

**Request for Proposals for Mobile Library**  
**RFP 0221-1**  
**Questions and Answers**

**February 19, 2021**

- Q1. List of Items, Schedule of Requirements, Scope of Work, Terms of Reference, Bill of Materials required. an a vendor under Item VII "Scope of Work" offer selected services without offering them all. As an example for Scope "A" can a vendor select Item 3,4 & 5 without selecting Item 1 and in Scope "B" can the vendor select Item 3,4 & 5 without selecting Item 1.
- A1. The RFP is posted at <https://www.queenslibrary.org/about-us/procurement-opportunities> . Firms can respond to one or more Scopes of Work.
- Q2. Soft Copy of the Tender Document through email.
- A2. The RFP is posted at <https://www.queenslibrary.org/about-us/procurement-opportunities> .
- Q3. Names of countries that will be eligible to participate in this tender.
- A3. The Library has not established such listing.
- Q4. Information about the Tendering Procedure and Guidelines.
- A4. The RFP is posted at <https://www.queenslibrary.org/about-us/procurement-opportunities> .
- Q5. Estimated Budget for this Purchase.
- A5. This question seeks information that is not required to submit a responsive proposal.
- Q6. Any Extension of Bidding Deadline?
- A6. If the Library were to extend this RFP an addendum would be posted <https://www.queenslibrary.org/about-us/procurement-opportunities> .
- Q7. Any Addendum or Pre Bid meeting Minutes?
- A7. All Addendums are posted here: <https://www.queenslibrary.org/about-us/procurement-opportunities> .
- Q8. The specialty vehicle manufacturers have been hit with long lead times from manufacturers across the board based on supply chain issues from the pandemic. Timeframe is 12 to 14 months after receipt of order not counting any OEM chassis or body delays. Is this acceptable?

A8. As per RFP section VI. PROPOSAL REQUIREMENTS, B. Response to RFP Section V SCOPE OF SERVICES, 2, “For each scope of work proposed, 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.”

Proposers that cannot meet the timelines detailed in the RFP should include this information in its proposal.

Q9. If more than one vehicle is purchased for each scope of work when would the required delivery dates be for additional vehicles? Would additional vehicles be a new contract?

A9. The RFP details timelines. Proposer should detail its ability to meet timelines in its proposal including the impact of an order of multiple vehicles. If proposer identifies a need for more than one contract for a multiple order of vehicles per scope, proposer should include this information in its proposal.

Q10. Our contract terms are 50 % down payment, 40% at time of inspection and 10% net 45. Is this acceptable?

A10. RFP section, V. SCOPE OF WORK, states, “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.”

Proposers should submit proposals that conforms to the City of New York payment terms as detailed above and in the RFP. Proposals are to factor these payment terms into its maximum pricing.

The Library cannot change the City of New York’s payment terms.

Q11. We are not responsible for delays caused by OEM chassis or body manufacturers. Is this acceptable? Based on the complexity of the units we will require inspection from the library and or fleet prior to delivery. Is this feasible for the library/fleet?

A11. RFP section, V. SCOPE OF WORK, provides for the specified delivery times for each scope of work vehicle.

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Q12. Section 2: Questions for M2 Bookmobile:

- We only offer a 44” cab-over with full height walk through. Is this acceptable?
- Our egress windows are 26.25”x 26.25”. Is that acceptable?
- Our battery, shore chord and other exterior compartments are horizontally hinged. Is this acceptable?
- The addition of these lockers will push the exterior box up and would omit the awning. It currently sits on the floor line. As it currently sits for anyone 5’5” or shorter there has to be a strap to close the exterior compartment door, with adding 14” more inches you’d need a ladder to open or close the compartment.(Here is a photo of one of these boxes on a current bookmobile in production.) Are you open to other options for these lockers?
- Is this two duplex outlets or four duplex outlets?
- Would spray foam be acceptable?
- We typically do not put a door on this area. It is typically open with a lip. Is that acceptable?
- One (1) 50A to 20A adaptor shall be provided to allow connection of a standard extension cord. The driver/operator will have to turn down charger power when using adapter, in high power bulk mode charger pulls 24amps. The unit will take longer to charge, we recommend the unit be plugged in every night. Is this acceptable?
- Based on loads in Spec: 2) rooftop A/C units 1500w ea/3000w, Xantrex charger 2880w, and incinolet 1800w, Comes to 7,680, not accounting for any loads plugged into outlets or generator derate. Based on calculated loads we recommend a 10k generator be installed. Is this acceptable?
- Storage closet can’t open into the stepwell that will block or omit the grab handle on that side. Would open shelves with a lip be acceptable or would you like to omit the floor to ceiling grab handle?
- There is an overhead cabinet above the toilet. We typically do not install an overhead cabinet directly above a seat to avoid bumping into it. Could this be moved to avoid hitting your head?
- To not interfere with the egress window and have more interior space on the overhead cabinet we would omit the printer shelf. Is this acceptable?
- On previous units the toilet is on the rear wall to vent out the back. How would you like the exhaust from the incinolet to vent?
- We use 15,000 BTU AC units. Is this acceptable?
- Per manufacturer’s recommendation, we would recommend only one D4 heater for the unit. Is this acceptable?

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Proposer should detail all of its exceptions, clarifications and variations for each scope of work proposed.

Q13. Section 3: E450 Cutaway Questions

- Between the pass thru window and the rear tv compartment on passenger there won't be much structure left. How is the builder to add structure when almost the entire passenger half of the body is open and or cut into?
- We've used a similar opening on other vehicles at 42" x 75" W. Would this be acceptable?
- Based on previous builds this is approximately 9-10" clearance for the generator. Is that acceptable?
- There may not be space on the exterior body for this compartment. Could these items be stored inside via the L-track?
- Adding the lockers under the exterior TV compartment will push the exterior TV up. (For those who are 5' 5" or shorter you'll need a step ladder to reach the compartment.) Is this acceptable?
- Could the lockers be in another location?
- Based on this being a large, heavy and expensive piece of equipment. Is there a specific supplier to purchase a cart for this?  
The location of the bathroom is difficult for the exhaust from the toilet. We have concerns on the location of the heat exhaust near where patrons could be standing. Is relocating to the other side of the vehicle an option?
- We will install a 15,000 BTU AC unit. Is this acceptable?
- The specified batteries are too large for a standard battery box in the provided location. Would AGM GC2 batteries be acceptable?
- This will be a 680 watt system with 170 watt panels. Is this acceptable?
- The awning may be only 14-15' based on space. Is that acceptable?
- Are there specific items for this first aid kit?

A13. See A12.

Q14. Outreach Sprinter Van Questions

- There is not a slider passenger door in the specifications. However, the drawing shows an OEM sliding step. Is there a slider door?
- Specification asks for a wood floor with 6 d-rings, upfit calls for cargo tracks. We would remove this to add flooring and L-track. Is that acceptable?
- This calls for the Adrian steel partition, drawing shows "OEM BULKHEAD" Which one is preferred?
- Would it be acceptable to have a separate switch for overhead lights?
- If there is a slider door the 55" screen may have to shift. Is this acceptable?
- The 55" exterior box will impede on the aisle width. Is that acceptable?

A14. See A12.

Q15. This question is related to Scope A. Page 21 3.2.17 Restroom. There is no type of toilet listed. In scope B there is a Incinolet RV or equivalent, electric incinerating toilet. Is this the same type of Toilet to be used in Scope A?

A15. As per Scope A. , page 27, 3.3.11. One (1) Incinolet “RV” or equivalent, electric incinerating toilet shall be installed in the restroom.