



# QUEENS PUBLIC LIBRARY

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**RFP # 0423-1**

**Request for Proposals for  
Mobile Library Vehicle**

**Date: April 21, 2023**

**Proposals must be submitted by 3:00 PM  
via the provided Dropbox link:**

**<https://www.dropbox.com/request/tPi7IK3JsuRBO4SehcV9>**

**May 22, 2023**

**Procurement Department  
Queens Borough Public Library  
89-11 Merrick Boulevard  
Jamaica, New York 11432**

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The following documents are incorporated into this RFP-

Attachment 1- Forms

Attachment 2- Queens Borough Public Library General Terms and Conditions

Attachment 3- Local Law 34

Scope of Work Documents

The Queens Borough Public Library (the “Library”), hereby solicits proposals from experienced firms and individuals (hereinafter referred to as “Proposers”) in response to this Request for Proposals (“RFP”) to enter into a contract for a mobile library vehicle (“MLV”) as further described throughout this RFP. The Library intends to award a contract for Scope C. Sprinter Van. The Library anticipates purchasing at least one vehicle described in the Scope of Work. The Library reserves the right to purchase more than one vehicle from the awarded firm or to award more than one firm the Scope of Work.

## I. CALENDAR OF EVENTS

Issuance of RFP	April 21, 2023
Deadline for Questions	May 8, 2023
<b>Proposal Due Date</b>	<b>May 22, 2023</b>
Interviews, if performed	To be determined
Award/ and Notification to all Proposers	At the conclusion of the RFP process.

## II. CONTACT INFORMATION

The Library’s designated contacts for this RFP, as of the date hereof, are Cristina Polychronopoulos, Procurement Coordinator, Xavier Cerda, Assistant Director of Procurement and William Funk, VP of Procurement. Questions regarding this RFP should be sent to: [RFPcontact@queenslibrary.org](mailto:RFPcontact@queenslibrary.org) on or before May 8, 2023. Responses to any questions received will be posted on the Library’s web site at <https://www.queenslibrary.org/about-us/procurement-opportunities> as they are received. No other communication of questions and answers will be made.

Proposals are to be uploaded to DropBox using this link:  
<https://www.dropbox.com/request/tPi7IK3JsuRBO4SehcV9>

The Library will not provide reimbursement for any costs or expenses incurred in connection with this RFP, including the costs of preparing and submitting a response, providing any additional information or attending an interview. All material that is submitted in response to this RFP will become the sole property of the Library. The Library expressly reserves the right to utilize any and all ideas submitted in the proposals received unless covered by legal patent or proprietary rights, any of which **must** be clearly indicated in the proposal submitted in response to the RFP.

Interviews and product demonstrations of the top-qualifying Proposers may be conducted at the Library’s discretion on a specific day or days to be disclosed later in the RFP process. All top-qualifying Proposers will be notified of the exact interview date(s) in advance.

### **III. CONTRACT PERIOD**

The Library anticipates the term for a contract as follows:

1. Scope C. Sprinter Van- 280 days for delivery of vehicle from the date of the issuance of a purchase order plus warranty period.

### **IV. BACKGROUND**

The Library is an independent not-for-profit corporation. It is one of the largest and most innovative libraries in the world and one of the three New York City library systems. The Library consists of a Central Library and other facilities located throughout the County of Queens in the State of New York. For a complete listing of current facilities, please visit the Library's webpage: <https://www.queenslibrary.org/about-us/locations/?view=all>

The Queens Borough Public Library ("the Library") serves 2.3 million Queens residents, with an extensive collection of books, reference materials, periodicals, government documents, video and audiocassettes, records, compact discs, DVDs, and photographs and maps. The Library has a computerized integrated circulation and catalog system, state-of-the-art computer equipment in all community libraries, and the ability to provide information through free Internet access and facsimile machines to the public. The Library offers a wide variety of reading, writing, and literacy programs, and functions as an integral part of the Queens community.

An integral component of the Library meeting the needs of the community is through its mobile library program. The Library has a fleet of mobile libraries and provides public service to Queens by bringing books, information, services and activities to community events and underserved neighborhoods.

The Library has used its mobile libraries to prepare and respond to disaster. The Library's mobile libraries have responded to disasters by providing a lifeline to communities, providing free WiFi and charging stations, First-aid supplies, water, health informational brochures, emergency FEMA applications and much more.

Through this RFP the Library intends to expand its fleet of mobile libraries and to provide greater community assistance. The Library anticipates that the mobile libraries will be used to also respond to the COVID-19 pandemic and to prepare for other potential disasters.

Below are web links to news articles about the Library responding to emergencies:

- <https://www.libraryjournal.com/?detailStory=queens-to-replace-library-that-served-as-emergency-center-during-hurricane>
- <https://www.questia.com/magazine/1G1-394110599/emergency-how-queens-library-came-to-patrons-rescue>
- <https://www.npr.org/2013/08/12/210541233/for-disasters-pack-a-first-aid-kit-bottled-water-and-a-library-card>

- <https://americanlibrariesmagazine.org/2012/12/28/the-library-as-lifeline-getting-past-superstorm-sandy/>

## **V. SCOPE OF WORK**

The Library is seeking proposers to manufacture and deliver a mobile library vehicle (“MLV”.) The Library intends to award a contract for Scope C. Sprinter Van. The Library anticipates purchasing at least one vehicle described in the Scope of Work. The Library reserves the right to purchase more than one vehicle for the Scope of Work from the awarded firm or to award more than one firm the Scope of Work. The vehicle is further described and detailed by this Scope of Work, the documents listed below, this RFP and all of its attachments.

Proposers are to provide proposals for the scope of work, based on the following specifications and supplied drawing(s). These specifications should be regarded as minimal and potential vendors should include within their proposal all accessories and components not specifically specified, but necessary for the completed vehicle to meet or exceed the general intent.

In the event proposer proposes to furnish substitutions for a specification, named manufacturer and/or product, this information shall be identified in writing by proposer, including full technical descriptions, catalog cuts and samples, as appropriate, with the proposal. The Library reserves the right to request a representative sample of the item(s) quoted, either prior to award, or before shipment is made. The sole determination of equality shall be made by the Library. If the sample or other technical description is not in accordance with the proposal, or is otherwise deemed not to be an equal to that specified, the Library may reject the proposal response, or, if award has been made, cancel the contract at the expense of the proposer.

Proposer shall provide a detailed exceptions and clarifications document detailing all variations from the Scope of Work specifications for each vehicle proposed.

Proposers shall thoroughly examine and be familiar with all requirements of the RFP, drawings and specifications. The failure or omission of any proposer to fully examine the RFP, drawings and specifications shall in no way relieve proposer from any obligations with respect to performance of the contract and the contemplated work therein.

The contract with the successful proposer(s) will be with the Library and registered with the City of New York by the Office of the City Comptroller. The successful proposer(s) shall deliver the completed MLV to the Library. Once acceptance has been made by the Library, the successful proposer(s) shall invoice the Library for the accepted vehicle and the Library anticipates that the City of New York shall pay within forty-five (45) days.

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.

The completed vehicle shall be delivered to the following address:

Queens Trucking  
16817 Liberty Ave  
Jamaica, NY 11433

The Library anticipates the term for the contract as follows:

1. Scope C. Sprinter Van- 280 days for delivery of vehicle from the date of the issuance of a purchase order plus warranty period.

Proposers to propose the following vehicle.

### **Scope C. Sprinter Van MLV**

Firms should propose the most current model of the vehicle. The Library intendeds to award a contract for Scope C. Sprinter Van as further detailed:

1. Scope C. Sprinter Van Floor Plan:  
<https://www.dropbox.com/s/yul9414bxk0umyy/Scope%20C.%20Sprinter%20Van%20Floor%20Plan%20-%20Van%201.1%20%281%29%20%281%29.pdf?dl=0>
2. Scope C. Van Specifications:  
<https://www.dropbox.com/s/d5kltu7w5vnr2v1/Scope%20C.%20Sprinter%20Van%20Specifications%20-%20Van%201.1%20%282%29%20%281%29.pdf?dl=0>
3. Scope C. Sprinter Van Cost Document:  
<https://www.dropbox.com/s/unb1hghzjh1unrx/Scope%20C.%20Sprinter%20Van%20Cost%20Document.xlsx?dl=0>

## **VI. PROPOSAL REQUIREMENTS**

The following is a list of the information that must be provided in the Proposal. A proposal that does not include all of the information requested below may be deemed non-responsive and subject to rejection. **Proposals should respond to all areas listed below, in the order listed.**

Proposers shall indicate in their proposals what information, if any, is proprietary and confidential. Proposers are hereby advised that the Library is subject to the New York State Freedom of Information Law (“FOIL”). Material marked “Confidential and Proprietary” will be treated as such to the extent consistent with the obligations under FOIL, other applicable law, regulation or legal process.

### **A. Management and Qualifications**

In setting forth its qualifications, each firm shall provide the information requested below, as appropriate. Responses to this Section should be limited to thirty-two (32) single-sided pages in total (not including resumes), and shall be prepared on 8½ x 11-inch paper using at least 12-point type with standard margins no less than 1”.

### **Cover Letter (2-page limit)**

A cover letter, which shall be considered an integral part of the submission, shall be bound with the submission and signed by the individual authorized to bind the firm contractually. In signing the cover letter, the firm agrees to be bound by the terms of this solicitation and its submission hereunder for no less than one year. The cover letter shall contain a statement that the firm’s work for the Library will not create any conflict of interest. If your firm believes that a conflict may arise, the nature of the conflict should be described – see question 14.

### **A. General Information (30 page limit)**

1. Provide the proposers’ s legal name, address, tax ID number and state of incorporation for the contracting entity submitting the submission.
2. Provide a brief history of the company and successful experience related to the products and services requested in this RFP. Include information regarding any similar past or current projects in which the proposer is involved in, with specific references to work for public sector, not-for-profit corporations, library systems or other like-entities.
3. Provide the name, title, address, telephone and e-mail address of the individual the Library should contact with respect to your submission.
4. For each key staff position, attach a resume and/or description of their qualifications. In addition, provide a statement certifying that the proposed key staff will be available for the duration of the project.
5. To the maximum extent possible, identify the lead individual and the individual(s) who will perform the tasks outlined in the Scope of Services. Provide a narrative describing your firm’s proposed approach to library project including the firm’s understanding of the objectives and complexities of the project, methodology for tracking and maintaining the project’s budget and schedule, and techniques for problem solving.
6. Identify if your entire or partial solution is now or can be made available to the Library through a government contract such as GSA, NYS OGS, etc.
7. Identify any additional services not covered in the Scope of Service sections that your firm believes may be of particular value to the Library. Please describe why you believe these services to be relevant.
8. Identify any services listed in the Scope of Services your firm is not able to perform and explain why you are not able to perform these services.
9. Provide a minimum of three (3) recent clients as references from clients of similar size to that of the Queens Library and this Scope of Services (a “Reference Client”). Provide the Reference

Client's name, contact person, title, email, address, and telephone number. Please provide details on the work performed for each Reference Client, including, the length of any contract, project costs, size of project, completion date and explanation of how the work performed is similar to the work required by the Library, as well as any other pertinent information relevant to representing your qualifications to perform the work. Identify where the proposed solution has been deployed. Discuss the availability of the Library to visit this location.

10. Explain how you will safeguard and keep confidential the data and information provided by the Library to you.
11. Provide copies of your two (2) most recent audited financial statements. If audited financial statements are not available, please explain why and identify how the Library can assess the financial condition of your firm.
12. Identify any sub-contractors that you plan to utilize as part of your proposed team.
13. Discuss any past or present civil or criminal legal investigations, litigation or regulatory action involving your firm or any of its employees that could affect your role or ability to serve as a consultant to the Library. If none, include a statement that there are no past or present civil or criminal legal investigations, or pertinent litigation and or regulatory actions that could impact your firm's ability to serve in the required capacity.
14. Identify the nature of any potential conflict of interest your firm or any proposed sub consultants might have in providing consulting services under this solicitation to the Library.
  - (a) Discuss fully any conflicts of interest, actual or potential, which might arise in connection with your firm's involvement with the Library. If your firm believes that a conflict of interest might arise, please describe how such conflict would be resolved.
  - (b) State whether your firm represents any party that is or may be adverse to the Library.
15. You must certify in writing that your representation of the Library will not create any conflict of interest involving that firm.

**B. Response to RFP Section V SCOPE OF SERVICES (No page limit)**

1. Proposer shall propose on the scope of work.
2. For the scope of work, proposer shall provide a detailed exceptions and clarifications document detailing all variations from the specifications. The document shall also specifically accept all other RFP specifications as written unless detailed as an exception or clarification.
3. For the scope of work, proposer shall complete the cost proposal document and fully capture all costs, including accessories, options and other costs to fully reflect the proposer's maximum costs.

**C. Other (No page limit)**



1. Firms must either provide a statement accepting the terms and conditions in the Library's General Terms and Conditions, Attachment 2, or must alternately identify any exceptions taken to the terms and conditions. Any supplemental contract language that a proposer requires is considered by the Library as an exception and must be included in a proposer's proposal. If exceptions are taken, the firm must clearly identify the language that is being taken exception to and provide the suggested alternate language for each such exception. The nature and extent of exceptions, if any, taken by the firm to the Library's terms and conditions will be a factor considered in evaluating submissions. Firms that demonstrate a willingness to accept the Library's terms and conditions will be given more favorable consideration by the Library.

At any time during the RFP process, the Library, in its sole discretion, may reject a proposal that has exceptions to the Library's terms and conditions.

2. Firms shall indicate in their submissions what information, if any, is proprietary and confidential. Firms are hereby advised that the Library is subject to the New York State Freedom of Information Law ("FOIL"). Material marked "Confidential and Proprietary" will be treated as such to the extent consistent with the Library's obligations under FOIL or any other applicable laws, rules or regulations, and will not otherwise be disclosed by the Library except as necessary for the evaluation of submissions.
3. Firms shall confirm that they will meet the insurance obligations.
4. Firms to complete all forms if Attachment 1 and Attachment 3- Local Law 34.

## **VII. EVALUATION AND SELECTION**

### **A. Evaluation Criteria**

For the scope of work, a Selection Committee consisting of Library staff and any retained Library consultants, will evaluate the properly received proposals. This Selection Committee will make its recommendations to the Library for its determination as to its awards of a contract. For each scope of work, the Selection Committee will consider the following factors, though not necessarily listed in the order of importance, in considering submissions:

1. The firm's previous experience in providing the proposed scope of work to libraries, not-for-profit corporations, library systems, public sector and other similar clients. The qualifications, experience and availability of the lead person(s) and team assigned to provide services to the Library. (10 Points.)
2. The firm's proposed approach to library projects, including the firm's understanding of the objectives and complexities of library projects, methodology for tracking and maintaining the project's budget and schedule, and techniques for problem solving. (10 Points.)
3. The firm's response to RFP Section V Scope of Work. (40 Points.)
4. Overall organization, completeness, and quality of submission, including cohesiveness, conciseness, clarity of response, demonstrated understanding of the Library, and degree of

acceptance of the Library's terms and conditions in the Library's Standard Consulting Agreement. (10 Points.)

5. The Library will assess all costs (proposer submission for RFP Section V Scope of Work, Cost Document) for firms that receive a passing evaluation for items 1 through 4 above. Such determination of a passing evaluation is at the sole discretion of the Library. (30 Points.)
6. Interviews and product demonstrations for proposers selected by the Library. (To occur at the sole discretion of the Library- 30 Points.)

## **B. Selection Process**

The Selection Committee will evaluate all responsive proposals based on the criteria enumerated in Section VII, as referenced above. The Selection Committee may afford firms the opportunity to clarify submissions for assuring a full understanding of their responsiveness to the solicitation.

At the sole discretion of the Library, the Selection Committee may conduct interviews and product demonstrations of proposers found to be most qualified to perform the services required. Proposers selected for interviews and product demonstrations, will be notified in writing regarding the interview date(s).

At the conclusion of the evaluation process, the Library anticipates awarding a contract to a responsive and responsible firm whose proposal is determined to be the highest quality and most advantageous to the Library, taking into consideration the overall quality of the submission as measured against all the evaluation criteria above.

Prior to the award of any contract(s) under this solicitation, the Library will conduct a vendor responsibility assessment and may require eligible firms to answer questions and provide additional information to supplement the information provided in the proposal, Vendor Responsibility Questionnaire or other materials to assist the Library in making such a determination. The Library reserves the right to conduct a site survey of the proposer's proposed solution. In its sole judgement, the Library may reject a proposal because of a site survey, vendor responsibility determination or other determination by the Library. The Library reserves the right to reconsider other proposals.

Proposers will be notified in writing once a proposal has been selected.

## **VIII. PROPOSAL INSTRUCTIONS AND CONDITIONS**

### **A. Limitations**

1. This RFP does not commit the Library to award a contract, pay any costs incurred in the preparation of a response, or procure or contract for services of any kind whatsoever. The Library reserves the right, in its sole discretion, to accept or reject any or all proposals as a result of the RFP, to negotiate with any or all firms considered, and to cancel this RFP in whole or in part. The Library reserves the right to request additional information from all Proposers.

2. Proposers responding to this RFP may submit more than one proposal. Proposers are not to provide a single proposal with multiple options. For example if a firm has multiple configuration capabilities such as an on premise solution, software as a service solution or a hybrid solution, proposer is to submit a separate and distinct proposal for each configuration. Proposers are not to provide a base proposal with options to increase costs. Instead, proposers are to reflect its maximum pricing.
3. Proposers may be requested to clarify the contents of their proposals. Other than to provide such information as may be required by the Library, no Proposer will be allowed to alter its proposal or to add new information after the RFP due date.
4. Proposers may be required to participate in negotiations and to submit any price, technical or other revisions to its proposal which may result from such negotiations.
5. Proposers must fully execute the forms contained in Attachment 1 and Attachment 3 and submit them with its proposal.
6. All material submitted in response to this RFP will become the sole property of the Library.

## **B. Proposal Submission**

1. Proposals must include a cover letter indicating the mailing address of the office from which the proposal was submitted, the name and email address of the individual who will represent the firm as the primary contact person for the proposal, and the telephone and facsimile numbers of the primary contact person.
2. Non-responsive proposals include, but are not limited to, those that:
  - (a) Do not conform to the RFP requirements and instructions;
  - (b) Are conditional; or
  - (c) Contain a material omission(s).

The Library may waive minor informalities or irregularities in a proposal that are merely a matter of form and not substance, the correction of which would not be prejudicial to other proposers.

## **C. Administrative Specifications**

1. All proposals must be irrevocable for one year and signed by an authorized officer of the firm.
2. The successful Proposer(s) must agree to provide the Library with audit access on request during the term of the contract and for 7 years thereafter.
3. The Library at any time and in its sole discretion, may terminate its contract with the successful proposer(s), or postpone or delay all or any part of the contract, upon written notice.
4. All Proposers are obligated to update any changes in their proposals prior to the proposal due date.

#### **D. Addendum, Errors and Omissions**

1. If a Proposer discovers any ambiguity, conflict, discrepancy, omission or other error in this RFP, it shall immediately notify William Funk, in writing, of such error and request clarification or modification to the document.
2. Should the Library find it necessary to modify this RFP, a notice of that modification will be made by way of an addendum that will be posted to the RFP website.
3. If a Proposer fails to notify the Library of a known error or an error that reasonably should have been known prior to the final filing date for submission, the Proposer shall assume the risk. If awarded the contract, the Proposer(s) shall not be entitled to additional compensation or time by reason of the error or its late correction.

#### **E. Debriefing of Unsuccessful Proposers**

Upon written request via email to William Funk, a debriefing will be scheduled with an unsuccessful Proposer after the Library has provided notice of its selection of one or more successful Proposer(s). Discussion will be limited to a critique of the proposal submitted by the Proposer requesting the debriefing. Comparisons between proposals or evaluations of the other proposals will not be discussed. Debriefings may be conducted in person or on the telephone, at the Library's discretion.