



1112 W 21st Ave.
Covington, LA 70433

BID PROPOSAL

Mobile “Cart Hauler” Outreach Vehicle

for

St. Tammany Parish Library

BID NO.: 24-01

May 1, 2024

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SECTION ONE – PURPOSE AND BACKGROUND

This solicitation is to secure a contract to construct one (1) 22-foot (approximate) long Ford Transit van into a “cart hauler” type outreach vehicle for use by the St. Tammany Parish Library (“Library”). The unit will operate within a suburban environment in Louisiana and shall be designed and equipped to safely operate in an environment of primarily flat paved roadways.

The St. Tammany Parish Library has been serving the citizens of St. Tammany Parish for more than sixty-five years. Our twelve branches offer nearly 625,000 loanable items including books, CDs, DVDs, audiobooks, and magazines.

SECTION TWO - SCOPE OF SERVICES

Contract Period: This contract shall be effective for thirty-six (36) months from the date of award and at the option of the St. Tammany Parish Library and acceptance by the contractor, may be extended for two additional twelve-month periods at the same terms and conditions, contract not to exceed sixty (60) months.

1. GENERAL SPECIFICATIONS

1.1 Scope

- 1.1.1. The intent of this specification is to describe the construction of one (1) 22-foot (approximate) long Ford Transit van into a “cart hauler” type outreach vehicle for use by the St. Tammany Parish Library (“Library”).
- 1.1.2. It is a requirement of this contract that the completed vehicle be delivered to the library within 365 calendar days of the order.
- 1.1.3. The vehicle described herein is intended to provide contemporary mobile library services to patrons of all ages in an operationally efficient manner. The unit will operate within a suburban environment in Louisiana and shall be designed and equipped to safely operate in an environment of primarily flat paved roadways. The unit will be kept inside a warehouse when not in service.
- 1.1.4. It is the library’s utmost goal to ensure that the vehicle is well-equipped to operate efficiently and safely in this environment.
- 1.1.5. Weight loading shall be of significant concern during the conversion of these vehicles for efficiency reasons. Substantial effort has been put into the interior designs with this factor in mind. Vendor is cautioned to use the lightest materials and construction methods available that will meet all specifications as described herein and make recommendations as appropriate for reducing the static load of the conversion.
- 1.1.6. Renewable and/or recycled materials shall be used as practical during the conversion of this vehicle.
- 1.1.7. The successful vendor shall furnish all materials not specifically denoted as “customer supplied”, as well as the labor to complete the conversion of the bookmobile specified herein, as shown on the attached drawings, or as required to complete and/or exceed the general intent of these specifications.
- 1.1.8. These specifications have been developed by Specialty Vehicle Services, LLC. (“SVS”) under contract with the library.
- 1.1.9. Any reference to a specific manufacturer or make or model of product not followed by "or equivalent" or "or equal" may not be substituted. The library and/or its authorized agents shall

be the sole judge of whether a manufacturer's offerings are deemed equivalent for the purpose of this project, and all proposed "equivalent" or "equal" substitutes shall be expressly accepted prior to installation.

1.2. Contacts

1.2.1. All *contractual* correspondence shall be directed to:

St. Tammany Parish Library

Attn: Tanya DiMaggio

1112 W. 21st Avenue Covington, LA 70433

Phone: 985.871.1220 X2004

Email: tanya@stpl.us

1.2.2. All *technical* correspondence shall be directed to:

Specialty Vehicle Services, LLC.

Attn: Michael Swendrowski

3312 West Sycamore Street Franklin, WI 53132

Phone: 262.679.9096

Email: mswendrowski@vehiclesuccess.com

1.3. Manuals and Documentation

1.3.1. The following shall be provided for each unit at the time the equipment is delivered:

1.3.1.1. One (1) line set/order sheet for chassis.

1.3.1.2. One (1) certified weight ticket listing front axle, rear axle and total weights.

1.3.1.3. Two (2) complete key sets (ignition, doors, auxiliary locks); maximum keys per set shall be four (4).

1.3.1.4. One (1) complete dimensional layout drawing of exterior and interior front, rear, and both sides.

1.3.1.5. "As built" electrical schematics accurately detailing AC and DC electrical systems installed during the upfitting.

1.4. New Equipment

1.4.1. Equipment shall be new (unused), and of manufacturer's current model year production and shall comply with all applicable Federal environmental, motor vehicle, and safety regulations. The conversion shall be equipped with all features and accessories considered standard for the make and model vehicle/equipment provided as well as those specifically detailed within this specification.

1.5. Quality & Standards

1.5.1. Brand names and model numbers are used throughout this document to convey desired quality levels, with the option for equivalents. The library and/or its authorized agents shall be the sole judge of whether a manufacturer's offerings are deemed equivalent for the purpose of this project, and all proposed "equivalent" or "equal" substitutes shall be expressly accepted prior to installation.

1.5.2. Conversion accessories shall be built and assembled in accordance with the specifications and

shall conform to the best standard practices in the industry at the time of construction. All dimensions, weight, and performance values shall be in accordance with SAE J732c and J742b, as last revised. The vendor will provide all systems integration and testing. All electronics will be installed, fully operational, and tested by the vendor. The vehicle shall be equipped with all features and accessories considered standard for the make and model vehicle/equipment provided.

- 1.5.3. All equipment and construction methods shall meet all applicable regulations of the Occupational Safety and Health Act (OSHA), Federal Motor Vehicle Safety Standards (FMVSS), Department of Transportation (DOT), National Electrical Code (NEC), Federal and State noise and pollution control restrictions, and all other applicable local, state and/or federal regulations in effect at the time of execution.
- 1.5.4. All workmanship, welding, and construction shall be in the best manner of the trade. Workmanship shall be subject to inspection and approval by the Library and/or its authorized representatives.
- 1.5.5. Welding fillets shall have good penetration, good fusion, good appearance, and shall show no cracks or undercutting.

1.6. Guarantee

- 1.6.1. The successful vendor shall furnish a warranty stating that the equipment is suitable for the service intended in accordance with the specifications. The vendor shall also furnish the library with a minimum FULL ONE (1) YEAR BUMPER-TO-BUMPER WARRANTY and shall agree to replace and install without charge, within the warranty, any defective part or parts not suitable for the service intended or found to be defective due to poor workmanship. The warranty period shall start on the date the unit is put into service by the library.
- 1.6.2. All warranty work shall be completed by the vendor within a reasonable time or repaired by the vendor at the library facility. The library reserves the right to schedule and complete warranty work at a local facility of its choice if requests for resolution are not satisfied in a reasonable time frame. Vendor shall be given proper notice of such intent prior to execution and an invoice shall be forwarded to the vendor for payment.
- 1.6.3. That the Library may be assured of being able to maintain and repair equipment purchased, there shall be a local service facility with a stock of repair parts identified with the vendor's bid.
- 1.6.4. The bid shall list names, locations, and contact information for the nearest authorized service, parts, and warranty facilities. This list shall include facilities related to chassis, body, generator, conversion, etc.
- 1.6.5. All extended warranty options applicable to this vehicle and its components shall be listed within vendor's bid with associated costs.

1.7. Inspections

- 1.7.1. If the equipment/vehicle(s) is inspected after delivery and rejected because of deficiencies, it shall be the vendor's responsibility to make the necessary corrections and re-deliver the vehicle for inspection and acceptance. Payment and/or the commencement of a discount period (if applicable) will not be made until the defects are corrected.
- 1.7.2. The library will make every endeavor to note deficiencies. However, if a variation or an omission between the vehicle and the written specifications is discovered, the contract's written specifications will prevail.

- 1.7.3. Vehicle may be inspected at vendor’s place of business at any time during the conversion process by authorized representatives of the library. The cost of these trips shall be the responsibility of the library.
- 1.7.4. Equipment/vehicle(s) will be inspected at vendor’s place of business at least once before delivery by an authorized representative of SVS for workmanship, appearance, proper functioning of all equipment and systems, and conformance to all other requirements of this specification. The costs of these trip(s) shall be the responsibility of SVS. If deficiencies are detected, the vehicle may be rejected, and the vendor will be required to make the necessary repairs, adjustments, or replacements.
 - 1.7.4.1. *Dependent on the severity of inspection discrepancies and/or the vehicle is not deemed adequately complete at the time of final (pre-delivery) inspection; vendor shall be responsible for all SVS costs and fees related to a re-inspection. The library shall have the final decision regarding the need for a re-inspection.*

1.8. Training

- 1.8.1. Vendor shall provide in-service training and familiarization at the time of delivery. Training shall be conducted by factory-trained personnel and shall be comprehensive enough to allow library staff to operate and maintain the equipment provided with maximum safety and design efficiencies.
 - 1.8.1.1. All training shall occur at the time of delivery and last a total of approximately 6 hours.

2. VEHICLE SPECIFICATIONS

2.1. Intent

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

2.2. Type

- 2.2.1. The base vehicle shall be a 2024 or current model year Ford Transit-350 cargo RWD high roof extended van. The unit will conform to the best standard practices in the industry at the time of construction.

2.3. Capacities/Dimensions

- 2.3.1. Overall exterior length: 22’ (approximate)
- 2.3.2. Overall exterior width: 81.3” (excluding mirrors)
- 2.3.3. Overall exterior height: 109.4”
- 2.3.4. Interior length: 172.2” (load space)
- 2.3.5. Interior height: 81.5”
- 2.3.6. Wheelbase: 148.0”
- 2.3.7. GVWR: 10,360 lbs.

2.4. Base Vehicle

- 2.4.1. Ford Transit-350 cargo RWD high roof extended van (EL 350 HD DRW).
 - 2.4.1.1. Vehicle features.

- 2.4.1.1.1. 3.5L PFDi V6 engine.
- 2.4.1.1.2. 10-speed automatic transmission with overdrive and Selectshift.
- 2.4.1.1.3. 3.73 ratio non-limited slip rear axle.
- 2.4.1.1.4. Side wind stabilization.
- 2.4.1.1.5. Heavy-duty alternator.
- 2.4.1.1.6. Auxiliary fuel port.
- 2.4.1.1.7. Dual heavy-duty batteries.
- 2.4.1.1.8. Front seats, charcoal vinyl.
- 2.4.1.1.9. Driver and passenger side air bags and side curtain air bag safety systems.
- 2.4.1.1.10. 25-gallon fuel tank with cap-less fuel fill.
- 2.4.1.1.11. Power rack and pinion steering.
- 2.4.1.1.12. Tilt and telescoping 4-spoke steering wheel.
- 2.4.1.1.13. Front suspension, independent MacPherson-strut with stabilizer bar.
- 2.4.1.1.14. Rear suspension, leaf springs with heavy-duty gas shock absorbers.
- 2.4.1.1.15. AdvanceTrac stability control with roll stability.
- 2.4.1.1.16. 195/75R16 black side wall, all-season tires.
- 2.4.1.1.17. 16-inch forged polished alloy wheels.
- 2.4.1.1.18. Spare tire and wheel with 4-ton jack.
- 2.4.1.1.19. Black rear bumper molded-in-color without integral step.
- 2.4.1.1.20. Rear doors 50/50 hinged, 237-degree opening.
- 2.4.1.1.21. Black grille with black surround.
- 2.4.1.1.22. Halogen headlamps with black trim.
- 2.4.1.1.23. Windshield wipers, variable interval intermittent.
- 2.4.1.1.24. Short arm power folding heated mirrors with turn signals.
- 2.4.1.1.25. Roof marker lamps, rear.
- 2.4.1.1.26. Front and rear auxiliary air conditioning and heat.
- 2.4.1.1.27. AM/FM/Bluetooth stereo with 2 speakers.
- 2.4.1.1.28. Airbag cut-off switch, passenger side
- 2.4.1.1.29. Center stack console with integrated shifter.
- 2.4.1.1.30. Front overhead console.
- 2.4.1.1.31. Vinyl floor covering (front only).
- 2.4.1.1.32. Locking glove box.
- 2.4.1.1.33. Inside rear-view mirror.
- 2.4.1.1.34. Tachometer, fuel level and coolant temperature instrumentation.
- 2.4.1.1.35. Interior lighting, front dome lamp with map lights and theater dimming, 30-

- minute accessory delay.
- 2.4.1.1.36. Back plastic stepwell trim.
- 2.4.1.1.37. Vinyl trimmed sun visors.
- 2.4.1.1.38. Dual-note electric horn.
- 2.4.1.1.39. 4-wheel anti-lock disc brakes.
- 2.4.1.1.40. Center high mount stop lamp.
- 2.4.1.1.41. Tire pressure monitoring system.
- 2.4.1.1.42. Door locks, auto-locking drive away with crash unlocking.
- 2.4.1.1.43. Power windows with remote keyless entry and 2 extra keys.
- 2.4.1.1.44. Cruise control with message center.
- 2.4.1.1.45. Back-up alarm.
- 2.4.1.1.46. Securilock passive anti-theft system with engine immobilizer.
- 2.4.1.1.47. Reverse sensing system.
- 2.4.1.1.48. Fixed rear door glass with defrost.
- 2.4.1.1.49. Front fog lamps integrated into front fascia.
- 2.4.1.1.50. Running boards (covers the B-C pillar passenger side)
- 2.4.1.1.51. Cruise control with adjustable speed limiting device.
- 2.4.1.1.52. Passenger side B-pillar assist handle.
- 2.4.1.1.53. D-pillar assist handles.
- 2.4.1.1.54. Illuminated sun visors.
- 2.4.1.1.55. Full rear compartment lighting.
- 2.4.1.1.56. Front overhead shelf.
- 2.4.1.1.57. 6 speakers; 4 front and 2 rear.
- 2.4.1.1.58. Dual AGM batteries (70 Ah/each).
- 2.4.1.1.59. Perimeter alarm.
- 2.4.1.1.60. 360-degree camera system with split view including reverse sensing system and honeycomb mesh grill with chrome surround.
- 2.4.1.1.61. Front license plate bracket.
- 2.4.1.1.62. Daytime running lights.
- 2.4.1.1.63. Interior color: Ebony.
- 2.4.1.1.64. Exterior color: Chosen pre-order by library from OEM manufacturer's selections.

3. CONVERSION SPECIFICATIONS

3.1. Exterior

- 3.1.1. Vehicle shall have a “heavy” level vinyl graphics package in addition to the base paint. The bidder shall indicate organization or persons that the library will work with in the development of this graphics scheme.
 - 3.1.1.1. Vendor shall include a \$10,000 allowance for the development, printing, and installation of this graphics package within their bid.
 - 3.1.1.2. The library shall approve the final design prior to printing and installation.
- 3.1.2. The vehicle’s underbody shall be fully undercoated with rubberized spray to provide additional sound resonance dampening and underbody insulation protection.

3.2. Interior

- 3.2.1. The outreach vehicle interior shall be designed to accommodate a collection of approximately 2,000 items, which includes but is not limited to: books of various sizes, DVDs, CDs, books on disc, oversized materials of odd shapes, magazines, etc.
- 3.2.2. The outreach vehicle interior shall also be designed to support the library’s technology and information services.
- 3.2.3. Completed unit shall utilize environmentally conscious "green" elements wherever practical, including, but not limited to recycled and/or sustainable construction materials and low VOC finishes.
- 3.2.4. Weight loading is a significant concern during the conversion of this vehicle for efficiency reasons. Substantial effort has been put into the interior design with this factor in mind. Vendor is cautioned to use the lightest materials available that will meet all specifications as described herein and make recommendations as appropriate for lightening the static load of the conversion.
- 3.2.5. One (1) full-height composite safety partition with mesh upper area shall be installed behind the driver and passenger seats.
 - 3.2.5.1. Partition shall be installed according to the manufacturer's instructions.
- 3.2.6. Vehicle ceiling shall be left unfinished.
- 3.2.7. Vehicle walls shall be left unfinished.
- 3.2.8. Vehicle floor shall be sub-floored with lightweight 3/8” furniture grade plywood or equivalent to provide a smooth and durable sub-surface.
- 3.2.9. Commercial quality vinyl floor covering shall be installed.
 - 3.2.9.1. Sub-flooring shall be properly prepared prior to installation of the floor covering.
 - 3.2.9.2. Covering shall be installed in a manner consistent with the manufacturer’s recommendations.
 - 3.2.9.3. Any flooring remnants remaining from the installation shall be shipped loose with the completed vehicle.
 - 3.2.9.4. Exact color and/or style are subject to approval by the library, based on vendor’s offerings.
- 3.2.10. Two (2) 12’ long, heavy-duty flanged “O” type, aircraft style tie-down tracks shall be installed

flush into the flooring for securing additional cargo.

- 3.2.10.1. These tracks shall be securely mounted to the vehicle floor and generally flush with the finished floor height.
- 3.2.10.2. Sixteen (16) single stud fittings with round ring shall be provided
- 3.2.10.3. Eight (8) sets of appropriately rated, over center or ratchet style straps shall be provided to work with the tie-down tracks.
- 3.2.11. Acore Shelving & Products, Inc. aluminum shelving system shall be supplied and installed. Shelving components shall be powder coated after assembly where possible using coatings containing no lead or lead products. All components shall be constructed from superior grade lightweight materials and be built to withstand the unique stresses imposed by a mobile environment. The shelving layout shall be designed to accommodate approximately 2,000 items, which includes but is not limited to: books of various sizes, DVDs, CDs, videos, books on CD, oversized materials of odd shapes, magazines, etc. All shelving running along the sidewalls of the vehicle shall tilt back 15 degrees. Shelving is anticipated to be a combination of 7" and 9" depths, with additional components described herein.
 - 3.2.11.1. The carts and shelving within the interior must be rapidly changeable to meet Library needs. All efforts shall be made by the vendor in the construction of these vehicles, as applicable, to assist in this goal.
 - 3.2.11.2. The system shall utilize nine (9) slotted shelf uprights, place on 36" centers. The uprights shall be mounted vertically to the side walls up to approximately 30" high, and angled inward approximately 8" above that, to an approximate height of 66" measured from the vehicle floor.
 - 3.2.11.3. This configuration has been designed by SVS in conjunction with Acore to maximize the aisle width of the completed vehicle. All efforts shall be made to retain the "wide aisle" design intent during construction of these vehicles.
 - 3.2.11.4. Uprights shall be firmly attached directly to the vehicle side wall sub-structure in a manner suitable to withstand the stress and forces unique to a mobile environment, including, but not limited to back plate fastening of the uppermost area of the uprights.
 - 3.2.11.5. The areas between the uprights shall be finished as detailed. The design of the upright mounting and sidewall finish integration shall be subject to Library approval prior to installation.
 - 3.2.11.6. The complete Acore/SVS modular system is expected to include the following components:
 - 3.2.11.6.1. Nine (9) Acore slotted shelf uprights, specially modified to maximize van wall curvature.
 - 3.2.11.6.2. Four (4) Acore single sided van "wall hugger" carts with 3 shelves each, specially modified to fit completely between the uprights system.
 - 3.2.11.6.3. One (1) Acore single sided van "wall hugger" cart with 2 shelves and a worktop, specially modified to fit completely between the uprights system.
 - 3.2.11.6.4. Five (5) Acore "wall hugger" rain covers shall be supplied.
 - 3.2.11.6.4.1. Color shall be chosen by the library from manufacturer's standard selections.
 - 3.2.11.6.5. Two (2) Acore AB9, 9" wall shelves.
 - 3.2.11.6.6. Two (2) Acore face-out bins.
 - 3.2.11.6.7. Twenty-one (21) Acore AB7(8°), 7" wall shelves, specially modified to

accommodate the inward slanting upper uprights.

- 3.2.11.6.8. One (1) Acore folding worksurface.
- 3.2.11.7. Vehicle shall be configured as depicted in the finalized drawing upon delivery. Any remaining components (extras) of this system shall be shipped loose with each vehicle.
- 3.2.11.8. Final configuration of the interior shelving and cabinetry shall be subject to approval of the library prior to installation.
- 3.2.11.9. Shelving installation shall provide a **minimum 42” aisle width**.
- 3.2.11.10. Acore Shelving & Products, Inc. has been heavily involved in the development of this specialty system. Vendors are urged to contact the following for additional information and/or pricing:

Acore Shelving & Products
Attn: Don Thompson, Sr. - Owner 1460 N.E.
State Road 16
Starke, FL 32091
Phone: 904.964.4320
Email: acore@atlantic.net Web:
www.acoreshelving.com

3.3. Electrical System – DC/Other

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

- 3.3.1.6. All terminals and connectors furnished shall be designed and approved by their manufacturer for heavy-duty automotive vocational application; material shall be a corrosion-resistant type. To eliminate disconnects; all terminals furnished shall incorporate a positive locking, seated type design to assure terminal position. Socket (female side of connectors shall be wired to electrical source side of circuit and plug (male) side of connector shall be wired to electrical load side of the circuit to help prevent a short circuit when disconnected. All connections made on the vehicle underbody shall be adequately protected against moisture and corrosion with dielectric grease, heat shrink tubing, or other similar techniques.
- 3.3.1.7. All insulated cable furnished shall comply with SAE Standards J1127 and J1128. All wiring furnished in the engine compartment area, where extreme heat and fire are of concern, shall be multi-stranded, low voltage insulated automotive type cross-linked polyethylene fire-retardant SAE approved SXL type. All wiring furnished in the body portion of the coach shall be multi-stranded, low voltage insulated automotive type; either SAE approved SXL or GXL types are acceptable. All wiring in each circuit shall be of sufficient size, and with 125% capacity rating of anticipated load to transmit the electrical current load of the circuit. Sizing shall consider the length of the circuit and the voltage drop occurring in the circuit. Voltage at the load shall be +/- 5% of rated voltage when measured in a normal operating state.
- 3.3.1.8. All wiring shall be routed meeting the following minimum requirements:
 - 3.3.1.8.1. No contact with sharp or puncturing edges.
 - 3.3.1.8.2. No tension or strain between fixed points.
 - 3.3.1.8.3. Adequate and safe clearance of moving parts.
 - 3.3.1.8.4. 5-inch clearance from radiant heat sources.
 - 3.3.1.8.5. Adequately secured to prevent pinching.
 - 3.3.1.8.6. Wiring to be color-coded and numbered, grease-, oil- and moisture-resistant and securely fastened.
- 3.3.1.9. All wiring furnished shall be routed in protective harnesses, either woven vinyl or corrugated vinyl or nylon types acceptable. When harnesses go through metal structure, rubber grommets shall be used to further protect the integrity of the harnesses.
- 3.3.2. A 12VDC, LED main cabin lighting system shall be installed to provide interior lighting meeting library minimum stack ratings.
 - 3.3.2.1. Lighting fixtures shall be switched at the vehicle dash using a labeled illuminated switch.
 - 3.3.2.2. The lighting level should be 6 foot-candles (ft-c) minimum measured on the stack face (vertically) at a height of 12", and 35 ft-c maximum at any height to achieve no more than a 6-to-1 maximum-to-minimum ratio across the entire stack face.
 - 3.3.2.3. Light output temperature shall be a "warm" white between 2400K – 3300K.
 - 3.3.2.4. Lighting system fixtures and/or design shall be approved by the library prior to installation.
- 3.3.3. One (1) Tommy Gate Cantilever series, lightweight, hydraulic lift shall be supplied and installed outside the rear doors.
 - 3.3.3.1. System shall be powered by the (optional) auxiliary batteries (if selected).
 - 3.3.3.2. System shall be rated for 1,300 lbs. and, include a pendant style control.

- 3.3.3.3. System shall include all safety interlocks available for this system.
- 3.3.3.4. System shall include a labeled, illuminated on/off switch mounted in the dash.
- 3.3.4. Two (2) Cradlepoint R1900 series or equivalent wireless 5G advanced ruggedized modems shall be provided.
 - 3.3.4.1. Modems shall be powered by the auxiliary 12VDC system and connected with any required hardware to double bandwidth.
 - 3.3.4.2. Modems shall support 5G and 4G LTE advanced 940Mbps with SIM-based auto-carrier selection.
 - 3.3.4.3. Modems shall include 802.11ax (Wi-fi 6) to provide a hotspot in and around the vehicle.
 - 3.3.4.4. Modems shall include the ability to configure a virtual private network (VPN).
 - 3.3.4.5. Modems shall include two (2) Cradlepoint or equivalent 7-in-1 GPS, modem & WiFi antennas, mounted to the exterior roof of the vehicle; one (1) for the primary modem and one (1) for the secondary modem.
 - 3.3.4.6. Installation shall include a labeled, illuminated on/off switch mounted in the dash.

3.4. Miscellaneous Components

- 3.4.1. One (1) battery-operated carbon monoxide (CO) detector shall be installed on the interior ceiling.
- 3.4.2. One (1) battery-operated smoke detector shall be installed on the interior ceiling.
- 3.4.3. One (1) 5 lb. ABC fire extinguisher shall be installed within the completed vehicle.
- 3.4.4. One (1) state DOT approved first aid kit shall be supplied and installed within the completed vehicle.
- 3.4.5. One (1) set of three (3) red emergency reflective triangles with dedicated ABS plastic enclosure shall be provided and installed.
- 3.4.6. One (1) “vehicle height” tag shall be applied in the dash area to indicate overall vehicle height.

4. **OPTIONS** (please quote these items separately)

4.1. Exterior lighting

- 4.1.1. Four (4) Whelen 600 series or equivalent, LED weatherproof “scene” lights shall be installed: two (2) on the exterior curbside, and two (2) on the exterior rear.
 - 4.1.1.1. Lights shall be controlled by two (2) switches in the driver’s area.
 - 4.1.1.2. Rear mounted lights shall also be engaged by putting the vehicle in reverse.

4.2. AC electrical system

- 4.2.1. The system shall be a 120-volt rated, single-phase type system designed to provide and distribute electrical power at a level of performance that meets the requirements of all components and/or accessories utilizing such power throughout the vehicle.
 - 4.2.1.1. System furnished shall be designed and installed to meet all requirements of the National Electrical Code (NEC), with all system components, accessories, plugs, receptacles, switches and circuit breakers being Underwriter's Laboratories (UL) listed and approved.
 - 4.2.1.2. The system furnished shall also meet any and all applicable state code requirements and

regulations pertaining to the design and installation of AC electrical systems.

- 4.2.2. All AC wiring shall be installed using multi-stranded, multi-conductor flexible armored or boat rated cable; 600 volt rated, UL approved or equivalent. All wire shall be color-coded and grounded throughout the system. Aluminum wire is not acceptable due to its history of involvement in electrical system fires. Since the body and chassis of a motor vehicle is constantly flexing in torsion when in use, fixed type conduit is not acceptable due to the long-term potential electrical shorting and the resulting potential of fire hazard.
 - 4.2.2.1. Wiring and harnesses shall be installed in easily accessible locations to aid long-term serviceability and maintain a minimum 2" air-insulated clearance from parallel low-voltage wiring harnesses per NEMA standards.
 - 4.2.2.2. All wiring shall be sized using NEMA ratings to 125% of anticipated load.
- 4.2.3. One (1) 120VAC, 15A shore power inlet shall be provided on the driver's side of the vehicle.
- 4.2.4. A minimum of six (6) 15A-rated, UL listed, NEMA 5-15, three-hole grounded duplex receptacles shall be furnished inside the vehicle for general and specific uses.
- 4.2.5. Two (2) group 31 deep-cycle 6V batteries shall be provided as an auxiliary battery bank for stationary 12VDC component power.
 - 4.2.5.1. Batteries shall be cabled to provide a 12VDC reference.
 - 4.2.5.2. Battery shall recharge from the OEM charge system.
 - 4.2.5.2.1. One (1) Sure Power 1314-200 smart battery separator shall allow the auxiliary battery to automatically charge from the chassis batteries once they are fully charged but separate the two (2) battery systems when a charging source is not available.
 - 4.2.5.2.2. Battery connection cables associated with this system shall be protected on both sides with a 150A minimum, high amp, resettable circuit breaker.
 - 4.2.5.3. Battery system shall include a "master" switch located on the dash. This switch should control power to all added accessories apart from component memories.
- 4.2.6. One Xantrex Freedom XC 1000 or equivalent, 1,000-watt, true sine wave, 120VAC inverter/charger shall be installed.
 - 4.2.6.1. Inverter/charger shall be installed per manufacturer instructions.
 - 4.2.6.2. Unit shall be powered by auxiliary batteries.
 - 4.2.6.3. Unit shall be controlled by via Bluetooth app.

5. FLOORPLAN See Attachment A for a diagram of the floorplan.

SECTION THREE– SUBMISSION REQUIREMENTS

Contents of Bid Package

A complete bid shall include:

- A signed bid form. Electronically sent bid forms shall include a certified electronic signature.
- A corporate resolution or written evidence of the authority of the person signing the bid for the public work as prescribed by LA R.S. 38:2212(B)(5).

Bid security is not required for this bid.

Paper Bids

Paper bids shall be clearly marked on the outside of the sealed transmittal package with the following information:

Your Organization's Name
“Mobile “Cart Hauler” Outreach Vehicle for St. Tammany Parish Library” Bid
May 1, 2024

Paper bids must be received no later than **2:00 p.m. CST on Wednesday, May 29, 2024** at:

St. Tammany Parish Library
Attn: Tanya DiMaggio
1112 W 21st Ave.
Covington, LA 707433

Emailed Bids

Emailed bids shall be clearly marked in the subject line with the following information:

Your Organization's Name STPL BID 24-01

Emailed bids shall clearly state **Mobile Cart Hauler Outreach Vehicle for St. Tammany Parish Library, May 1, 2024** in the body of the email with a PDF file of the signed bid form included as an attachment.

Emailed bids must be received no later than 2:00 p.m. CST on May 29, 2024 at:

rfp@stpl.us.

Bids must be signed by a corporate official, owner or a person who has been authorized to make such a commitment. Electronically sent bid forms shall include a certified electronic signature.

The Bidder's signature on the “Mobile “Cart Hauler” Outreach Vehicle Bid Form” will serve as acknowledgment of the Bidder's receipt and understanding of the All Specifications.

Be sure that your bid is properly signed. The bid must be fully completed.

Each response will be evaluated by designated library personnel after the submission deadline and public opening have passed.

Bids received by STPL after this deadline will not be considered. Late bids will be destroyed. Bids received

before the due date will be held in a secured area until the time of opening.

In accordance with L.A.C.34:I.535, unsuccessful bidders will be notified by mail of the award provided that they submit with their bid a self-addressed stamped envelope requesting this information or by email provided that they request this information in the body of the bid email.

Bids must clearly state the total length of time during which the services and any related prices presented in the bid are valid and reliable. It is required that this time period be no less than forty-five (45) days from the date the bids are due.

Vendors are advised that the submission of multiple bids, or alternative approaches to specific sections of the requirements will be considered non-compliant and those bids will be disqualified.

Failure to comply with the requirements of this specification document may result in disqualification.

The organization must clearly state that the bid submitted presents a true offer of services and/or materials. It must be clearly stated that the bid is not a result of any direct or indirect coordination or collusion with other firms submitting a bid in response to this bid package

An organization may withdraw or modify its bid in writing by delivery service, certified U.S. Mail or by hand delivery at any time prior to the Bid deadline for submission.

Organization Responsibility

Any organization submitting a response agrees to all the rules and conditions required in this specifications document.

All materials submitted in response to the specifications document shall become the property of STPL. The organization's bid and the specifications document shall become part of any contract that is negotiated with the successful organization unless modified in writing by the contract.

The successful organization shall be required to assume responsibility for delivery of goods and/or services as defined in the contract.

The organization shall demonstrate that it has in effect all licenses, permits and authorizations to provide all products and services it proposes.

It is the organization's responsibility to ensure that the specifications document is not defective and does not inadvertently restrict competition. Protests to the specifications document must be in writing and be made prior to the questions due date to permit time for revisions to be issued.

The cost for developing bid in response to this bid package is entirely the obligation of the organization and shall not be charged to STPL in any manner.

Payment Schedule

STPL payments, subject to negotiations, shall be made to the organization not more than thirty (30) days after STPL receives the organization's invoice for goods/services received as specified in the contract between STPL and the organization selected.

News Release

Mention of STPL, staff, or programs in advertising, customer lists, photographs, or articles in the professional literature pertaining to an award resulting from proposals made in response to this bid shall not be made by any organization without prior written approval from the STPL administration.

Written Contract

STPL and the selected organization shall negotiate a contract and nothing shall be binding on either party until the contract is in writing and signed by both parties, except the organization is obligated to keep its proposal in effect for the period specified in this bid package.

SECTION FOUR – REQUESTS FOR CLARIFICATION

Questions and requests for clarification concerning this bid shall be submitted IN WRITING or EMAIL no later than **2 p.m. CST May 22, 2024** to:

St. Tammany Parish Library
Attn: Tanya DiMaggio
1112 W 21st Ave.
Covington, LA 707433

The words “**Mobile “Cart Hauler” Outreach Vehicle for St. Tammany Parish Library**” shall appear on the envelope or in the email subject line. Email should be addressed to rfp@stpl.us. Inquiries shall state the page and the applicable bid section or paragraph to which the question(s) pertain. Faxed requests for clarification will not be accepted. Confirming receipt of questions is the responsibility of the submitting organization.

The organization shall be responsible for requesting clarification concerning the bid to allow the organization to respond specifically, thoroughly, and clearly to every specification, requirement or question presented in the specifications document. STPL shall in no way be responsible for any errors or ambiguities in the specifications document.

All clarifications to the specifications document will be posted online at www.sttammanylibrary.org by 5:00 p.m. CST May 23, 2024. The source of an inquiry occasioning a clarification shall not be given.

Any information provided after distribution of the specifications document is for clarification only and not binding on STPL.

SECTION FIVE – EVALUATION

The award of the Contract, if it is awarded, will be to the lowest responsible Bidder, in accordance with Louisiana State Law.

No award will be made until the St. Tammany Parish Library has concluded such investigations as it deems necessary to establish the responsibility, qualifications, and financial ability and stability of the Bidder to do the Work in accordance with the Contract Documents to the satisfaction of the St. Tammany Parish Library.

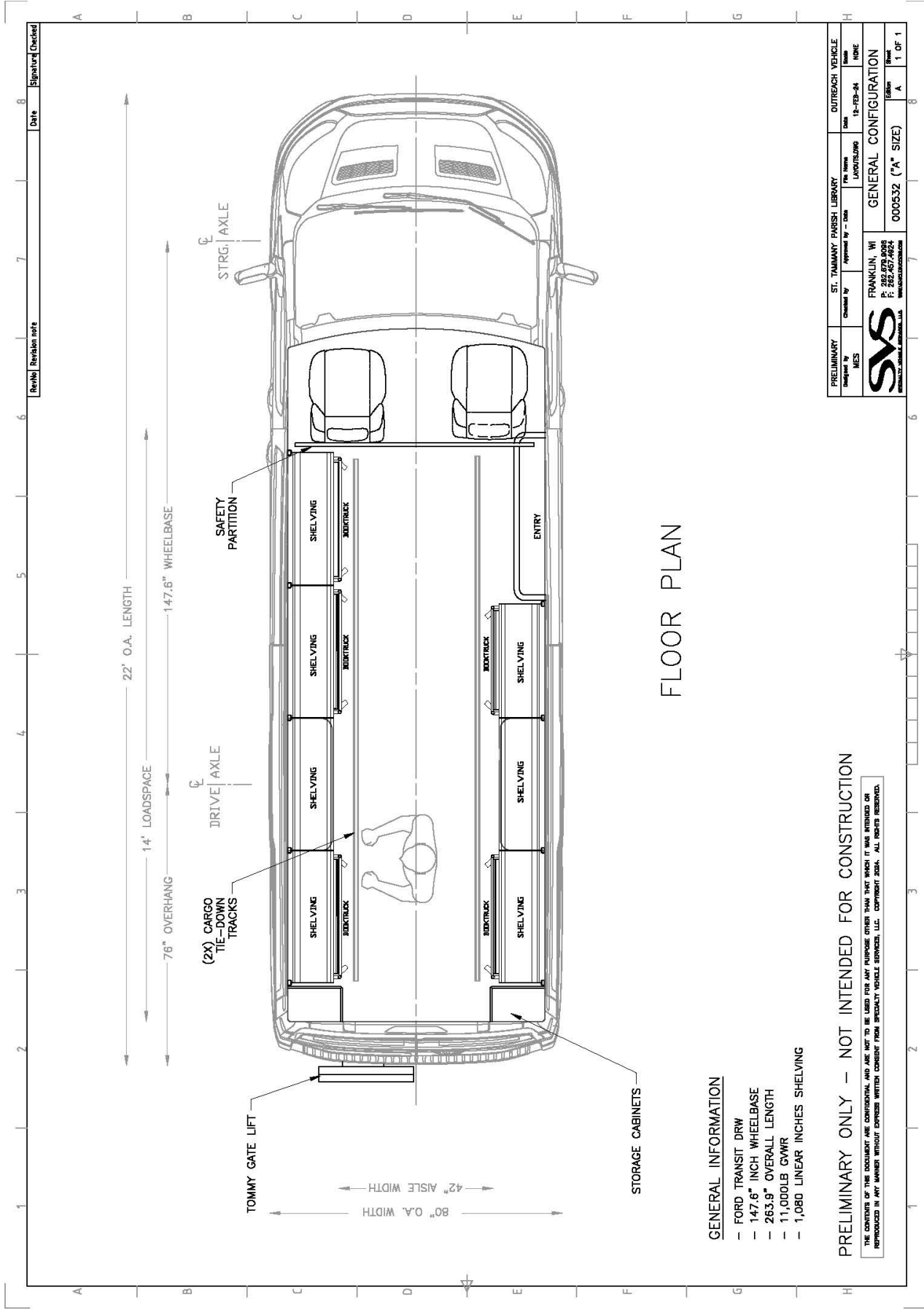
The written contract and bond (if applicable) shall be issued in conformance with LSA-R.S. 38:2216.

If the Contract is awarded, the Owner shall give the successful Bidder written notice of the award within forty-five (45) calendar days after the opening of the Bids in conformance with LSA-R.S. 38:2215(A), or any extension as authorized thereunder.

SECTION SIX – SCHEDULE

STPL has set the following schedule for the selection process:

May 1, 2024	Bid Package Issued
May 22, 2024	Deadline for receipt of written requests for clarification
May 23, 2024	Responses to written requests for clarification
May 29, 2024, 2:00 P.M CST	Deadline for receipt of bids
May 29, 2024	Opening of bids
May 29, 2024	Evaluation of bids begins



FLOOR PLAN

GENERAL INFORMATION

- FORD TRANSIT DRW
- 147.6" INCH WHEELBASE
- 263.9" OVERALL LENGTH
- 11,000LB GWR
- 1,080 LINEAR INCHES SHELVING

PRELIMINARY ONLY – NOT INTENDED FOR CONSTRUCTION

THE CONTENTS OF THIS DOCUMENT ARE CONFIDENTIAL AND ARE NOT TO BE USED FOR ANY PURPOSE OTHER THAN THAT WHICH IT WAS INTENDED OR REPRODUCED IN ANY MANNER WITHOUT EXPRESS WRITTEN CONSENT FROM SPECIALTY VEHICLE SERVICES, LLC. COPYRIGHT 2024. ALL RIGHTS RESERVED.

PRELIMINARY	ST. TAMMANY PARISH LIBRARY	OUTREACH VEHICLE
Designed by MES	Checked by Date	Approved by Date
	15-03-24	15-FEB-24
	DATE	DATE
GENERAL CONFIGURATION		000532 ("A" SIZE)
ST. TAMMANY PARISH LIBRARY		FRANKLIN, WI
P: 282.472.9282		F: 282.457.4824
www.sttammany.org		www.ford.com
Revision		1 of 1

Revised/ Revision note _____ Date _____ Signature/Checked _____

BID FORM
MOBILE "CART HAULER" OUTREACH VEHICLE
FOR ST. TAMMANY PARISH LIBRARY
BID NO.: 24-01

St. Tammany Parish Library 1112
W. 21st Ave.
Covington, LA 70433
www.sttammanylibrary.org

1. Bid (is, is not) in complete accordance with specifications and instructions. (If answer is "is not," explanatory descriptive and illustrative materials must be attached.)
2. The undersigned bidder hereby declares and represents that she/he: a) has carefully examined and understands the Bidding Documents, and b) has not received, relied on, or based his bid on any verbal instructions contrary to the Bidding Documents or any addenda prepared by Specialty Vehicle Services, LLC and dated March 5, 2024.
3. The undersigned bidder hereby declares and stipulates that its bid is made in good faith, without collusion or connection with any other person or persons bidding for the same work, and that the prices quoted include all terms, insurance, royalties, transportation charges, allowances, taxes, use of all tools and equipment, overhead, profit, etc., necessary to fully complete the work in accordance with the bid documents.
4. Bidders must acknowledge all addenda. The Bidder acknowledges receipt of the following
ADDENDA: _____
(Enter the number the Designer has assigned to each of the addenda that the Bidder is acknowledging.)
5. Bid security is not required for this bid.

Respectfully submitted,

Company: _____

By: _____

Official Address: _____

Telephone Number: _____

Email Address of Contact: _____

The undersigned, having carefully examined and thoroughly perused specifications for the above named project; and become fully familiar with all conditions affecting the work required by those specifications, prepared by Specialty Vehicle Services, LLC. and the St. Tammany Parish Library including the scopes of work, hereby proposes to provide all materials, labor, services, etc., required thereby for the base bid sum of

TOTAL BASE BID (Dollars): \$ _____

TOTAL BASE BID (Written): _____

OPTION 4.1 (Dollars): \$ _____

OPTION 4.2 (Dollars): \$ _____

The total length of time during which the services and any related prices presented in the bid are valid and reliable. (It is required that this time period be no less than forty-five (45) days from the date the proposals are due): _____

Signature of Authorized Signatory of Bidder

date

Name of Authorized Signatory of Bidder

Title of Authorized Signatory of Bidder

THE FOLLOWING ITEMS ARE TO BE INCLUDED WITH THE SUBMISSION OF THIS BID FORM:

**** A CORPORATE RESOLUTION OR WRITTEN EVIDENCE** of the authority of the person signing the bid for the public work as prescribed by LA R.S. 38:2212(B)(5).