



CITY OF IOWA CITY

410 East Washington Street
Iowa City, Iowa 52240-1826
(319) 356-5000
(319) 356-5009 FAX
www.icgov.org

DATE: July 27, 2016

REQUEST FOR PROPOSAL:

#17-17, BOOKMOBILE FOR THE IOWA CITY PUBLIC LIBRARY

NOTICE TO PROPOSERS: Sealed Proposals will be received at the Office of the City Clerk, until the time and date specified below.

ADDRESS PROPOSALS TO: Attention of the City Clerk’s Office, City Hall, 410 E. Washington St., Iowa City, IA 52240-1826, on or before the bid opening local time and date specified below. Proposals shall be sealed and clearly marked on the front **“Proposal for Bookmobile for the Iowa City Public Library, RFP #17-17.”**

Faxed or E-mailed proposals will not be accepted.

QUESTIONS: All questions, inquiries, requests for public information and clarifications regarding this Request for Proposal can be answered by **e-mailing** the following representative. All questions will be answered on an individual basis and will not be posted to the City’s website. In order to receive a response **all questions must be in written form** and be submitted via e-mail **no later than August 17, 2016, noon (local time).**

Mary Niichel-Hegwood
mary-niichel@iowa-city.org
(319)356-5078

PROPOSALS ARE DUE NO LATER THAN: 2:30 p.m., August 24, 2016. Proposers shall submit six (6) copies of their proposal.

The City is not responsible for delays occasioned by the U.S. Postal Service, the internal mail delivery system of the City, or any other means of delivery employed by the bidder. Similarly, the City is not responsible for, and will not open, any proposals which are received later than the date and time stated above.

NO CONTACT POLICY. All questions regarding this Request for Proposal must be in written form and must be submitted to the representative listed above. After the date and time established for receipt of proposals by the City, any contact initiated by the proposer or by a City representative, other than the representative listed herein, concerning this Request for Proposal is prohibited. Any such unauthorized contact may cause the disqualification of the proposer from the procurement transaction.

INSURANCE: Insurance is required, as specified in Section IV-B., No bonding is required.

INDEX:

- Section I. Proposal Requirements Checklist
- Section II. Specific Conditions and Instructions to this Proposal
- Section III. Bookmobile Specifications
- Section IV. General Conditions and Instructions to Proposers
- Section V. Wage Theft Policy
- Section VI. Company Information & Pricing Form
Attachment: Bookmobile Floorplan

SECTION I. PROPOSAL REQUIREMENTS CHECKLIST

DOCUMENTS REQUIRED TO BE SUBMITTED WITH THE PROPOSAL

Please review the following checklist to make sure the documents are included in all six (6) copies of your proposal.

_____ **Section 1: Executive Summary**

An executive summary on company letterhead which includes the name, address, phone number and email address of the person(s) who will serve as the Principal Contact with the Library. Include key elements of the proposal and briefly state overall understanding of the Bookmobile purchase. In addition provide proposed delivery time (in calendar days including weekends and holidays), and stated lifetime of the proposed unit. The letter must be signed by a company representative authorized to bind your company to the proposed offer.

_____ **Section 2:** Detailed Exceptions/Clarifications document detailing any and all variations from the specifications detailed herein. The document shall also specifically accept all other RFP specifications as written unless detailed as an exception or clarification. No manufacturer specifications will be considered as a valid response.

_____ **Section 3:** Local service facility list for chassis, conversion, and all other major components.

_____ **Section 4:** Extended warranty options, if available, including coverage and cost.

_____ **Section 5:** A reference list of three (3) clients with delivered projects of similar complexity completed within the last two (2) years. The company's name and address, a contact name, title, and phone number, must be included with each reference.

_____ **Section 6:** Any company brochures, photos, or literature deemed beneficial in demonstrating company history and necessary experience required to successfully complete a project of this complexity.

_____ **Section 7:** – Completed and Signed Company Information and Pricing Form (*Include form provided in Section VI*). **The submitted proposal shall detail acceptance of the payment terms provided in this RFP, as well as any proposed alternate, and/or any discounts offered.**

Note: The items listed above must be included in the submitted proposal in order for the proposal to be considered complete. The City reserves the right to reject proposals that are incomplete.

SECTION II. SPECIFIC CONDITIONS AND INSTRUCTIONS TO THIS PROPOSAL

A. Scope:

The Iowa City Public Library is seeking proposals from qualified companies to provide a Bookmobile per the terms, conditions, and specifications of this Request for Proposal. It is the Library's utmost goal to ensure that the Bookmobile is well-equipped to operate efficiently and safely.

Any reference to a specific manufacturer or make or model of product not followed by "or equivalent" may not be substituted. All proposed equivalents shall be expressly approved by the Library or its authorized agents. The particulars listed within this specification shall be considered minimal, and the proposer is expected to increase them where necessary to meet or exceed the general intent.

B. Delivery:

1. Section 1 – Executive Summary of the submitted proposal shall state the time required for delivery in calendar days (including weekends and holidays) and/or firm calendar date. Extreme late delivery, determined by the Library to be thirty (30) days after the agreed upon contract delivery date, shall be cause for *liquidated damages of \$200 per calendar day and/or contract cancellation*. Exceptions shall be considered for delays caused by; strike, work stoppage, act of God, or sole act or acts of third parties over which the successful bidder has no control or authority.

2. The completed vehicle shall be delivered to the following address:

Iowa City Public Library
123 South Linn Street
Iowa City, IA 52240

3. All deliveries will be FOB destination (Iowa City Public Library).

C. Vehicle Lifetime:

1. Section 1 – Executive Summary of the submitted proposal shall officially state the design lifetime of the vehicle. This is the amount of time, from the date of delivery, which the Library can reasonably expect the vehicle, with routine and proper maintenance, to perform for the community before replacement is required.

D. Proposal Requirements:

1. If any proposer is in doubt as to the intent or meaning of any part of this Request for Proposal, the proposer should contact the City representative listed on page one of this document no later than **August 24, 2016, noon (local time)**. All questions must be in e-mail form in order to receive a response.
2. Proposers are expected to fully inform themselves as to the conditions, requirements, and specifications before submitting a proposal. The submission of a proposal by a company concludes the company's acceptance of the terms and conditions herein, unless otherwise stated.
3. The format of the company's proposal must be consistent with the specifications listed on the *Proposal Submittal Checklist – Section I*. Each copy must be organized as stated on the checklist and contain all of the required information in order for the City to fully evaluate the submitted proposal.
4. The proposer is responsible for all costs related to the preparation of the submitted proposal, any costs associated with the preparation of additional material, and any required visits to the City during the pre-award process.
5. *Any costs associated with this purchase not specifically set forth in the company's submitted proposal will be the sole responsibility of the proposer. Price/Cost adjustments presented after the contract has been awarded will not be accepted by the City.*

6. All submitted proposals, including any negotiations, submitted shall be binding for one hundred and twenty (120) working days following the due date for the proposal or negotiations, unless the Proposer(s), at the City's request, agrees in writing to an extension.
7. No "escalator" clauses or increase in bid price shall be accepted.
8. Responses may be rejected if the proposer fails to perform any of the following:
 - a. To adhere to one or more of the provisions established in this Request for Proposal
 - b. To demonstrate competence, experience, and ability to provide services described in this Request for Proposal
 - c. To submit a response on or before the deadline and complete all required forms
 - d. To respond to a written request for clarification or additional information
9. Proposers may be required to submit financial statements subsequent to the opening of proposals together with such information as may be required to determine that a contemplated awardee is fully qualified to receive the award.

E. Reference Checks and Proposal Clarification:

The Library reserves the right to contact any reference to assist in the evaluation of the proposal, to verify information contained in the proposal, and to discuss the proposer's qualifications. The Library reserves the right to obtain and consider information from other sources concerning a proposer such as the proposer's capability and performance under other contracts.

F. Contract Negotiations:

The Library reserves the right to negotiate specifications and terms and conditions which may be necessary or appropriate to the accomplishment of the purpose of this Request for Proposal. The Library may require the Request for Proposal and the proposer's submitted proposal be made an integral part of the resulting contract. This implies that all responses, supplemental information, and other submissions provided by the proposer during discussions or negotiations will be held by the Library as contractually binding on the successful proposer.

G. Evaluation Process:

Each proposal submitted stands alone and will be evaluated on its own merits in terms of meeting the Library's requirements, terms and conditions, and overall responsiveness to the Request for Proposal. The evaluation committee may conduct discussions with any proposer that submits an acceptable or potentially acceptable proposal. Proposers shall be accorded fair and equal treatment with respect to any opportunity for discussion and revision of proposals. During the course of the discussions, the evaluation committee shall not disclose any information derived from one proposal to any other proposer. The evaluation committee reserves the right to request the proposer to provide additional information during this process.

An evaluation committee will independently evaluate the merit of proposals received in accordance with the evaluation factors defined in the RFP. Failure of the proposer to provide any information requested in the RFP may result in disqualification of the proposal and shall be the responsibility of the proposer. The evaluation process shall be based on a 100 point scale. It is required that a proposal receive a minimum of 80 points in order to be considered for award.

The proposal that accrues the highest points shall be recommended for award subject to the best interests of Library. Categories have been identified for the evaluation process. Each category shall receive a point value within the specified range based on how well the proposal meets or exceeds the Library's requirements. The following table lists the maximum points associated with each category.

“The Proposer’s submission of a proposal implies vendor acceptance of the evaluation technique and proposer recognition that some subjective judgments shall be made by the Library during assignment of points.”

<u>POINT CATEGORY</u>	<u>ASSIGNED POINTS</u>
Proposed Bookmobile - Warranty/Product Reliability & Functionality	40
Pricing	25
Delivery Time	20
References	15
Total Points	100

H. General Requirements:

1. Professional workmanship shall meet or exceed existing industry standards.
2. Unless otherwise specified, the awarded vendor shall unconditionally guarantee the materials and workmanship of the Bookmobile. If any defects or signs of deterioration are noted which in the City's opinion are due to faulty workmanship or materials, the awarded vendor, upon notification and at his/her expense, shall replace or repair the defect within fourteen (14) days. The replacement or repair shall be made only at such time as shall be designated by the City as least detrimental to the operation of City business.

Regardless of any statement to the contrary, the vendor agrees that the implied warranty of merchantability and fitness for a specific purpose is not disclaimed.

3. The awarded vendor shall be responsible for any commodities and services covered by this contract until delivery and training is completed at the designated point. In addition, the awarded vendor shall bear all risk for rejected commodities after written notice of rejection. Rejected commodities shall be replaced by and at the expense of the awarded vendor after written notification of rejection.
4. Final inspection of commodities shall be conclusive except as regards to latent defects, fraud, or such gross mistakes that amount to fraud. Final inspection and acceptance or rejection of the commodities shall be made within a reasonable time after delivery, but failure to inspect and accept or reject commodities shall not impose liability on the Library if such commodities and services are not in accordance with the specifications. All commodities delivered to the Library shall be accepted subject to inspection.

I. Contract Award:

1. The submitted proposal must be complete to be considered for award.
2. Award, if made, will be between the Library and the selected proposer. The selected proposer shall not subcontract any part of this contract without the prior written approval of the Library. All subcontractors working on this contract must be employed by and responsible to the awarded vendor; all fees for this project will be paid to the main contractor. Failure to comply with the subcontractor provision will result in termination of the contract.
3. The Library reserves the right to qualify, accept, or reject any or all proposers as deemed to be in the best interest of the Library. The Library reserves the right to accept or reject any or all proposals and to waive irregularities or technicalities in any proposal when in the best interest of the Library. The Library reserves the right to accept or reject any exception taken by the proposer to the terms and conditions of the Request for Proposal.
4. The Library and/or its representatives or agents, shall be the sole judge of the quality, construction, and suitability of the equipment, materials, and craftsmanship offered in its determination of the successful vendor.
5. Award, if made, will be in accordance with the terms and conditions herein.

6. *Award, if made, shall be in the form of a contract purchase order issued by the Library, which will include the terms and conditions of this Request for Proposal, and any additional submittals by the proposer that have been accepted by the Library.*
7. Any change to the contract must be approved in writing by the Purchasing Agent and the awarded proposer.
8. Consideration may be given to, but not limited to, the company's qualifications, experience with past and present clients, customer satisfaction and references, proven success of other contracts, company's financial stability, the company's ability to meet the specifications, warranty, demonstrated capacity to provide timely and quality deliverables, the company's ability to comply with the requirements of this Request for Proposal, proposed cost(s) for the Bookmobile.
9. The selected proposer will be given the City's **Contract Compliance Document** to complete and return before the commencement of the contract.
10. By submitting a proposal in response to this Request for Proposal, the proposer acknowledges that the proposal submitted shall become public information after the contract is awarded.
11. The selected proposer will be required to submit a current certificate of insurance prior to commencement of work. The certificate of insurance shall include the following items:
 - The Iowa City Public Library will be named as additional insured
 - Project bid number and project title as the description
 - Insurance carriers will be rated as A or better by A.M. Best

J. Payment:

1. The payment schedule for this contract shall be 50% down, 40% upon delivery, and 10% upon completion of loading, evaluation and acceptance (approximately 30-days after delivery).
2. In connection with any discount offered, except when provision is made for testing period preceding acceptance by Library, time will be computed from the date of delivery of the unit as specified, or from the date correct invoices are received in the office specified by Library if the latter date is later than the date of delivery.
3. The selected proposer shall submit invoices to the Purchasing Division for payment of goods and services rendered. Unless otherwise specified, payments will be made in accordance with Library protocol. Before the Library will pay any invoice, the invoice must include the proposal number, detailed line items based on the submitted proposal, corresponding dollar amounts, and any other pertinent information. Submit invoice to:

Purchasing Division
City of Iowa City
410 East Washington St.
Iowa City, Iowa 52240

SECTION III. BOOKMOBILE SPECIFICATIONS

1. General Specifications

1.1 Scope

- 1.1.1. The intent of this specification is to describe the construction of one (1) 32-foot (approximate) long front-engine forward control “cab chassis” style truck into a Bookmobile for use by the Iowa City Public Library (“Library”). The unit shall be built on a 26,000 lb. GVWR (maximum) chassis for adequate support of the van body, conversion, and diversified collection of approximately 3,000 items.
- 1.1.2. The Bookmobile described herein is intended to provide contemporary mobile library services to a broad mix of patrons including the elderly and children in an operationally efficient manner. The unit will operate within an urban/rural environment in Iowa and shall be designed and equipped to safely operate in an environment of generally paved roadways. The unit will be kept in a parking structure when not in service. The approximate temperature range of this area is 25°F to 90°F, with occasional winter temperatures dropping to -10°F, and occasional summer temperatures climbing to 100°F.
- 1.1.3. Weight loading shall be of significant concern during the conversion of this vehicle for efficiency reasons. Substantial effort has been put into the interior design with this factor in mind. Vendor is cautioned to use the lightest materials and construction methods available that will meet all specifications as described herein and make recommendations as appropriate for lightening the static load of the conversion.
- 1.1.4. Renewable and/or recycled materials shall be used as practical during the conversion of this vehicle.
- 1.1.5. The successful vendor shall furnish all materials not specifically denoted as “customer supplied”, as well as the labor to complete the conversion of the Bookmobile specified herein, as shown on the attached drawings, or as required to complete and/or exceed the general intent of these specifications.

1.2. Manuals and Documentation

- 1.2.1. The following shall be provided for each unit at the time the equipment is delivered:
 - 1.2.1.1. One (1) each technical service manual sets for the chassis, body, generator, and each component installed. Vendor shall include all manufacturer updates for the first year of service.
 - 1.2.1.2. One (1) each visual parts books or one (1) CD ROM sets if books are not available for the body, chassis, and generator.
 - 1.2.1.3. One (1) line set for chassis.
 - 1.2.1.4. One (1) certified IA weight ticket listing front axle, rear axle and total weights.
 - 1.2.1.5. Four (4) complete key sets (ignition, doors, auxiliary locks, compartments, fuel); maximum keys per set shall be five (5).
 - 1.2.1.6. One (1) complete dimensional layout drawing of interior front, rear, and both sides.

1.3. New Equipment

- 1.3.1. Equipment 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 conversion shall be equipped with all features and accessories considered standard for the make and model vehicle/equipment provided as well as those specifically detailed within this specification.

1.4. Quality & Standards

- 1.4.1. Brand names and model numbers are used throughout this document to convey desired quality levels, with the option for equivalents. The library and/or its authorized agents shall be the sole judge of whether a manufacturer’s offerings are deemed equivalent for the purpose of this project.

- 1.4.2. Conversion 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. All dimensions, weight, and performance values shall be in accordance to SAE J732c and J742b, as last revised. The vendor will provide all systems integration and testing. All electronics will be installed, fully operational, and tested by the vendor. The vehicle shall be equipped with all features and accessories considered standard for the make and model vehicle/equipment provided.
- 1.4.3. 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), National Electrical Code (NEC), Federal and State noise and pollution control restrictions, and all other applicable local, state and/or federal regulations in effect at the time of execution.
- 1.4.4. All workmanship, welding, and construction shall be in the best manner of the trade. Workmanship shall be subject to inspection and approval by the Library and/or its authorized representatives.
- 1.4.5. Welding fillets shall have good penetration, good fusion, good appearance, and shall show no cracks or undercutting.

1.5. Guarantee

- 1.5.1. The successful vendor shall furnish a warranty stating that the equipment is suitable for the service intended in accordance with the specifications. The vendor shall also furnish the Library with a minimum FULL ONE (1) YEAR WARRANTY and shall agree to replace and install without charge, within the warranty, any defective part or parts not suitable for the service intended or found to be defective due to poor workmanship. The proposal will be weighted toward longer warranties and vendor is encouraged to offer, as an option, any available extended warranties with related literature and their costs. Warranty period shall start on the date the unit is put into service by the Library.
- 1.5.2. All warranty work shall be completed by the vendor within a reasonable time, or repaired by the vendor at the Library facility. The Library reserves the right to schedule and complete warranty work at a local facility of its choice if requests for resolution are not satisfied in a reasonable time frame. Vendor shall be given proper notice of such intent prior to execution and an invoice shall be forwarded to the vendor for payment.
- 1.5.3. That the Library may be assured of being able to maintain and repair equipment purchased, there shall be a local service facility with a stock of repair parts identified with the vendor's proposal. These specifications also require that common wear parts such as filters and hoses be available within 24 hours and all other parts within 48 hours.
- 1.5.4. Proposal shall list names, locations, and contact information for the nearest authorized service, parts, and warranty facilities. This list shall include facilities related to chassis, body, generator, conversion, etc.
- 1.5.5. Any and all extended warranty options applicable to this vehicle and its components shall be listed within vendor's proposal with associated costs.

1.6. Inspections

- 1.6.1. The Library may make inspection visits during the vehicle conversion to help ensure specification compliance and trouble-free delivery. If the equipment/vehicle(s) is inspected after delivery and rejected because of deficiencies, it shall be the vendor's responsibility to make the necessary corrections and re-deliver the vehicle for inspection and acceptance.
- 1.6.2. Library will make every endeavor to note deficiencies. However, if a variation or an omission between the vehicle and the written specifications is discovered, the contract's written specifications will prevail.
- 1.6.3. Equipment/vehicle(s) may be inspected at vendor's place of business at any time during the conversion process by authorized representatives of the Library. The cost of these trips shall be the responsibility of the Library.

1.7. Training

1.7.1. Vendor shall provide in service training and familiarization for operators and maintenance personnel. Training shall be conducted by factory-trained personnel and shall be comprehensive enough to allow Library staff to operate and maintain the equipment provided with maximum safety and design efficiencies.

1.7.1.1. Training shall occur at the library at delivery and last approximately 6 hours; with 1-2 hours devoted to training fleet personnel on mechanical maintenance of the chassis and generator, and 4-5 hours dedicated to training staff on proper bookmobile operations.

2. Vehicle Specifications**2.1. Intent**

2.1.1. It is the intent of the following section to describe the type of vehicle that shall be used for the Bookmobile. Accessories and construction techniques not specifically mentioned herein, but necessary to furnish a complete unit ready for immediate use shall also be included.

2.2. Type

2.2.1. The cab chassis shall be a 2017 or current model year Freightliner M2 106 low-profile day cab or equivalent, equipped with a 22' long aluminum dry freight van body with 44" cab-over and full height walk-through modification. The cab chassis, 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.

2.3. Capacities/Dimensions

2.3.1.	Overall exterior length:	32.0' (approximate)
2.3.2.	Overall exterior width:	102" (excluding mirrors)
2.3.3.	Overall exterior height:	11' – 10" (maximum)*
2.3.4.	Interior length:	258" (load space)
2.3.5.	Interior height:	84" (minimum)
2.3.6.	Floor height from ground:	39" (maximum)
2.3.7.	Interior width:	98" (minimum)
2.3.8.	Wheelbase:	238" (approximate)
2.3.9.	Ground Clearance:	12" (minimum)
2.3.10.	Fuel tank capacity:	50.00 gallons (minimum)
2.3.11.	GVWR:	26,000 lbs (maximum)**

*Must not exceed 11'-10" due to service garage door height

**Must not exceed 26,000lbs for non-CDL operation

2.4. Cab Chassis

2.4.1. Freightliner M2 106 low profile day cab chassis with setback axle and straight truck provisions, LH primary steering location, and low-profile wheels and tires.

2.4.1.1. Chassis engine, transmission and rear axle ratio configuration shall allow a 4% grade ability at 55 MPH

2.4.1.2. Chassis shall be fully capable of an approved walk-through conversion by the manufacturer.

2.4.2. Engine

- 2.4.2.1 Cummins ISB6.7 diesel or equivalent, 325-hp minimum with 750 lb-ft torque
- 2.4.2.1. Engine shall be capable of running on ultra-low sulfur diesel or bio-diesel fuel (B20) at user's discretion with no modifications.
- 2.4.2.2. Current model year EPA emission certification
- 2.4.2.3. Engine after treatment device, automatic over the road regeneration and dash-mounted regeneration switch Engine idle shutdown system
- 2.4.2.4. Cold starting assistance system
- 2.4.2.5. Electronic cruise control
- 2.4.2.6. Engine oil drain plug, magnetic
- 2.4.2.7. Engine shutdown electric, key operated
- 2.4.2.8. Fuel/water separator with thermostatic fuel temperature controlled electric heater and filter restriction/change indicator. Shall include equipment water-in-fuel sensor.
- 2.4.2.9. Air cleaner restriction indicator, air cleaner mounted
- 2.4.2.11. Electronic road speed governor; set to 70MPH max.
- 2.4.2.12. Cummins or equivalent exhaust brake integral with variable geometry turbo and on/off dash switch.
- 2.4.2.13. Engine oil filter, spin-on type
- 2.4.2.14. Direct drive type fan drive, 2-speed with residual torque device for disengaged fan speed
- 2.4.2.15. Aluminum radiator; 2-row, cross flow, over under system with charge air cooler. Includes low coolant audible indicator alarm
- 2.4.2.16. Single element air cleaner
- 2.4.2.17. Starting motor without thermal over crank protection.
- 2.4.2.18. Gates Blue Stripe or equivalent hoses with constant-torque stainless steel hose clamps.
- 2.4.2.19. Switchback horizontal after-treatment device, frame-mounted under cab. Shall include horizontal tailpipe exiting forward of the LH rear tire.
- 2.4.2.20. Block heater, 120VAC, 750 watt, wired to main generator/shoreline electrical system

2.4.3. Transmission and Equipment

- 2.4.3.1. Allison 3000 series or equivalent transmission with oil level sensor.
- 2.4.3.2. 5-speed, non-fire emergency, with overdrive; preference for lower gear ratios as available. Transmission shall be programmed to the "performance mode" setting.
- 2.4.3.3. No PTO provisions
- 2.4.3.4. No retarder
- 2.4.3.5. Synthetic transmission oil
- 2.4.3.6. Transmission-mounted oil filter and magnet in oil pan
- 2.4.3.7. Push-button type shift control, dash-mounted

2.4.4. Front Axle, Suspension and Equipment

- 2.4.4.1. 10,000lb capacity minimum single front axle, non-driving

- 2.4.4.2. Taper leaf, parabolic spring front suspension, 10,000lb. minimum capacity
- 2.4.4.3. Spring pins with rubber bushings, maintenance free
- 2.4.4.4. Two (2) front shock absorbers.
- 2.4.4.5. Tilt and telescoping steering column
- 2.4.4.6. 2-spoke, 18" diameter, black steering wheel
- 2.4.4.7. Power steering gear

2.4.5. Rear Axle, Suspension and Equipment

- 2.4.5.1. Single reduction rear axle, 16,000lb. minimum capacity
- 2.4.5.2. Gear ratio to meet performance requirements.
- 2.4.5.3. Rear axle drain plug; magnetic
- 2.4.5.4. Rear Freightliner AirLiner or equivalent air suspension; 17,500lb. (approximate) capacity, with shock absorbers
- 2.4.5.5. Synthetic rear axle lube
- 2.4.5.6. Heavy-duty driveshaft

2.4.6. Brake System

- 2.4.6.1. Dual air system, with automatic slack adjustment, dust shields and four channel ABS
- 2.4.6.2. Front – Air cam S-cam, including 20 sq. in. long stroke brake chambers
- 2.4.6.3. Rear – Air cam S-cam, including 24/30 spring long stroke brake chambers and spring actuated parking brake
- 2.4.6.4. Bendix AD-9 or equivalent oil coalescing air dryer

2.4.7. Frame and Equipment

- 2.4.7.1. High strength low alloy steel frame rails (80,000 PSI yield)
- 2.4.7.2. Maximum OAL; for LP chassis
- 2.4.7.3. Rear cross member, AF
- 2.4.7.4. Full width aerodynamic chrome front bumper, with license plate mount
- 2.4.7.5. Rear tow hooks, frame-mounted

2.4.8. Fuel Tank and Equipment

- 2.4.8.1. 50-gallon (minimum), aluminum construction
- 2.4.8.2. Fuel filter/water separator with temperature controlled electric heater and filter restriction/change indicator
- 2.4.8.3. Reinforced nylon fuel hose throughout
- 2.4.8.4. DEF tank, frame mounted, 6-gallon (approximate)

2.4.9. Front Tires, Hubs and Wheels

- 2.4.9.1. Two (2) 19.5" polished aluminum, 8-stud, hub-piloted, flanged nut, metric mount, 7.50DC rims
- 2.4.9.2. Two (2) low-profile 245/70R19.5 steering tread, load range G, 14 ply tires
- 2.4.9.3. Oil-lubricated wheel bearings and seals.
- 2.4.9.4. 50W synthetic front lube oil

2.4.10. **Rear Tires, Hubs & Wheels**

- 2.4.10.1. 19.5” polished aluminum outer wheels and 7.50DC rim and steel inner wheel with 6.75DC rim, 8-stud, hub-piloted, flanged nut, metric mount.
- 2.4.10.2. Four (4) low-profile 245/70R19.5, mud and snow tread, load range G, 14-ply tires.
- 2.4.10.3. Oil lubricated rear seals and wheel bearings.

2.4.11. **Spare Tire**

- 2.4.11.1. One (1) 19.5” steel rim with mounted 245/70R19.5 G647 RSS tire. Ship loose with completed vehicle.

2.4.12. **Electrical System**

- 2.4.12.1. 12-volt, negative grounded
- 2.4.12.2. 240A minimum, self-excited, pad mounted alternator
- 2.4.12.3. Two (2) maintenance free 12-volt batteries, 1300 CCA approximate
- 2.4.12.4. Battery box, steel with aluminum cover, easily serviceable
- 2.4.12.5. Data link connector for vehicle programming and diagnostics in cab
- 2.4.12.6. SAE blade type electrical fuses
- 2.4.12.7. Headlight dimmer switch integral with turn signal switch
- 2.4.12.8. Single electric horn
- 2.4.12.9. Air horn, single trumpet, air solenoid operated, mounted below cab
- 2.4.12.10. Master battery shutoff switch mounted outside battery box
- 2.4.12.11. Parking light integral with front turn signal and rear tail light
- 2.4.12.12. Halogen headlights, composite aero design for two-light system, including daytime running lights
- 2.4.12.13. Electric starter switch, key-operated
- 2.4.12.14. LED chassis lighting to meet FMVSS regulations
- 2.4.12.15. Five (5) amber LED lights mounted on sun visor
- 2.4.12.16. Dome light, door activated with timed dimming
- 2.4.12.17. Self-cancelling turn signal switch with headlight dimmer
- 2.4.12.18. 2-speed windshield wiper switch with wash and intermittent feature, integral to turn signal switch
- 2.4.12.19. Single motor windshield wipers, cowl mounted
- 2.4.12.20. One (1) 12V power receptacle
- 2.4.12.21. Back up alarm, electric, 102 dBA
- 2.4.12.22. Body builder wiring, including sealed connectors for tail, turn, backup, accessory power, and ground
- 2.4.12.23. Manual reset SAE type III circuit breakers with trip indicators
- 2.4.12.24. Chassis wiring shall be color coded and continuously numbered

2.4.13. **Cab Exterior**

- 2.4.13.1. Day cab
- 2.4.13.2. Chrome grill
- 2.4.13.3. Under hood insulation for sound abatement
- 2.4.13.4. Splash panel insulation for sound abatement
- 2.4.13.5. Fiberglass, tilting front end, with 3-piece construction
- 2.4.13.6. Dual, motorized, heated, side-mounted, West-Coast style rearview mirrors with integral convex spot mirrors and LED clearance lights
- 2.4.13.7. Auxiliary 7.5" sq. (approx.) hood-mounted cross view convex mirror, right hand side
- 2.4.13.8. Composite exterior sun visor
- 2.4.13.9. Tinted door glass LH & RH
- 2.4.13.10. Tinted windshield
- 2.4.13.11. Eight (8) liter windshield washer reservoir
- 2.4.13.12. Air-ride cab suspension
- 2.4.13.13. Fog lights, mounted in front bumper, with dash-mounted switch and indicator light

2.4.14. **Cab Interior**

- 2.4.14.1. Deluxe interior trim package.
- 2.4.14.2. Two (2) molded armrests, on each door
- 2.4.14.3. "A" pillar molded plastic cover
- 2.4.14.4. Interior grab handles, pillar mounted, one each side
- 2.4.14.5. Interior trim panels, molded plastic, full height; all interior sheet metal covered
- 2.4.14.6. Overhead console with dual storage pockets and retainer nets
- 2.4.14.7. Interior door trim panels, molded plastic, driver and passenger doors
- 2.4.14.8. Driver door storage pocket, full length
- 2.4.14.9. Cloth headliner
- 2.4.14.10. Rubber floor covering with insulation
- 2.4.14.11. Instrument panel trim, molded plastic with center section
- 2.4.14.12. Two (2) cup holders shall be provided
- 2.4.14.13. Two (2) padded vinyl sun visors with DS toll ticket strap, integral to console
- 2.4.14.14. Interior color scheme to be determined
- 2.4.14.15. Air conditioning with integral heater and defroster, HFC-134A hydrofluorocarbon refrigerant
- 2.4.14.16. Triangular reflectors without flares
- 2.4.14.17. 5lb. ABC fire extinguisher with mount
- 2.4.14.18. High-back air-ride driver seat, cloth, with integral headrest, 2-position front cushion adjustment, -3 to +14 degree seat back adjustment, arm rest and single chamber air lumbar support.
- 2.4.14.19. High-back single person passenger seat, cloth, with integral headrest, seat back adjustment and arm rest
- 2.4.14.20. Both seats to include 3-point, lap and shoulder type seatbelts

2.4.14.21. Power window and door locks, including express down feature.

2.4.15. Instruments and Controls

- 2.4.15.1. Key switch ignition keyed alike to cab door locks (with 4 sets of keys)
- 2.4.15.2. Gauge cluster (English)
- 2.4.15.3. Electronic speedometer
- 2.4.15.4. Electronic engine oil pressure
- 2.4.15.5. Electronic water temperature
- 2.4.15.6. Electronic fuel
- 2.4.15.7. Electronic tachometer
- 2.4.15.8. Voltmeter
- 2.4.15.9. Odometer display; miles, trip miles, engine hours, trip hours, fault code readout
- 2.4.15.10. Warning system; low fuel, low oil pressure, high engine coolant temperature, low battery voltage (visual and audible)
- 2.4.15.11. Allison transmission oil temperature gauge
- 2.4.15.12. Air cleaner restriction indicator, with black bezel mounted in instrument panel.
- 2.4.15.13. DEF fluid level gauge.
- 2.4.15.14. On-board diagnostics display of fault coded in gauge cluster
- 2.4.15.15. AM/FM/WB radio with auxiliary input, Bluetooth and public address capabilities
 - 2.4.15.15.1. Radio/PA shall include two (2) deluxe commercial quality coaxial radio speakers in the cab, two (2) deluxe commercial quality coaxial speakers in the body, and two (2) weatherproof commercial coaxial speakers on the curbside exterior. Rear and exterior speakers shall have independent volume control.

2.4.16. Color

- 2.4.16.1. Cab color: White
- 2.4.16.2. Base coat/clear coat type, 1 tone.

2.5. Body

- 2.5.1. 22' trade length aluminum dry freight truck body, 102" exterior width with 84" interior height and 44" forward "kick-over" section.
- 2.5.2. Body shall be connected to the cab roof and rear wall with a weatherproof boot, to allow standing height, walk-through capabilities
 - 2.5.2.1. Walk-through transition boot shall allow cab to "float" on its air-ride suspension
- 2.5.3. ¾" exterior plywood or approved equivalent floor
- 2.5.4. No wheel wells; flat floor at 39" maximum height measured from ground
- 2.5.5. 3/8" x 3" flat bar long sills
- 2.5.6. 3" (maximum) I-beam cross-members; 12" OC
- 2.5.7. 1/2" core FRP front wall or approved equivalent
- 2.5.8. Chrome plated composite corner
- 2.5.9. Side wall Z-posts; 16" OC

- 2.5.10. .050" (minimum) white pre-painted aluminum side sheeting
- 2.5.11. .090" (minimum) aluminum side deep skirting
- 2.5.12. Skirting shall be full perimeter of body, with 12" minimum ground clearance
- 2.5.13. One-piece .032" (minimum) aluminum roof
- 2.5.14. Anti-snag galvanized roof bows; 16" OC
- 2.5.15. Roof reinforcement for A/C units
- 2.5.16. FMVSS 108 lights and reflectors, LED at all locations
 - 2.5.16.1. Rear lighting shall be flush-mounted below floor line, in the aluminum skirting.
- 2.5.17. White painted stainless steel rear structure
- 2.5.18. 12 volt back-up alarm
- 2.5.19. Rear mud flaps; no logos or advertising
- 2.5.20. Two (2) 32" x 80" (approximate) passenger side "sedan type" mid entry (patron) doors placed per drawings. Door shall be of double-wall commercial quality aluminum construction and internally insulated between inner and outer skins.
 - 2.5.20.1. Step wells shall be a three step configuration with 10" - 12" deep treads and 7" - 9" high risers. Each step shall incorporate heavy-duty, slip resistant commercial rubber step tread reinforced with aluminum back. The front edge of each tread shall incorporate a 2" safety yellow or white edge. Step wells shall contain 12VDC LED lighting to assist with entry/egress.
 - 2.5.20.2. Doors shall have dark tinted safety glass upper horizontal ½ sliding window with fiberglass screen and dark tinted safety lower fixed-pane window.
 - 2.5.20.3. Doors shall utilize continuous stainless steel, aluminum or similar non-corrosive type vertically-mounted, recess-mounted hinges, adequately sized for the anticipated weight and duty cycle of this door.
 - 2.5.20.4. Doors shall include an exterior stainless steel drip rail mounted above the door.
- 2.5.21. One (1) of 42" x 79" (minimum width) single door mounted off-center on the rear wall per drawings. Door shall be of double-wall commercial quality aluminum construction and internally insulated between inner and outer skins.
 - 2.5.21.1. Door shall be set at floor height (no step well).
 - 2.5.21.2. Door shall have one (1) ½ slide radius window, high-mounted with fiberglass screen, dark tinted.
 - 2.5.21.3. Door shall utilize stainless steel, aluminum or similar non-corrosive type vertically-mounted hinges, adequately sized for the anticipated weight and duty cycle of these doors.
 - 2.5.21.4. Doors shall include an exterior stainless steel drip rail mounted above the door.

3. Conversion Specifications

3.1. Exterior

- 3.1.1. The 32" patron doors shall be configured with the following:
 - 3.1.1.1. Doors shall be fitted with one (1) Yale 5100 series or equivalent door closer each to control the movement of the door.
 - 3.1.1.2. Doors shall be equipped with one (1) heavy-duty, cast aluminum, positive hold-open device. Device shall be attached to the vehicle in a manner consistent with the intended use and lifetime of the vehicle.

- 3.1.1.3. Door interiors shall be finished to compliment interior and include an interior pull handle to assist in closing the door.
- 3.1.1.4. One (1) Yale push-bar "classroom" or equivalent entrance latch shall be installed on each door, keyed alike.
- 3.1.1.5. One (1) Yale 112 series or equivalent heavy-duty "deadbolt" latch shall be installed, in addition to the main latch, on each door, keyed alike to the latches.
- 3.1.1.6. Door/step well area shall be outfitted with a total of four (4) 1.25" diameter stainless steel handrails each to provide solid entry/egress assistance.
 - 3.1.1.6.1. One (1) 36" approximate length handrail shall be installed vertically on the exterior, just aft of the door.
 - 3.1.1.6.2. Two (2) angle-mounted handrails shall be installed one each side of the step well.
 - 3.1.1.6.3. One (1) angle-mounted handrail shall be installed to the interior of the door below the upper window.
- 3.1.1.7. One (1) electric-operated, single auxiliary step or approved equal shall be installed beneath each of these step wells. Steps shall be finished with a non-skid surface. Steps shall include a dash-mounted switch.
 - 3.1.1.7.1. Height of deployed step shall be consistent with the overall staircase run - for smooth patron entry/egress.
 - 3.1.1.7.2. Height of retracted steps shall impede clearance requirements of section 2.3.9.
 - 3.1.1.7.3. Step shall be finished with a non-skid surface and a safety yellow, non-skid front strip.
 - 3.1.1.7.4. Step shall include an audible/visual indicator system to warn the driver that the step is extended when the ignition key is activated.
- 3.1.2. The 42" rear wheelchair door shall be configured with the following:
 - 3.1.2.1. Door shall be equipped with one (1) heavy-duty, cast aluminum, positive hold-open device.
 - 3.1.2.2. Door interior shall be finished to compliment interior.
 - 3.1.2.3. One (1) standard entrance latch with interior handle shall be installed.
 - 3.1.2.4. One (1) Yale 112 series or equivalent heavy-duty "deadbolt" latch shall be installed, in addition to the main latch, keyed alike to patron doors.
- 3.1.3. Three (3) 14" x 22" single dome translucent white acrylic skylights shall be installed with white PVC interior trim.
 - 3.1.3.1. Skylights and installation shall be consistent with the intended lifecycle of this vehicle and be warranted against leaking for a minimum of 5 years.
- 3.1.4. One (1) generator compartment shall be installed street side to mount and enclose the generator. Generator mounting shall be configured to allow easy access to the unit for service, as well as easy removal of the unit for overhauls. This compartment shall be located on the driver's side, fully beneath the floor (no interior protrusion).
 - 3.1.4.1. This compartment MUST maintain a minimum 12" ground clearance, but cannot go through the cabin floor.
 - 3.1.4.2. Compartment shall be constructed of 12-gauge aluminum, or approved equal non-corrosive materials.
 - 3.1.4.3. Door(s) shall be constructed of aluminum and hinged with ¼" pin stainless steel continuous hinges.
 - 3.1.4.4. Doors shall have positive "compression" style, "slam latch", or approved equal latches and a door hold-back device.

- 3.1.4.5. Doors shall be keyed-alike with other exterior compartments.
- 3.1.4.6. Compartment shall be insulated with Glacier Bay Barrier Ultra dB Flex and Panel or equivalent acoustical insulation.
- 3.1.4.7. Compartment shall be ventilated to allow ambient heat escape, but adequately sealed to protect the generator from road debris and dust.
- 3.1.5. One (1) table storage compartment shall be installed to house a 4-foot table and 4 folding chairs. Compartment shall be of maximum size available and located based on final design.
 - 3.1.5.1. This compartment shall be installed fully beneath the floor (no interior protrusion).
 - 3.1.5.2. This compartment shall be sealed to prevent moisture penetration.
 - 3.1.5.3. Compartment shall be constructed of aluminum or equivalent materials.
 - 3.1.5.4. Door(s) shall be constructed of aluminum and vertically hinged with ¼” pin stainless steel continuous hinges.
 - 3.1.5.5. Door(s) shall have positive “compression” style, “slam latch”, or equivalent locking latches
- 3.1.6. One (1) auxiliary battery compartment shall be installed curbside to house the auxiliary battery bank. Compartment shall contain a slide tray with positive latch and hold downs for ease of battery maintenance. Tray shall be lined with an isolation material to help prevent battery corrosion.
 - 3.1.6.1. Compartment shall be constructed of aluminum or equivalent materials.
 - 3.1.6.2. Door shall be constructed of aluminum and vertically hinged with ¼” pin stainless steel continuous hinges.
 - 3.1.6.3. Door shall have positive “compression” style, “slam latch”, or equivalent latches
- 3.1.7. Vehicle underbody shall be fully undercoated with rubberized spray to provide additional sound resonance dampening and underbody insulation protection.
- 3.1.8. Two (2) 26”T x 24”W (approximate) half-slide windows with screens shall be installed in the side wall as depicted in the concept drawing(s).
 - 3.1.8.1. Windows shall be dark tinted.
 - 3.1.8.2. All glass furnished shall be automotive approved safety type. All glass shall be safety glazed and meet DOT GMVSS 205, SAE recommended practice J673b and J674a, and ANSI "Safety Code for Safety Glazing Materials" Z26.1-1977 as supplemented by Z26.1a-1980.
- 3.1.9. Two (2) 36” x 24” water-proof aluminum outdoor sign frames with snap-open edges shall be installed per finalized design.
- 3.1.10. Compartments, doors and appropriate added components shall be finished to match the body exterior.
 - 3.1.10.1. Additionally, where the vehicle is cut or modified, or additional fabricated components are added to the exterior, exposed metal shall be properly prepared and painted to match vehicle exterior color.
 - 3.1.10.2. Panels shall be properly cleaned and prepared for paint application in accordance with standard commercial practice and to requirements of the construction materials involved. Surfaces shall be properly cleaned and inspected before cover materials are applied.
 - 3.1.10.3. The prepared surfaces shall be spray primed with synthetic base primer, which contains corrosion resistant pigments and resins. Extra coats shall be applied around moisture catching moldings, etc. All hidden areas such as overlapping metal, underside of moldings, underside or rubber extrusions at windows shall be cleaned and primed and where necessary and caulked with sealing compound during construction.

3.1.10.4. DuPont or equivalent paint shall be applied to all areas of the metal. Each coat shall be properly dried and evenly sanded before the following coat is applied. "Orange peel" surfacing will not be acceptable.

3.1.11. Vehicle graphics shall be designed and installed by local vendors post-delivery.

3.2. Interior

3.2.1. The Bookmobile interior shall be designed to accommodate a collection of approximately 3,000 items, which includes but is not limited to: books of various sizes, DVDs, CDs, oversized materials of odd shapes, magazines, etc.

3.2.2. Since a bookmobile is a mobile library, and a quiet environment is most important in the successful operation of any library, all interior finishes shall contribute to absorbing ambient sounds. Appropriate panels, ceiling and flooring shall have superior acoustic qualities in addition to durability and aesthetics. Sound control measures shall comply with the Occupational Safety and Health Act (OSHA) sound level (dbA) requirement in effect at time of award of contract, for an eight (8) hour maximum operator exposure time; measured at operator's ear with engine at governed RPM.

3.2.3. Completed unit shall utilize environmentally conscious "green" elements wherever practical, including, but not limited to: energy efficient technologies, and recycled and/or sustainable construction materials.

3.2.4. Weight loading shall be of significant concern during the conversion of this vehicle for efficiency reasons. 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 and make recommendations as appropriate for lightening the static load of the conversion.

3.2.5. Vehicle ceiling, walls, wheel wells (if applicable) and underbody shall be insulated with 1.5" nominal thickness (3" nominal thickness underbody) sprayed-in urethane foam insulation.

3.2.5.1. Underbody foam insulation shall be protected from road spray and elements by an additional layer of rubberized automotive undercoating.

3.2.5.2. Foam shall be compliant with all applicable FMVSS regulations including flammability.

3.2.6. Floor covering shall be Lonseal Loncoin II or equivalent commercial grade vinyl flooring.

3.2.6.1. Covering shall have a 10-year minimum wear warranty.

3.2.6.2. Sub-flooring shall be properly prepared prior to installation of the floor covering.

3.2.6.3. Flooring shall be installed in a manner consistent with the manufacturer's recommendations.

3.2.6.4. Any flooring remnants remaining from the vinyl installation shall be shipped loose with the completed vehicle.

3.2.6.5. The library will select the exact color and pattern of vinyl from vendor's selections based on other interior color choices.

3.2.7. Two (2) 84" x 36" (approx.) commercial carpet runners shall be provided and shipped loose with the completed vehicle.

3.2.7.1. Runner finish shall be selected by the library from manufacturer's standard selections.

3.2.8. Vehicle interior walls shall be finished with easily removable panels installed between shelving uprights to provide a pleasing, flexible and durable finish.

3.2.8.1. The panels shall be fabric covered cork panels, appropriately trimmed to compliment the interior and allow for flexible display areas when shelving is removed. The finish of these fabric covered cork panels shall be chosen by the Library from manufacturer's standard selections.

3.2.8.2. All removable panels shall finish to a depth equivalent to the mounting face of the shelving uprights, providing a recessed, "built-in" appearance to the entire system.

- 3.2.9. Ceiling shall be finished with eco-friendly, soft, sound absorbent materials chosen by the Library from manufacturer's selections.
- 3.2.10. Fabric covered cork bulletin boards shall be installed wherever possible in the vehicle, including, but not limited to, all overhead cabinet doors. Number and size of bulletin boards furnished shall be determined by the exact configuration of interior. Bulletin boards shall be as large as possible and installed where space is available inside the coach. Smaller spaces and trim areas shall be finished in complimenting materials. All upholstery used within the vehicle shall meet provisions of FMVSS-302
- 3.2.11. One lockable, sliding door shall be fabricated and installed to separate the rear cabin from the cab at the staff's discretion. Door shall utilize heavy-duty hardware and be finished in materials to compliment the interior.
- 3.2.12. One (1) high quality, adjustable height rolling task chair with arms shall be supplied for the front station.
 - 3.2.12.1. Chair shall compliment the overall interior, with fabric color chosen by the Library from the manufacturer's standard selections.
 - 3.2.12.2. Chair shall include a method to secure it during transit.
- 3.2.13. One (1) adjustable stool shall be supplied for the rear station, for use as with both a stand-up and sit-down work surface height.
 - 3.2.13.1. Stool shall compliment the overall interior, with fabric color chosen by the Library from the manufacturer's standard selections.
 - 3.2.13.2. Stool shall include a method to secure it during transit.
- 3.2.14. One (1) fixed staff desk shall be furnished and installed per finalized plans. Desk shall be constructed of furniture grade plywood or equivalent. Work surface shall be finished with high-impact laminate or equivalent materials. Surface shall be bonded to a substrate, and assembly installed to allow easy removal and replacement as these surfaces experience excessive wear and tear.
 - 3.2.14.1. Desk shall be appropriately configured for installation of technologies by the Library, including cable pass-through grommets and defined wire paths from desktop to other locations as designated.
 - 3.2.14.2. Desk shall have a finished height of 30".
 - 3.2.14.3. Desk shall have 14" flip-up extension per preliminary drawings.
 - 3.2.14.3.1. Extension shall utilize extra heavy-duty hardware for support and include provisions for securing it when in the relaxed (down) position.
 - 3.2.14.4. Desk shall include a three-drawer cabinet and a pencil drawer below the work surface. Drawers shall include a positive latching mechanism.
 - 3.2.14.5. Desk shall include a pencil drawer below the work surface. Drawer shall include a positive latching mechanism.
 - 3.2.14.6. One (1) drop-in flush-mounted, removable cup holder shall be installed in the desk surfaces.
 - 3.2.14.7. The finalized design and placement of the desk shall be approved by the Library prior to fabrication and installation.
- 3.2.15. An Acore Shelving & Products, Inc. aluminum shelving system or equivalent shall be supplied and installed. Shelving components shall be powder coated after assembly where possible using coatings containing no lead or lead products. All components shall be constructed from superior grade lightweight materials and be built to withstand the unique stresses imposed by a mobile environment. The shelving layout shall be designed to accommodate approximately 3,000 items, which includes but is not limited to: books of various sizes, DVDs, CDs, videos, books on CD, oversized materials of odd

shapes, magazines, etc. All shelving running along the sidewalls of the vehicle shall tilt back 15 degrees. Shelving is anticipated to be primarily of 7" depth, with additional components described herein.

- 3.2.15.1. The completed modular shelving system shall include the following components:
- 3.2.15.1.1. Seventeen (17) one-piece aluminum slotted shelving uprights.
 - 3.2.15.1.1.1. Uprights shall be secured to sidewalls in a manner consistent with the anticipated stresses that will be imposed and expected lifecycle of this vehicle.
 - 3.2.15.1.2. Forty two (42) 7" deep wall shelves with integral 15° slope. Lengths to be determined by finalized upright positions, but should be set at 36" wherever feasible, with a maximum length variation of two (2) for interchangeability.
 - 3.2.15.1.3. Seven (7) 7" deep wall shelves with integral 20° slope, for use on the rear wall of the vehicle.
 - 3.2.15.1.4. Five (5) 36" wall hugger, single-sided book trucks with 3 shelves each.
 - 3.2.15.1.5. One (1) 36" enclosed book return truck, with face-mounted book return slot, locking access doors, and solid top.
 - 3.2.15.1.5.1. Top shall be finished with the same high-impact material as the work surfaces.
 - 3.2.15.1.5.2. Interior shall contain a foam pad in the bottom to protect materials from excessive damage.
 - 3.2.15.1.6. Six (6) wall hugger security devices, for locking the on-board book (and book return) trucks into the upright system.
 - 3.2.15.1.7. Two (2) removable patron work surfaces shall be fabricated and provided. Surfaces shall utilize support brackets and be finished with the same high-impact material as the staff work surfaces.
- 3.2.15.2. One (1) modular staff workstation shall be fabricated and installed in the rear per finalized plans. Workstation shall be designed to last the lifetime of the vehicle but constructed of lightweight materials for ease of adjustment. Work surface shall be finished in high-impact laminate or equivalent.
- 3.2.15.2.1. Workstation shall be appropriately configured for installation of technologies by the Library, including cable pass-through grommets and defined wire paths from desktop to other locations as designated.
 - 3.2.15.2.2. Workstation shall utilize the wall-mounted Acore uprights and appropriate brackets for main support, but also include an inboard mounted adjustable height support leg to allow staff adjustable height.
 - 3.2.15.2.3. Workstation shall include a lightweight positive latch pencil drawer mounted beneath the work surface.
 - 3.2.15.2.4. One (1) drop-in flush-mounted, removable cup holder shall be installed in the work surface.
 - 3.2.15.2.5. Surface shall mount to the shelving uprights using heavy-duty brackets designed for this purpose.
 - 3.2.15.2.6. The finalized design shall be approved by the Library prior to fabrication and installation.
- 3.2.15.3. Two (2) modular overhead storage cabinets shall be provided as depicted in the preliminary drawing(s).
- 3.2.15.3.1. Cabinets shall include lockable, top hinged bulletin board type doors, with mechanical stays, per final design.
 - 3.2.15.3.2. Cabinets shall include one (1) interior adjustable shelf and cable grommets in the base panel for future wiring.

- 3.2.15.3.3. Cabinets shall have a lower, open shelf for placement of printers and other peripherals. These shelves shall contain cable grommets for easy technology connection.
- 3.2.15.3.4. Cabinets shall mount to the shelving uprights using heavy-duty brackets designed for this purpose.
- 3.2.15.4. Two (2) bench seat modules shall be fabricated and provided with the completed vehicle.
 - 3.2.15.4.1. Seats shall include a minimum 2” thickness of foam, covered with durable fabric.
 - 3.2.15.4.2. Fabric shall be selected by the Library from manufacturer’s selections.
 - 3.2.15.4.3. Seat modules shall mount to the shelving uprights using heavy-duty brackets designed for this purpose.
- 3.2.15.5. Vehicle shall be configured as depicted in the finalized drawing upon delivery. Any remaining components (extras) of this system shall be shipped loose with each vehicle.
- 3.2.15.6. System shall include shelf label color strips, colors to be determined.
- 3.2.15.7. System shall be powder coated for maximum durability; color to be chosen by the Library from vendor’s standard color selections.
- 3.2.15.8. Final configuration and colors of the interior shelving and cabinetry shall be subject to approval of the Library prior to installation.
- 3.2.15.9. Finish, cabinetry and shelving installation shall provide an approximate 76” aisle width.
- 3.2.15.10. Final configuration of the interior shelving and cabinetry shall be subject to approval of the Library prior to installation.

3.3. Electrical System – AC

- 3.3.1. System shall be a 120/240-volt rated, single-phase type system designed to provide and distribute electrical power at a level of performance that meets the requirements of all components and/or accessories utilizing such power throughout the vehicle.
 - 3.3.1.1. System furnished shall be designed and installed to meet all requirements of the National Electrical Code (NEC), with all system components, accessories, plugs, receptacles, switches and circuit breakers being Underwriter's Laboratories (UL) listed and approved.
 - 3.3.1.2. System furnished shall also meet any and all applicable state code requirements and regulations pertaining to the design and installation of AC electrical systems.
- 3.3.2. All AC wiring shall be installed using multi-stranded, multi-conductor flexible armored, THHN (in non-metallic conduit), or boat rated cable; 600 volt rated, UL approved or equivalent. All wire shall be color-coded and grounded throughout the system. Aluminum wire is not acceptable due to its history of involvement in electrical system fires. Since the body and chassis of a motor vehicle is constantly flexing in torsion when in use, fixed type conduit is not acceptable due to the long-term potential electrical shorting and the resulting potential of fire hazard.
 - 3.3.2.1. Wiring and harnesses shall be installed in easily accessible locations to aid long-term serviceability and maintain a minimum 2” air-insulated clearance from parallel low-voltage wiring harnesses per NEMA standards.
 - 3.3.2.2. All wiring shall be sized using NEMA ratings to 125% of anticipated load.
- 3.3.3. One (1) Onan 8 HDKAU/41934, 8.0KW or equivalent, 120VAC quiet diesel generator set shall be installed. Unit shall certified by the Environmental Protection Agency (EPA) to conform to Tier 4 emissions regulations, and feature Advanced Control.

- 3.3.3.1. Unit shall contain integral shut-down protection system to protect against high engine temperature, low oil pressure, loss of coolant, over crank safety, over speed, over/under voltage, over/under frequency and auxiliary fault.
- 3.3.3.2. Unit shall draw its fuel from the main vehicle fuel tank through a separate tap that does not allow the generator to draw the fuel level below 1/8 tank.
- 3.3.3.3. Unit shall be capable of running on ultra-low sulfur B20 fuel in addition to ultra-low sulfur diesel with no modification necessary.
- 3.3.3.4. Unit shall utilize the auxiliary battery bank for starting/re-charging.
- 3.3.3.5. Unit exhaust shall exit on the driver's side.
- 3.3.3.6. Installation shall include an interior-mounted remote control panel, located near the forward staff workstation.
- 3.3.3.7. Unit shall be mounted in an underbody compartment with an exterior access, ventilated aluminum door. Generator mounting compartment shall maintain a minimum 12" ground clearance.
- 3.3.4. One (1) 125/250VAC, 50A rated, 3-pole 4-wire twist-lock weather resistant inlets shall be installed on the driver's side of the vehicle.
- 3.3.5. One (1) 25' long, 125/250VAC, 50A rated, 3-pole 4-wire shore cord shall be provided to connect the vehicle to shore power.
 - 3.3.5.1. One (1) 50A to 20A adaptor shall be provided to allow connection of standard extension cords (for limited power options).
- 3.3.6. One (1) ATS3W50 or equivalent automatic transfer switch shall be installed to provide automatic switching between generator and shoreline power sources. Unit shall have a 24kW maximum rating and mechanical interlock to prevent any possibility of electrical feedback.
- 3.3.7. One (1) 100A (minimum) rated Square D or equivalent distribution panel(s) shall be installed in the kick-over mechanical area; per finalized design.
 - 3.3.7.1. All AC electrical circuits shall be safety protected from short circuits and current overloading by UL approved resetting type circuit breakers, each properly capacity sized to the circuit they serve. A master circuit breaker that controls all AC electrical system circuits shall also be furnished.
 - 3.3.7.2. Panel(s) shall be readily accessible, yet out of view of the general public.
- 3.3.8. One (1) Xantrex Freedom SW 3012 or equivalent, 3000w inverter/charger shall be installed to back-up the onboard "orange" receptacles and recharge the auxiliary battery bank whenever there is shore or generator power available.
 - 3.3.8.1. Unit shall feature pure sine wave output and battery over-voltage and under-voltage protection.
 - 3.3.8.2. Unit shall include a 150A, 3-stage battery charger with manual equalize connected to the auxiliary battery bank.
 - 3.3.8.3. Unit shall be controlled with a Xantrex Freedom SCP or equivalent system control panel, mounted near the front workstation.
 - 3.3.8.4. System shunt shall be wired to include all auxiliary power loads being drawn from the auxiliary batteries (not just the inverter) for accurate system monitoring.
 - 3.3.8.5. Unit shall be mounted in the kick-over mechanical area.
 - 3.3.8.6. A second distribution panel may be necessary (dependent on final electrical configuration) as a "sub-panel" for inverter power distribution.
- 3.3.9. Install one (1) Xantrex Freedom SW Xanbus 809-0915 or equivalent automatic generator start shall be mounted in the kick-over mechanical area.

- 3.3.9.1. System shall automatically activate the generator upon low battery voltage, battery state of charge, over-current or air conditioner operation.
- 3.3.10. A minimum of ten (10) 15A-rated, UL listed, NEMA 5-15, three-hole grounded duplex receptacles shall be furnished inside the vehicle for general and specific uses. Inverter backed receptacles shall have an orange face for ease of identification.
 - 3.3.10.1. One (1) receptacle shall be weatherproof and installed on the curbside exterior for use under the awning.
- 3.3.11. Two (2) 13,500 BTU low-profile air conditioner shall be installed per drawings.
 - 3.3.11.1. Units shall provide 13,500 BTUs of cooling each.
 - 3.3.11.2. Units shall include self-contained, low-profile ceiling assembly with remote controls.
 - 3.3.11.3. Unit shall stand a maximum of 10" above the roof, and be included in the overall height measurement (reference 2.3.3).
- 3.3.12. One (1) 27" high resolution computer monitor shall be installed on a drop-down ceiling mount above the wheelchair lift.
 - 3.3.12.1. Installation shall include a HDMI cable run from the front workstation, for easy connection to a staff computer.
 - 3.3.12.2. Installation shall include a MORryde TV1-080H or equivalent drop down TV ceiling mount.
- 3.3.13. One (1) Luxor LLTMW12-G-12 or equivalent tablet wall/desk charging box shall be installed in the kick-over area for stowage and charging of six (6) laptops and six (6) iPads. Unit shall include a 12-outlet outlet strip within.

3.4. Electrical System – DC/Other

- 3.4.1. Shall be a 12-volt, negative ground type system designed to provide and distribute electrical power at a level of performance that meets the requirements of all components and/or accessories utilizing such power throughout the vehicle.
- 3.4.2. Design emphasis of system furnished shall be on both reliability and serviceability. System furnished shall be a modular type design, modular being defined as a system where major power train, chassis, body component assemblies, including lighting, wiring and switch harnesses, and heater harnesses are easily separable for purposes of repair or replacement, using either simple hand tool or automotive type plug-in connectors. Special emphasis shall be made on accessibility to all wiring harnesses in all locations. Wiring shall not be rendered un-accessible behind permanently installed panels or appointments.
- 3.4.3. The power source for all body electrical equipment furnished shall be taken from a single point on the power train specifically designed for this purpose.
- 3.4.4. The main ground wire grounding the body to the chassis shall be minimum 8-gauge size; all ground wires furnished for insulated-return type systems shall be equal in size to the feed wire in the respective circuit. Redundant grounds shall be used if required to attain a satisfactory level of system performance desired. For maximum system reliability, all serrated eyelets and screws or bolts utilized at points of ground shall be either coated or plated with an electrical conductive type material to improve their resistance to corrosion.
- 3.4.5. All electromagnetic type switches, relays and solenoids furnished shall be suppressed to protect the entire electrical system from major damage from the large negative voltage spikes these devices can produce.
- 3.4.6. All auxiliary electrical circuits shall be safety protected from current overloading by automatic resetting type heavy-duty automotive circuit breakers, each properly capacity sized to the circuit they serve. A master circuit breaker, minimum 150-amp shall also be furnished.

- 3.4.7. All terminals and connectors furnished shall be designed and approved by their manufacturer for heavy-duty automotive vocational application; material shall be a corrosion-resistant type. To eliminate disconnects; all terminals furnished shall incorporate a positive locking, seated type design to assure terminal position. Socket (female side of connectors shall be wired to electrical source side of circuit and plug (male) side of connector shall be wired to electrical load side of the circuit to help prevent a short circuit when disconnected. All connections made on the vehicle underbody shall be adequately protected against moisture and corrosion with dielectric grease, heat shrink tubing, or other similar techniques.
- 3.4.8. All insulated cable furnished shall comply with SAE Standards J1127 and J1128. All wiring furnished in the engine compartment area, where extreme heat and fire are of concern, shall be multi-stranded, low-voltage insulated automotive type cross-linked polyethylene fire-retardant SAE approved SXL type. All wiring furnished in the body portion of the coach shall be multi-stranded, low-voltage insulated automotive type; either SAE approved SXL or GXL types are acceptable. All wiring in each circuit shall be of sufficient size, and with 125% capacity rating of anticipated load to transmit the electrical current load of the circuit. Sizing shall take into account the length of the circuit and the voltage drop occurring in the circuit. Voltage at the load shall be +/- 5% of rated voltage when measured in a normal operating state.
- 3.4.9. All wiring shall be routed meeting the following minimum requirements:
- 3.4.9.1. No contact with sharp or puncturing edges.
 - 3.4.9.2. No tension or strain between fixed points.
 - 3.4.9.3. Adequate and safe clearance of moving parts.
 - 3.4.9.4. 5-inch clearance from radiant heat sources.
 - 3.4.9.5. Adequately secured to prevent pinching.
 - 3.4.9.6. Wiring to be color-coded and numbered, grease-, oil- and moisture-resistant and securely fastened.
- 3.4.10. All wiring furnished shall be routed in protective harnesses, either woven vinyl or corrugated vinyl or nylon types acceptable. When harnesses go through metal structure, rubber grommets shall be used to further protect the integrity of the harnesses.
- 3.4.11. Ten (10) Interstate U2200 or equivalent, group GC-2, 6V deep-cycle, batteries shall be provided as an auxiliary battery bank for stationary 12VDC component power.
- 3.4.11.1. Each battery shall have 232 Ah capacity (@20hr), for a total bank capacity of 2,320 Ah. Batteries shall be connected in a "series/parallel" manner to provide a 12VDC reference.
 - 3.4.11.2. Batteries shall be installed within the underbody battery compartment with a positive hold-down system.
 - 3.4.11.3. Batteries shall power installed auxiliary systems only.
 - 3.4.11.4. The vehicle alternator, inverter/charger, and the solar panels shall charge these batteries.
- 3.4.12. One (1) Blue Sea ML-ACR or equivalent heavy-duty battery isolation/merge system shall be installed to allow charging of both the main and auxiliary battery banks from the vehicle alternator, isolation during stationary operations, and merging of the battery banks for emergency starting.
- 3.4.12.1. System shall include dash-mounted control switch with indicator lights.
 - 3.4.12.2. Battery connection cables associated with this system shall be protected on both sides with a 150A minimum, high amp, resettable circuit breaker.
- 3.4.13. A 12VDC, LED main cabin lighting system shall be installed to provide interior lighting meeting library minimum stack ratings.

- 3.4.13.1. Lighting fixtures shall be alternately configured on two (2) switches to allow a “zig-zag” lighting option at the user’s discretion.
- 3.4.13.2. Lighting level should be 6 foot-candles (ft-c) minimum measured on the stack face (vertically) at a height of 12", and 35 ft-c maximum at any height to achieve no more than a 6-to-1 maximum-to-minimum ratio across the entire stack face.
- 3.4.13.3. Light output temperature shall be a “warm” white between 4400K – 5300K.
- 3.4.13.4. Lighting system design shall be approved by the Library prior to installation.
- 3.4.14. LED stepwell lighting (12VDC) shall be provided at the side entry.
 - 3.4.14.1. Shall be wired to operate in conjunction with the condition of the door.
- 3.4.15. Four (4) Whelen 600 series or equivalent, LED weatherproof “scene” lights shall be installed; two (2) on the exterior curbside, and two (2) on the exterior rear.
 - 3.4.15.1. Lights shall be switched in the driver’s area.
 - 3.4.15.2. Rear mounted lights shall also be engaged by putting the vehicle in reverse.
- 3.4.16. Six (6) 12VDC receptacles with standard and USB charge ports shall be installed.
 - 3.4.16.1. Receptacles shall be independently fused and powered by the auxiliary batteries.
 - 3.4.16.2. Locations shall be chosen during the pre-build engineering phase.
- 3.4.17. One (1) Braun, Ricon or equivalent, in-body hydraulic wheelchair lift shall be installed inside the rear doors per manufacturer specification.
 - 3.4.17.1. Lift shall have a 33”W x 51”L (approximate) platform.
 - 3.4.17.2. Lift shall have an 800 lb. (approximate) lifting capacity.
 - 3.4.17.3. Installation shall include all vehicle interlocks and safety systems offered by the manufacturer, and have a manual backup system.
 - 3.4.17.4. System and installation shall adhere to ADA and FMVSS regulations.
- 3.4.18. Two (2) Fantastic Vent 6000RBTA or equivalent, 3-speed, reversible roof vents shall be installed. Vents shall include thermostatic control, automatic opening dome, and automatic rain sensors.
- 3.4.19. One (1) Espar AIRTRONIC D8LC or equivalent diesel fueled air heater shall be installed in the main interior cabin. Heating system shall include integrated ducting and rotatable/closable vents to help ensure even distribution of the heat and further ensure that the areas beneath the staff desks are not cold.
 - 3.4.19.1. Unit shall produce 27,296 btu/hr at 151 cfm.
 - 3.4.19.2. Unit shall vent combustion air to the exterior of the body.
 - 3.4.19.3. Heating output shall be integrated throughout the interior for even heating in one (1) zone per finalized design.
 - 3.4.19.4. Unit shall be controlled by the central thermostat.
 - 3.4.19.5. Unit shall be fueled from the main vehicle diesel fuel tank.
 - 3.4.19.6. System shall be installed in compliance with ANSI A-119.2 and NFPA regulations.
- 3.4.20. One (1) Duo Therm Comfort Control Center 2 or equivalent, thermostat shall be installed near the front desk. Unit shall utilize a series of advanced heat sensing devices to track temperatures and activate heat or air conditioning as needed to maintain selected temperature.
 - 3.4.20.1. Unit shall be a full digital system creating two (2) zones from one centralized location.
 - 3.4.20.2. Unit shall utilize a LCD readout and Intellisets technology to allow easy setting changes.

- 3.4.20.3. Unit shall interconnect with the hybrid power system to provide "HVAC request" auto start signal.
- 3.4.20.4. Unit shall be mounted near the front workstation.
- 3.4.21. One (1) twenty foot (20') long Dometic 9100 Weatherpro or equivalent 12VDC power awning shall be installed on the curbside of the vehicle.
 - 3.4.21.1. Awning shall include a wind sensor to close the awning when it detects high sustained winds.
 - 3.4.21.2. Awning shall include a knee action design to allow flex in moderate wind and automatically release any accumulated water away from the door.
 - 3.4.21.3. Awning shall include a hard wired switch mounted just inside the main patron door, as well as a hand-held wireless remote control.
 - 3.4.21.4. Color of awning shall be chosen post-award by the Library from manufacturer's standard selections.
- 3.4.22. One (1) parking sensor system with 4 front and 4 rear in-bumper sensors shall be installed. System shall detect obstacles using ultrasonic wave (sonar) echolocation technology, and include a wired LED digital display with audible alert mounted in the dash area.
- 3.4.23. Two (2) SenSource Inc. Clearcount 3D or equivalent people counters shall be installed.
 - 3.4.23.1. These counters mount overhead and require power over Ethernet to power the sensor.
- 3.4.24. One (1) rear view, color LCD system shall be installed. System shall include all components necessary for the intended application and be wired with all features enabled.
 - 3.4.24.1. Shall include one (1) 7 inch (minimum) LCD color monitor mounted on (or in) the dash for easy view of the driver.
 - 3.4.24.2. Shall include one (1) video camera with sun shields and built-in microphone mounted to rear exterior. Shall have a vibration and shock resistant mounting, waterproof, and a minimum viewing angle of 114 degrees horizontal and 90 degrees vertical.
- 3.4.25. One (1) Aqualarm 20446 or equivalent 12VDC powered security system with cell and email alert shall be installed. System shall include the following features:
 - 3.4.25.1. Keypad activation/deactivation.
 - 3.4.25.2. IR remote
 - 3.4.25.3. Motion detector
 - 3.4.25.4. Door contacts for all doors
 - 3.4.25.5. One (1) Aqualarm 20421 solar powered exterior siren/strobe light.
- 3.4.26. One (1) Cradlepoint IBR1100 series or equivalent, wireless LTE advanced ruggedized modem shall be provided.
 - 3.4.26.1. Modem shall be powered by the 12VDC system and connect to the front and rear desk areas via CAT6, 10/100 Mbps RJ-45 cabling.
 - 3.4.26.2. Modem shall support LTE advanced with SIM-based auto-carrier selection, and have the ability to easily add a second modem at a later time to increase bandwidth as necessary
 - 3.4.26.3. Modem shall include 802.11 a/b/g/n/ac WiFi to provide a hotspot in and around the vehicle.
 - 3.4.26.4. Modem shall include the ability to configure a virtual private network (VPN).
 - 3.4.26.5. Modem shall include one (1) Cradlepoint 170654-000 or equivalent 5-in-1 GPS, modem & WiFi antenna, mounted to the exterior roof of the vehicle.

- 3.4.26.6. Installation shall include a second Cradlepoint 170653-000 or equivalent 3-in-1 modem antenna, for addition of second modem at a later time.
- 3.4.26.7. Modem(s) will be connected to the Verizon service network.
- 3.4.26.8. Unit shall be installed in the kick-over mechanical area.

3.5. Miscellaneous Components

- 3.5.1. One (1) SkyScan or equivalent atomic clock shall be furnished, with a minimum 2-inch main character size. Unit shall include readouts for interior and exterior temperature (via wireless remote sensor), day and date, and receive its synchronization signal from NIST.
- 3.5.2. One (1) battery-operated Carbon Monoxide (CO) detector shall be installed on the interior ceiling.
- 3.5.3. One (1) battery-operated smoke detector shall be installed on the interior ceiling.
- 3.5.4. Two (2) 5 lb. ABC fire extinguishers shall be installed in the interior, one front and one rear.
- 3.5.5. One (1) IA State DOT approved first aid kit shall be supplied and installed within the completed vehicle.
- 3.5.6. One (1) set of three (3) red emergency reflective triangles with dedicated ABS plastic enclosure shall be provided and installed.

4. Optional Items (please quote these items separately)

4.1. Additional Book Carts

- 4.1.1. One (1) Acore or equivalent 36" wall hugger, single-sided book truck with 3 shelves each. Please quote price per each.

4.2. Sidewall Windows

- 4.2.1. Eight (8) 26" x 48" (approx.) frameless windows shall be installed within the vehicle sidewalls per preliminary layout.
 - 4.2.1.1. Windows shall include interior trim and fall between the shelving uprights to provide more ambient light.
 - 4.2.1.2. Windows shall be non-opening (fixed) and dark tinted.

4.3. Solar Panel System

- 4.3.1. One (1) AM Solar SunRunner or equivalent, solar panel system shall be provided and installed.
 - 4.3.1.1. System shall include two (2) GO160 solar panels, one (1) SunRunner Gold 30MPPT/8 system core, and one (1) roof C-box.
 - 4.3.1.1.1. Controller interface shall be mounted in the kick-over mechanical area.
 - 4.3.1.2. System shall charge both the main and auxiliary battery banks with a potential total of 320 watts.
 - 4.3.1.3. The design of this system is subject to approval by the Library prior to installation.

4.4. Video Surveillance System

- 4.4.1. One (1) REI or equivalent video surveillance, GPS and remote monitoring system shall be installed with all triggers/features connected. System shall be mounted in a location out of general view, but still readily accessible for staff. System shall include, but not be limited to the following components. Additional accessories (cables, antennas, interconnects, etc.) may be necessary to fulfil the general intent of the system, and vendors are urged to consult with system manufacturer to complete system operability. This option (if accepted) shall supersede the aforementioned back-up camera system (reference 3.4.24).
 - 4.4.1.1. One (1) REI HD420W DVR, with 4 camera capability, integrated WiFi and external WiFi capability.

- 4.4.1.2. One (1) REI 710341 HD series hard drive, 1TB SATA, for DVR.
- 4.4.1.3. One (1) REI 710335 HD series inertia sensor – accelerometer 8G.
- 4.4.1.4. One (1) REI 710214 GPS antenna/SIRF3 with 16’ cable.
- 4.4.1.5. One (1) REI vehicle connectivity cable (as determined by final configuration).
- 4.4.1.6. One (1) REI 511986 panic button/event marker, mounted near the front staff workstation in an easy to reach, but out of direct view location.
- 4.4.1.7. One (1) REI 710502, 2.4mm mini box camera, mounted in the vehicle cab area.
- 4.4.1.8. One (1) REI 710370, 2.4mm dome camera, mounted in the main cabin area.
- 4.4.1.9. One REI 710380, 4.0mm exterior side mount camera, for exterior right (curb side) application.
- 4.4.1.10. One REI 710311, mini box camera, mounted on the exterior rear, for back-up/rear vision application. This camera must show as a reverse image, and automatically trigger from the vehicle’s reverse circuit, for rear view requirements
- 4.4.1.11. One (1) REI 710344, 7” monitor with 4 camera inputs, to allow single/dual/quad view. Monitor shall be mounted in the cab to act as a back-up (and general) monitor, and include reverse gear (automatic) and manual activation.

SECTION IV.
CITY OF IOWA CITY – PURCHASING DIVISION
GENERAL CONDITIONS AND INSTRUCTIONS TO PROPOSERS

The general rules and conditions which follow apply to all proposals issued by the City unless otherwise specified. Proposers or their authorized agents are expected to fully inform themselves as to the conditions, requirements, and specifications before submitting proposals; failure to do so shall be at the Proposer's own risk.

REQUEST FOR PROPOSAL (RFP): is defined as a request for an offer, by one party to another, of terms and conditions with reference to some work or undertaking.

This document constitutes a **REQUEST FOR PROPOSAL**, and is thus a solicitation for responses. Conversely, this REQUEST FOR PROPOSAL is **NOT** a bid and is not governed by state or federal bidding requirements.

Moreover, any acceptance of a proposal shall NOT result in a binding contract between the City and the Proposer, but instead will simply enable negotiations to take place which may eventually result in a detailed and refined agreement or contract between the Proposer and the City.

"Proposal date" as referenced herein shall mean the local date and time specified in the proposal documents.

A. CONDITIONS FOR PROPOSING

1. **NO CONTACT POLICY.** After the date and time established for receipt of proposals by the City, any contact initiated by the Proposer or by a City representative, other than the Purchasing Division representative listed herein, concerning this Request for Proposal is prohibited. Any such unauthorized contact may cause the disqualification of the Proposer from the procurement transaction.
2. **COMPLETENESS/AUTHORIZATION OF PROPOSAL.** Proposer shall supply all information and submittals required by the proposal documents to constitute a proper proposal. The proposal shall clearly state the legal name, address, telephone number, and fax number of the Proposer. The proposal shall be signed above the typed or printed name and title of the signer. The signer shall have the legal authority to bind the Proposer to the proposal.
3. **ADDRESSING OF PROPOSAL.** Unless otherwise specified, faxed or e-mailed proposals will not be accepted. Proposal shall be submitted in a sealed envelope or box clearly marked on the front with proposal number and due date, and unless otherwise specified, addressed to:

Attn: City Clerk's Office
City of Iowa City
410 E. Washington St., RM 140
Iowa City, Iowa 52240-1826
4. **PROPOSAL DEADLINE.** Proposer shall be responsible for taking whatever measures are necessary to ensure that the proposal reaches the office of the City Clerk or other specified agent on or before the local time and date specified. The City shall not be responsible for, and may not consider, any proposal delayed in the postal or other delivery service, or in the City's internal mail system, nor any late proposal, amendment thereto, or request for withdrawal of proposal received after the date specified. Proposals received after the time and date specified on the Request for Proposal will not be opened and will not be considered for award.

A written request for withdrawal of a proposal or any part thereof may be granted, provided the request is received in writing by the City prior to the specified proposal date.

5. RECEIPT OF PROPOSALS. Unless otherwise required by the Iowa Public Records law, during the process of negotiations, no proposals shall be handled so as to permit disclosure to competing Proposers of the identity of the Proposer with whom the City is negotiating or the contents of the proposal.
6. PROPOSALS BINDING 120 DAYS. Unless otherwise specified, all formal proposals, including any negotiations, submitted shall be binding for one hundred and twenty (120) working days following the due date for the proposal or negotiations, unless the Proposer(s), at the City's request, agrees in writing to an extension.
7. TRADE SECRETS OR PROPRIETY INFORMATION. The laws of Iowa require that at the conclusion of the selection process the contents of all proposals be placed in the public domain and be open to inspection by interested parties. Trade secrets or proprietary information that are recognized as such and protected by law may be withheld.
8. MULTIPLE PROPOSALS. Proposers may submit more than one proposal, provided the additional proposal or proposals are properly submitted on the proposal forms or in the proposal format.
9. COMPETENCY OF PROPOSER. No proposal may be accepted from or contract awarded to any person, firm or corporation that is in arrears or in default to the City of Iowa City upon any debt or contract. Prior failure of a Proposer to perform faithfully on any previous contract or work for the City may be grounds for rejection. If requested, the Proposer shall present evidence of performance ability and possession of necessary facilities, pecuniary resources and adequate insurance to comply with the terms of these proposal documents; such evidence shall be presented within a specified time and to the satisfaction of the City.
10. COLLUSIVE PROPOSING. The Proposer certifies that the proposal is made without any previous understanding, agreement or connection with any person, firm, or corporation making a proposal for the same project, without prior knowledge of competitive prices, and that the proposal is in all respects fair, without outside control, collusion, fraud or otherwise illegal action.
11. OFFICERS NOT TO BENEFIT. Upon signing this agreement, Consultant acknowledges that Section 362.5 of the Iowa Code prohibits a City officer or employee from having an interest in a contract with the City, and certifies that no employee or officer of the City, which includes members of the City Council and City boards and commissions, has an interest, either direct or indirect, in this agreement, that does not fall within the exceptions to said statutory provision enumerated in Section 362.5
12. EQUAL EMPLOYMENT OPPORTUNITY. All Proposers are subject to and must comply with the provisions of the City's EEO policy and applicable local, state and federal antidiscrimination laws. All City contractors, subcontractors or consultants with contracts of \$25,000 or more (or less, if required by another governmental agency) must abide by the requirements of the City's Contract Compliance. Emergency contracts are exempt from this provision.
13. WAGE THEFT. All City contractors with contracts of \$25,000 or more must abide by the requirements of the City's Wage Theft Policy. Pursuant to the Wage Theft Policy, the City will not to enter into certain contracts with, or provide discretionary economic development assistance to, any person or entity (including an owner of more than 25% of the entity) who has admitted guilt or liability or been adjudicated guilty or liable in any judicial or administrative proceeding of committing a repeated or willful violation of the Iowa Wage Payment Collection law, the Iowa Minimum Wage Act, the Federal Fair Labor Standards Act or any comparable state statute or local ordinance, which governs the payment of wages, for a period of five (5) years from the date of the last conviction, entry of plea, administrative finding or admission of guilt.
The Wage Theft Policy does not apply to emergency purchases of goods and services, emergency construction or public improvement work, sole source contracts excepted by the City's purchasing manual, cooperative/piggyback purchasing or contracts with other governmental entities.

B. BONDS AND INSURANCE

1. **BID SECURITY**. **When required**, no bid shall be considered unless accompanied by either of the following forms of bid security:

- a. A certified or cashier's check drawn on a solvent Iowa bank or a bank chartered under the laws of the United States, or a certified share draft drawn on a credit union in Iowa or chartered under the laws of the United States, in an amount equal to a minimum of five percent (5%) of the bid, or
- b. A bid bond executed by a corporation authorized to contract as a surety in the State of Iowa, in a penal sum of a minimum of five percent (5%) of the bid.

The bid security shall be made payable to the TREASURER OF THE CITY OF IOWA CITY, IOWA, and shall be forfeited to the City of Iowa City as liquidated damages in the event the successful Proposer fails to enter into a contract within fourteen (14) calendar days and, when required, post bond satisfactory to the City insuring the faithful performance of the contract and maintenance of said work, if required, pursuant to the provisions of the bid documents and other contract documents. The amount of the check, draft or bond shall not constitute a limitation upon the right of the City of Iowa City, Iowa, to recover for the full amount of such damage.

Security deposits of the lowest two (2) or more Proposers may be retained pending contract award or rejection. All other security deposits will be returned promptly.

2. **PERFORMANCE BOND**. When required, the successful Proposer shall furnish a bond in the amount of one hundred percent (100%) of the contract price, said bond to be issued by a responsible surety approved by the City and shall guarantee the prompt payments of all materials and labor and protect and save harmless the City from claims and damages of any kind caused by the operation of the contract, and shall also guarantee the maintenance of the improvement for a specified period following its completion and acceptance by the City. A letter of Irrevocable Credit from a responsible lending agency approved by the City, for the same guarantee(s) as noted above, may be submitted for approval. The City reserves the right to accept or reject this form of guarantee.
3. **INSURANCE REQUIREMENTS**. When required, the successful Proposer shall provide insurance as follows:
 - a. Certificate of Insurance; Cancellation or Modification
 1. Before commencing work, the Contractor shall submit to the City for approval of a Certificate of Insurance meeting all requirements specified herein, to be in effect for the full contract period.
 2. The Contractor shall notify the City in writing at least thirty (30) calendar days prior to any change or cancellation of said policy or policies.
 3. Cancellation or modification of said policy or policies shall be considered just cause for the City of Iowa City to immediately cancel the contract and/or to halt on the contract, and to withhold payment for any work performed on the contract.
 4. The policy shall be primary in payment, not excess or contingent, regardless of any other coverage available to the City.
 - b. **Minimum Coverage**

Any policy or policies of insurance purchased by the Contractor to satisfy his/her responsibilities under this contract shall include contractual liability coverage, and shall be in the following type and minimum

amounts:

Insurance Requirements

Formal Project Specs: Class II (over \$1M)

Type of Coverage	Each Occurrence	Aggregate
a. Comprehensive General Liability		
(1) Bodily Injury & Property Damage	\$1,000,000	\$2,000,000
b. Automobile Liability	Combined Single Limit	
(1) Bodily Injury & Property Damage	\$1,000,000	
c. Excess Liability	\$1,000,000	\$1,000,000
d. Worker’s Compensation Insurance as required by Chapter 85, Code of Iowa.		

The City requires that the Contractor’s Insurance carrier be “A” rated or better by A.M. Best.

WHEN ADDITIONALLY REQUIRED:

Errors & Omissions	\$500,000
Fidelity Bond (minimum)	\$ 50,000

C. SPECIFICATIONS

1. **FORMAL SPECIFICATIONS.** The Proposer shall abide by and comply with the true intent of the specifications (i.e., not take advantage of any unintentional error or omission). Whenever mention herein is made of a service to be provided in accordance with laws, ordinances, building codes, underwriters' codes or similar expressions, the requirements of these laws, ordinances, etc., shall be construed as the minimum requirements of the specifications.

The absence of a written list of deviations submitted with the proposal shall hold the Proposer strictly accountable to the City and to the specifications as written. Any unauthorized deviation from the specifications may be grounds for rejection of the service when delivered.

2. **PROPOSED ALTERNATE.** When an item is identified in the bid document by a manufacturer's name or catalog number, it is understood that the Proposer proposes to furnish the commodity and/or service so identified by the City unless the Proposer specifically proposes an alternate. In bidding on a proposed alternate, the Proposer shall clearly state on his/her bid exactly what he/she proposes to furnish, and forward with his/her bid, a complete description of the proposed alternate, including brand, model number, drawings, performance and test data, references, and any other information necessary for a complete evaluation. Proposer shall include a statement setting forth any changes in other materials, equipment, or other work which would be required by incorporation of the proposed alternate. The burden of proof of the merit of the proposed alternate is upon the Proposer.

The City's decision to approve or disapprove of a proposed alternate shall be final.

3. **QUALIFICATIONS, CREDENTIALS AND REFERENCES.** The Proposer shall provide a description of qualifications, credentials, experience, and resources as they relate to the provision of the proposal. The Proposer shall also provide a list of clients for whom similar work has been performed within the last two years, including the firm, contact person, address, and phone number of each contact person.
4. **ADDENDUM TO SPECIFICATIONS.** Any substantive interpretation, correction or change of the proposal documents shall be made by written addendum. Unless otherwise specified the addendum will be posted to the City of Iowa City website: <https://icgov.org/purchasing-bids>

Interpretation, corrections or changes of the proposal documents made in any other manner shall not be binding. Such interpretations, corrections or changes shall not be relied upon by Proposer. Any addenda shall be issued by the City within a reasonable time prior to the proposal date. It is the Proposer's responsibility to visit this web-site to insure that they have received all important addenda or revisions to the Request for Proposal prior to bidding.

D. SELECTION OF FIRM

1. **REJECTION OF PROPOSALS.** The City reserves the right to accept or reject any or all proposals, to waive irregularities and technicalities, and to request resubmission. The City also reserves the right to reject the proposal of any Proposer who has previously failed to perform properly or complete on time contracts of a similar nature, or a proposal from a Proposer who, investigation shows, is not in a position to satisfactorily and timely perform the contract.
2. **SELECTION.** The City desires to enter into negotiations and ultimately reach an agreement with a Proposer who demonstrates the best combination of attributes to conduct the project, and who also negotiates a project cost with the City that is fair and reasonable. The City may conduct discussions with any Proposer who has submitted a proposal to determine qualifications, for further consideration. Since the initial review by the City will be deemed preliminary in nature, the document and process will be deemed confidential until such time as the successful Proposer is selected. Criteria for selection will include but not be limited to:
 - The quality, availability, adaptability and life cycle costing of the commodities and/or service.
 - Guarantees and warranties.
 - Ability, capacity and skill to provide the commodities and/or service required within the specified time.
 - Ability to provide future maintenance and service.
 - Character, integrity, reputation, experience and efficiency.
 - Quality of performance of previous and/or existing contracts.
 - Previous and existing compliance with laws and ordinances relating to contracts with the City and to the Proposer's employment practices.
 - Whether the Proposer is in arrears to the City, in debt on a contract or is a defaulter on surety to the City.
 - If reasonable doubts arise as to Proposer's solvency, the City reserves the right to require financial information sufficient to show solvency and/or require a performance bond.
 - Such other relevant information as may be secured by the City.
 - Cost estimate; the City is not required to accept the proposal with the lowest cost estimate.

Once the City has reached an agreement with the Proposer, a purchase order will be issued to the awardee. The purchase order will define the conditions of the contract between the City and the contractor selected to receive the award.

3. **CORRECTIONS TO SUBMITTED PROPOSALS.** Any changes that are made to this proposal using correction fluid, writing utensils, etc. before submission must be dated and initialed in each area that a change was made.
4. **PRESENTATIONS.** When required and based on an evaluation of proposals submitted, the City may select finalists who will be required to participate in interviews, including key personnel designated for the proposal, and to make presentations regarding their qualifications and their ability to furnish the required service to best serve the needs of the City.

Formal presentations will be scored and evaluated by a committee. The evaluation committee will make a recommendation to the City Manager and if required, to the City Council for final approval. Nothing in the proposal can obligate the City to enter into a contract.

5. **ERRORS IN PROPOSAL.** Any ambiguity in any proposal as a result of omission, error, lack of clarity or noncompliance by the Proposer with specifications, instructions and conditions shall be construed in the light most favorable to the City. Changes in proposals shall be initialed and dated.

E. GENERAL CONTRACT PROVISIONS

1. **CONTRACT AWARD.** Upon City's selection and satisfactory negotiation between City and Proposer on the work to be performed, a written award in the form of a Purchase Order, contract or other instrument shall result in a binding contract without further action by either party. The contract shall be on forms provided by the City; or if the Proposer's contract document is used, the City reserves the right to modify any document to conform to the request for proposal and to do so in the light most favorable to the City.
2. **INSURANCE.** Current Certificate of Insurance in the amounts specified shall be on file with the City before work can commence.
3. **AVAILABILITY OF FUNDS.** A contract shall be deemed valid only to the extent of appropriations available to each project. The City's extended obligation on these contracts which envision extended funding through successive fiscal periods shall be contingent upon actual appropriation for the following fiscal year.
4. **CHANGE IN LAWS:** In the event of a change in law that frustrates the goals of the City relative to this contract, the City will be entitled to terminate the contract upon written notification to the vendor without cost or penalty to the City.
5. **CONTRACT ALTERATIONS.** The City reserves the right to make changes to the Services to be provided which are within the Project. No assignment, alteration, change, or modification of the terms of this Agreement shall be valid unless made in writing and agreed to by both the City and the Proposer. The Proposer shall not commence any additional work or change the scope of the Service until authorized in writing by the City. Proposer shall make no claim for additional compensation in the absence of a prior written approval and amendment of this Agreement executed by both the Proposer and the City. This Agreement may only be amended, supplemented or modified by a written document executed in the same manner as this Agreement.
6. **SUBLETTING OF CONTRACT.** Proposer shall not assign, transfer, convey, sublet or otherwise dispose of the contract or their right, title or interest therein, or their power to execute such contract to any other person, firm or corporation without the prior written consent of the City, but in no case shall such consent relieve the Proposer from their obligations, or change the terms of the contract.
7. **CONTRACT PERIOD.** Contract shall remain in force for the full specified period and until all services have been satisfactorily delivered and accepted and thereafter until all requirements and conditions shall be met, unless:
 - a. Extended upon written authorization of the City and accepted by contractor, for a period negotiated and agreed upon by both parties, when in the best interest of the City.
 - b. Terminated due to default, as described below.
8. **DEFAULT.** The contract may be cancelled or annulled by the City in whole or in part by written notice of default to the Proposer upon non-performance, violation of contract terms, delivery failure, bankruptcy or insolvency, or the making of an assignment for the benefit of creditors. The City reserves the right to grant Contractor a specified cure period during which to cure or remedy the default, which cure period shall be included in the written notice of default. If default is not cured within the specified time, City reserves the right, but is not obligated to, extend the cure period or City may deem the Contract terminated without further notice. In either event, the defaulting Contractor (or his/her surety) shall be liable to the City for cost to the City in excess

of the defaulted contract price. Lack of knowledge by the Contractor will in no way be a cause for relief from responsibility.

If the Contract is terminated, an award may then be made to the next qualified Proposer; or when time is of the essence, services may be contracted in accordance with Emergency procedures.

9. **DELIVERY FAILURES.** Failure of a contractor to provide commodities and/or service within the time specified, unless extended in writing by the City, or failure to replace rejected commodities and/or service when so directed by the City shall constitute delivery failure. When such failure occurs the City reserves the right to cancel or adjust the contract, whichever is in the best interest of the City. In either event, the City may purchase in the open market commodities and/or service of comparable worth to replace the articles of service rejected or not delivered. On all such purchases, the Contractor shall reimburse the City, within a reasonable time specified by the City, for any expense incurred in excess of contract prices, or the City may deduct such amount from monies owed the Contractor. If the contract is not cancelled, such purchases shall be deducted from contract quantities. The City reserves the right to accept commodities and/or service delivered which do not meet specifications or are substandard in quality, subject to an adjustment in price to be determined by the City. Acceptance will be at the sole discretion of the City.
10. **FORCE MAJEURE.** The Contractor shall not be liable in damages for delivery failure when such failure is the result of fire, flood, strike, and act of God, act of government, act of an alien enemy or any other circumstances which, in the City's opinion, is beyond the control of the Contractor. Under such circumstances, however, the City may at its discretion cancel the contract.
11. **INDEMNITY.** The Proposer shall indemnify, defend and hold harmless the City of Iowa City and its officers, employees and agents from any and all liability, loss, cost, damage, and expense (including reasonable attorney's fees and court costs) resulting from, arising out of, or incurred by reason of any claims, actions, or suits based upon or alleging bodily injury including death, license, patent, or copyright infringement, or property damage rising out of or resulting from the Proposer's operations under this Contract, whether such operations be by the Contractor or by any Subcontractor or by anyone directly or indirectly employed by either.

Proposer is not, and shall not be deemed to be, an agent or employee of the City of Iowa City.

Responsibility for Damage Claims - It is specifically agreed between the parties executing this contract that it is not intended by any of the provisions of any part of the contract documents to create in the public or any member thereof a third party beneficiary hereunder, or to authorize anyone not a party to this contract to maintain a suit for personal injuries or property damage pursuant to the terms or provisions of this contract. It is understood that no subcontractor is a third party beneficiary to any contract between the Contracting Authority and the prime contractor. Nothing in any special provision or any supplemental specification shall be construed as eliminating or superseding the requirements of this section.

Proposer further agrees to:

- a. Save the City, its agents and employees harmless from liability of any nature or kind for the use of any copy-right or non-copyright composition, secret process, license, patented or unpatented invention, article, apparatus, or appliance, including any device or article forming a part of the apparatus or appliance of which the Proposer is not the patentee, assignee, licensee or owner, furnished or used in the performance of the contract.
- b. Obtain all permits and licenses required by city, state and federal governments and pay all related fees. The Proposer shall also comply with all laws, ordinances, rules and regulations of the City, State of Iowa and the Federal Government.

12. **ANTI-DISCRIMINATION.** Proposer shall not discriminate against any person in employment or public accommodation because of race, religion, color, creed, gender identity, sex, national origin, sexual orientation, mental or physical disability, marital status or age. "Employment" shall include but not be limited to hiring, accepting, registering, classifying, promoting, or referring to employment. "Public accommodation" shall include but not be limited to providing goods, services, facilities, privileges and advantages to the public.
13. **CHOICE OF LAW AND FORUM.** The laws of the State of Iowa shall govern and determine all matters arising out of or in connection with this Agreement without regard to the choice of law provisions of Iowa law. In the event any judicial proceeding is commenced in connection with this Agreement, the exclusive jurisdiction for the proceeding shall be in the Iowa District Court in and for Johnson County, Iowa City, Iowa. This provision shall not be construed as waiving any immunity to suit or liability including without limitation immunity in State or Federal court, which may be available to the City.

F. PAYMENT PROVISIONS

1. **PAYMENT TERMS.** Payment may be made only after inspection and acceptance by the using department. Payment of balances shall be made only after approval and final acceptance by the City.
2. **WITHHOLDING PAYMENT.** Consideration for withholding payment shall include faulty materials, or workmanship, failure to meet delivery deadlines, and liens that have been filed, or evidence indicating a possible filing of claims. In all cases, regulations and limitations imposed by the Federal Government and State of Iowa shall prevail.
3. **TAXES.** The City of Iowa City is exempt from all Federal, State of Iowa and other states' taxes on the purchase of commodities and services used by the City of Iowa City within the State of Iowa. The Purchasing Division shall provide tax exemption certification to out of state suppliers as required. Out of state taxes imposed on purchases of commodities and/or services which are used within another state are applicable and subject to payment.

SECTION V. CITY OF IOWA CITY WAGE THEFT POLICY

It is the policy of the City of Iowa City, as expressed by City Council Resolution No. 15-364 adopted on November 10, 2015, not to enter into certain contracts with, or provide discretionary economic development assistance to, any person or entity (including an owner of more than 25% of the entity) who has admitted guilt or liability or been adjudicated guilty or liable in any judicial or administrative proceeding of committing a repeated or willful violation of the Iowa Wage Payment Collection law, the Iowa Minimum Wage Act, the Federal Fair Labor Standards Act or any comparable state statute or local ordinance, which governs the payment of wages, for a period of five (5) years from the date of the last conviction, entry of plea, administrative finding or admission of guilt. (hereinafter “Wage Theft Policy”)

I. Application. The Wage Theft Policy applies to the following:

- a. Contracts in excess of \$25,000 for goods, services or public improvements.
- b. Contracts for discretionary economic development assistance. “Discretionary” economic development assistance shall mean any economic development assistance provided by the City of Iowa City that is not required by law.

II. Exceptions. The Wage Theft Policy does not apply to emergency purchases of goods and services, emergency construction or public improvement work, sole source contracts excepted by the City’s purchasing manual, cooperative/piggyback purchasing or contracts with other governmental entities.

III. Affidavit. The contracting entity must complete the attached affidavit showing compliance with the Wage Theft Policy and provide it to the Contracting Department prior to the execution of the contract.

Contract provision: Any contract to which this policy is applicable will include the following contract provision: If the City becomes aware that a person or entity (including an owner of more than 25% of the entity) has admitted guilt or liability or been adjudicated guilty or liable in any judicial or administrative proceeding of committing a repeated or willful violation of the Iowa Wage Payment Collection law, the Iowa Minimum Wage Act, the Federal Fair Labor Standards Act or any comparable state statute or local ordinance, which governs the payment of wages, within the five (5) year period prior to the award or at any time after the award, such violation shall constitute a default under the contract.

IV. Waivers. If a person or entity is ineligible to contract with the City as a result of the Wage Theft Policy it may submit a request in writing indicating that one or more of the following actions have been taken:

- a. There has been a bona fide change in ownership or control of the ineligible person or entity;
- b. Disciplinary action has been taken against the individual(s) responsible for the acts giving rise to the violation(s);
- c. Remedial action has been taken to prevent a recurrence of the acts giving rise to the disqualification or default; or
- d. Other factors that the person or entity believes are relevant.

The City Manager or Designee shall review the documentation submitted, make any inquiries deemed necessary, request additional documentation if warranted and determine whether a reduction in the ineligibility period or waiver is warranted. Should the City Manager or Designee determine that a reduction or waiver of the ineligibility period is warranted the City Manager or Designee shall make such recommendation to the City Council. The City Council will make a final decision as to whether to grant a reduction or waiver.

SECTION VI. COMPANY INFORMATION FORM

Any costs associated with this purchase not specifically set forth in the company’s submitted proposal will be the sole responsibility of the proposer. Price/Cost adjustments presented after the contract has been awarded will not be accepted by the City. Pricing must include all fees required to provide the Bookmobile as specified. This includes, but is not limited to, all delivery, shipping, insurance, license fees, permits, travel and reimbursable expenses to fulfill the requirements of the contract.

A. Bookmobile

- | | | |
|--|----------|-----------------|
| 1.) Freightliner M2 106 chassis as specified | \$ _____ | |
| 2.) 22’ trade length truck body with kick-over | \$ _____ | |
| 3.) Vehicle conversion, delivery and training as specified | \$ _____ | |
| Total Cost of Bookmobile (items 1-3) | | \$ _____ |

B. Optional Items

- | | |
|----------------------------------|----------|
| 4.) Additional book carts (each) | \$ _____ |
| 5.) Sidewall windows (set) | \$ _____ |
| 6.) Solar panel system | \$ _____ |
| 7.) Video surveillance system | \$ _____ |

Exceptions, Deviations or other Agreements

Exceptions/Deviations to this Request for Proposal shall be taken below. Exceptions may not be added to any submittals after the due date. If adequate space is not provided for exceptions/deviations, please use a separate sheet of paper. **If your company has no exceptions/deviations, please write “No Exceptions” in the space provided. If you state no exceptions, you may not add your company’s terms and conditions or any other documents to your submitted proposal or any submittals after the proposal due date.**

Prohibited Interest

Your firm shall identify any relationship that has existed, or presently exists with the City of Iowa City and its staff that may interfere with fair competition or may be a possible conflict of interest for either party. **If no relationship has existed or does not presently exist, the company must make this statement in the space provided below (companies are subject to disqualification on the basis of any potential for conflict of interest as determined by the City of Iowa City).**

Liens or Unsatisfied Judgments

List any and all liens or unsatisfied judgments presently existing against your firm in the space provided below. If your firm has no liens or unsatisfied judgments you must state this also.

City of Iowa City Wage Theft Policy

Your firm must carefully review the policy included in Section V of this Request for Proposal. Any objection that your firm has regarding this policy must be stated in the space provided below. If your firm is in agreement with this policy and is able to uphold the policy, provide a statement in the space provided below.

Designated person(s) who can be contacted for information during the period of evaluation and for prompt contract administration upon award of the contract. Provide the following information:

Name: _____

Phone Number: _____

E-mail Address: _____

The undersigned proposer, having examined and determined the scope of this Request for Proposal, hereby proposes to supply and deliver the proposed commodities and services as described in the proposal documents at the prices set forth within.

The undersigned proposer states that this proposal is made in conformity with the specifications and qualifications contained herein. In the event that there are any discrepancies or differences between any conditions of the proposer's proposal and the Request for Proposal prepared by the Iowa City Public Library, the Library's Request for Proposal shall prevail.

The undersigned proposer certifies that this proposal is made in good faith and without collusion or connection with any other person or persons bidding on the project.

AUTHORIZED SIGNATURE

Name of Firm: _____

Address: _____

Phone Number: _____

E-Mail Address: _____

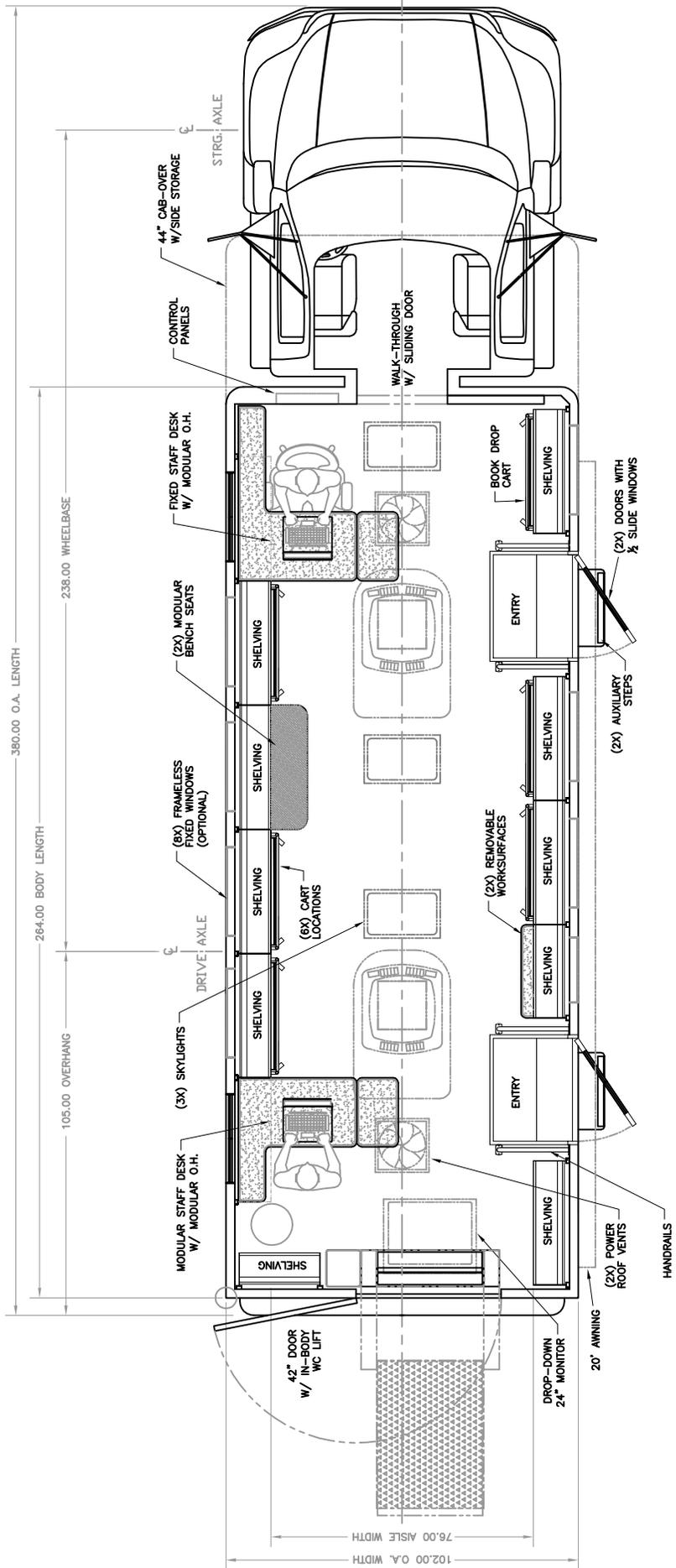
Name of Representative: _____

Title of Representative: _____

Signature of Representative: _____

Date Signed: _____

Revno	Revision note	Date	Signature	Checked
11	Modular rear station, bench seats and book drop cart	6/8/16		
12	Rear station reconfiguration per client review	6/16/16		



FLOOR PLAN

- GENERAL INFORMATION**
- MEDIUM-DUTY CAB CHASSIS
 - 228 INCH WHEELBASE
 - 32.0' OVERALL LENGTH
 - 25,900LB GVWR
 - 2,055 LINEAR INCHES SHELVING

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