

PANDEMIC RESPONSE

Governor Inslee issued Proclamation <u>20-28.15</u> on January 19, 2021, waiving and suspending any in-person requirements in the Open Public Meetings Act (OPMA) and the Public Records Act (PRA) during the public health emergency. The proclamation is intended to reduce unnecessary person-to-person contact to slow the spread of COVID-19.

In accordance with Proclamation 20-28.15, Trustees and Staff will participate remotely by teleconference. Members of the public may participate by phoning or linking in, using the instructions available prior to the meeting at <u>www.nols.org/board-administration/</u>.

PUBLIC COMMENTS

Any person or group desiring to bring an item to the attention of the Library Board may do so by addressing the Board at meetings. Individuals having comments specifically related to agenda topics should raise their hand at the appropriate point on the agenda to indicate a wish to speak. Public comments on items not on the agenda, but within the jurisdiction of the North Olympic Library System Board of Trustees, are heard at the beginning of the meeting and at the end; individuals may choose to speak at either point. When time constraints require, the Chair may limit public remarks during meetings to less than three minutes. The Board will not discuss or take action on items raised during Public Comment, but may choose to add items to a future meeting agenda. Public comments may also be sent to: Library Board of Trustees, North Olympic Library System, 2210 South Peabody Street, Port Angeles, WA 98362 or LibraryBoard@nols.org.

AGENDA

- I. Call to order, roll call and introductions
- 2. Approval of Agenda
- 3. New Business
 - N.I. Approval of contract between NOLS and TechOps Specialty Vehicles, LLC to purchase a bookmobile
- 4. Adjournment

UPCOMING BOARD MEETINGS

Date	Time		Location
Thursday, March 25, 2021	5:30рт	Regular meeting	Zoom Video Conference

Staff Report



Meeting Date:	March 15, 2021
To:	Library Board of Trustees
From:	Noah Glaude, Library Director
Subject:	Approval of Contract to Purchase a Bookmobile
Attachments:	Purchase contract between NOLS and TechOps Specialty Vehicles, LLC

Topic/Issue: Approval of Contract to Purchase a Bookmobile

Background: In 2020, NOLS explored mobile service options and created a plan to purchase a bookmobile in 2021. The bookmobile will facilitate NOLS's mission to provide library services to remote and historically underserved areas of Clallam County.

Discussion: In January 2021, NOLS solicited bids for the purchase of a bookmobile. A total of three bids were received. All of the bid documents are available on the NOLS website at <u>www.nols.org/bids-requests</u>.

The lowest responsible bidder is TechOps Specialty Vehicles, LLC (TechOps). The TechOps bid amount is \$139,894.33, including an Extended Limited Warranty. Tax is not included in the contract price. Upon payment of invoices to TechOps, NOLS will remit tax directly to the Washington State Department of Revenue.

The following table is a summary of the total contract price.

ltem		Price	
Base Bid	\$	135,694.33	
Warranty	\$	4,700.00	
Total Contract Price	\$	1 39,894.33	

The table below summarizes the total cost to NOLS for the purchase of the bookmobile, including sales tax.

Total Contract Price	\$ 139,894.33
Sales Tax (8.8%)	\$ 12,310.70
Grand Total	\$ 152,205.03

Policy considerations: NOLS <u>Policy: 5.5 Purchasing Policy</u> states that approval of all contracts valued at \$25,000 or more must be approved by the Library Board of Trustees.

NOLS liability insurance provider, Enduris, has reviewed the contract for potential risks.

Fiscal considerations: The approved 2021 Capital Budget includes \$130,000 for the procurement of a bookmobile. The lowest responsible bid is \$139,894.33, or \$152,205.03 with sales tax, which is \$22,205.03 over budget (17%).

After reviewing the 2021 Capital Budget, current capital reserves, and historical capital expenditures, and discussing the Board of Trustees' previous commitments to provide bookmobile service to the community, the Finance Committee recommends approving the contract at the current cost.

Fuel and operating supplies for the bookmobile have been included in the 2021 Operating Budget, but are expected to be mostly unused based on the expected delivery of the bookmobile in late 2021. Two staff positions have been left vacant with the intention of filling them at an appropriate time to provide outreach services primarily through the bookmobile.

Additionally, North Olympic Library Foundation (NOLF) funding will be sought to support the bookmobile project, at the point that NOLS is ready to clarify supplemental needs and funding opportunities, such as special equipment to put on the bookmobile to offer remote services. The NOLF Board has indicated interest in supporting this project, which aligns well with their focus on mobile services and beyond-library-walls projects.

Recommendation/Alternatives for Consideration: That the Library Board approve the contract with TechOps Specialty Vehicles, LLC for the purchase of a bookmobile.

Action/Motion: That the Library Board approve the contract as presented with TechOps Specialty Vehicles, LLC for the purchase of a bookmobile.

PURCHASE CONTRACT



THIS AGREEMENT is made and entered into this day of March $\frac{11}{1}$, 2021, between the North Olympic Library System and TechOps Specialty Vehicles, LLC (hereinafter called the "Contractor").

WITNESSETH: That the North Olympic Library System and the Contractor, in consideration of the performance of the terms and conditions hereinafter mentioned, agree as follows:

ARTICLE I: CONTRACT DOCUMENTS

The complete contract consists of the:

Call for Bids
Instructions to Bidders
Bid Form
Non-Collusion Affidavit
Specifications and Addenda
Standard Terms and Conditions
Purchase Contract
TechOps Quote 03042021-602.

The foregoing documents shall hereinafter be called "Contract Documents" or "Contract". All obligations of the North Olympic Library System and the Contractor are fully set forth and described herein.

In the event of a discrepancy between any of the Contract Documents, as above defined, the North Olympic Library System shall give a written interpretation thereof, which interpretation shall govern.

ARTICLE II: CONTRACT COST

The Contractor agrees to sell and deliver to the North Olympic Library System, at the delivery point specified in the Instructions to Bidders, and the North Olympic Library System agrees to purchase and receive from Contractor the equipment as described and set forth in the Contract Documents and the provisions of the Contractor's bid attached and made a part hereof.

ARTICLE III: ASSIGNMENT

The Contractor shall not assign any of its responsibility under this Contract without the express written consent of the North Olympic Library System.

ARTICLE IV: APPLICABLE LAW AND VENUE

This Contract shall be governed by, and construed in accordance with, the applicable laws of the State of Washington. Any legal proceedings to determine the rights and obligations of the parties hereunder shall be brought and heard in Clallam County Superior Court.

ARTICLE V: NONDISCRIMINATION

During the performance of this Contract, the parties shall conduct their business in a manner which assures fair, equal and nondiscriminatory treatment of all persons, without respect to race, creed, color, sex, sexual orientation, physical or mental handicap, or national origin, and, in particular:

- 1. The parties will maintain open hiring and employment practices and will welcome applications for employment in all positions from qualified individuals who are members of the above stated minorities.
- 2. The parties will comply strictly with all requirements of applicable federal, state or local laws or regulations issued pursuant thereto, relating to the establishment of nondiscriminatory requirements in hiring and employment practices and assuring the service of all patrons and customers without discrimination with respect to the above-stated minority status.

ARTICLE VI: TERMINATION OF CONTRACT

In the event that any of the provisions of this Contract are violated by the Contractor or the Contractor's subcontractors, the North Olympic Library System may serve written notice of intention to terminate such Contract upon the Contractor, which notice shall specify the reasons therefore. Unless within thirty (30) days after serving such notice upon the Contractor such violation shall cease and an arrangement for the correction thereof satisfactory to the North Olympic Library System be made, the Contract shall, upon the expiration of the said thirty (30) days, cease and terminate. In the event of any such termination, the North Olympic Library System may purchase the materials necessary for complete performance of this Contract for the account and at the expense of the Contractor, and the Contractor shall be liable to the North Olympic Library System for any excess cost thereby.

ARTICLE VII: SEVERABILITY

If any term or condition of this Contract or the application thereof to any person(s) or circumstances is held invalid, such invalidity shall not affect other terms, conditions, or applications which can be given effect without the invalid term, condition, or application. To this end the terms and conditions of this Contract are declared severable.

ARTICLE VIII: WAIVER

Waiver of any breach of any term or condition of this Contract shall not be deemed a waiver of any prior or subsequent breach, no term or condition of this Contract shall be held to be waived, modified, or deleted except by a written instrument signed by the parties hereto.

CONTRACTOR

NORTH OLYMPIC LIBRARY SYSTEM

Ву:	William Krampf	_Ву:
Title:	Director of Business Development	_ Title:
Date:	03/11/2021	Date:

North Olympic Library System STANDARD TERMS AND CONDITIONS PURCHASE CONTRACT

THE PURCHASE CONTRACT INCLUDES THE FOLLOWING TERMS AND CONDITIONS AND THE PUBLISHED RULES, REGULATIONS, AND LAWS OF THE STATE OF WASHINGTON, WHICH ARE HEREBY INCORPORATED BY REFERENCE.

- 1. CHANGES: No alteration in any of the terms, conditions, delivery price, quality, quantities, or specification will be effective without written consent of the appropriate representative of the North Olympic Library System.
- 2. HANDLING: No charges will be allowed for handling, including but not limited to packing, wrapping bags, containers or reels, unless otherwise stated herein.
- 3. DELIVERY AND ACCEPTANCE: The successful bidder shall be responsible for delivery of the vehicle to the Port Angeles Main Library, 2210 South Peabody St., Port Angeles, Washington, between the hours of 7:00 AM and 3:00 PM Monday through Friday no more than 270 days from receipt of purchase order. For any exception to the delivery date as specified in this Contract, Contractor shall give prior notification and obtain written approval thereto from the North Olympic Library System. Time is of the essence and the Contract is subject to termination for failure to deliver as specified and/or appropriate damages. The acceptance by the North Olympic Library System of late performance with or without objection or reservation shall not waive the right to claim damage for such breach nor constitute a waiver of the requirements for the timely performance of any obligation remaining to be performed by Contractor.
- 4. PAYMENTS, CASH DISCOUNT, LATE PAYMENT CHARGES: Invoices will not be processed for payment until receipt of a properly completed invoice or invoiced items, whichever is later.
- 5. SHIPPING INSTRUCTIONS: Unless otherwise specified, all goods are to be shipped prepaid, F.O.B. Destination.
- 6. REJECTION: All goods or materials purchased herein are subject to approval by the North Olympic Library System. Any rejection of goods or material resulting because of non-conformity to the terms and specifications of this Contract, whether held by the North Olympic Library System or returned, will be at Contractor's risk and expense.
- 7. IDENTIFICATION: All invoices, packing lists, packages, shipping notices, instruction manuals, and other written documents affecting this Contract shall contain the applicable purchase contract number.
- 8. INFRINGEMENTS: Contractor agrees to protect and hold harmless the North Olympic Library System against all claims, suits or proceedings for patent, trademark, copyright or franchise infringement arising from the purchase, installation, or use of goods and materials ordered, and to assume all expenses and damages arising from such claims, suite or proceedings.

9. WARRANTIES:

a. Notwithstanding inspection and acceptance by the North Olympic Library System, the articles supplied under this contract, or any condition of this contract concerning the conclusiveness thereof, the Contractor warrants that for a period of one year after delivery and acceptance by the North Olympic Library System, that:

(1) All supplies furnished under this contract will be free from defects in material or workmanship and will conform with all requirements of this contract; and

(2) The preservation, packaging, packing, and marking, and the preparation for, and method of, shipment of such supplies will conform to the requirements of this contract.

b. When return, correction, or replacement is required, transportation charges and responsibility for the supplies while in transit shall be borne by the Contractor. However, the Contractor's liability for the transportation charges shall not exceed an amount equal to the cost of transportation by the usual commercial method of shipment between the place of delivery specified in this contract and the Contractor's plant, and return.

c. Any supplies or parts thereof, corrected or furnished in replacement under this clause, shall also be subject to the terms of this clause to the same extent as supplies initially delivered. The warranty, with respect to supplies or parts thereof, shall be equal in duration to that in paragraph 9.a of this clause and shall run from the date of delivery of the corrected or replaced supplies.

d. All implied warranties of merchantability and "fitness for a particular purpose" are excluded from any obligation contained in this contract.

e. All standard manufacturer warranties must inure to the benefit of the North Olympic Library System.

f. Remedies available to the North Olympic Library System. Within a reasonable time after providing notice to the Contractor, the North Olympic Library System may either:

(1) Require, by written notice, the prompt correction or replacement of any supplies or parts thereof (including preservation, packaging, packing, and marking) that do not conform with the requirements of this contract within the meaning of paragraph 9.a of this clause; or

(2) Retain such supplies and reduce the contract price by an amount equitable under the circumstances.

- 10. ASSIGNMENTS: Moneys due under this Contract shall only be assignable with prior written consent of the North Olympic Library System.
- 11. TAXES: Unless otherwise indicated the North Olympic Library System agrees to pay all State of Washington sales or use tax. No charge by Contractor shall be made for federal excise taxes, and the North Olympic Library System agrees to furnish Contractor, upon acceptance of articles supplied under this Contract with an exemption certificate.
- 12. LIENS, CLAIMS AND ENCUMBRANCES: Contractor warrants and represents that all the goods and materials ordered herein are free and clear of all liens, claims, or encumbrances of any kind.
- 13. RISK OF LOSS: Regardless of FOB point, Contractor agrees to bear all risks of loss, injury or destruction of goods and materials ordered herein which occur prior to delivery. Such loss, injury or destruction shall not release Contractor from any obligation hereunder.
- 14. HOLD HARMLESS: Contractor shall protect, indemnify, and hold the North Olympic Library System harmless from and against any damage, cost or liability for any injuries to persons or property arising from acts or omissions of Contractor, its employees, agents or subcontractors howsoever caused.
- 15. ANTI-TRUST: Contractor and the North Olympic Library System recognize that in actual economic practice overcharges resulting from anti-trust violations are borne by the North Olympic Library System.

Therefore, Contractor hereby assigns to the North Olympic Library System any and all claims for such overcharges.

- 16. DEFAULT: Contractor shall be liable for damages suffered by the North Olympic Library System resulting from Contractor's breach of Contract. The Contractor covenants and agrees that in the event suit is instituted by the North Olympic Library System for any default on the part of the Contractor, and the Contractor is adjudged by a court of competent jurisdiction to be in default, Contractor shall pay to the North Olympic Library System all costs, expended or incurred by the North Olympic Library System in connection therewith, and reasonable attorney's fees. The Contractor agrees that the Superior Court of the State of Washington shall have jurisdiction over any such suit, and that venue shall be laid in Clallam County.
- 17. BRANDS: When a special brand is named it shall be construed solely for the purpose of indicating the standards of quality, performance, or use desired. Brands of equal quality, performance, and use shall be considered, provided the bidder specifies the brand and model and submits descriptive literature when available. Any bid containing a brand which is not of equal quality, performance, or use specified must be represented as an alternate and not as an equal, and failure to do so shall be sufficient reason to disregard the bid.
- 18. SAFETY: The equipment shall completely comply with all State and Federal laws, rules, regulations and codes in effect at the time of delivery.

The equipment shall be tested by the successful bidder for compliance with all OSHA/WISHA regulations and the State Department of Labor and Industries Electrical Workers Safety Rules.

19. ACCEPTANCE: BY ACCEPTING THIS PURCHASE CONTRACT IN WRITING OR BY DELIVERING THE MATERIAL ORDERED, CONTRACTOR ACCEPTS ALL OF THE TERMS AND CONDITIONS SET FORTH. FORMAL OBJECTION IS HEREBY MADE BY THE NORTH OLYMPIC LIBRARY SYSTEM TO ANY ADDITIONAL OR DIFFERENT TERMS PROPOSED BY VENDOR CONTRACTOR AS A CONDITION OF ACCEPTANCE OR DELIVERY.



Noah Glaude, Library Director 2210 S. Peabody Street • Port Angeles WA 98362 360.417.8500 ext. 7717 • Fax 360.457.3125 NGlaude@nols.org www.nols.org

January 11, 2021

Re: Call for Bids for Library Bookmobile

To Whom It May Concern,

Bid submissions are open for the sale of a new library bookmobile vehicle to the North Olympic Library System. Sealed bids will be received by the Library Director of the North Olympic Library System until 4:00PM (PST), Thursday, February 11, 2021. Bids will be opened and read at that time in the administration conference room, Port Angeles Main Library, 2210 S. Peabody Street, Port Angeles, Washington 98362.

Due to restrictions on public gatherings in Washington State, the bid opening will be live cast via Zoom. It can be viewed at:

Link: <u>https://us02web.zoom.us/j/87408390704?pwd=RjVrR2FXOUdOcnozOXo3Yk5OLzFVZz09</u> Meeting ID: 874 0839 0704 Passcode: 656758 Phone: 1-253-215-8782

Bid documents can be found on the Library's website at www.nols.org, click on "Call for bids – Library Vehicle." Bids must be submitted on the form provided. **Faxed bids shall not be accepted.**

The North Olympic Library reserves the right to reject any or all bids and to waive informalities in the bidding process.

Sincerely,

Noah Glaude Library Director



INSTRUCTIONS FOR BIDDERS

Bookmobile Vehicle for NOLS

BID SUBMITTAL: All bids must be in a sealed envelope with the outside of the envelope marked with the BID OPENING DATE of Thursday, February 11, 2021. The NAME AND ADDRESS OF THE BIDDER shall also appear on the outside of the envelope. Bids shall be directed to Noah Glaude, Library Director, North Olympic Library System and mailed or delivered to the Library's Administrative Office at 2210 S. Peabody Street, Port Angeles, Washington 98362.

It is the intent of the attached specifications to describe the minimum requirements for the vehicle requested in sufficient detail to secure bids on comparable equipment. All parts which are necessary in order to provide a complete unit as described, meeting all safety requirements, and ready for operation, shall be included in the bid and shall conform in strength, quality of workmanship and material to that which is usually provided the trade in general. Any variance from the specifications or standards of quality must be clearly pointed out in writing by the bidder.

Do not make reference to brochures or supporting literature on the bid form. All notations for bid compliance or exceptions are to be made on the bid form.

If a bidder's corporate policy mandates use of an official quotation form, it may be submitted. However, the information must be duplicated on the North Olympic Library System's bid form. The North Olympic Library System's bid form must be signed by the bidder or its authorized agent in order for the bid to be valid.

All bids must be made on the required bid form and in cases of errors in the extension of prices in the bid, the unit prices will govern. All blank spaces for bid prices must be filled in, with ink or typewritten, and the bid form must be fully completed and executed when submitted. Only one copy of the bid form is required. **Faxed bids will not be accepted.** Failure to adhere to instructions may constitute disqualification of proposal.

A complete bid will consist of a properly signed specifications form, a properly signed bid form and a properly executed Non-Collusion Affidavit. Bids must be received by 4pm Pacific Standard Time on Thursday, February 11, 2021 in order to be considered valid.

COMPLIANCE WITH SPECIFICATIONS: The vehicle must be in accordance with the specifications. Failure on the bidder's part to comply with any specification herein will be grounds for disqualification of the bid.

WARRANTY: The purchased supplies or equipment furnished must have full manufacturer's warranties, and the warranties must inure to the benefit of the North Olympic Library System. Vendor agrees to these warranty provisions by signing the bid proposal.

SAFETY: The vehicle shall completely comply with all State and Federal laws, rules, regulations and codes in effect at the time of delivery. The vehicle shall be tested by the successful bidder for compliance with all OSHA/WISHA regulations and the State Department of Labor and Industries Safety Rules.

DELIVERY: The successful bidder shall be responsible for delivery of the vehicle to the Port Angeles Main Library, 2210 South Peabody St., Port Angeles, Washington, between the hours of 7:00 AM and 3:00 PM Monday through Friday no more than 270 days from receipt of purchase order.

GENERAL INFORMATION: Questions about this Call for Bids should be directed to:

Noah Glaude, Library Director North Olympic Library System 360-417-8500 ext. 7717 or NGlaude@nols.org

The North Olympic Library System reserves the right to waive any informalities or minor defects or reject any and all bids. Any bid may be withdrawn prior to the above scheduled time for the opening of bids or authorized postponement thereof. Any bid received after 4pm on Thursday, February 11, 2021 shall not be considered. No bidder will be permitted to withdraw a proposal between the closing time for receipt of proposals and the execution of contract, unless the award is delayed for a period exceeding ninety (90) calendar days.

Offers made in accordance with this Call for Bids shall be good and firm for the period of 90 calendar days after contract award.

Signing of the bid sheet by Bidder and subsequent acceptance by the North Olympic Library System of the lowest responsive bid will constitute a binding agreement between the North Olympic Library System and Bidder. Bidders should be aware that **no contract payment** will be made until the North Olympic Library System certifies that all stated specifications have been complied with and the equipment is delivered and accepted by the Library.

Bids will be evaluated as soon as possible after bid opening. All bidders will be notified in writing of the results of this Call for Bids.



January 28, 2021

Bookmobile Specifications – Addenda

In addition to the items listed in the Call for Bids for Library Bookmobile – Specifications dated January 11, 2021, the following additional information applies.

	ITEM	MINIMUM SPECIFICATIONS	COMPLY	EXCEPTION
Ш	BODY SPECIFICATIONS			
15	Windows	Fixed (inoperable) windows located on the driver's side of the van between the driver's side front door and the rear of the van, at the manufacturer's standard location, height and width for the type of vehicle Standard rear door windows for the type of vehicle	Yes	
IV	Up-fitting Specifications			
3	Electrical	Electrical power inverter – One (1) 1000 watt power inverter Interior power outlets – Four (4) duplex outlets	Yes	

Items listed above and in the Call for Bids for Library Bookmobile constitute all specifications needed to meet NOLSs bookmobile requirements.

Bids will be accepted until 4:00 pm (PST) Thursday, February 11, 2021

Bids may be mailed to:

Noah Glaude, Library Director North Olympic Library System 2210 S. Peabody St. Port Angeles, WA 98362 Phone: 360-417-8500 ext. 7717 NGlaude@nols.org



Bidder must bid on all bid ite ms. The bidder hereby bids the following amounts for the vehicle described in the Specificat ions.

	Bid Item			Bid Amount
Library Vehicle (specify mak	Library Vehicle (specify make, mode/, year) 2021 Freightliner Cargo 3500 Extended		Ι	\$1 35,694.33
		Bid Price		\$135,694.33
		Sales Tax	8.8%	\$11,941 .10
	Associated costs of			
	{Please itemize, for example: licensing,			
	registration, etc.)			
		Total Bid Price		\$147,635.43

FULL LEGAL NAME OF BIDDER TechOps Specialty Vehicles, LLC

ADDRESS 218 A Log Canoe Circle

CITY/STAT E/ZIPStevensville, Maryland 21666

PHONE 443-848-2906

FAX 443 -848 -2906

NAME OF AUTHORIZED AGENT (PLEASE PRINT) _____ K ra _m-'pf______

TITLE Director of Business Development <u>!-</u>

SIGNED

DATE <u>2/8/2021</u>

NON-COLLUSION AFFIDAVIT

STATE OF WASHINGTON) COUNTY OF CLALLAM)

)

The undersigned, being first duly sworn on oath, says that the bid herewith submitted for Library Bookmobile Vehide is a genuine and not a sham or collusive bid, or made in the interest or on behalf of any person not therein named; and the undersigned further says that the said bidder has not directly or indirectly induced or solicited any bidder on the above work or supplies to put in a sham bid, or any other person or corporation to refrain from bidding; and that said bidder has not in any manner sought by collusion to secure to self an advantage over any other bidder or bidders.

Signature of Bidder/Contracto

Subscribed and sworn to before me this l day of _ .0

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DATE DELIVERY REQUIRED: Maximum of 270 days from receipt of purchase order

Bidders may list variations to these minimum specifications in the "Exce ption" section of the bid s heets. Bidders may also suggest alternatives to name brand products, specified by the North Olympic Library System, in the "Exception" section as an "*Approved Equal*". To be considered as an "*Approved Equal*," the specifications of the suggested alternative <u>must</u> be attached. The North Olympic Library System will be the sole judge for approving other brands offered as equals to the brand specified. Bidde rs are also encouraged to list and price any options that are felt to enhance the use of ite m bid and/or would be desirable. All standard equipment is to be included, specified or not. When a Society of Automoti ve Engineers (SAE), American Nat io nal Standard Instit ute **(AN SI)**, American Society for Testing and Mate r ia ls (ASTM), American W eld ing Society (AWS) "Reference" is cited, it is to establish an expected level of performance, level of testing or design basis.

	ITEM	MINIMUM	COMPLY	EXCEPTION
Ι	BASIC SPECIFICATION	SAND DIMENSIONS		
I	Overall length maximum	24 ft. I in.		290"
2	Exterior width maximum	80 in.	YES	
3	Exter ior height maximum	9 ft.		109"
4	W heelbase maximum	170 in.	YES	
5	G.V.W.R. maximum	11,030 lbs.	YES	
6	Inter ior load space maximum	14 ft. l in.		189.4" EXTENDED 173.6" REGULAR
7	Interior width maximum	70 in.		70.4"
8	Headroom minimum	76 in.	YES	
9	Volum e capacity minimum	1,700 @ 40 books/36 in. shelf		
II	II CHASSIS SPECIFICATIONS			
Ι	Chassis Type	2021 or current model year M er ced es Benz Sprint er 3500XD high roof extended cargo van		FREIGHTLINER

2	Air cleaner	Dry type	YES
3	Air co nditio ner	Cab area; multispeed; automatic operation	YES
4	Alte rnato r	12 V, 220 amp, HD alte rnato r	YES
5	Battery	Dual (2) 12 V mainte nance free, I00 amp hours Vendor shall include fully autom atic batte ry charger with external plug	YES
6	Brakes	Four wheel disc; power hydraulic; se lf-adjusting with vented front discs; four wheel anti-locking ABS ; emergency brake	YES
7	Contro ls	Foot operated thrott le; brake pedal; parking brake le ver with warning ligh t; t ransmis s ion se lecto r; dimmer switc h; self-ca nceling directio nal signals; hazard signal switch ; head la mp switc h; rheos tat-contro lle d lighting; key-type starter switc h	YES
8	Drive line	Drive line guard shall be provided	YES
9	Engine	Diese 1 3.0L Y6 DOHC, I88HP, Direct diese l injection, 24 valve intercoo le d turbo; fuel filter wit h water separator	YES
10	Engine hood	One piece hood which opens for exterior access to engine oil and transmission oil check	YES
11	Exhaust system	Single, sta inless stee l with heavy duty in-line muffler	YES
12	Fuel tank	Minimum 26.4 gallo n capacity with loc king access door	YES
13	Heater and defroster	High output hot water type; fro nt and rear window defroster	YES
14	Horns	Dual e lec t ric	
15	Instrumen ts	Speedometer; odometer; trip odometer; tachometer; warning indicators for oil pressure, engine temperat ure, battery, low oil le vel, low coo lan t, ligh ts on, key, low fue l, low washer flu id, bulb fla ir, door ajar, se rvice interval, b rake fluid, brake pad wear	YES
16	O il filter	Full flo w dis pos al	YES
17	Power stee ring	Tilt and telescopic adjustment ; hydraulic powe r-assist; rack pinion steer ing	YES

18	Radio	Ele ctronically tuned AM/FM ste reo with see-scan and digital clock	YES	
19	Shocks	Front and rear heavy duty	YES	
20	Suspension	Front strut suspension HD front anti- roll bar; transverse le af type; minimum 4,080 lbs. spring rating	YES	
21	Suspensio n rear	Leaf type rear anti-ro ll bar, minimum 7,060 lbs. spring rating	YES	
22	Tires	LT 215/85SRl6 BSW (6), Full size spare tire shall be provided, underbody mounted, with crank down feature	YES	
23	Transmission	Elec tro nic 5-speed automatic w/overdrive and loc k-up; Auxiliary transmission oil coo le r	YES	
24	Wheels	16.0 x 5.5 in. stee l dual rear wheels. Spare wheel shall be provided	YES	
25	Windshield	O ne-piece windshie ld safety plate. Windshield shall be tinted	YES	
26	Wipers	Dual 2-speed electric, with washer and interm itte nt feature	YES	
I11	BODY SPECIFICATIONS	8		
Ι	Bumpers	Front and rear constructed of heavy gauge stee l	YES	
2	Doors	Two rear wall moving swing-out doors Dual panel passenger side patron door. Shall be ele ctric powe red, outwar d ope ning, 38" x 80 "; provide manual emergency release and dash- mounted and load space-mo unt ed switches; provide a stepwell for lowe r entry surface; exter io r mo unted key ope ration fo r dual panel passengerside patron door s.		SIDE SLIDERS = 71.6" H X 51"W REAR = 72.7"H X 61.2"W
3	Handrails	Vertical hand rails at both sides of ste pwell. To be of stainless stee l, minimum 1.25 in. dia mete r, with radius corners, solidly mo unted	YES	
4	Floor	Stock corrugated vehicle floor shall be overlaidwit h flat nonporo us flooring suitable for intended purpose.	YES	
5	Insulatio n	On walls and ceiling; rated at minimum R13	YES	

6	Lights	12V basic body, interior dome, stepwell, stop and tail back-up, directio nal lig hts, emergency flashers, parking lights, halogen headlamps. Exterior mounted, rear wall center high mounted stop light	YES
7	Mud flaps	Properly sized for rear dual tires	YES
8	Reflectors	All necessary	YES
9	Seals	Body panels to be assembled with epoxy and silico ne se alants, windows to be set in rubber, doors to have rubb er seals	YES
10	Sto ra ge	G lo ve box; instrum ent panel c o vered bin; dashboard storage bin; driver and passenger door bins; front cup holde r	YES
II	Sun visors	Driver and passenger	YES
12	Undercoat ing	Body floor, skirt and wheel housing are to be undercoated after assembly	YES
13	Ventilat io n	Fresh air through chassis heater system	YES
14	W hee l housings	Shall be properly sealed and insulated	
15	Windows	All windows (glass) shall be tinted Install one (I) approx. 24"H x 36"W half-s lide window (with a scree n) that slides horizonta lly; window shall be installed on the curbside of the vehicle, aft of the glass entry door, at a height suitable for interaction with persons on the ground outside Full length glass in full height patron doors.	YES
IV	Up-fitting Specifications		
Ι	Ceiling	Ce iling to be finished with a lightweight substrate mate rial o verla id with one continuous piece of non-glare, pebble grain, white textured fiberg lass .090 thick ness. Must meet ASTME-84 rating.	YES
2	Desk	One staff desk constructed of furniture grade plywood. Desktop shall be ¼" thick with laminate bonded to t he plywood. Desk to have a positive latc hing drawer beneath the work surface. Desktop to include a cable pass-through grommet.	YES

	Electrical	All wiring shall meet or exceed N.E.C. or applicable FMVSS standards. INTERIO R W IRIN G 12 VOLT	YES	
		Wiring shall be bundle d, and colo r coded. UL listed circuit breakers. Each circuit shall be independently protected.		
3		Exterior duplex outlet.		
		Roof-mounted so la r panel system to prov ide for auxiliary battery recharging. System shall include one approxim ately 130 watt sola r panel, charge controller and a roof- mounted CB combiner box to provide a weatherproof entry point. Monitor shall be mounted near staff desk. Includes two 4D glass mat auxiliary batteries		
4	Hardware	All necessary door loc ks, hand rails, door closers, hold backs, and hinges will be furnis hed to provide smooth, efficient ope ratio n.	YES	
5	Interior finish	Inte rio r to include desk, carts, and shelving as specified, plus two storage areas to be determined prior to production.	YES	
6	Lighting	Inte rio r lighti ng: A I 2VDC, LED main cabin lighting and stepwe ll s ystem sha ll be installed to provide inter io r lighting meeting libra ry minimum stack ratings. Lighting fixtures shall be switched at the vehicle dash using an illuminated switch. Lighting level s hould be 6 foot-candles (ft-c) minimum measur e d on the stack face (ve rtically) at a height of 12", and 35 ft- c maximum at any height to achieve no more than a 6-to- I maximum-to-m inimum ratio across the entire stack face. Light output temperature shall be a "warm" white between 4400K - 5300K. Lighting system fixture s and/or design shall beapproved by t he Library prior to installation Exterior light ing: Four (4) LED weat herproof "scene" lights shall be installed on the exterior: 2 curbside, and 2 rear. Rear-mounted scene lig hts shall be activated by the vehicle back-up lights in addition to the driver's area switch. Lights shall be	YES	

		cont ro lle d by illuminated on/off switches mounted in the dash		
7	Paneling	Wall finishes shall be commercia l grade, smooth non-glare la minate applied over lightweight substrate material. Material to meet FMVSS- 302.	YES	
8	Radio	Public address system shall be provided. Wiring and antenna for cellular phone shall be provided (cell phone signal booster)	YES	
9	Safety	Dual front air bags, back up alar m, t riangle reflector set, 5 lb. A.B.C. fire extinguishe r, ce iling mounted smoke and carbon mono xide det ectors. Additio nal fire extinguisher. Rear back up camera with monitor. Rear back up sonar detector.	YES	
10	Seating	Driver and passenger seats shall be bucket type, high back deluxe with arm rests and height adjustable seat belts. Both seats shall be I0 - w ay adjustable with lumb ar support. Seats must meet FMVSS302 flammability standards. Driver seat shall swivel in order to fully face staff des k	YES	
11	Shelving	Acore Shelving & Products, Inc. aluminum shelving system shall be supplie d and installed . Shelving components shall be powder coated after assembly whe re po ss ible using coat ings contain ing no le ad or lead pro ducts. All components shall be constructed from superior grade lightweight materials a nd be built to withstand the unique stresses imposed by a mobile enviro nment. The carts and s helving w ithin t he int e rio r must be rapidly changeable to meet Library nee ds. All effor tts shall be made by the vendor in th e construct io n of these vehicles, as applicable, to assist in this goal. System shall utilize: Nine (9) Acore slott e d shelf uprights, specially modified to maximize van wall curvature placed on 36" centers. The uprights shall be vertical up to approxim ately 30" high, and angle d inward approximately 8° above that, to an approximate height	YES	

	of 66" measured from the vehicle floo r. Uprights shall be firmly attached directly to the vehicle side wall sub-structure in a manner suitable to withstand the st ress and forces unique to a mobile e nviro nment, including, but not lim ited to back plate fastening of the upper most area of the uprights. The complete Acore modul ar system shall include the following components:		
	Four (4) Acore single sided "wall hugger" carts, specia lly modifie d for this project to fit com pletely between the uprights.		
	One (I) Acore enclosed and ventilated loc king equipment cart with two (2) interior adjustable she lves and flat workstation top, specifically manufactured to fit complete ly between the uprights and below the upright bend.		
	Five (5) Acore "Wall Security Units", to a llow loc king of wall hugge r carts to the upright system.		
	Four (4) Acore AB9, 9" wall she lves.		
	Twe nty-one (21) Aco re AB7(8°), 7" wall s helves, spe cially mo dified to accommodate the inward slanting upper uprights.		
W heelchair lift	Commercial lift, fully automatic, with backup system, dua l handrails, and safety belt. Hand held cont ro lle r for all lift functio ns	YES	
Painting and lett e ring	Cab and body in OEM W hite.	YES	
	Graphics allowance \$ 3000 to be included in quote price		
Misce llaneo us	Additional requirements and it e ms to be provided:	YES	
	Awning. Electr ic, inte rior-mo unt ed switc h, and manu al override system; waterproof; twelve feet in length; covers IO' from van		
	Alar m syste m. Pinned to all door s a nd includes sir e n and mot io n detecto r.		
	Recessed floor t racks.Two (2) 11' flanged aircra ft style L-t rack cargo tie-d ow n tracks shall be recessed into the inte rior floo ring. T racks shall be secure ly mounted to the floo r st ruc ture for maximum load		

	Delineare	rating. T rack system shall include twenty-four (24) single stud fittings with round ring, and four (4) sets of I" ratchet tie- down straps, shipped loose with complete d vehicle	YES	
	Delive ry	To be made by vendor driver who will make any mino r adjustm en ts to the vehicle as well as ex plain complete operation of vehicle	TES	
IV	Warranties			
	Chassis	Basic Limited Warranty 3- year/36,000 miles	YES	
		Powertrain Limited Warranty 5- year/I00 ,000 miles		Basic Warranties included. Additional warrantiescan be
		Limited Outer-Body Warranty 5- year/I00 ,000 miles		purchased.
Ι		Add Alternate:		
		Extended Warranty Options. Supply cost for each:		
		5-years/ I00,000 miles		
		6- years/120,000 miles		
		7-ye ars/140,000 miles.		
2	Up fitt ing	Minimum O ne (I) year/ Unlimite d miles	YES	
3		The warranties shall <u>not</u> start until the unit is delivered and accepted by the North O lympic Library System.	YES	

FULLLEGAL NAME OFBIDDER <u>TechOps Specialty Vehicle, s</u> <u>c</u>

ADDRESS 218 A Log Canoe Circle

CITY/STATE/ZIP Stevens ville, Maryland 21666

PHONE <u>443-848-2906</u>	FAX <u>443-848-2906</u>
NAME OF AUTHORIZED AGENT (PLEASE PRINT)	WilliamK_r_am_pf
TITLE Direct or of Ducinese Development	

TITLE <u>D</u> irect or of Business Development

SIGNED <u>1://</u>.

DATE <u>2/8/2021</u>



The following schedule is for options for your Sprinter Van:

Freightliner Service: Basic = 3 years/36K miles. Service Care Maintenance: 2 services/ 3 years = \$1305.56 4 services/ 5 years = \$2777.78 6 services/7 years = \$4222.22 Service Care Complete Maintenance: 3 years/60000 miles/3 services = \$5583.33 4 years/80000 miles/4 services = \$7777.78 5 years/100000 miles/5 services = \$10655.56

Extended warranty extends to 7 years: 5 years/100000 = \$850.00 6 years/120000 = \$2,500.00 7 years/140000 = \$4,200.00

Sincerely,

William R. Krampf

Director of Busines Development TechOps Specialty Vehicles, LLC 218A Log Canoe Circle Stevensville, MD 21666 0 (410)604-6004, c (443)848-2906

Stevensville, MD 21666 (410)604-6004

TECHOPS SPECIALTY VEHICLES DATE: 03/04/2021

QUOTE: 03042021-602

Revision: -

Customer Info:

Name: **Brian Phillips**

Address: North Olympic Library System 2210 S. Peabody Street Port Angeles WA 98362

Email: Bphillips@nols.org

Number: 1-360-417-8500

TechOps Info:

Sales Person:	William Krampf
Email:	Wkrampf@techopssv.com
Number:	443-848-2906
Terms: 50% Down /	Chassis Balance on Arrival / Conversion Balance on Completion

PROJECT NAME:

Qty	ltem	Description	Price Each	Extended
1		2021 Freightliner Sprinter 3500XD High Roof, Extended Cargo Van. White. Includes Extended Warranty from Freightliner. ELW 7 yrs.	\$ 139,894.33	\$ 139,894.33

LINE ITEM PRICING

Qty	ltem	Description	Price Each		Extended
1		2021 Freightliner Sprinter 3500XD High Roof, Extended Cargo Van. White. Includes Extended Warranty from Freightliner. ELW 7 yrs. Includes all upfits and conversions as per NOLS RFP Bookmobile Specifications.	\$ 139,894.	33	\$ 139,894.33
					\$ -
			\$-		\$ -
			\$-		\$ -
			\$-		\$ -
			\$-		\$ -
			\$-		\$ -
			\$-		\$ -
			Subtotal		\$ 137,618.17
Notes	1. Purchase order wi	ith 50% Down	Consumables /IBF		\$ 2,276.16
	2. Chassis and Body	paid within 10 days of arrival at TOSV or body company	HGAC / IFF		\$ -
	3. Balance paid at ac	cceptance, FOB Stevensville, MD	Delivery		\$ -

Balance paid at acceptance, FOB Stevensville, MD

4. When applicable, customer to drop off/pick up vehicles and CFE

Accepted thisDay of,	-
Name	
Signature	Date

TERMS

Payment: Remit payment to TechOps Specialty Vehicles, 218-A Log Canoe Circle, Stevensville, MD 21666 Wire Info: Eagle Bank, 7815 Woodmont Ave, Bethesda, MD 20814. ABA: 055003289, Account: 200264489 139.8

Unit Price

Stevensville, MD 21666 (410)604-6004 **TOSV** TECHOPS SPECIALTY VEHICLES DATE: 03/04/2021

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HGAC Contract Procurement: This procurement can be facilitated under our HGAC contract #AM10-18. When an order is placed, an HGAC worksheet shall be completed for your procurement personnel to submit to HGAC for their conformation. Their fee is not included in this proposal and will be added to the worksheet. For vehicles, the fee is \$ 1,000 per order whether it is for one or multiple vehicles on the same order. This purchase shall be based on our contract package plus published and non-published options.

GSA Contract Procurement: This procurement can be facilitated under TechOps GSA 23V Schedule Contract Number: 47QMCA19D0014 with end user FAR compliance. For vehicles, the GSA Industrial Funding Fee is .75% of the total sale price. This purchase shall be based on our contract package plus any applicable published and non-published options.

Conversions: 50% deposit due with Purchase Order. 100% payment of vehicle chassis due within 10 days of the vehicles arriving to TechOps or Body Company. 100% payment of vehicle body due within 10 days of the vehicles arriving to TechOps. Final Balances due in full upon completion and acceptance of the units. Once an order is placed and plans are approved, the order cannot be cancelled. Final inspection is to be scheduled within two weeks of completion of the vehicle. If the final inspection cannot take place within two weeks, final payment is still required and due.

Chassis: If TechOps SV is supplying the base chassis 100% payment of vehicle due within 10 days of the vehicles arriving to TechOps or the body manufacturer. Delay in chassis payment will accrue a charge of \$ 10.00 per day floor plan interest until the chassis is paid in full. MSO and title are not available until the chassis and conversion are paid in full.

Pricing: Subject to change but all quotations will be valid for 60 days. Chassis quotations are subject to availability and are only valid at the date of the proposal. All quotations exclude any applicable sales or use taxes unless specified and included with the price FOB-MD. A fee of 3% will be added to all credit card payments. Work to be performed in Stevensville, MD unless otherwise specified.

Applicable Law: The terms and provisions of this Contract and any dispute arising hereunder shall be governed and principles of law applied by the laws of the State of Maryland. The courts of Maryland shall have the sole and exclusive jurisdiction in any case or controversy arising under this Contract. Each party to this Contract, inclusive of its successors or assigns hereby submits and consents to the jurisdiction of the courts of the State of Maryland and within which all such actions, unless otherwise provided for the arbitration of said disputes, shall be the proper venue for any such action.

Chassis warranty: The chassis is warranted by the manufacturer of the chassis. Extended warranties are available for an additional fee.

Conversion warranty: TechOps SV warranties for wiring and cabinetry workmanship are covered for 1 year beginning on the date the vehicle is delivered to the original purchaser.

Component warranty: The Manufacturers of specific components offer warranty for their respective components. In all cases the component manufacturer's warranties are separate from the TechOps SV Warranty. Component Manufacturer's Warranties may be from 12 to 60 months or longer depending on the component.

Communications equipment: All customer supplied communications equipment must be complete, fully operational, and programmed upon arrival at TechOps SV. Equipment not complete will be installed in the designated locations with all wiring in place but not attached to the equipment. TechOps SV's responsibility will end at that point and it will be necessary for your communications vendor to complete the installation. TechOps SV shall not be responsible for any customer supplied equipment not 100% functional upon arrival. If you request the supplied equipment be serviced TechOps SV will make the arrangements at a qualified local vendor. The department shall be responsible for any and all charges incurred. This service will postpone the start of production time quotations until the equipment is returned in working order. There are no warranties implied by offering this service.

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Stevensville, MD 21666 (410)604-6004 **TOSV** TECHOPS SPECIALTY VEHICLES DATE: 03/04/2021

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Customer supplied equipment: Any customer supplied equipment must arrive complete and correct for the installation, and in good working condition. Any pricing quoted does not include any parts, components, repair, or modifications to existing equipment. Production cannot commence until all parts are here and complete. Used equipment may be subject to additional charges and will carry no warranty except for workmanship. If there are any product failures during or after the installation the repair and all related expenses are to be the responsibility of the customer.

Production time: Is determined by the Project Manager when the order is placed, estimated arrival of the chassis at TechOps SV and all plans are approved. Special parts and equipment plus the change of a vehicle in a new model year may cause a delay to the quoted production time. At any time during construction, consider yourselves our guests to stop by and view or discuss your conversion. For multiple vehicle projects the production time will be quoted by the number of vehicles and the timeframe including delivery time that the customer requires.

Detail: Upon completion all conversions go through our Quality Assurance Process including a road test and detail.

TECHOPS SPECIALTY VEHICLES COMPANY INFORMATION AND PROCESS CONTROL

Experience: Established in 2006 as (ICS) Incident Communications Solutions, a communications technology provider, TechOps SV acquired (ICS) in January 2017 and manufactures communications and specialty vehicles for the emergency services and specialty industries based on SUV's, vans, utility vehicles, custom rescue bodies, box trucks, step vans, bus chassis, trailers and more. Our customer base spans all sectors from local, county, state, federal, military agencies, and overseas accounts. Our proven process assures TechOps SV vehicles can be provided to distant areas while experiencing virtually no problems.

Location: The factory is located at 218-A Log Canoe Circle in Stevensville, Maryland approximately 5 miles East of Annapolis over the "Bay Bridge" with ample parking and easy highway access.

Factory visits: Many clients enjoy a visit to the factory before, during and after construction to view the progress, discuss fine adjustments and details if necessary and see a variety of conversions currently in production. If this is inconvenient a link can be established where you can view the progress of your conversion.

Facility: TechOps SV currently occupies approximately 18,000 square feet to meet the needs of our customers and our expansion into new markets. On staff are sales and support personnel along with accredited engineers holding numerous certifications to address all technical issues. TechOps SV personnel manage every segment of the conversion all under one roof enabling TechOps SV to produce quality products while maintaining control over all of the processes and procedures.

Service Centers: If you are close to the factory, TechOps SV will be your service facility. If our location is inconvenient, your local service center may be your choice of local vendors currently servicing your vehicles. Our flexible warranty policy allows your local vendor of choice to call our service department, discuss the problem with a qualified service technician, obtain an approval to repair and then with the proper authorization submit an invoice to our accounting department for payment. Approval must be obtained in writing prior to any billable repairs being started or completed. Base vehicle warranty and service can be completed at your local dealer service facility. Free pickup and delivery for service is available depending on proximity to our service location and on-site warranty service can be arranged.

Insurance: TechOps SV maintains \$ 2,000,000 product liability and will supply a certificate of insurance if requested.

Wiring: TechOps SV offers the highest quality wiring processes in the industry while meeting or exceeding industry, national, or local codes. Every vehicle is designed and built with ease of service in mind. Special GXL wire is covered by high temperature loom and wiring passing through metal is insulated with a grommet and sealed watertight where necessary. Where possible factory connectors are used eliminating unnecessary splicing into factory wires which could cause direct or indirect electrical problems.

Manuals: Upon completion, TechOps SV supplies all manufacturer's information from conversion products or component manufacturer.

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Stevensville, MD 21666 (410)604-6004 **TOSV** TECHOPS SPECIALTY VEHICLES DATE: 03/04/2021

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Terms: 50% Down	erms: 50% Down / Chassis Balance on Arrival / Conversion Balance on Completion	

PROJECT NAME:

Delivery: Vehicles can be transported to TechOps SV and back, or delivered by a technical delivery engineer if specified. We are very confident that TechOps SV can meet or exceed your expectations and specifications. New and returning customers can attest that the sales, manufacturing and delivery process at TechOps SV is an easy and enjoyable experience and we look forward to working with you on this and future projects. References are available upon request.

Production Process: The approved contract or proposal is assigned to the Project Manager who supervises the conversion into detailed production plans and applicable drawings. These drawings are sent to the customer's authorized Point of Contact (POC) for approval. Once the plans meet the customer's satisfaction and are approved they are forwarded to our technical engineering department who reviews them and creates a detailed bill of materials to identify and acquire the parts required to perform the conversion. When the base vehicle arrives at TechOps SV, it goes through a full inspection ensuring there is no damage or missing parts and matches the specifications supplied or approved. A vehicle check in list is completed and placed in the work order folder. The vehicle is brought onto the production floor and includes a carefully monitored parts storage area to ensure all parts remain with the vehicle throughout its conversion. All parts are properly identified for every job. The Project Manager inspects vehicles during construction and will alert the customer's POC to the progress of the project and any deviations that may be required. The vehicle conversion is completed and a thorough test drive is completed to ensure all components are installed and operating correctly. If any issues are discovered they are immediately corrected. This step has uncovered OEM warranty issues which required a visit to a local car dealership prior to the vehicles final delivery to the customer. The detailed inspection and delivery documents are keep with the job folder for future reference.

All drawings, product catalogs, manuals, and warranty information along with any invoicing are completed and ready for delivery. TechOps SV is very proud of the well-deserved reputation that we have earned so if you have any questions please contact your sales representative.