



# Jefferson County Library District

## Request for Proposal And Mobile “Cart Hauler” Outreach Vehicle Project Specifications

Version: 2.1

Released: 14-Nov-2022

Project #: SVS00476

Prepared for: Tamara Meredith  
Jefferson County Library  
620 Cedar Avenue  
Port Hadlock, WA 98339

© Specialty Vehicle Services, LLC. 2022

---

*“YOUR PARTNER FOR THE ROAD AHEAD!”*

3312 W SYCAMORE STREET  
FRANKLIN, WI 53132  
262.679.9096  
[VEHICLESUCCESS.COM](http://VEHICLESUCCESS.COM)

---



## PROPOSAL INSTRUCTIONS

Prospective vendors (“vendors”) are asked to provide a competitive sealed bid/proposal based on the following specifications and supplied drawing. These specifications should be regarded as minimal and potential vendors should include within their proposal all accessories and components not specifically specified, but necessary for the completed vehicle to meet or exceed the general intent.

This single vehicle project has been developed by Specialty Vehicle Services, LLC. (“SVS”), under contract with the Jefferson County Library District (“Library”) in Port Hadlock, WA.

A sealed, hardcopy version of your bid/proposal shall be delivered by the deadline to:

**Jefferson County Library District  
Attn: Tamara Meredith  
620 Cedar Avenue  
Port Hadlock, WA 98339**

The phrase “**Sealed bid for outreach vehicle project.**” shall also be written on the outside of the envelope.

To be properly considered for award of this project, your proposal must be received by no later than:

**11:00am PST Friday, December 23, 2022**

### Items to include with proposal:

- Cost Proposal on company letterhead, signed by officer of company, including requested options pricing, proposed delivery time (in calendar days including weekends and holidays), and stated lifetime of the proposed unit.
- Detailed Exceptions/Clarifications document detailing all variations from the specifications detailed herein. The document shall also specifically accept all other RFP specifications as written unless detailed as an exception or clarification.
- Local service facility list for chassis, conversion, and all other major components.
- Extended warranty options, if available, including coverage and cost.
- A reference list of three (3) clients with delivered projects of similar complexity completed within the last three (3) years.
- Any company brochures, photos, or literature deemed beneficial in demonstrating company history and necessary experience required to successfully complete a project of this complexity.



### **Revisions**

Upon release of this RFP, all communications concerning this procurement must be directed to the library. Unauthorized contact regarding the RFP with other than Library employees may result in disqualification.

The library shall respond in writing to written communications and reserves the right, at its sole discretion, to determine appropriate and adequate responses to written comments, questions, and requests for clarification. Should any question or response require revision to the specifications as originally published, such revisions will be made in writing, by formal addendum only.

### **Award Authority**

The library and/or its representatives or agents, shall be the sole judge of the quality, construction, and suitability of the equipment, materials, and craftsmanship offered in its determination of the successful vendor.

### **Method of Award**

The successful vendor will be determined based on both cost and criteria outlined elsewhere in the solicitation as providing the greatest value to the library. The library, however, reserves the right to reject all proposals, and to waive any informality in proposals received whenever such waiver is in the best interest of Library. It also reserves the right to reject the proposal of a vendor who has previously failed to perform properly or complete on time contracts of a similar nature, or the proposal of a vendor who is not able to perform the contract.

### **Brand Names**

Any reference to a specific manufacturer or make or model of product not followed by "or equivalent" may not be substituted. The particulars listed within this specification shall be considered minimal, and the vendor is expected to increase them where necessary to meet or exceed the general intent.

### **Contract Required**

The successful vendor will be required to enter a written contract with the library, setting forth the conditions specified in this RFP, as well as other standard terms and conditions. The successful vendor shall be solely liable for compliance with all specifications contained herein.

### **Contract Alterations and Integration**

All documents including but not limited to this RFP, specifications, drawings, change orders, or other pertinent documents created by either party in the performance of this agreement shall be incorporated in the Contract between Library and the successful vendor. No alteration or variation of the terms of this Contract shall be valid unless made in writing and signed by the parties hereto, and no oral understanding or agreement not incorporated herein, shall be binding on any of the parties hereto.



### **Delivery**

Proposal shall state the time required for delivery in calendar days (including weekends and holidays) and/or firm calendar date.

The completed vehicle shall be delivered to the following address:

**Jefferson County Library District  
620 Cedar Avenue  
Port Hadlock, WA 98339**

### **Evaluation Criteria**

Library or its authorized agents may contact and evaluate the vendor's and/or subcontractor's references; contact any vendor to clarify any response; contact any current users of a vendor's services; solicit information from any available source concerning any aspect of a proposal; and seek and review any other information deemed pertinent to the evaluation process. Library or its authorized agents shall not be obligated to accept the lowest priced proposal but shall make an award in the best interests of Library. Proposals shall be evaluated to determine the offeror's overall capability to provide the goods and/or services required, the proposed delivery dates, and the associated cost for providing such goods and/or services.

### **Indemnification**

Vendor, at its own expense, shall indemnify and hold Library, its officers, employees, agents, customers, constituents, designees and assignees harmless from any loss, damage, liability or expense, on account of damage to property and injuries, including death, to all persons, arising from any occurrence caused by any act or omission of vendor, and at its expense, shall defend any suit or dispose of any claim or other proceedings brought against said indemnities on account of such damage or injury, and shall pay all expenses, including attorney's fee, and satisfy all judgments which may be incurred by or rendered against said indemnities. This obligation applies to all material under this contract, which will involve exposure to hazardous materials or items containing this material. Neither the requirements of this clause nor any act or failure to act by Library shall relieve the vendor of any responsibility or liability for the safety of Library, vendor, or subcontractor personnel or property. The vendor shall comply with applicable Federal, State, and local laws, codes, ordinances, and regulations (including the obtaining of licenses and permits) in conjunction with hazardous material.

### **Infringement**

The vendor must save, keep, hold harmless and fully indemnify the Library and its officers and employees and agents from all damages, or claims for damages, costs or expenses in law or equity that at any time arise or be set up for any infringement of patent rights, copyright or trademark on any person or persons in consequence of the use by library, or by any of its officers, employees, or agents, of articles to be supplied under this proposal, and of which the vendor is not the patentee or assignee or has not the lawful right to sell same.



## **Insurance**

The vendor shall have in force or obtain Commercial General Liability insurance, including products and completed operations coverage, and Automobile Liability insurance in the amount not less than One Million Five Hundred Thousand Dollars (\$1,500,000) per occurrence. If a general aggregate limit is used, either the general aggregate limit shall apply separately to this contract or the general aggregate limit shall be twice the required occurrence limit. The vendor's insurance coverage shall be written on an occurrence basis.

Insurance is to be placed with insurers with a current Best Rating of A:VII unless otherwise accepted by Library.

Insurance, deductibles or self-insurance retentions shall be subject to Library's approval. Original Certificates of Insurance with endorsements shall be received and approved by Library before work commences, and insurance must be in effect for the duration of the contract. The absence of insurance or a reduction of stated limits shall cause all work on the project to cease. Any delays shall not increase costs to Library or increase the duration of the project.

The library, its officers, officials, employees and volunteers are to be covered as additional insured by Endorsement CG 20 10 11 85 for Commercial General and Automobile Liability coverage.

For any claims related to this project, the vendor's insurance coverage shall be primary and any insurance or self-insurance maintained by Library, its officers, officials, employees and volunteers shall not contribute to it.

Each insurance policy required shall be endorsed that a thirty (30) day notice be given to Library in the event of cancellation or modification to the stipulated insurance coverage.

In the event the vendor employs subcontractors as part of the work covered by this Agreement, it shall be the responsibility of the vendor to ensure that all subcontractors comply with the same insurance requirements that are stated in this Agreement.

## **Payments, Discounts, Taxes, and Invoices**

The payment schedule for this contract shall be 50% down, 40% upon delivery, and 10% upon completion of loading, evaluation, and acceptance (approximately 30-days after delivery).

Vendor shall detail acceptance of these terms, proposed alternate, and/or any discounts offered in the proposal.

In connection with any discount offered, except when provision is made for testing period preceding acceptance by Library, time will be computed from the date of delivery of the unit as specified, or from the date correct invoices are received in the office specified by library if the latter date is later than the date of delivery.

The vendor shall submit invoices to library for payment of goods and services rendered. Unless otherwise specified, payments will be made in accordance with library protocol. The vendor's invoice must easily match the prices listed on their proposal and must include the vendor's social security number or federal tax ID.



The proposals to be made are **F.O.B. Port Hadlock, WA** and shall be valid for ninety (90) days from after date of proposal opening. No "escalator" clauses or increase in bid price shall be accepted.

No charge for delivery, drayage, express, parcel post, packing, cartage, insurance, license fees, permits, cost of bonds, or for any other purpose will be paid by library unless expressly included and itemized in the bid.

### **Vendor and Subcontractors**

The vendor shall perform the work as an independent contractor pursuant to this agreement and supervise and direct the work, using contractor's best skill and attention. The contractor shall be solely responsible for all construction means, methods, techniques, sequences, and procedures and for coordinating all portions of the work under the contract.

Unless otherwise specifically noted, the contractor shall provide and pay for all labor, expertise, materials, freight/delivery equipment, tools, construction equipment and machinery, water, heat, utilities, transportation, and other facilities and services necessary for the proper execution and completion of the work.

The contractor shall always enforce strict discipline and good order among his employees and shall not employ on the work any unfit person or anyone not skilled in the task assigned to him. The contractor shall comply with all OSHA and all applicable trade-related rules and regulations.

The contractor warrants to the owner that all materials and equipment incorporated in the work will be new unless otherwise specified, and that all work will be of excellent quality, free from faults and defects and in conformance with the contract documents. All work not so conforming to these standards may be considered defective.

The contractor shall pay all sales, consumer, use and other similar taxes required by law and shall secure all permits, and licenses necessary for the execution of the work at contractor's expense.

The contractor shall give all notices and comply with all laws, ordinances, rules, regulations, and orders of any public authority bearing on the performance of the work and shall notify the library or its agent if the drawings, specifications, and provisions are at variance therewith.

The contractor shall be responsible for the acts and omissions of all contractor's employees and all sub-contractors, their agents and employees and all other persons performing any of the work under a contract with the contractor.

The contractor shall review, stamp with his approval, and submit all samples and shop drawings as directed for approval by the library or agent for conformance with the design concept and with the information given in the contract documents. The work shall be in accordance with approved samples and shop drawings.



## Vehicle Lifetime

Vendor shall officially state the design lifetime of the vehicle with his or her proposal. This is the amount of time, from the date of delivery, which the library can reasonably expect the vehicle, with routine and proper maintenance, to perform for the community before replacement is required.

## 1. GENERAL SPECIFICATIONS

### 1.1 Scope

- 1.1.1. The intent of this specification is to describe the modification of one (1) 22-foot (approximate) long Ford Transit 350 cargo van into a “cart hauler” type outreach vehicle for use by the Jefferson County Library District (“Library”).
- 1.1.2. The completed 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 rural environment in Washington and shall be designed and equipped to safely operate in an environment of primarily flat to hilly paved roadways.
- 1.1.3. The unit will be kept inside a garage at the library 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 this vehicle. 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 lightening 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:

**Jefferson County Library District**  
Attn: Tamara Meredith - Director  
620 Cedar Avenue  
Port Hadlock, WA 98339  
Phone: 360.385.6544  
Email: [tmeredith@jclibrary.info](mailto:tmeredith@jclibrary.info)

1.2.2. All technical correspondence shall be directed to:

**Specialty Vehicle Services, LLC.**  
Attn: Michael Swendrowski – President  
3312 West Sycamore Street  
Franklin, WI 53130  
Phone: 262.679.9096  
Email: [mswendrowski@vehiclesuccess.com](mailto: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 WA 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.
- 1.3.1.6. Maintenance schedule for all added mechanical systems.

### 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 proposal will be weighted toward longer warranties and vendor is encouraged to offer, as an option, any available extended warranties with related literature and their costs. 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 proposal.
- 1.6.4. Proposal 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 proposal 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. 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 trainings 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 supplied by the vendor 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 2023 or current model year Ford Transit-350 cargo RWD high roof extended van. 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 EcoBoost V6 engine
- 2.4.1.1.2. 6-speed automatic transmission with overdrive and selectshift
- 2.4.1.1.3. 3.73 ratio regular 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 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. VAN CONVERSION SPECIFICATIONS**

#### **3.1. Exterior**



- 3.1.1. Two (2) 14" x 22" single dome translucent white acrylic skylights shall be installed with white PVC interior trim.
  - 3.1.1.1. Skylights and installation shall be consistent with the intended lifecycle of this vehicle.
- 3.1.2. Vehicle shall have a "moderate" level vinyl graphics package in addition to the base paint. Vendor shall indicate organization or persons that the library will work with in the development of this graphics scheme.
  - 3.1.2.1. Vendor shall include a \$6,000 allowance for the development, printing, and installation of this graphics package within their proposal.
  - 3.1.2.2. The library shall approve the final design prior to printing and installation.
- 3.1.3. Vehicle 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 shall be installed behind the driver and passenger seats.
  - 3.2.5.1. Partition shall be installed per 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. 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, specially modified to fit completely between the uprights
  - 3.2.11.6.3. One (1) Acore “equipment” cart with adjustable interior shelf, ventilation and locking doors, specially designed to fit completely between the uprights
  - 3.2.11.6.4. Five (5) Acore “Wall Security Units”, to allow locking of wall hugger carts to the upright system.
  - 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.
- 3.2.11.7. 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](mailto:acore@atlantic.net)  
Web: [www.acoreshelving.com](http://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. 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 power train, 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. 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. Two (2) Fan-tastic Vent 3350, 3-speed 12VDC reversible powered roof vents shall be installed in the vehicle roof. Units shall feature a built-in thermostat and rain sensor.
- 3.3.4. One (1) Tommy Gate Cantilever series, lightweight, hydraulic lift shall be supplied and installed outside the rear doors.
  - 3.3.4.1. System shall be powered by the (optional) auxiliary batteries (if selected).
  - 3.3.4.2. System shall be rated for 1,300lbs. and, include a pendant style control.



- 3.3.4.3. System shall include all safety interlocks available for this system.
- 3.3.4.4. System shall include a labeled, illuminated on/off switch mounted in the dash.
- 3.3.5. One (1) Cradlepoint IBR900 series or equivalent, wireless LTE advanced ruggedized modem shall be provided.
  - 3.3.5.1. Modem shall be powered by the auxiliary 12VDC system.
  - 3.3.5.2. Modem shall support LTE advanced 600Mbps and DC-HSPA with SIM-based auto-carrier selection, and have the ability to easily add a second modem at a later time to increase bandwidth or network redundancy as necessary
  - 3.3.5.3. Modem shall include 802.11 a/b/g/n/ac wave 2 MU-MIMO WiFi to provide a hotspot in and around the vehicle.
  - 3.3.5.4. Modem shall include the ability to configure a virtual private network (VPN).
  - 3.3.5.5. Modem shall include two (2) Cradlepoint 170654-000 or equivalent 5-in-1 GPS, modem & WiFi antennas, mounted to the exterior roof of the vehicle; one (1) for the primary modem and one (1) for future expansion.
  - 3.3.5.6. Installation shall include one (1) CAT6 10/100 Mbps RJ-45 hardwire run to the staff desk.
  - 3.3.5.7. 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) WA 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. AC electrical system

- 4.1.1. 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.
  - 4.1.1.1. 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.
  - 4.1.1.2. System furnished shall also meet any and all applicable state code requirements and regulations pertaining to the design and installation of AC electrical systems.
- 4.1.2. 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.
  - 4.1.2.1. 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.
  - 4.1.2.2. All wiring shall be sized using NEMA ratings to 125% of anticipated load.
- 4.1.3. One (1) 120VAC, 15A shore power inlet shall be provided on the driver's side of the vehicle.
- 4.1.4. 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.
- 4.1.5. Two (2) group 31 deep-cycle 6V batteries shall be provided as an auxiliary battery bank for stationary 12VDC component power.
  - 4.1.5.1. Batteries shall be cabled to provide a 12VDC reference.
  - 4.1.5.2. Battery shall recharge from the OEM charge system.
    - 4.1.5.2.1. 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.
    - 4.1.5.2.2. Battery connection cables associated with this system shall be protected on both sides with a 150A minimum, high amp, resettable circuit breaker.



4.1.5.3. Battery system shall include a “master” switch located on the dash. This switch should control power to all added accessories apart from component memories.

4.1.6. One Xantrex Freedom XC 1000 or equivalent, 1,000-watt, true sine wave, 120VAC inverter/charger shall be installed.

4.1.6.1. Inverter/charger shall be installed per manufacturer instructions

4.1.6.2. Unit shall be powered by the auxiliary batteries

4.1.6.3. Unit shall be controlled by via Bluetooth app

#### 4.2. Awning

4.2.1. One (1) ten foot (10') long Dometic 9100 Weatherpro or equivalent 12VDC power awning shall be installed on the curbside of the vehicle.

4.2.1.1. Awning shall include a wind sensor to close the awning when it detects high sustained winds.

4.2.1.2. Awning shall include a hard-wired switch mounted high inside and above the sliding door, as well as a hand-held wireless remote control.

4.2.1.3. Color of awning shall be chosen post-award by the library from manufacturer's standard selections.

#### 4.3. Exterior speakers

4.3.1. Two (2) exterior speakers shall be added to the curb side of the vehicle.

4.3.1.1. Speakers shall be weatherproof and connected to the dash radio with separate volume controls.

4.3.1.2. Speakers shall include a wireless public address microphone system.

#### 4.4. Rear cabinets

4.4.1. Two (2) storage cabinets shall be fabricated and installed in the rear corners of the interior per preliminary drawing.

4.4.1.1. Cabinets shall be finished to compliment the interior

4.4.1.2. Cabinets shall be accessed (only) from the rear when the rear doors are open.

4.4.1.3. Cabinets shall have three (3) shelves each, with cargo retaining lips on each shelf.

#### 4.5. Modular work surface



- 4.5.1.1. One (1) removable patron work surface module shall be fabricated and provided. Surface shall utilize folding Acore support brackets and be finished with the same high-impact material as the staff work surface
- 4.5.1.2. Surface shall include a folding stool approved by the library.

#### 4.6. Bubble Machine

- 4.6.1. One (1) bubble machine shall be provided for use in the rear trailer hitch receptacle.
  - 4.6.1.1. Machine shall be powered by the trailer connector.
  - 4.6.1.2. Machine shall be easily removable for storage.
  - 4.6.1.3. Configuration shall be approved by the library prior to order and fabrication of materials.

#### 4.7. Exterior lighting

- 4.7.1. 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.
  - 4.7.1.1. Lights shall be controlled by two (2) switches in the driver’s area.
  - 4.7.1.2. Rear mounted lights shall also be engaged by putting the vehicle in reverse.

-----END OF SPECIFICATIONS-----