



*101 South River Street  
Aurora, IL 60506  
630-264-4100*

## REQUEST FOR PROPOSAL FOR BOOKMOBILE

Aurora Public Library District  
101 S. River St.  
Aurora, IL 60506

Submission Due Date/Time:  
October 5, 2020 at 10:00 a.m.

# RFP OVERVIEW

The Aurora Public Library District (“District”) is seeking bids from qualified vendors to design and build a new bookmobile.

## Timeline

Date	Subject
September 1, 2020	Date of Issue
September 11, 2020	Last Day to Submit Questions
September 21, 2020	Questions and Answers Published on Library Website
October 5, 2020	Submissions Due by 10:00 a.m.
October 5, 2020	Bids opened via ZOOM Meeting at 2:00 p.m.
October 28, 2020	Bid awarded at the Aurora Public Library District Board Meeting

## Instructions

This RFP and addenda are available on our website: [www.aurorapubliclibrary.org/RFP-RFQ](http://www.aurorapubliclibrary.org/RFP-RFQ).

Any changes to the RFP or addenda will be posted no later than September 21, 2020. Vendors are responsible for ensuring that they have the most current information regarding the RFP.

All questions pertaining to the solicitation must be in writing and received by September 11, 2020.

Questions can be sent via email to [rfpinquiries@aurorapubliclibrary.org](mailto:rfpinquiries@aurorapubliclibrary.org). All emails should be marked “Bookmobile Bid Questions”.

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

The District is not liable for any costs incurred by any Vendor in connection with this RFP. Expenses incurred by the responding vendors are the sole responsibility of the vendor and may not be charged to the District.

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

## Bid Submission

Bids must be received no later than 10:00 a.m. on October 5, 2020. Bids must be submitted electronically in PDF or Microsoft Word format. Files may not be password-protected or copy-protected. Print copies of the bid may be submitted in addition to the electronic version, but this is optional. Submit electronic copy of bid to [rfpinquiries@aurorapubliclibrary.org](mailto:rfpinquiries@aurorapubliclibrary.org) with the subject line “Bookmobile Bid”. Optional printed bids must be mailed to Aurora Public Library District, Attention: Administration Office, 101 South River Street, Aurora, IL 60506 and clearly marked RFP-Bookmobile on the envelope.

## Bid Opening

In accordance with the Government Emergency Administration Act (PA 101-0640) the Aurora Public Library District finds that an in-person meeting is not practical or prudent and will hold a virtual meeting to perform essential business. Below is the link to register for the meeting:

When: Oct 5, 2020 02:00 PM Central Time (US and Canada)

Register in advance for this meeting:

[https://aurorapubliclibrary-org.zoom.us/meeting/register/tJ0scOqhrTliG9Z\\_z7sDfEvHEsppOJ\\_-hM0](https://aurorapubliclibrary-org.zoom.us/meeting/register/tJ0scOqhrTliG9Z_z7sDfEvHEsppOJ_-hM0)

After registering, you will receive a confirmation email containing information about joining the meeting.

## Bid Disclosures

All information submitted is subject to the Illinois Freedom of Information Act (5 ILCS 140) and other applicable laws and rules. Vendors claiming exemption from disclosure of certain portions of the offer must do so in a separate section of the offer clearly labeled "Confidential Information." The District cannot guarantee confidentiality where Illinois law demands disclosure.

## Sales Tax Exemption

The Aurora Public Library District is a tax-exempt body. Taxes should not be reflected in the bid price.

## Insurance

During the term of the contract, the vendor shall provide the following types of insurance in not less than the specified amounts:

1. Commercial General Liability - \$1,000,000 per occurrence, \$2,000,000 aggregate;
2. Auto Liability – Combined Single Limit Amount of \$1,000,000 on any contractor owned, and/or hires, and/or non-owned motor vehicles engaged in operating within the scope of this contract;
3. Professional Liability - \$2,000,000
4. Worker's Compensation – Statutory; Employers Liability \$1,000,000; and
5. Umbrella Coverage - \$2,000,000

The insurance requirements shall be fulfilled by the vendor by maintaining insurance policies which name the Aurora Public Library District, its officers, agents, employees, representatives and assigns as additional insured's (except on policies for professional liability and workers compensation). Such insurance shall be primary and non-contributory with respect to any insurance or self-insurance programs covering the District, it's officers, agents, employees, representations and assigns. The vendor shall furnish to the District satisfactory proof of coverage by a reliable company or companies, before commencing any work. Such proof shall consist of certificate executed by the respective insurance companies and filed with the District together with executed copies of an Additional Insured Endorsement.

## Payments, Discounts, and Invoices

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).

## AURORA PUBLIC LIBRARY DISTRICT: WHO WE ARE

With a population of 197,899, Aurora is the second largest city in Illinois, sitting just 41 miles west of Chicago. Aurora is accessible by rail on the BNSF Metra commuter line and by five interchanges on the Interstate 88 east/west tollway corridor. The city is bisected by the Fox River accompanied by the Fox River Trail, which intertwines with the more local Virgil Gilman Trail.

The Aurora Public Library District is made up of the Richard and Gina Santori Public Library in the heart of downtown, the Eola Road Branch co-located with the Fox Valley Park District serving the east side, and the West Branch situated adjacent to Washington Middle School on the west side of Aurora. In addition, our active Outreach Services Department reaches students in six school districts and various community centers across four counties, including Kane, Kendall, DuPage, and Will. The Outreach Services Department includes our Bookmobile, and the District has been serving our community with bookmobiles since 1953. Aurora is also home to the Illinois Math and Science Academy (IMSA), a residential high school serving grades 10-12. Institutions of higher education include Aurora University and Waubensee Community College.

Aurora is diverse, with 42.9% of the population identifying as Hispanic or Latino, 37.1% non-Hispanic white, 10.3% African American, and 8.1% Asian. Similarly, languages besides English are common in Aurora, with nearly 70,000 Spanish-speakers, 1,900 Tagalog, and a significant Urdu speaking population of 1,318.

Median household income is \$66,540 in 2016, above the \$60,960 average household income across Illinois. The non-profit community and social services sector in Aurora actively support those experiencing challenging circumstances, economic or otherwise. Hesed House assists those struggling with homelessness, while Mutual Ground serves victims of domestic violence and sexual assault. Likewise, the Aurora Public Library District operates as a warming and cooling center for severe weather situations, and collaborates with local agencies, such as the Fox Valley Habitat for Humanity, to provide programming and collection services that meet the complex information needs of our diverse population.

The District's strategic plan outlines goals related to school success, supporting immigrant communities, sparking creativity, and responding to the reading and programming interests of the community. Find our vision and strategic plan at [www.aurorapubliclibrary.org/visionstrategicplan](http://www.aurorapubliclibrary.org/visionstrategicplan).

## 2019 Bookmobile Key Facts and Figures

The bookmobile primarily serves schools and community stops. School stops host several classrooms per visit, with 20-30 students moving through the bookmobile in 15-minute sessions to select and check out reading material. Community stops at parks, the zoo, and the farmers market serve all ages.

### Numbers Per Month:

- 470 miles driven
- 150 hours open
- 2,000 visitors
- 6,000 items checked out
- 2,300 program attendees

## RFP PURPOSE

The purpose of the project is to design and build a new bookmobile to better serve existing and projected service patterns.

## RFP SCOPE OF WORK

Design, build, and delivery of a new bookmobile.

We are looking for creative, flexible, and forward-looking solutions for the following:

- Reducing or eliminating engine/generator emissions and noise
- Improving fuel economy
- Improving digital access through robust, reliable Wi-Fi and modern media equipment
- Assuring interior comfort during periods of extreme heat and cold typical in our northern climate

All responses shall include an anticipated delivery date (“Delivery Deadline”).

Late delivery, as determined by the District to be thirty (30) days after the agreed upon Delivery Deadline, shall be cause for liquidated damages of \$300 per calendar day. Extreme late delivery, as determined by the District to be ninety (90) days after the agreed upon Delivery Deadline, shall be cause for contract cancellation and/or monetary damages. 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 respondent has no control or authority.

The District may send representatives to inspect the build process of the bookmobile at any time. The District will plan to send 2 representatives to inspect the bookmobile prior to delivery to ensure the bookmobile is completed and operational as expected. If necessary, a live video inspection may be substituted for an in-person inspection.

Delivery to be made to 101 S. River St., Aurora IL by vendor driver/trainer who can make minor adjustments to the vehicle and explain routine operation and maintenance. One full day of driver and staff training to be provided. Video recording of training for future use by library staff is desirable.

## SPECIFICATIONS

### 1) Basic Specifications and Dimensions

- a) Exterior length: 38'-42'
- b) Exterior height: 12'10" maximum, including rooftop units
- c) Interior height: 84" minimum
- d) Width maximum: Exterior 102"
- e) Wheelbase: 238" approximate
- f) GVWR maximum 37,000 lbs.
- g) Ground clearance 12" minimum

### 2) Manuals and Documentation

- a) To-scale floor plan of final design
- b) As-built plan of vehicle
- c) Operating manuals for all installed equipment

### 3) Cab/Chassis Specifications

- a) Engine
  - i) Inline Diesel 260 hp with single element immersion block heater, ultra-low sulfur #2 diesel capable, and 2013 E.P.A./C.A.R.B. certified  
OR
  - ii) Electric powertrain equivalent to above
- b) Fuel tank as required by design
- c) 25' Shoreline
- d) Full frame chassis construction
- e) Air ride (assisted) suspension
- f) Generator
  - i) Installed in outside access compartment and mounted on slide out tray
  - ii) Starter switch on generator and remote switch on a full gauge panel mounted inside
  - iii) Preferred: battery powered generator sized to replace traditional diesel generator, or diesel generator 14 KW tier 4, fuel line tied into existing chassis fuel tank
- g) Leveling System
  - i) Hydraulic leveling and stabilizing jacks with remote automatic control
- h) Brakes
  - i) Heavy duty dual air brakes
  - ii) Service brakes dual air brake system
  - iii) S cam type with automatic slack adjusters

### 4) Body Specifications

- a) Extendable powered awning installed on side of the vehicle

- i) Safety features should include obstacle adjustment, high wind notification, no buckling, and manual override if no power is available or the motor malfunctions
- b) LED flat screen TV with flush-mount cover; minimum screen size of 55"
- c) Pull out non slip steps with handrails
- d) 33" minimum wide entrance/exit doors (36" preferred)
- e) Driver's door with power window
- f) Braun UVL outside underbody wheelchair lift paired with wheelchair-accessible door
- g) Heated adjustable electric sideview mirrors
- h) Parking sensors to include 8 total, 4 in back and 4 in front, all tied to monitor read out in the front within easy view of driver
- i) Collision avoidance system to include 1 rear view camera and 2 side view cameras, all tied to split screen LCD monitor located in the dash within easy view of driver
- j) Back-up camera with dash mounted monitor
- k) Digital read out board on back
- l) Storage compartments for generator batteries and Shoreline
- m) Additional optimal storage compartments per final design
- n) Openable windows to be incorporated into final design
- o) Outdoor weatherproof speakers with separate volume control
- p) Outdoor porch lights
- q) Custom designed full vehicle vinyl wrap
- r) Two exterior receptacles with weather resistant covers

#### 5) Conversion Specifications

- a) Floor plan
  - i) Specific floor plan to be designed in consultation with customer
  - ii) Vendor to supply full, to-scale floor plans upon completion of planning process
- b) Flooring
  - i) Commercial, non-slip floor covering (not carpet)
  - ii) Two sets of removable carpet runners for main aisle
  - iii) Heavy duty commercial non-slip flooring will be used in all stairwells and access points
  - iv) Colors to be chosen by customer
- c) Ceiling
  - i) FRP or vinyl ceiling
  - ii) Covering should be sound absorbent
  - iii) Color to be chosen by customer
- d) Walls
  - i) Slatwall display wall to be incorporated into design
  - ii) Cabinetry or wall-mounted shelving for tech equipment including printer and laptops/iPads
  - iii) Cabinetry for general storage
- e) Aluminum shelving system (Acore preferred)
  - i) Uprights to be firmly attached to walls, set on 36" and 24" centers
  - ii) All shelves to be interchangeable and adjustable
  - iii) Shelves should be on a 15-20° slope

- iv) Design shall include minimum of four (4) one-sided book carts to be located within shelving area with ability to lock into shelving units; cart shelving on a 15-20° angle.
- v) Design shall include 2 to 4 fold down or removable customer workstations

f) HVAC

- i) Two roof vents, 3-speed reversible with thermostatic control and auto rain sensors
- ii) Four low profile rooftop A/C/heating units
- iii) Four toe kick floor heaters for forced air heat
- iv) Front dashboard A/C defrost and heating
- v) Separate workstation floor heating
- vi) Central thermostat to control all heating and air conditioning, zoned for efficiency and comfort

g) Cradlepoint IBR1700 wireless modem for use by staff and public; modem and antenna to be provided by the district.

- i) Modem shall be powered by the 12VDC system and connect to front and rear desk areas via CAT6, 10/100/1000 Mbps RJ-45 cabling
- ii) Unit shall be installed in the cab-over mechanical area
- iii) installation shall include one 2x2 MiMo 4G/5G Dome Antenna Kit mounted on exterior of vehicle

h) Audio/Visual

- i) Media system including AM/FM radio, CD/aux/Bluetooth and public address system mounted in body area with 4 interior and 2 exterior marine-grade speakers for interior and exterior announcements. Separate volume controls for interior vs exterior speakers.
- ii) High-resolution monitor/TV mounted per design plan with USB and HDMI connections

i) Seating

- i) Driver and front passenger high back adjustable chairs; swivel preferred
- ii) Two back passenger seats desirable
- iii) Seating for customers (browsing, reading, or computer use)

j) Staff workstation with desk and overhead lighting

- i) Powered height-adjustable desk for 1 person
- ii) Lockable storage space adjacent to desk

k) Built-in book drop

- i) Book drop for returning library materials; exterior access desirable

6) Electrical System

a) Solar power to run lights and accessory items

b) AC electrical system:

- i) 120/240 VAC system rated for anticipated load per design
- ii) All wiring will adhere to applicable NEC and FMVSS regulations
- iii) External wiring to be encased in conduit for protection
- iv) Number and type of receptacles including outside to be determined by final design

7) Lighting

a) Interior:

- i) LED ceiling lights mounted full length of vehicle

- ii) LED stepwell lighting activated by door movement
- iii) Skylights – capable of being opened, with removable covers for insulation/light control when needed
- iv) Sunshades on all windows except entrance/exit door windows
- b) Exterior:
  - i) LED lights on exterior to illuminate door areas
  - ii) LED lights on rear to assist with backing, wired to activate with vehicle reverse as well as dash switch
  - iii) LED lighting in storage compartments with easily located switches

8) Safety and Security

- a) Three complete sets of keys
- b) One 5 lb. fire extinguisher, with mount
- c) One set of triangle flares
- d) One portable automatic external defibrillator unit, with mount
- e) One first aid kit, with mount
- f) One carbon monoxide detector
- g) One smoke detector
- h) One spare tire with wheel, shipped with finished vehicle
- i) One Aqualarm 20446 or equivalent 12V DC powered security system with cell and email alert. System shall include keypad activation and deactivation, L/R remote, motion detector, door contacts for all doors.

9) Warranty

- a) 1-year bumper to bumper warranty
- b) Manufacturer's standard warranty shall apply for all installed equipment. Include 1 copy of each manufacturer's warranty policy and procedure manual with the vehicle.
- c) Include list of nearest locations for warranty work, parts, or authorized service providers for chassis, body, generator, and etc. List to include contact name, address, and phone number.

10) Options (please price separately)

- a) Marketing images and bookmobile plans/renderings for use in fundraising materials
- b) Exterior mounted bubble-making machine to run during parades and other special events
- c) Four additional one-sided aluminum book carts to match existing carts
- d) One side slide out section
  - i) One driver-side slide out section to increase usable floor space
- e) Extended warranties
  - i) Please include all options for extended warranties for the chassis and/or conversion, including pricing

# EVALUATION CRITERIA

The selected vendor will be chosen based on their apparent ability to meet the overall expectations of the district. The Aurora Public Library District Board of Directors will determine which proposal best meets the district's needs. The following criteria will be applied in the selection process:

- Responsiveness and completeness of the Proposal
- Experience and qualifications of the vendor
- Understanding of project objectives and scope
- Ability of vendor to communicate with staff
- Experience in bookmobile design and build
- Recently completed bookmobiles
- Satisfaction of former clients
- Overall project management

# SELECTION PROCESS

The District will review and evaluate the written responses to the RFP. Vendors may be asked to clarify proposals or answer more specific questions after RFPs have been received. The District reserves the right to reject any and all proposals at its sole discretion, accept a proposal based on considerations other than cost, and waive or modify any provisions of this request for proposals. District staff will then make a recommendation to the Aurora Public Library District Board of Directors.

The award will be made to the most qualified company whose proposal is deemed most advantageous to the District and is subject to the approval of the Aurora Public Library District Board of Directors.

# RFP SUBMISSIONS

Submit an electronic copy to [rfpinquiries@aurorapubliclibrary.org](mailto:rfpinquiries@aurorapubliclibrary.org) no later than October 5, 2020 by 10 a.m.

Late submissions will not be accepted. Submissions will be opened in a public ZOOM meeting.

The submission must include the following information in the stated order.

1. Introduction
  - a. Cover letter with name, address, email, phone and fax number, key contact person
  - b. A concise written statement to demonstrate the vendor's understanding of the project and scope of services being sought by the District
  - c. Description of the general approach to the design/build process and implementation of the project
  - d. Proposed completion date and a timeline for the project

- e. Execution of the District's provided Vendor Acknowledgements form

2. Company History

- a. Number of years in business
- b. Type of ownership, name(s) of owner(s)
- c. Type of organization
- d. Geographical area of operations
- e. Professional affiliations

3. Personnel

- a. List the principals in your organization
- b. Describe the size and composition of your organization
- c. Identify and provide the resumes of the project manager, lead designer, and key personnel who would be assigned to this project, including an organizational chart

4. Experience and References

- a. Identify and describe three to five similar projects that the vendor has completed within the past ten years and which best represent the present skills of the project team members to design/build a bookmobile.
  - i. Name and address of client.
  - ii. Name, telephone number, and email address of contact person.
  - iii. Summary of project, including year completed and cost.
  - iv. Photographs of the projects.
- b. Describe your team's experience with custom vehicles for public service including libraries.
- c. Please include any other pertinent information that you feel makes you qualified for the proposed project.

NEW BOOKMOBILE  
FOR  
AURORA PUBLIC LIBRARY DISTRICT

Date: October \_\_, 2020

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**VENDOR'S ACKNOWLEDGEMENTS**

By submitting a response to the RFP ("Response"), the Vendor:

- a) Acknowledges he/she has received, reviewed, and understood the Specifications.
- b) Acknowledges that all prices and delivery dates stated are firm.
- c) Acknowledges that the District is not subject to state or local sales, use or excise taxes and no such taxes are included in the prices submitted.
- d) Acknowledges that all other taxes are included in the prices submitted.
- e) Acknowledges that the Vendor's Response shall be considered accepted only when the District executes a contract.
- f) Acknowledges that the contract with the District will incorporate all terms and conditions contained in the Specifications.
- g) Acknowledges the Response is binding for 90 calendar days.
- h) Is aware that comparison of Responses is a subjective process requiring evaluation of multiple factors including price, references, recommendations, and input from third parties. This process requires subjective assessment of Bidders by the Library Trustees as to overall suitability of the Vendor.
- i) Acknowledges the Trustees have substantial discretion in accepting a Response based on the Trustee's evaluation of multiple variables, only one of which is price.

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Vendor's printed name and signature