



**THE INDIANAPOLIS PUBLIC LIBRARY
REQUEST FOR PROPOSALS
NEW BOOKMOBILE VEHICLES**

RFP Issue Date: 8/5/2024

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I. BACKGROUND AND GENERAL INFORMATION

The Indianapolis Public Library ("IndyPL"), by issuing this Request for Proposals ("RFP") is requesting proposals ("Proposals") from qualified Vendors ("Vendors") to provide two (2) new bookmobiles according to the specifications listed in **Attachment A** ("Bookmobiles"/"Services").

The targeted delivery date for the Bookmobiles is August 1, 2026, per the Schedule of Activities found in **Attachment E**.

IndyPL intends to review the Proposals submitted by Vendors with the intent of entering into a contractual Agreement ("Agreement") with one (1) or more Vendors for the Services described in the RFP.

IndyPL is seeking Vendors whose combination of experience, personnel, and processes will provide timely, cost-effective, and exemplary Services.

This RFP describes the Services and contains an overview of the terms and conditions for the Agreement.

IndyPL is committed to supporting and encouraging economic growth and business opportunities in Marion County by strengthening IndyPL's relationships with minority, women, disability and veteran-owned business enterprises by providing an equal opportunity for participation in all IndyPL business.

The IndyPL Board of Trustees, with Resolution 28-2020, has adopted the following Minority/Women/Disability/Veteran-Owned Business Enterprise Utilization Goals. The utilization goal for Minority-owned Business Enterprises (MBE) is fifteen percent (15%). The utilization goal for Women-owned Business Enterprises (WBE) is eight percent (8%). The utilization goal for Disability-owned Business Enterprises (DOBE) is one percent (1%). The utilization goal for Veteran-owned Business Enterprises (VBE) is three percent (3%).

The IndyPL **MBE/WBE/VBE/DOBE Business Utilization Program Summary** is included as **Attachment C**, and the **MBE/WBE/VBE/DOBE Participation Goals for Construction, Goods/Supplies, and Services Form** or the **Application for MBE/WBE/VBE/DOBE Program Waiver Form** included therein, as applicable, must be completed and submitted by Vendor and included in its Proposal responsive to this RFP. If a notification of award is issued to a Vendor, the selected Vendor must complete and submit within three (3) business days of notification of award the **MBE/WBE/VBE/DOBE Participation Goals Plan for Construction, Goods/Supplies, and Services** also included in **Attachment C**.

Compliance with the utilization goals will be based on the cumulative amount of Work issued under the Contract.

To assist in evaluating the Proposals, Vendor must also complete and include, **Attachments G and H – Non-Collusion Affidavit** and **Vendor Proposal Sheet**

1. Response Due Date. The responses are due at the date, time, and location established in **Attachment E**.
2. Partnerships in Response to the RFP. IndyPL will consider partnerships between Vendors to provide the Services.
3. Agreement Period. The Agreement period shall as described in **Attachment F**.
4. Definitions. The term Vendor ("Vendor") denotes those entities submitting a Proposal in response to this RFP. The term Contractor ("Contractor") is used throughout this RFP to define the entity selected to provide the Services described in this RFP.
5. Pre-Proposal Conference. A Pre-proposal Conference will be held at the date, time, and location established in **Attachment E**. Notification of planned attendance is requested.

II. REQUIRED SERVICES

The Contractor shall have, at a minimum, the capabilities listed in this RFP, and the Proposal submitted shall reflect in detail the degree of expertise in utilizing these capabilities and the ability to provide and comply with the requirements hereof.

The Contractor shall have and maintain all proper and required licensures necessary to provide the Services. The Contractor shall have the capability and workforce to conduct the planning, coordination, implementation, and support of the required Services.

Specific requirements for are included in **Attachment A**.

II. GENERAL BOOKMOBILE REQUIREMENTS

Specifications for the Bookmobiles are included in **Attachment A**.

1. General Description: The Bookmobiles shall be designed with universal access as a goal. This is defined as the ability to be easily used by preschool/elementary-aged children, school-age children, families, the elderly, and persons with disabilities. The Bookmobiles shall have two (2) patron doors and room for three (3) staff members. The bookmobiles shall have the capability for a shoreline connection for auxiliary power. Additionally, the Bookmobiles shall have a source to supply electrical power at stops where an electrical outlet is not available, either through a separate power generator or from the vehicle engine.
2. Flexibility: The design of the Bookmobiles shall incorporate flexible components in order to accommodate future changes in services provided by IndyPL through the Bookmobiles.
3. Federal Standards: Any vehicle proposed shall not require a Commercial Driver's License (CDL) to operate as determined by the State of Indiana. The Bookmobiles shall meet all current applicable Federal Motor Vehicle Safety Standards and State requirements.
4. General Specifications: The Bookmobiles furnished under these specifications shall comply with the following general dimensions and requirements:
 - a. Vehicle chassis and model to be Mercedes Sprinter, Ford Transit, or approved equivalent.
 - b. Two (2) patron doors, one (1) with a power operated ramp or lift.
 - c. Collection capacity minimum of 2,500 volumes.
 - d. Capacity for three (3) detachable book carts.
5. Design, Submittals, and Production Process: The selected vendor ("Contractor") shall work directly with IndyPL in the design of the Bookmobiles to match the services and programs for which it will be used. The Contractor shall prepare and submit a full design drawing package indicating specific dimensions and materials to include: Floor plan, all elevations, electrical plan, workstations, interior build-out, and equipment specifications. The submittal package shall be available for IndyPL review and modification a minimum of three (3) times prior to acceptance and approval by IndyPL.

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

III. ATTACHMENTS

Attachment A – Bookmobile Specifications

Attachment B – List of Facilities and Operating Hours – Not Applicable

Attachment C – MBE/WBE/VBE/DOBE Business Utilization Program Summary

The MBE/WBE/VBE/DOBE Business Utilization Program Summary is an information guide for maximizing contracting and subcontracting opportunities for all qualified and available MBE/WBE/VBE/DOBE businesses. The MBE/WBE/VBE/DOBE Business Utilization Program is comprised of two components, MBE/WBE/VBE/DOBE Participation Goals and Outreach/Good Faith Efforts.

Attachment D – E-Verify Affidavit

The Contractor shall agree to enroll in and participate in the E-Verify Program as required by Indiana Code 22-5-1.7-11 during the hiring process for all employees hired after the date of the Agreement. The Contractor shall also agree to require its subcontractors who may perform work under the Agreement to certify to the Contractor that the subcontractor does not knowingly employ or contract with an unauthorized alien and that the subcontractor has enrolled and is participating in the E-Verify program. The Contractor shall agree to maintain this certification throughout the duration of the term of a contract with a subcontractor. IndyPL may terminate a resulting Agreement for default if the Contractor fails to cure a breach of these E-Verify provisions no later than thirty (30) days after being notified by IndyPL of such breach. As a condition to submitting a Proposal and to entering into an Agreement, the Contractor shall execute the E-Verify Affidavit, which shall be an attachment to the Agreement. Such affidavit shall be in the form attached to this RFP.

Attachment E – Schedule of Activities

The Request for Proposal Schedule ("Schedule") for this RFP is a guide. IndyPL reserves the right to make changes to the Schedule and will provide proper notification to all Vendors at the time any changes occur.

Attachment F – Draft Agreement – Not Applicable

Attachment G – Non-Collusion Affidavit

Attachment H – Vendor Proposal Sheets

In addition to submission of information required by the Vendor Proposal Sheets, if a Vendor believes that additional services or adaptations for the Services beyond those specified in the RFP are required or recommended to fulfill the RFP's intent, the Vendor may also propose the additional services or adaptations and the associated costs or fees for those additions. In all events, Vendors shall clearly specify which costs, if any, are not included in the fees submitted in the Vendor Proposal Sheet.

Attachment I – Evaluation Criteria

Vendors will be evaluated against several categories, including capability to perform the Services required in the Scope of Services, client references, overall cost, and any other criteria deemed appropriate by IndyPL staff.

IV. PROPOSAL TERMS AND CONDITIONS

1. Request For Proposal: IndyPL is soliciting Vendors who have the potential to furnish the requested Bookmobiles. Upon request, each Vendor will receive one copy of the RFP from IndyPL; Vendors are responsible for making copies as required to satisfy their needs. Vendors are encouraged to initiate preparation of their proposals immediately upon receipt of this RFP, so that all relevant questions and information needs can be identified and answered, and so adequate time is available to prepare a comprehensive and complete response.
2. Point of Contact: All communication with IndyPL shall be directed to the single point of contact identified on the first page of the RFP. Any contact by the Vendor with any other IndyPL employee, Board Member, or consultant may result in the disqualification of the Vendor's Proposal.
3. Schedule of Activities: The table in **Attachment E** outlines the schedule of major activities for the RFP and the Proposal selection process. IndyPL reserves the right to amend the schedule as necessary.
4. Vendor Qualifications: The Vendor shall have the following minimum qualifications:
 - a. A sound business reputation;
 - b. Proven capabilities in delivering Bookmobiles similar in size and scope to the specified Bookmobiles on time and on budget;
 - c. Appropriate resources to satisfy the requirements set forth herein; and
 - d. Demonstrated track record in Bookmobile delivery and overall client satisfaction.
5. Vendor Rights:
 - a. All materials submitted in response to this RFP shall become the property of IndyPL upon delivery and shall be appended to any formal documentation, which would further define or expand the contractual relationship between IndyPL and the Vendor, if selected, for the Bookmobiles to be purchased.
 - b. Each Vendor, as an express condition for IndyPL's consideration of such Vendor Proposal, agrees that the contents of every other Proposal is confidential, proprietary and trade secret information in all technical areas and waives any right to access such Proposals. No submissions or supporting documentation will be returned to Vendor.
 - c. Vendors submitting Proposals should recognize that IndyPL is a public body and, as a public body, IndyPL is subject to disclosure requirements and shall abide by public record laws. Neither party shall be liable for disclosures required by law.
6. Reservation of Rights:

- a. This RFP does not commit IndyPL to award a Purchase Agreement, to pay any costs incurred in the preparation of a Proposal to this request, or to otherwise contract for any Bookmobiles.
 - b. IndyPL reserves the right to accept or reject any or all Proposals received as a result of this request, to negotiate with any qualified Vendors, to award a Purchase Agreement to more than one Vendor, or to cancel in part or in its entirety this RFP, if it is in the best interest of IndyPL to do so.
 - c. IndyPL will evaluate Proposals based upon the effectiveness of the perceived performance as it relates to IndyPL's specific requirements. The lowest fee Proposal shall not necessarily be selected. IndyPL specifically reserves the right to reject any or all Proposals or any part thereof; or to waive any defect or informality in a Proposal when it is determined by IndyPL to be in IndyPL's best interest.
7. Late Proposals Not Considered: Proposals received after the stipulated Proposal Submission Deadline will not be considered.
8. Inconsistency or Error in the RFP: Any Vendor believing that there is any ambiguity, inconsistency or error in the RFP shall promptly notify IndyPL in writing of such apparent discrepancy. Failure to so notify IndyPL by the Proposal Submission Deadline will constitute a waiver of claim of ambiguity, inconsistency or error.
9. Vendor Errors or Omissions: IndyPL is not responsible for any Vendor's errors or omissions.
10. Addenda: IndyPL shall not be responsible for any oral instructions given by any employees or representatives of IndyPL in regard to the proposal instructions, specifications or proposal documents as described in this RFP. Any changes will be in the form of an addendum, which will be furnished to all Vendors who are listed with IndyPL as having received the RFP, or to any other Vendor who requests an addendum.
11. Vendor Incurred Costs: The Vendor shall be responsible for all costs incurred in preparing or responding to this RFP. All materials and documents submitted in response to this RFP become the property of IndyPL and will not be returned after the Proposal Submission Deadline.
12. Modification or Withdrawal of Proposal:
- a. A Proposal may not be modified, withdrawn or cancelled by a Vendor for one-hundred (100) days following the Proposal Submission Deadline and each Vendor so agrees in submitting the Proposal.
 - b. Proposals may be withdrawn, altered and/or resubmitted at any time prior to the submission deadline.
 - c. Notice of pre-submittal date withdrawal shall be in writing over the signature of the Vendor or may be by telegram, telex, e-mail or FAX. If by telegram, telex, e-mail or FAX, written confirmation over the signature of the Vendor shall have been mailed and postmarked on or before the Proposal Submission Deadline.

d. Withdrawn Proposals may be resubmitted up to the Proposal Submission Deadline, provided that they are then fully in conformance with these general terms and conditions.

13. Rejection of Solicitation Responses: IndyPL reserves the right to reject any or all responses received, or any part thereof; to accept any response or any part thereof; or to waive any informality when it is deemed to be in the best interest of IndyPL. Any Vendor objecting to the rejection of a Proposal, or portion thereof, shall submit a written protest stating the reasons for the protest to IndyPL within (5) calendar days from the date of IndyPL Notice of Intent to Award a Purchase Agreement letter.
14. Vendor Certification: By submission of a proposal, the Vendor certifies that the Vendor has not paid or agreed to pay any fee or commission, or any other item of value contingent on the award of a contract to any employee, official or current contracting consultant of IndyPL.
15. Exceptions: It is the intent of IndyPL to award a Purchase Agreement on a fair, competitive basis. For this reason, IndyPL may view the notation of any "Exception" in response to any material conditions or requirement of the RFP as an attempt by the Vendor to vary the terms of the RFP, which, in fact, may result in giving such Vendor an unfair advantage over other Vendors. For this reason, IndyPL will, at its option, not allow exceptions to any material requirement if, in the opinion of IndyPL, the exceptions alter the overall intent of this RFP, unless the exception would be of material benefit to IndyPL.
16. IndyPL Right to Disqualify for Conflict of Interest: IndyPL reserves the right to disqualify any Vendor on the basis of any real or apparent conflict of interest that is disclosed by the Proposal submitted or any other data available to IndyPL. The right of disqualification is at the sole discretion of IndyPL. Any Vendor submitting a Proposal waives any right to object at any future time, before any judicial, administrative or municipal body or agency, to IndyPL exercise of its right of disqualification by reason of real or apparent conflict of interest as determined by IndyPL.
17. Warranties: Any Vendor submitting a proposal in response to this RFP warrants and guarantees that the Vendor is fully capable of performing each and every task set forth in the Proposal. No limitation or exception to this warranty provision will be acceptable to IndyPL; except, it is understood that the Vendor is not responsible for any problems in performance caused by improper acts or omissions by IndyPL.
18. Covenant Against Contingent Fees:
 - a. The Vendor warrants that no person or selling agent has been employed or retained to solicit or secure the Purchase Agreement upon an agreement or understanding for a commission, percentage, brokerage, or contingent fee, excepting bona fide employees or bona fide established commercial or selling agencies maintained by the Vendor for the purpose of securing business.
 - b. For breach or violation of this warranty, IndyPL shall have the right to immediately terminate the Purchase Agreement without liability or in its discretion to deduct

from fees or payments due the Vendor the commission, percentage brokerage or contingent fee.

19. Gratuities: IndyPL may, by written notice to the Vendor, immediately terminate the right of the Vendor to proceed under the Purchase Agreement if it is found that gratuities in the form of entertainment, gifts or otherwise were offered or given by the Vendor, or any agency or representative of the Vendor, to any officer or employee of IndyPL with a view toward securing or amending, or the making of any determinations with respect to the performance of such contract.
20. Affirmative Action in Employment:
 - a. If applicable, the Vendor may provide a certificate or statement regarding the status of the company as a Minority, Women, or Veteran Owned Business ("XBE") as part of the Proposal package. IndyPL is committed to provide an equal opportunity for participation of XBE firms in all IndyPL business.
 - b. It is the desire of IndyPL to achieve participation of XBE firms consistent with the City of Indianapolis' utilization policy in the procurement of goods and supplies, in the retention of professional services, and in the construction and renovation of facilities. Vendors, who meet the criteria of XBE firms or similar requirements for out-of-state firms, shall provide a statement in the Proposal indicating the appropriate designation. A copy of a certification by the State of Indiana or the City of Indianapolis may be included in the Proposal. IndyPL extends to each individual, firm, vendor, supplier, contractor and subcontractor an equal opportunity to compete for IndyPL business and strongly encourages voluntary utilization of disadvantaged and/or minorities to reflect both industry and community ethnic composition.
 - c. Any Contractor in performing under a Purchase Agreement resulting from this RFP shall not discriminate against any worker, employee or applicant or any member of the public because of race, creed, color, religion, gender, national origin, age or disability, nor otherwise commit an unfair employment practice. The Contractor will take affirmative action to ensure that applicants are employed, and that employees are dealt with during employment, without regard to their race, creed, color, religion, gender, national origin, age, disability, or disabled veteran status.
21. Protest of Award: Any person or entity who has an objection to the awarding of the Purchase Agreement to any Vendor by IndyPL, shall lodge that protest, in writing, with IndyPL no later than 5:00 p.m. local time of the fifth (5th) calendar day, following release of IndyPL's Notice of Intent to Enter into a Purchase Agreement letter. IndyPL retains the right to reject all protests not filed within this time and those found to be without merit.
22. Vendor Inquiries: Any questions that arise relating to this RFP shall be directed, in writing, or via e-mail to the Point of Contact identified on the cover page.
23. News Releases - News releases pertaining to the award of the Purchase Agreement or the Bookmobiles or any part of the subject shall not be made without prior approval of IndyPL.

24. Investments - By submission of a proposal, the Vendor certifies that the Vendor is not engaged in any investment activities in Iran pursuant to Ind. Code § 5-22-16.5-13(b).

V. GENERAL TERMS AND CONDITIONS

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

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

1. Compliance with Laws: In providing the Bookmobiles, the Contractor shall comply with all applicable laws, ordinances, rules, regulations, and codes of Federal, State and local governments.
2. Continuation During Disputes: The Contractor agrees that, notwithstanding the existence of any dispute between the parties, insofar as is possible under the terms of the Purchase Agreement to be entered into, each party shall continue to perform the obligations required of it during the continuation of any such dispute, unless enjoined or prohibited by any court.
3. Organization Employment Disclaimer:
 - a. Any Purchase Agreement entered into as the result of this RFP will not constitute, create, give rise to or otherwise recognize a joint venture, agreement or relationship, partnership or formal business organization of any kind between the parties, and the rights and obligations of the parties shall be only those expressly set forth therein. The Contractor will agree that no persons supplied by it in the performance of the contract are employees of IndyPL and further agrees that no rights of IndyPL's civil service, retirement or personnel rules accrue to such persons.
 - b. The Contractor shall have the total responsibility for all salaries, wages, bonuses, retirement, withholdings, workers' compensation and occupational disease compensation insurance, unemployment compensation, other benefits and taxes and premiums appurtenant thereto concerning such persons provided by such Contractor in providing the Bookmobiles and shall save and hold IndyPL harmless with respect thereto.
4. Method of Payment: Contractor will be paid in accordance with the payment procedures as stipulated in the Purchase Agreement. Vendors are advised that IndyPL is a Municipal Corporation, and as such, payments to Contractor for goods

and/or services shall not be paid in advance of receipt of the goods and/or services by IndyPL.

5. Prime Contractor Responsibility: Planned use of subcontractors in connection with the provision of the Bookmobiles shall be clearly explained and described in the Proposal. The prime contractor will be responsible, and shall take responsibility, for the performance under the Purchase Agreement whether or not subcontractors are used.
6. Confidentiality of Information: The Vendor shall treat all information furnished by IndyPL and requirements provided hereunder as confidential. The Vendor shall not disclose such information to others without the prior written consent of IndyPL's authorized representative.
7. Audit of Records: The Contractor shall keep all resulting records of the Purchase Agreement and make them available for audit by IndyPL personnel or Indiana State Board of Accounts personnel upon request for a period of 3 years after the date of delivery of the Bookmobiles.
8. Late Penalty: The target delivery date for the Bookmobiles is August 1, 2026. The final delivery date shall be listed in the Purchase Agreement. In the event the Vendor delays delivery of the Bookmobiles to IndyPL, IndyPL shall be entitled to a two percent (2%) prorated discount on the purchase price listed in the Purchase Agreement for each month delivery is delayed.

VI. REQUIRED PROPOSAL FORMAT

1. General Requirements: The Proposals shall contain information responsive to the RFP and the items listed below.
2. Specific Proposal Format and Content: Information contained in the Proposals shall not exceed Fifty (50) pages, including the Vendor Proposal Form and Non-Collusion Affidavit. In order to facilitate comparison and review of the Proposals, each Vendor should use section numbers and titles consistent with the format outlined below:
 - a. Complete the and Non-Collusion Affidavit and Vendor Fee Sheet included as **Attachments G & H**.
 - b. Vendor introduction, cover letter, and proposed schedule:
 - 1) Vendor name, address, phone, fax and e-mail address.
 - 2) Contact person for the Vendor's response to the RFP.
 - 3) Signature of the contact person. This signature serves as verification the Vendor is a legal entity, the Vendor does not discriminate, the contact person is authorized to act on the Vendor's behalf, the Vendor has not paid or agreed to pay any fee or commission, or any other item of value contingent on the award of a contract to any person associated with IndyPL, and the Proposal will remain valid for at least ninety (90) days.
 - 4) Vendor shall outline a schedule with milestones and key decision points required to meet the required delivery date.
 - c. Vendor profile:

- 1) Information relating to the business organization of the Vendor and any third-party or subcontractor that may be partnering with the Vendor.
 - 2) Description of the Vendor's organization, names of employees primarily assigned to the Project, and the role of each employee.
 - d. Vendor experience providing Bookmobiles:
 - 1) To illustrate the Vendor has the experience to provide the Bookmobiles, the Vendor shall provide a representative list where the Vendor provided Bookmobiles similar in size and scope to the Bookmobiles required by the RFP.
 - 2) The Vendor shall provide the resumes of all employees intended to serve IndyPL in design, supervisory and management roles.
 - e. Vendor references: To illustrate the Vendor has the expertise to provide the Bookmobiles, the Vendor shall provide three (3) references of clients the Vendor has provided Bookmobiles similar in size and scope to the specified Bookmobiles in the RFP. The Vendor shall provide the name of the client, contact person, position, and phone number for each reference submitted.
 - f. Complete the Vendor Proposed Technical and Performance Specifications included as **Attachment A**.
 - g. Vendor shall provide financial statements covering the past three (3) years, demonstrating the Vendor possesses adequate reserves and financial capacity to provide the Bookmobiles.
 - h. Additional information:
 - 1) Vendor may provide any other information within the maximum page limit that it believes may add to its Proposal.
 - 2) To the extent a Vendor is incapable of complying with or takes exception to any aspect of the requirements, proposal terms, and general terms and conditions described in the RFP, the Vendors shall specifically identify and describe such exceptions in this section of its response to this RFP.
3. Proposal Submittal Instructions: One (1) original, five (5) copies, and one (1) electronic version in .pdf form of the Proposal shall be sealed in a package(s) showing, in addition to the following address, the following information on the outside:
- a. Vendor's Name.
 - b. Request for Proposal title.
 - c. Proposal Submission Deadline.

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

4. Opening: The responses received by the deadline will be opened publicly at the date, time, and location established in **Attachment E**.
5. Additional Information: Following receipt of the Proposals, IndyPL reserves the right to request additional information, and to conduct in-person or phone interviews with the Vendors reasonably susceptible of being awarded the Bookmobiles. IndyPL will not share information gathered in such discussions with other competing Vendors.
6. Confidential Information: Vendors are advised that materials contained in the Proposals are subject to the Indiana Public Records Act, IC 5-14-3 *et seq.* ("IPRA")

After the contract award, the entire Proposal may be viewed and copied by any member of the public, including news agencies and competitors. Vendors claiming a statutory exception to the IPRA shall place all confidential documents in a sealed envelope marked confidential and shall indicate in their Proposal and on the outside of the envelope the nature of the confidential documents. IndyPL reserves the right to make determinations of the claimed confidentiality of the marked documents.

VII. EVALUATION CRITERIA

Please see Attachment I for complete evaluation criteria.

VIII. AWARD

The Contractor shall be ready to proceed within fourteen (14) calendar days after receipt of the Notice of Intent to Enter into a Purchase Agreement.

Attachment A
Request for Proposals
New Bookmobile Vehicles
Scope of Services

1.0	I. GENERAL	IndyPL Specifications	Vendor Proposed Specifications
1.1	Make, Model and Year	Mercedes Sprinter, Ford Transit, or equivalent	
1.2	Maximum Overall Length	290" Maximum.	
1.4	Exterior Width Including Mirrors	96" Maximum.	
1.6	Overall Height	108" Maximum.	
	Overall Height Including Equipment	120" Maximum.	
1.7	Gross Vehicle Weight	13,500 LBS. Maximum.	
1.8	Payload Weight	2,500 LBS. Minimum.	
1.10	Chassis Warranty	Manufacturer Warranty	
1.11	Engine and Engine Electronics Warranty	Manufacturer Warranty	
1.12	Transmission and Transmission Electronics Warranty	Manufacturer Warranty	
1.13	Drivetrain and Major Components Warranty	Manufacturer Warranty	
1.14	Body Warranty	Manufacturer Warranty	
1.15	HVAC Equipment Warranty	Manufacturer Warranty	
1.16	Interior Build-out Components Warranty	12 months; Unlimited mileage.	
1.17	Interior Build-out Workmanship Warranty	24 months; Unlimited mileage.	

Attachment A
Request for Proposals
New Bookmobile Vehicles
Scope of Services

2.0	II. CHASSIS	IndyPL Specifications	Vendor Proposed Specifications
2.3	Brakes	Heavy duty power 4-wheel disc brakes; Anti-lock braking system; Comply with FMVSS- 105 or 121 and manufacturer's requirements.	
2.4	Parking Brake	Brake applied/released through driver's side pedal.	
2.5	Shocks and Suspension	Front and rear heavy duty, double acting, gas pressurized; Comply with manufacturer's requirements.	
2.6	Steering	Assisted/integral Power steering with tilt wheel.	
2.7	Wheels	Steel with stainless steel wheel covers.	
2.8	Tires	Steel belted all season radials with all-purpose tread; Sized and rated to match chassis weight and axle ratings are recommended; Spare not required.	
2.9	Tow Hooks	Two front towing/lifting hooks under front bumper; two rear towing eyes.	
2.10	Transmission	Minimum 4 speed automatic AWD with overdrive, neutral, and reverse.	
2.11	Cab Area	Standard OEM.	
2.12	Driver's and Passenger's Seating	Fabric covered, high-backed, bucket, with headrest; Driver's seat to allow fore/aft, height, and tilt adjustment as well as height adjustment.	

Attachment A
Request for Proposals
New Bookmobile Vehicles
Scope of Services

3.0	III. ENGINE	IndyPL Specifications	Vendor Proposed Specifications
3.1	Engine	High Output Diesel / Bio-diesel; 4 cylinder or 6 cylinder	
3.2	Alternator	155 Amp; Comply with manufacturer's requirements.	
3.3	Cooling	Heavy-duty water pump and minimum three quart capacity coolant recover/reserve reservoir.	
3.5	Block Heater	Minimum 1,000 watt with front mounted covered opening.	
3.6	Exhaust Systems	Stainless steel head and tail piping, heavy-duty muffler; Heat shields and baffles as required; Diesel Particulate Filter and Selective Catalytic Reduction System; Comply with manufacturer's requirements.	
3.7	Fuel tank	Lockable, hinged fuel compartment cover with cover release from cab.	

Attachment A
Request for Proposals
New Bookmobile Vehicles
Scope of Services

4.0	IV. CONTROLS	IndyPL Specifications	Vendor Proposed Specifications
4.1	Controls	Foot operated throttle; brake pedal; parking brake pedal with warning light; transmission selector; self-canceling directional signals; hazard signal switch; headlamp switch; Comply with manufacturer's requirements.	
4.2	Gauges/ Instrumentation	Standard equipment positioned in the driver's area and readily in view and usable by the driver: Speedometer, odometer, turn signal indicator, high beam indicator, voltmeter, fuel gauge, oil pressure gauge, water temperature gauge, brake warning light, parking brake applied light, low coolant warning light, check engine warning light, maintenance required indicator light'	
4.4	Lighting	All control switches to all exterior lights installed within easy reach of the driver.	
4.5	Keys	Key shut-off for engine with four sets of all keys used for ignition, locked compartments and doors; Keys permanently labeled; All interior cabinet locks keyed alike; All exterior vehicle locks keyed alike.	

Attachment A
Request for Proposals
New Bookmobile Vehicles
Scope of Services

5.0	V. SAFETY EQUIPMENT	IndyPL Specifications	Vendor Proposed Specifications
5.1	General Requirements	All equipment to meet DOT, OSHA, FTA standards.	
5.2	Horn	Dual note; Electric; Mounted under hood.	
5.3	Back-up Alarm	Single electric rear back up alarm.	
5.4	Back-up Camera	Single rear infrared camera' Dash mounted display with audio assist.	
5.5	Air Bags	Front and side air bags on driver and passenger sides.	
5.6	Seating	Installation must meet federal standards for vehicle seating.	
5.7	Restraints	Fully retractable seat belts for driver, passenger, and jump seat.	
5.8	Fire Extinguishers	Two (2) 5 lb. Fire extinguishers, C type.	
5.9	Smoke Detector	One (1) 9V smoke detector and one (1) 120V smoke detector.	
5.10	Carbon Monoxide Detector	One (1) 9V CO detector and one (1) 120V CO detector.	
5.11	Roadside Equipment	Three (3) triangles; Three (3) safety vests.	
5.12	First-aid Kit	Standard 25 person kit.	
5.13	Shoreline Warning	Warning light and buzzer for when shoreline is in use and the ignition switch is activated.	
5.14	Access Ramp Warning	Warning light and buzzer for when ramp is deployed.	
5.15	Camera System	Front and Rear cameras, triggered to record when engine is running or vehicle is offsite.	
5.16	GPS	GPS system that is linked to real-time tracking and updates.	

Attachment A
Request for Proposals
New Bookmobile Vehicles
Scope of Services

6.0	VI. HVAC SYSTEMS	IndyPL Specifications	Vendor Proposed Specifications
6.1	Temperature Controls	The vehicle must have a heating, ventilation and air-conditioning system adequate to maintain a comfortable temperature year-round with the doors in use; Controls mounted in diffusers; Comply with manufacturer's requirements.	
6.6	Exhaust/Roof Vent	Ceiling mounted; 3-speed reversible electric; 150 CFM Minimum; Controls mounted in sidewall; Comply with manufacturer's requirements.	
6.7	Air Filters	Disposable pleated paper.	

Attachment A
Request for Proposals
New Bookmobile Vehicles
Scope of Services

7.0	VII. ELECTRICAL POWER	IndyPL Specifications	Vendors Proposed Specifications
7.1	Power Requirements	Provide an appropriately installed power supply meet current and anticipated electrical needs for lighting, heating, air conditioning, outlets for computers and other equipment; Power requirements shall be through a combination of "on-vehicle" equipment and "off-vehicle" power.	
7.2	Load Center/Circuit Breakers	UL listed; 50 amp service; Each circuit independently protected.	
7.3	Service Panel	Service panel adequate to meet power requirements specified according to NEC requirements; Power source selection switch with green and red LED's to visually indicate status of each line; System to prevent use of power from both generator and shoreline sources at the same time.	
7.4	Circuitry	All circuits controlled by a circuit breaker panel of proper model and size to carry input power and to provide sufficient circuit breaker space for proper load distribution.	
7.5	Shoreline Connection	Compatible connection to the existing IndyPL shoreline with Arrow Hart, Inc. "Hart Lock" 50 amp, 125/250v, 3 phase, 4 wire grounded outlet; transfer switch for shoreline or generator selection.	
7.11	Interior Outlets	Industry grade outlets; Quad outlet at the driver's desk for a laptop or PC, scanner, cellular phone and receipt printer; Quad outlet at the checkout desk for a laptop or PC, scanner, cellular phone and receipt printer; Minimum of ten (10) duplex outlets available in locations approved by IndyPL; Outlets powered by generator.	

Attachment A
Request for Proposals
New Bookmobile Vehicles
Scope of Services

7.12	Exterior Outlets	Industry grade weather proof outlets; Minimum of four (4) duplex outlets available in locations approved by IndyPL; Outlets powered by generator.	
7.13	Wiring	All wiring color-coded and installed to meet NEC requirements; Permanently labeled at all necessary locations; All components Automotive Engineers and UL approved, grounded and bonded; Install in wiring access chase or conduit.	

Attachment A
Request for Proposals
New Bookmobile Vehicles
Scope of Services

8.0	VIII. BODY	IndyPL Specifications	Vendors Proposed Specifications
8.1	Bumpers	Heavy duty rubber over steel front and rear.	
8.2	Ceiling and Walls	High strength and heavy duty; Resist impacts, corrosion, markings, moisture, stains, odors, and chemicals.	
8.3	Dashboard	Match interior and beveled for maximum visibility out windshield; Fresh air vent.	
8.4	Cab Doors	Driver and passenger doors equipped with step assemblies; Tinted, tempered safety glass; Power window controls; Manual lock.	
8.5	Front Patron Door	Installed on passenger side of vehicles; Heavy-duty construction; 34" wide by 80" tall; Interior to match walls; Electric ramp in step well ; Tinted, tempered safety glass window; Dead-bolt keyed on the outside; Twist-lock type latch on the inside; door closer; door holdback rod with latching mechanism on door and vehicle body; Doors sealed against dust and water.	
8.6	Rear Patron Door	Installed on passenger side of vehicles; Heavy-duty construction; 26" wide by 80" tall; Interior to match walls; Two (2) step step-well assembly; Tinted, tempered safety glass window; Upper window sliding with screen 24" x 24"; lower window stationery 24" x 24"; Dead-bolt keyed on the outside; Twist-lock type latch on the inside; door closer; door holdback rod with latching mechanism on door and vehicle body; Doors sealed against dust and water.	

Attachment A
Request for Proposals
New Bookmobile Vehicles
Scope of Services

8.7	Handrails - General Requirements	Stainless steel handrails shall be one piece and strategically located on both inside and out to meet needs of all patrons.	
8.9	Emergency Exits	Exit window in rear; Exit hatch in roof.	
8.10	Floor	Floor engineered and constructed for a rigid foundation; Minimum number of seams and joints to prevent unnecessary wear on floor covering and to prevent entry of dust and water; Floor maximum of 15" from ground.	
8.11	Framework	Corrosion resistant alloy steel.	
8.12	Body	White paint finish ready to receive IndyPL supplied graphics.	
8.14	Exterior Lighting	Back up, stop, tail, side markers, directional, clearance, emergency flashers, parking lights and halogen headlamps; Exterior lights at patron doors; Meet or exceed all current and applicable state laws and federal safety standards, including FMVSS 108.	
8.15	Exterior Scene Lighting	Two (2) exterior LED lights near at patron doors.	
8.16	Mirrors	Two deluxe exterior "West Coast" type with adjustable brackets; One "Cross-over" type to view front of vehicle.	
8.20	Rub Rails	Rub rails on each side of vehicle.	
8.21	Drip Rails	Drip rails at all door openings.	
8.22	Steps & Step wells	Non-slip tread surface; front edge with yellow safety strip; One piece inside step assemblies; diagonal and horizontal handrails; Step light at each location.	

Attachment A
Request for Proposals
New Bookmobile Vehicles
Scope of Services

8.23	Undercoating	The entire underside of the body, including floor components, sides and panels below floor level and exterior compartments, shall be coated with fire-resistant rubber base, or other approved material applied by spray method.	
8.25	Wheelchair Accessibility I Power Ramp	Power operated aluminum ramp at Front Patron Door; Safety barriers, stainless steel hinges, and non-skid surface; Ramp at front patron door only; Red warning light and buzzer to warn when ramp is deployed and ignition key is engaged.	
8.26	Windshield	OEM specified.	
8.27	Windshield Wipers	OEM specified.	
8.28	Washer	OEM specified.	
8.29	Antennae	Flexibility regarding the set-up and/or antennae changes required.	
8.30	Automation Readiness	Internet accessible, compatible with IndyPL specified hardware and/or software.	
8.32	Awning	Electric heavy-duty vinyl awning above both doors; Protective metal case; Controls mounted interior sidewall.	

Attachment A
Request for Proposals
New Bookmobile Vehicles
Scope of Services

9.0	IX. INTERIOR	IndyPL Specifications	Vendors Proposed Specifications
9.1	Customization	To be finalized after award of contract; Contractor shall submit detailed drawings to IndyPL showing power receptacles locations, laptops and printer, shelving, desks, location and size of drawers and interior storage.	
9.2	Driver's Desk	One (1) desk at seated height, located behind driver's seat at front patron entry; Face towards interior of Bookmobile; Constructed of plywood with laminate; Minimum work surface 36" wide x 24" deep; Pencil drawer, side file drawer, and storage drawer with latches.	
9.3	Checkout Desk	One (1) desk at seated height, located at rear patron entry; Face towards interior of Bookmobile; Constructed of plywood with laminate; Minimum work surface 36" wide x 24" deep; Pencil drawer, side file drawer, and storage drawer with latches.	
9.4	Bulletin Boards / Covered Surfaces	One (1) detachable bulletin board, covered with fabric; Certain exposed interior surfaces (for example, cabinet doors, solid desk fronts and wall space without shelving) covered with fabric OR tackable surfaces OR white board material as determined by IndyPL.	
9.5	Magazine Racks	One (1) or two (2) magazine racks holding a minimum of twenty items.	
9.6	Brochure Holder	Two (2) units holding twelve (12) groupings of brochures; Exact design layout approved by IndyPL.	
9.7	Special Media	Plexiglas insert sections for shelving special media, such as videos, CDs, audiocassettes, or audio books; One (1) rod for hanging picture books with CD totes.	

Attachment A
Request for Proposals
New Bookmobile Vehicles
Scope of Services

9.8	Shelving	Fully adjustable 9" deep aluminum shelving; 15-degree angle for sidewall shelves; 20-degree angle for rear wall shelves; Acore brand or approved equal; Exact design layout of the shelving approved by IndyPL.	
9.9	Shelving - Linear foot	Minimum 90 LF.	
9.10	Floor Covering	Commercial grade modular carpet; Provide one (1) extra carton for attic stock.	
9.11	Seating Area	Install bench on the interior of wheel well.	
9.12	Detachable Bins	A minimum of four (4) aluminum, detachable, adjustable bins; Final design of detachable bins determined by IndyPL after contract is awarded.	
9.13	Permanent Bins	Permanent bins over part of wheel wells; Final design of permanent wheel well bins determined by IndyPL after contract is awarded.	
9.14	Carts	One (1) "wall-hugger" 36" x 12" cart; Lockable feet; Restraint harness. Three (3) dual-sided 36" x 12" cart; Lockable feet; Restraint harness.	
9.15	End Panels	Match Interior finish; At front end of shelves; On driver and passenger sides.	
9.16	Interior Lighting	LED fixtures; Recessed; Lights at patron door entrances; Four interior dome lights; Two (2) lamp fixture in cab.	
9.17	Emergency Interior Lighting	Two (2) separate battery powered interior LED emergency lighting fixtures.	
9.18	Jump Seat	Jump seat in rear at Checkout Desk area.	
9.19	Staff Seating	Staff chairs at Driver's and Checkout Desks with securements.	

Attachment A
Request for Proposals
New Bookmobile Vehicles
Scope of Services

9.21	Visors	Commercial type for driver and passenger.	
9.22	Interior Clock	Battery operated; Hand dial; Minimum 8" diameter face.	
9.23	Radio/PA/Speaker System	AM FM radio / CD / AUX / Bluetooth input with clock; Two (2) cab speakers; Radio antenna integral to windshield; One (1) additional 12V charging receptacle; Four (4) exterior speakers located at four (4) corners of bookmobile for PA System	
9.24	PA System	System controls at Driver's desk; AUX input; Wired microphone with 20'0" cable; Two (2) exterior speakers near patron doors.	
9.25	Charger	Two (2) 120V charging receptacles in or near dash.	
9.26	Beverage Holders	Two (2) beverage holders in or near dash.	

Attachment A
Request for Proposals
New Bookmobile Vehicles
Scope of Services

10.0	X. DELIVERY	IndyPL Specifications	Vendors Proposed Specifications
10.1	Demonstration	Minimum two (2) hour demonstration of all equipment, components, and accessories.	
10.2	Training	Minimum two (2) four (4) hour on-board training session for operations, driver, and maintenance.	
10.3	Documentation	Two (2) physical and one (1) electronic copies of the warranty, operations and maintenance manuals for each vehicles	
10.4	Title	Indianapolis-Marion County Public Library	

Attachment B
Request for Proposals
New Bookmobile Vehicles
Library Facility Inventory and Hours of Operations

NOT APPLICABLE

Attachment C
Request for Proposals
New Bookmobile Vehicles
MBE/WBE/VBE/DOBE Business Utilization Program Summary



MBE/WBE/VBE/DOBE BUSINESS UTILIZATION PROGRAM SUMMARY

The Indianapolis Public Library is committed to maximizing subcontracting opportunities for all qualified and available MBE/WBE/VBE/DOBEs. The MBE/WBE/VBE/DOBE Business Utilization Program applies to Library funded contracts of \$50,000.00 or more.

There are two components of the MBE/WBE/VBE/DOBE Business Utilization Program:

- **MBE/WBE/VBE/DOBE Participation Goals:** This component requires project/contract bidders to make subcontracting opportunities available to minority, women, veteran, and disabled-owned businesses certified in the city's MBE/WBE/VBE/DOBE program at the minimum percentage stated in the bid invitation. To count towards the MBE/WBE/VBE/DOBE participation goal, the MBE/WBE/VBE/DOBE must be certified in the category code(s) that will be used on the project/contract. A list of City-certified MBE/WBE/VBE/DOBEs is available on the City's website at <https://www.indy.gov/activity/find-omwbd-contractor> or from the Office of Minority & Women Business Development.
- **Outreach/Good Faith Efforts:** The MBE/WBE/VBE/DOBE Participation Goals component. This component requires project/contract bidders to provide evidence of outreach efforts and good faith efforts made to subcontract with MBE/WBE/VBE/DOBEs.

To be eligible for an award of this project, the Library will first determine whether a bidder meets the stated minimum percentage of MBE/WBE/VBE/DOBE subcontractor participation. The percentage is clearly stated in the bid invitation. In the event that a bidder does not meet the stated minimum percentage, a request for program waiver must be submitted with the bid, using the [Application For MBE/WBE/VBE/DOBE Program Waiver Form](#) and the Library will score the bidder's outreach/good faith effort.

Pursuant to the MBE/WBE/VBE/DOBE Business Utilization Program requirements, the following items are included in the bid invitation and must be completed, signed and submitted in each bid; failure to complete these forms with all the pertinent- requested information may cause a bid to be determined as non- responsive for MBE/WBE/VBE/DOBE review purposes:

1. [MBE/WBE/VBE/DOBE Participation Goals For Construction, Goods/Supplies, And Services Form](#).
2. [Application For MBE/WBE/VBE/DOBE Program Waiver Form](#), if a bidder does not meet the stated minimum percentage with subcontractors.

The following forms are included in the bid invitation for information purposes only and do not have to be completed or returned with the bid.

1. [Letter Of Intent To Perform As A Subcontractor/Supplier Form](#): (must be completed and submitted to the Library after bid opening and within three (3) business days of bidder's notification of award).
2. [Subcontractor and Suppliers List](#): (must be completed and submitted within three (3) business days of bidder's notification of award).
3. [MBE/WBE/VBE/DOBE Subcontractor Substitution Request Form](#): (must be submitted for advance approval for any proposed change in MBE/WBE/VBE/DOBE subcontractors).
4. [Subcontractor/Subconsultant Payment Report](#): (must be submitted at least monthly with each Contractor invoice for payment).

If you have any questions or need assistance in meeting these requirements, please feel free to contact the stated contact person in the project/contract announcement documents.

IndyPL 2021

Attachment C
Request for Proposals
New Bookmobile Vehicles
MBE/WBE/VBE/DOBE Business Utilization Program Summary



APPLICATION FOR MBE/WBE/VBE/DOBE PROGRAM WAIVER

Pursuant to the IndyPL Instructions To Bidder/Applicant (hereinafter Bidder), this application for a (check each of the following which apply) MBE WBE VBE DOBE program waiver is hereby submitted for the Project/Contract listed below by Bidder. (Use additional sheets if necessary.)

Date of Application: _____ Project/Contract Number: _____
 Project/Contract Name: _____ Bidder: _____
 Contact name: _____ Phone: _____
 Address: _____ E-mail: _____

In attempting to meet the project goal Bidder made the following good faith efforts for the purpose of fulfilling that goal (**Check all that apply**). **Minimum score required to establish “good faith” effort is 70 points.**

<u>Item:</u>	<u>Weighting</u>	<u>Score</u>
	(For Library Use ONLY)	
<input type="checkbox"/> 1. Bidder (check one of the following) <input type="checkbox"/> did <input type="checkbox"/> did not attend all pre-bid or pre-solicitation meetings held by the Library to inform MBEs, WBEs, VBEs, and DOBEs of contracting opportunities.	10	___
<input type="checkbox"/> 2. Bidder placed advertisements in search of prospective MBEs/WBEs/VBE and DOBEs for the contract. Provide all such advertisements, including e-mail “send-to” section, if used.	10	___
<input type="checkbox"/> 3. Bidder provided written notifications to MBEs/WBEs/VBEs/DOBEs notifying them of contracting opportunities in sufficient time to allow them to participate and to minority business assistance agencies for the purpose of locating prospective MBEs, WBEs, VBEs, and DOBEs for the contract. Bidder's written notification to the Office of the Mayor’s Business Development Program for assistance in locating MBEs, WBEs, VBEs, and DOBEs must also be documented. Provide all such documents.	20	___
<input type="checkbox"/> 4. Bidder made the following efforts to select portions of the work to be performed by MBE/WBE/VBEs/DOBEs in order to increase the likelihood of achieving the stated goals, including the division of contracts into economically feasible units/parcels to facilitate participation _____ _____ _____	10	___
<input type="checkbox"/> 5. Bidder contacted and/or negotiated with MBEs/WBEs/VBEs/DOBEs for specific sub-bids and/or partnerships. Please include a description of the information provided to MBE/WBE/VBEs/DOBEs regarding the plans and specifications for portions of the work to be performed and a statement of why prospective agreements with MBE/WBE/VBEs/DOBEs were not reached. Provide detailed documentation of such contacts/ negotiations.	15	___
<input type="checkbox"/> 6. If the bidder rejected any MBE/WBE/VBE/DOBE firm(s) as unqualified, submit the reason(s) for this conclusion.	10	___
<input type="checkbox"/> 7. Bidder provided the following technical assistance to MBEs/WBEs/VBEs/DOBEs in an effort to obtain MBE/WBE/VBE/DOBE participation, such as obtaining bonding, insurance, or	15	___

Attachment C
Request for Proposals
New Bookmobile Vehicles
MBE/WBE/VBE/DOBE Business Utilization Program Summary



a needed line of credit for the project, in an effort to obtain MBE/WBE/VBE/DOBE participation. Provide detailed documentation of such assistance.

- | | | | |
|--------------------------|--|----|-------|
| <input type="checkbox"/> | 8. Provided interested MBE/WBE/VBE/DOBE certified to perform the solicited work with prompt access to the plans, specifications, scope of work and requirements of the contract | 10 | _____ |
| <input type="checkbox"/> | 9. Follow-up to initial solicitations. Provide copy of all e-mails and call logs. | 10 | _____ |
| <input type="checkbox"/> | 10. Has project joint venture agreement for this contract with a MBE/WBE/VBE/DOBE business or is a joint venture certified with the City as an MBE/WBE/VBE/DOBE business. MBE/WBE.VBE/DOBE minimum participation shall be 30% or greater (or as may be designated by OMWBD for this contract). | 15 | _____ |
| <input type="checkbox"/> | 11. Has a Mentor-Protégé Agreement with a MBE/WBE/VBE/DOBE business for this contract. MBE/WBE.VBE/DOBE minimum participation shall be 30% or greater (or as may be designated by OMWBD for this contract). | 10 | _____ |

TOTAL POINTS: _____

YOU MUST SUBMIT YOUR SUPPORTING DOCUMENTATION WITHIN 3 BUSINESS DAYS OF NOTIFICATION OF AWARD.

Bidder certifies that all information contained herein and attached hereto is true and accurate and that all good faith efforts were made by Bidder for the purpose of fulfilling the contract goals. Failure to sign this form may result in the proposal being determined non-responsive.

Bidder's Signature: _____

Date: _____

Title: _____

Attachment C
Request for Proposals
New Bookmobile Vehicles
MBE/WBE/VBE/DOBE Business Utilization Program Summary



For Library use only.

- Contract offers no opportunity to utilize subcontractors/suppliers.
- No MBE/WBE/VBE/DOBEs are certified in the category codes for which there are subcontractor/supplier opportunities.

This Application for Program Waivers is:

- Not Approved Approved
- Approved subject to the following conditions/restrictions: _____

Diversity, Equity and Inclusion Officer, IndyPL

Attachment C
Request for Proposals
New Bookmobile Vehicles
MBE/WBE/VBE/DOBE Business Utilization Program Summary

**MBE/WBE/VBE/DOBE PARTICIPATION GOALS PLAN FOR
CONSTRUCTION, GOODS/SUPPLIES, AND SERVICES**

Submittal Due Date: _____ Project/Contract Name: _____

Bidder: _____

Contact Name: _____ Bidder Address: _____

Bidder Phone: _____ Bidder E-mail Address: _____

Bidder is is not a City-certified MBE/WBE/VBE/DOBE and will self-perform _____% of the total contract amount.

Does an exclusive contract or agreement exist between the bidder and any subcontractor/supplier listed?

Yes No If yes, please explain): _____

Provide names of MBE/WBE/VBE/DOBE sub-contractors/suppliers with which bidder has not previously worked (if any): _____

If Bidder is awarded this contract, the MBE/WBE/VBE/DOBE City certified firms listed below will be utilized in the performance of the contract as a subcontractor/supplier.

Full Legal Name of Firm	MBE, WBE, VBE, or DOBE	Contact Person	Phone #	Description of Work	\$ Dollar Amount	% of Total Contract Amount

Bidder must submit an *Application for MBE/WBE/VBE/DOBE Program Waiver* if it fails to meet the required utilization goals for the contract. Failure to provide the application for waiver at the time of submission may result in the disqualification and rejection of the bid/proposal.

Bidder's Signature: _____

Bidder's Name: _____

Date: _____

Attachment D
Request for Proposals
New Bookmobile Vehicles
E-Verify Affidavit



Pursuant to Indiana Code 22-5-1.7-11, the Contractor entering into a contract with the Indianapolis-Marion County Public IndyPL is required to enroll in and verify the work eligibility status of all its newly hired employees through the E-Verify program. The Contractor is not required to verify the work eligibility status of all its newly hired employees through the E-Verify program if E-Verify no longer exists.

1. Contractor affirms that Contractor does not knowingly employ an unauthorized alien.
2. Contractor affirms under the penalties of perjury that it has enrolled and is participating in the E-Verify program. Contractor is not required to participate should the E-Verify program cease to exist.
3. Contractor agrees to provide documentation demonstrating that Contractor has enrolled and is participating in the E-Verify program.
4. Library may terminate for default if Contractor fails to cure a breach of this provision no later than thirty (30) days after being notified.

I affirm, under the penalties for perjury, that the foregoing representations are true.

(Contractor): _____

By (Written Signature):

(Printed Name):

(Title):

Important – Notary Signature and Seal Required in the Space Below

STATE OF _____

Seal:

COUNTY OF _____

Subscribed and sworn to before me this ____ day of _____ 20__.

My commission expires: _____ (Signed) _____

Residing in _____ County, State of _____

Attachment E
Request for Proposals
New Bookmobile Vehicles
Schedule of Activities

Issue the RFP	August 5, 2024
Issue Public Notice	August 9 and August 16, 2024
Pre-Proposal Conference	August 22, 2024 at 11:00am EST Join the meeting now
Cutoff Date for Vendor Questions	August 29, 2024 at 4:00pm EST
Distribution of Responses to Vendor Questions	Wednesday, September 4, 2024 at 4:00pm EST
Proposal Submission Deadline and Public Opening	September 26, 2024 at 2:00pm EST, virtually and at Library Services Center Join the meeting now
Recommendation to Facilities Committee	October 15, 2024
Recommendation to and Action by the Board	October 28, 2024
Issue Notification of Intent to Enter Into an Purchase Agreement Letter	October 29, 2024
Target Date for Delivery of the Bookmobiles	August 1, 2026

Attachment F
Request for Proposals
New Bookmobile Vehicles
Draft Agreement

NOT APPLICABLE

Attachment G
Request for Proposals
New Bookmobile Vehicles
Non-Collusion Affidavit

The undersigned, on behalf of the Vendor, being first duly sworn, deposes and states that the Vendor has not, nor has any other member, representative, employee or agent of the Vendor, entered into any combination, collusion or agreement with any person relative to the Service fees to be proposed by anyone at such letting, to prevent any person from submitting a proposal, or to induce anyone to refrain from submitting a proposal.

The undersigned further deposes and states that this Proposal is made without reference to any other proposal and without any agreement, understanding or combination with any other person referring to such proposal.

The undersigned further deposes and states that no person, firm or entity has or will receive directly or indirectly, any rebate, fee, gift, commission or thing of value on account of such Proposal.

Vendor: _____

By (Signature): _____

Printed Name and Title: _____

Important – Notary Signature and Seal Required in the Space Below

STATE OF _____

Seal:

COUNTY OF _____

Subscribed and sworn to before me this ____ day of _____ 20__.

My commission expires: _____ (Signed) _____

Residing in _____ County, State of _____

Proposal Contents Checklist:

- _____ Vendor Introduction and Cover Letter.
- _____ Non-Collusion Affidavit included as **Attachment G**.
- _____ Vendor Proposal Sheet included as **Attachment H**.
- _____ Vendor Profile and Experience.
- _____ Vendor References.
- _____ Vendor Sample Work Plan.
- _____ XBE Waiver Application included as **Attachment C**.
- _____ Executed E-Verify Affidavit included as **Attachment D**.
- _____ Vendor Additional Information within the maximum page limit.
- _____ One (1) original, five (5) print copies, and one (1) electronic PDF copy.

Attachment H
Request for Proposals
New Bookmobile Vehicles
Vendor Fee Sheet

VENDOR: _____

Address: _____

City/State: _____

Telephone Number: _____

Agent of Vendor (if applicable): _____

E-mail address: _____

Vendor Certification:

The undersigned acknowledges that I/we have received and thoroughly reviewed the Request for Proposals (RFP) dated 10/16/2023, including the addenda listed below, and have visited the Library sites to understand the entire Scope of Services required under the RFP.

Pursuant to notices given, the undersigned, with complete understanding of the requirements and conditions, shall provide the Services fully in accordance with the requirements of the RFP.

Acknowledgement of Receipt of Addenda:

I/We have received and reviewed the Addenda listed below (if applicable) and have included the provisions thereof in the response to the RFP.

Addenda Received: _____

Attachment H
Request for Proposals
New Bookmobile Vehicles
Vendor Fee Sheet

PRICE CERTIFICATION

The Vendor proposes to complete all Bookmobiles as specified for the following prices:

Total for two (2) New Bookmobiles \$ _____

Other Expenses, if Any:

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

Total Proposal for Two (2) New Bookmobiles: \$ _____

ADDITIONAL INFORMATION

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

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

Attachment I
Request for Proposals
New Bookmobile Vehicles
Evaluation Criteria

1. The satisfaction level of current and former clients of the Vendor under contracts similar to the requirements of IndyPL.

IndyPL will ask each current and former client to rate the Vendor on the following scale, which answers the question: "How satisfied were you with Vendor's overall performance."

- a. Very satisfied
- b. Satisfied:
- c. Neither satisfied nor satisfied:
- d. Dissatisfied:
- e. Very Dissatisfied:

2. Proposed overall cost.

Overall cost includes the purchase of the base vehicle, cost of design and alterations, and delivery and training costs.

3. Effectiveness of the Work Plan.

As stated under Item II and expanded upon in Attachment A, Vendors shall be fully capable of fulfilling the scope of services detailed in this RFP.

- a. The Contractor shall have, at a minimum, the capabilities listed in this RFP, and the Proposal submitted shall reflect in detail the degree of expertise in utilizing these capabilities and the ability to provide and comply with the requirements hereof.
- b. The Contractor shall have and maintain all proper and required licensures necessary to provide the Services. The Contractor shall have the capability and workforce to conduct the planning, coordination, implementation, and support of the required Services.

4. Other criteria as determined by IndyPL.