

**REQUEST FOR PROPOSALS FOR
DELIVERY SERVICES**

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Closes: (February 29, 2016)**

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REQUEST FOR PROPOSALS **Interlibrary delivery**

I. INTRODUCTION AND GENERAL INSTRUCTIONS

A. The North Olympic Library System announces this *Request for Proposals* for delivery service between its four sites: the Port Angeles Main Library at 2210 South Peabody St., the Sequim Branch Library, located at 630 N. Sequim Ave., the Forks Branch Library at 171 Forks Ave. S., and the Clallam Bay Branch Library located at 16990 Hwy. 112 .

B. All qualified firms interested in providing these services to the Library are invited to respond to this Request for Proposals.

C. The Library reserves the right, without penalty, to add, remove, modify or otherwise update this RFP, in any way the Library sees fit, provided that such modifications shall be submitted with due notice prior to the deadline for submission.

D. This invitation does not commit the Library to pay any costs incurred in the preparation of proposals nor commit the Library to select any proposer that responds.

E. The Library reserves the right to waive any irregularities or informalities in procedure, and to reject any or all proposals without penalty. Any and all submissions may be rejected for any cause. Further, the Library reserves the right to cancel this project with or without reason.

F. Vendors shall comply with all management and administrative requirements established by the Washington Administrative Code (WAC), and the Revised Code of the State of Washington (RCW), and any subsequent amendments or modifications, as applicable to providers licensed in the State of Washington.

2. HOW TO RESPOND TO THIS RFP

A. Questions about this RFP. All questions should be directed to Carol Addington, Technical Service Assistant, at 360-417-8500x7725 or caddington@nols.org. Questions may be submitted no later than February 22, 2016.

B. Proposal submission. To be considered for selection, proposers must submit a complete response to the RFP as defined in this section. Please avoid or limit bindings, glossy covers and other superfluous additions. Proposals must be received at the North Olympic Library System's Technical Services Department, 2210 South Peabody Street, Port Angeles, WA 98362 on or before 4:00pm Pacific Standard Time on February 29, 2016. Confirmation of receipt of email submissions are the responsibility of the vendor.

3. TIMELINE AND PAYMENT

The Library seeks to confirm its costs for the fiscal year with a three year contract period beginning March 7, 2016. The vendor is asked to invoice the library either bi monthly or monthly. The library will submit payment within 30 days from date invoice received.

4. SCOPE OF WORK

A. Background: The North Olympic Library System is a public library system providing services, programs and materials to the public at four branch libraries.

B. Distances between branches: Port Angeles to Sequim Branch 17.88 miles, Port Angeles to Forks Branch 55.65 miles. Forks Branch to Clallam Bay Branch 28.40 miles and Clallam Bay Branch to Port Angeles Branch 49.02 miles.

C. Shipments are sent between branches on a daily basis Monday through Friday, excluding holidays between regular business hours.

D. Contents: Shipments consists of books and other library materials shipped mainly in plastic stackable shipping totes measuring 22x15x10 inches, weighing on average 25 to 35 lbs. Cardboard boxes are used occasionally, and they are approximately the same size and weight. On a limited basis, NOLS also sends supplies and equipment between branches; examples: vacuums, mops, supplies that won't fit in the regular shipping totes.

E. Quantity: On average NOLS ships 748 totes a month, with the majority travelling between the Port Angeles and Sequim Libraries. The daily average of totes on a round trip between Port Angeles and Sequim is 24 totes. The daily average for a round trip between Port Angeles, Forks, and Clallam Bay is 10 totes.

F. Objectives to be achieved with this project: NOLS desires to enter into a contract with a quality delivery service that delivers products and materials reliably and damage-free, within the required time window, and in the most cost-effective manner.

G. Vendors tasks: Vendors that can demonstrate the ability to deliver the proposed services and can provide three references are asked to submit a proposal or detailed price quotation for complete service that includes the following:

1. Provide a detailed price quotation for services based on trip rate, item weight rate and/or daily rate.
2. Provide explanation of company's billing cycles and policies.
3. Provide dry, secured transportation for shipments.
4. Be bonded or insured to cover library materials, supplies, equipment and other shipped items.
5. Work with North Olympic Library staff to adjust delivery schedules as necessary.
6. Library prefers a three-year contract although is open to alternatives. Prospective Vendors should be specific in their suggested alternatives to a one-year contract.

5. PROPOSAL CONTENT

A. Proposals should be brief, concise and responsive to the specific requests in this section.

B. Include a brief discussion of your company's reputation and examples of successful provision of similar services to other clients.

C. Proposals should fully address all requirements indicated under item 4. **SCOPE OF WORK.**

D. Provide a detailed price quotation for services based on trip rate and/or item weight rate and/or daily rate.

E. Provide the names and contact information for at least three clients receiving services similar to those requested in this RFP.

F. Provide explanation of company's billing cycles and policies.

6. SELECTION

A. Proposals will be evaluated by a committee consisting of the Library Director, Technical Services Supervisor, and Technical Services Assistant Carol Addington. Proposals will be evaluated on the basis of vendors' qualifications, references and current clientele, responsiveness to this RFP, and any other factors deemed relevant and in the best interests of the Library.

B. Final selection will be based on the evaluation of proposals, and vendors may be requested to provide additional information after submitting proposals and prior to selection.

7. INSURANCE

The successful consultant shall maintain, at its own expense, during the entire term of the contract, sufficient professional liability insurance to cover any damages caused by errors, omissions or negligent acts.

(END)