

Request for Proposals
Richmond Public Library
EV Bookmobile

I. Project Summary

Richmond Public Library would like to purchase an all-electric Bookmobile for service to the City of Richmond.

II. Proposal submittal:

Electronic Proposals shall be submitted via the City's secure online bidding system. All required sections of the proposal must be submitted via the website. Contractor is solely responsible for "on time" submission of their electronic proposal. The Bid Management System will not accept late proposals and no exceptions shall be made. Contractors will receive an e-bid confirmation number with a time stamp from the Bid Management System indicating that their bid was submitted successfully. The City will only receive those proposals that were transmitted successfully.

The proposal must be received no later than 5:00 p.m., Pacific Time, on February 22, 2024.

The City of Richmond reserves the right to waive inconsequential irregularities.

Proposals should:

- Include 3 demonstrable examples of similar library vehicles created in the last 2 years
- Respond to in detail to the Specifications (Attachment A)
- Include total proposed vehicle cost
- Indicate the time to build and deliver the bookmobile.
- Include contact information

Incomplete proposals may be disqualified.

Questions Concerning Request for Proposals

There will be no pre-proposal meeting. All questions must be submitted via the electronic BidsOnline system on the Q&A tab by **5:00pm PST, on February 12, 2024**. If the City finds it necessary to issue an addendum, prospective Offerors will receive e-mail notification of addendum. Otherwise, answers to questions received will be provided on the Q&A tab and notification will be sent by **February 16, 2024**. It is the proposer's responsibility to periodically check the BidsOnline website www.ci.richmond.ca.us/bids for any possible Addenda to the RFP that may have been posted.

Any party submitting a proposal shall not contact or lobby any City Council member, City official, employee (except those specified for contact) or agent regarding the RFP. Any party attempting to influence or circumvent the RFP, bid submittal, and review process may have their proposal rejected for violating this provision of the RFP.

Interested parties may download copies of the above-mentioned proposal by visiting the City's web site, www.ci.richmond.ca.us/bids. To download RFP, new vendors will be required to register. Once the vendor downloads any documents relative to a solicitation, that vendor's name will appear on the Prospective Bidders list for that project and will receive any addenda or notifications relating to the RFP.

III. Proposal evaluation and award

- A) Proposals will be checked for completeness. Incomplete proposals may be disqualified.
- B) Proposals will be evaluated by administrative library staff. Evaluation assistance may be provided by expert consultants retained by the City. Evaluation criteria will be (100 points total):
 - a. Library experience, including 3 examples of similar projects within the past 2 years, and other qualifications of the company (30 points)
 - b. Satisfaction of the criteria laid out in Specifications (Attachment A) (40 points)
 - c. Price (20 points)
 - d. Vehicle delivery date (10 points)

Issuance of this RFP does not obligate the City to award the project, nor is the City liable for any costs incurred by the proposer in the preparation and submittal of proposals for the subject work. The City retains the right to award all or parts of this contract to several bidders, to not select any bidders, and/or to re-solicit proposals. The act of submitting a proposal is a declaration that the proposer has read the RFP and understands all the requirements and conditions. Although price is very important, other factors will be taken into consideration.

Pre-Award Negotiations

After the proposals are opened, but prior to award, the City may elect to conduct negotiations with the highest ranked respondent for purposes of:

- Resolving minor differences and information
- Clarifying necessary details and responsibilities
- Emphasizing important issues and points
- Receiving assurances from respondents
- Cost/budget clarifications

If the City cannot successfully negotiate a contract with the highest ranked respondent, the City may begin negotiations with the second highest ranked respondent.

Selection may be made without further discussion, negotiations or Offeror's presentations; therefore, Offeror shall offer the most favorable terms in response to this RFP. Offeror must demonstrate an understanding of the scope of service to be provided and the ability to accomplish the tasks set forth. Offeror shall include information that will enable the City to

Commented [OA1]: Include weight for the evaluation criteria. It is good to be transparent and inform vendors how they will be evaluated.

determine the Offeror's overall qualifications. The City reserves the right to request additional information or clarification on any matter included in the proposal response, to enable the City to arrive at the final award decision.

Award - When the Review Panel has completed its work, City staff will then recommend award to the City Manager and City Council for approval. The services provided by the successful bidder shall be governed by a Standard Services Agreement (Attachment C).

Attachments:

- A. Vehicle Specifications
- B. Vehicle Floorplan
- C. Standard Contract
- D. Insurance Requirements
- E. Business Opportunity Ordinance (16-12 N.S.)
- F. Local Employment Ordinance (15-10 N.S.)
- G. Richmond Municipal Code Chapter 2.60 Living Wage
- H. Ban the Box Ordinance (14-13 N.S.)
- I. Sanctuary City Compliance Statement

Commented [OA2]: Discuss with Risk Management which insurance requirements to use.

Commented [KE3R2]: Lisa says Type 1