special media, such as videos, CDs, or audio books.	
9.7	Shelving	Fully adjustable 9" deep aluminum shelving; 15-degree angle for sidewall shelves; 20-degree angle for rear wall shelves; Acore brand or approved equal; Exact design layout of the shelving approved by the library.	
9.8	Shelving - Linear foot	Minimum 90 LF.	
9.9	Floor Covering	Commercial grade modular carpet; Provide one (1) extra carton for attic stock.	
9.10	Seating Area	Install bench on the interior of wheel well.	
9.11	Detachable Bins	A minimum of four (4) aluminum, detachable, adjustable bins; Final design of detachable bins determined by GLLF after contract is awarded.	
9.12	Permanent Bins	Permanent bins over part of wheel wells; Final design of permanent wheel well bins determined by GLLF after contract is awarded.	
9.13	Cart	Two (2) "wall-hugger" 36" x 12" carts; Lockable feet; Restraint harness.	
9.14	End Panels	Match Interior finish; At front end of shelves; On driver and passenger sides.	
9.15	Interior Lighting	LED fixtures; Recessed; Two (2) continuous rows; Translucent diffuser securely attached by snap clamp; Lights at cab and patron door entrances; Four interior dome lights; Two (2) lamp fixture in cab.	
9.16	Emergency Interior Lighting	Two (2) separate battery powered interior LED emergency lighting fixtures.	
9.17	Jump Seat	Jump seat in rear at Checkout Desk area.	
9.18	Staff Seating	Staff chairs at Driver's and Checkout Desks with securements.	
9.19	Storage Compartments	Locking storage space above entrance to cab area; Storage closet above counter in a rear corner; Two (2) additional cabinets.	

9.20	Visors	Commercial type for driver and passenger.	
9.21	Interior Clock	Battery operated; Hand dial; Minimum 8" diameter face.	
9.22	Radio/PA System	AM FM radio / CD / AUX input with clock; Two (2) cab speakers; Radio antenna integral to windshield; One (1) additional 12V charging receptacle; Two (2) exterior speakers near patron doors for PA System	
9.23	PA System	System controls at Driver's desk; AUX input; Wired microphone with 20'0" cable; Two (2) exterior speakers near patron doors.	
9.24	WiFi	WiFi capability shall be provided via Cradlepoint or equivalent system. CAT 5/6 cabling/terminations for WiFi system (and to establish optional Local Area Network, connecting staff and patron workstations as requested) along with "5 in 1" antenna and modem shall be provided.	
9.25	Charger	Two (2) 120V charging receptacles in or near dash.	
9.26	Beverage Holders	Two (2) beverage holders in or near dash.	
10.0	X. DELIVERY	GLLF Specifications	Vendors Proposed Specifications
10.1	Demonstration	Minimum two (2) hour demonstration of all equipment, components, and accessories.	
10.2	Training	Minimum two (2) four (4) hour on-board training session for operations, driver, and maintenance.	
10.3	Documentation	Two (2) copies of the warranty, operations and maintenance manuals for each vehicles	
10.4	Title	Greater Largo Library Foundation	