



**Charlotte Mecklenburg Library**

**Notice of Request for Proposal  
For  
Mobile Technology Classroom**

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***Issue Date: January 17, 2024***

***Proposal Due Date: February 14, 2024***



**Request for Proposal  
for  
Mobile Technology Classroom**

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## **Purpose and Background**

### **General**

The Charlotte Mecklenburg Public Library (the library) is seeking to procure a new, unused, current production Mobile Technology Classroom from a qualified firm to provide resources and all library services that are typically provided at a library location in a mobile form. Each proposal submitted shall be expected to respond to each consideration set forth in this Request for Proposal (the “RFP”).

This RFP is organized into several sections. This first section gives a general overview and background of the library, describes the basic selection process, the terms and conditions and basic requirements for submission of a proposal. This is followed by General Specifications and Specific Specifications which outline specific requirements for the construction and performance of the vehicle and specifies required upfitting. The final section discusses billing, fees and warranties. All proposals must provide the Proposal Certification, Qualifications and Experience, the Cost Sheet, and any variances from the specifications outlined. Each section may have more specific terms, additional conditions and mandatory requirements.

### **Purpose**

The library serves residents in a 546 square mile area and requires a versatile and reliable Mobile Technology Classroom to deliver technology and programming throughout the area and to serve as a base for offsite programming and providing technology access and services to residents.

Because of the wide variances in types, configurations, options and models available in the industry, the purpose of the detailed specifications is to set a standard by which all proposals received may be evaluated, studied and compared equitably.

### **Background Information**

The Charlotte Mecklenburg Library is one of America’s leading urban public libraries, serving a community of over one million citizens through 21 branches and on-line services. Of the 3.4 million visitors to the various Library locations in Fiscal Year 2023, many participated in the 18,180 programs for children, teens, and adults. Additionally, the Library circulated 6,380,348 resources including 2,783,434 digital materials.

The library has 489 full and part-time positions, and, for Fiscal Year 2023, operating expenditures totaled \$53.5 million. The budget for Fiscal Year 2024 continues at the same level.



## **Evaluation and Selection Process**

The library 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. The sole basis for selecting the Mobile Technology Classroom vendor will be the responses to this RFP and the interview/demonstration. A short-list of firms may be invited to Stage 2 of the evaluation process, the Interview/Demonstration. Interview/demonstrations are an important aspect of the evaluation process that offers the library an opportunity to see how the proposer's solution meets the critical components of the RFP. A committee will evaluate the responses and select the top proposal. The library may elect to make a final selection without holding an interview/demonstration. Selection will be based on the criteria listed below:

### **1. Vendor Information and Qualifications 20%**

This criterion will be the evaluation of experience and knowledge, determining the level of competence in producing mobile classrooms and/or technologically advanced vehicles. Additionally, client references and overall reputation play a pivotal role, ensuring a track record of client satisfaction and a positive standing in the broader professional community.

### **2. Technical Specifications 25%**

This criterion is rigorously evaluated with a focus on vehicle design, ensuring innovative and functional layouts as aligned with the specifications outlined. We prioritize seamless technology integration and emphasize efficient, organized storage solutions to meet the highest standards of usability, flexibility and effectiveness.

### **3. Cost Proposal 25%**

This criterion emphasizes cost competitiveness to ensure optimal value for investment. Additionally, we prioritize vendors with robust Warranty and Support offerings, enhancing the overall reliability and longevity of the proposed solution.

### **4. Overall Evaluation 30%**

This criterion is scrutinized based on its comprehensiveness, emphasizing innovation and sustainability elements within the proposed solution. Vendors are encouraged to provide thorough documentation or demonstration, ensuring a clear understanding of their approach and commitment to delivering cutting-edge and sustainable solutions.

### **5. Interview/Demonstration (if needed, by invitation).**

If required by the library during evaluation, an invitation may be extended to do an interview. The responsibility for any associated costs will be solely on the vendor. Interviews would take place the week of February 25, 2024.

Award will be made at a later date pending evaluation of all proposals submitted, and final approval by the Library's Board of Trustees. The successful vendor will be determined based on both the cost and the criteria list above as providing the best value to the library. The library reserves the right to reject any or all proposals, to waive any non-material irregularities or



informalities in any proposal, to request additional clarification of proposals, to be the sole judge of suitability of the services for its intended use, and further, specifically reserves the right to make the award in its best interests. Proposals received become the property of the library and shall be used as the library sees fit. All information contained in the proposals will remain confidential until after the award and signing of the contract.

**Contract Required**

The successful vendor will be required to enter into 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.



## Terms and Conditions

### Conditions

It shall be the proposer's responsibility to read the instructions, the terms and conditions, specifications, and other parts of this RFP, and comply with all requirements and specifications herein. Proposers are responsible for complying with all changes, additional information or corrections that may result from questions at the Pre-Proposal Conference.

### Terms

All prospective providers shall meet all specifications and terms and conditions. By virtue of the proposal submission, the provider acknowledges agreement with and acceptance of all specifications except as expressly qualified in the proposal. Non-substantial deviations may be considered, provided that the provider submits a full description and explanations of, and justification for, the proposed deviations and shall note as an exception on the Exceptions to Proposal page included with this RFP. Whether any proposed deviation is non-substantial will be determined by the library in its sole discretion.

Any and all costs associated with the preparation of a response to this RFP are the responsibility of the responding proposer and are not to be passed on to the library.

### RFP Timeline

The following is the intended schedule for this RFP:

<u>Action</u>	<u>Date</u>
Issue RFP	January 17, 2024
Submit Written Questions	2pm, January 31, 2024
Provide Responses to Questions	February 7, 2024
Submit Proposals	2pm, February 14, 2024
Committee Review and Vendor Selection	Week of February 18, 2024
Final Selection (Interview/Demonstration if needed)	Week of February 25, 2024
Approval by Board of Trustees	March 11, 2024
Contract Award	April 2024



### **Proposal Questions**

If interested firms have questions regarding the RFP in order to submit the best proposal possible, questions can be submitted to [RFP@cmlibrary.org](mailto:RFP@cmlibrary.org) by 2:00 pm on January 31, 2024. "RFP for Mobile Technology Classroom Questions" should be entered as the subject for the email. Questions submitted should include a reference to the applicable RFP section. All questions received and the associated responses will be posted on the library website and as an addendum to the RFP. The library will be unable to answer questions after January 31, 2024.

### **Proposal Submission**

Four (4) paper copies in a sealed envelope/package and one (1) electronic copy of the proposal, including all required forms must be submitted to the library, c/o Emery Ortiz ([eortiz@cmlibrary.org](mailto:eortiz@cmlibrary.org)) 510 Stitt Road (101 Eastway Drive), Charlotte, NC 28213 by 2:00 pm on February 14, 2024. Emailed and faxed submissions will not be accepted. All risk of late arrival due to unanticipated delay – whether delivered by hand, US Postal Service, courier or other delivery service is entirely on the submitting proposer. It is the sole responsibility of the proposer to have the proposal physically in the library's office by the specified time and date of opening. The time of delivery will be marked on each proposal when received, and any proposal received after the proposal submission deadline will be rejected.

### **Proposal Instructions**

Each proposal package (4 paper and 1 electronic) must include the following:

- The Proposal Certificate which includes general information about the proposer.
- The Qualifications & Experience sheet providing information regarding experience with similar type projects and detailing the qualifications of the staff who would be involved in our project, including our primary contacts. Also, any company brochures, photos, or literature deemed beneficial in demonstrating company history and necessary experience required to successfully complete a project of this complexity.
- A reference list of three (3) clients with delivered projects of similar complexity completed within the last five (5) years.
- Cost Sheet detailing the cost proposal on company letterhead, signed by officer of company, including requested options pricing, warranty & maintenance cost, extended warranty information, proposed delivery time (in calendar days including weekends and holidays), and stated lifetime of the proposed unit.
- Extended warranty options, if available, including coverage and cost.
- Detailed Exceptions/Clarifications document detailing any and all variations from the specifications detained herein. The document shall also specifically accept all other RFP

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specifications and Standard Terms and Conditions as written unless detailed as an exception or clarification.

- Local Service Facility list for chassis, conversion, and all other major components.

All proposals will remain in effect and shall be legally binding for at least one hundred twenty (120) day after the proposal submission due date.





## Scope of Work

### Purpose

With the primary purpose of providing outreach in an increasingly digital age, the Mobile Technology Classroom will bridge the digital divide by providing access to technology, high quality curriculum and instruction, as well as online resources. It will offer Wi-Fi connectivity, computers, and other digital tools that empower individuals with 21st-century skills. The Mobile Technology classroom will be dedicated to digital classes and training, as it promotes and connects overall library and outreach services, resources, and programs.

### Function

- Library Collection and Resources
- Digital Connectivity
- Interactive Learning Spaces
- Technology Integration
- Workshops and Programs
- Community Engagement
- Accessibility and Inclusivity
- Mobile Outreach
- Branding and Identity

### Quality/Standard Specifications

Unit shall be new and of manufacturer's current model year production and shall comply with all applicable Federal environmental, motor vehicle, and safety regulations. Used or a demonstration unit will not be accepted. The unit 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 Scope of Work. The vendor will provide all systems integration and testing. All electronics will be installed, fully operational, and tested by the vendor. To ensure uniformity and service in case of accident or major repairs, the manufacturer of the Mobile Library unit must construct the entire unit (except for the chassis).

All Mobile Library unit equipment and construction methods shall meet all applicable regulations of the Occupational Safety and Health Act (OSHA), Federal Motor Vehicle Safety

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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 construction.

**Interior Layout and Design:** The interior layout should be designed for optimal space utilization, offering comfortable seating, interactive learning stations, and storage solutions. The design should prioritize accessibility, allowing individuals with disabilities to move comfortably within the vehicle.

**Technology Integration:** The vehicle should be equipped with Wi-Fi connectivity to provide seamless access to digital resources. Interactive displays and multimedia equipment should be integrated to facilitate virtual learning experiences.

**Storage and Display:** Ample storage should be provided for educational materials, along with areas to display resources.

**Energy Efficiency:** Energy-efficient lighting and climate control systems should be installed to minimize energy consumption during operation. The vehicle's power supply should be designed to support all electronic equipment and devices.

**Durability and Safety:** The vehicle's structure should be robust and capable of withstanding various weather conditions and road conditions. Safety features such as fire extinguishers, emergency exits, smoke detectors, carbon monoxide detectors, handrails, high visibility safety strips, and safety belts should be installed in compliance with relevant regulations.

**Accessibility Features:** The vehicle should be designed with accessibility in mind, featuring ramps or electric lifts, low-floor entry, and ample space for wheelchair users. Clear signage and pathways should guide users throughout the vehicle.

**Branding and Identity:** The exterior of the vehicle should prominently display the library, maintaining a professional and cohesive appearance, in alignment with the library's branding standards.

**Materials and Finishes:** All materials used in the construction and customization of the vehicle should be of high quality, durable, and resistant to wear and tear. Finishes should be easy to clean and maintain, ensuring the vehicle's longevity.



**Aesthetic Appeal:** The vehicle's interior and exterior design should be visually appealing, creating an inviting and engaging environment for users. Colors, patterns, and branding should be chosen to reflect the library's identity.

All workmanship, welding, and construction shall be in the best manner of the trade. Workmanship shall be subject to inspection and approval by Library-authorized representative(s). Welding fillets shall have good penetration, good fusion, good appearance, and shall show no cracks or undercutting.

Brand names and model numbers are used throughout specifications to convey desired quality levels, with the option for equivalents. Library-authorized representative(s) shall be the sole judge of whether a manufacturer's offerings are deemed equivalent for the purpose of the construction of the Mobile Technology Classroom unit.

### **Manuals/Documentation Specifications**

**User Manuals:** The vendor shall provide detailed user manuals—in both a physical and digital format—for all integrated technology, digital resources, hardware systems and subsystems, and interactive systems within the Mobile Technology Classroom. User manuals should be clear, concise, and easy to understand, catering to users with varying levels of technical expertise, and published by the manufacturer where possible.

**Vehicle Operation Manual:** A comprehensive manual shall be provided detailing the operation and maintenance of the vehicle itself, covering features such as climate control, lighting, electrical systems, and safety equipment. This manual should also include information about vehicle dimensions, certified IA weight limits sole reference, and fueling specifications.

**Troubleshooting and Maintenance Guide:** A troubleshooting guide should be provided to assist Library staff in identifying and addressing common issues with technology, equipment, and digital resources. The guide should include step-by-step instructions for minor repairs and maintenance tasks.

**Safety and Emergency Procedures:** A manual outlining safety procedures and emergency protocols should be included, covering scenarios such as fire, medical emergencies, and vehicle breakdowns. This manual should guide users on evacuations, first aid, and communication with emergency services.



**Accessibility Guide:** An accessibility guide should be provided to ensure that users, including those with disabilities, can fully utilize the vehicle's resources and services. This guide should highlight accessible features, seating arrangements, and user pathways.

**Customization Documentation:** Documentation related to any customized features or modifications made to the vehicle should be provided. This documentation should include technical specifications, diagrams, and maintenance instructions for the customized components.

**Comprehensive Indexing:** All manuals and documentation should include a comprehensive index or table of contents, making it easy for users to locate specific information.

### **Guarantee/Warranty Specifications**

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 FIVE (5) YEAR 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 vendor shall ensure that qualified personnel and technicians are available to address any warranty-related matters promptly. Additionally, the vendor shall promptly respond to any notifications from the library regarding warranty-related issues and provide a clear plan of action for resolution. The vendor shall maintain accurate records of all warranty-related maintenance and repairs, including details of the issues, actions taken, and associated costs. These records shall be made available to the library upon request. The warranty shall not cover damages or malfunctions resulting from misuse, negligence, unauthorized modifications, accidents, or acts of nature. All costs associated with warranty maintenance, repairs, and replacements shall be borne solely by the vendor. The library shall not be responsible for any direct or indirect costs related to warranty services.

Prospective vendors shall provide the maximum warranty coverage following or warranty options:

- Vehicle Structure and Chassis: Maximum warranty coverage following or Warranty options.
- Mechanical Components: Maximum warranty coverage following or Warranty options.
- Electrical Systems: Maximum warranty coverage following or Warranty options.

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- Interior Features: Maximum warranty coverage following or Warranty options.
- Exterior Features: Maximum warranty coverage following or Warranty options.
- Technology Integration: Maximum warranty coverage following or Warranty options.
- Customization Components: Maximum warranty coverage following or Warranty options.
- Safety Features: Maximum warranty coverage following or Warranty options.

All other components as specified by the manufacturer.

The proposal will prioritize longer warranties and the vendor is invited to provide, as an alternative, any extended warranties available with associated literature and associated costs. The warranty period shall start on the day the unit is put into service by the library.

All warranty work shall be completed by the vendor within a reasonable time or repaired by the vendor at a specified property of the library. The library reserves the right to schedule and complete warranty work at the Mecklenburg County Public Maintenance lot if requests for resolution are not satisfied in a reasonable time frame and the option of all warranty work to be completed on site as requested. The vendor shall be given proper notice of such intent prior to execution and an invoice shall be forwarded to the vendor for payment.

Proposal shall list names, locations, and contact information for the nearest authorized service, parts, and warranty facilities. This list shall include facilities related to all components listed above and under warranty. The proposer will identify and present a local maintenance strategy for the Mobile Technology Classroom unit during the warranty period. The manufacturer shall identify a partner agency where repair and maintenance can be performed within the local market and at a reasonable time frame.

The proposer shall provide an interior design specification that will maximize usable and flexible space and maximize the ease of operation and daily maintenance by two to three people.

### **Inspection Specifications**

Library representative(s) may make inspection visits during the vehicle conversion to help ensure specification compliance and trouble-free delivery. 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 redeliver the vehicle for inspection and acceptance.



The library will make every effort 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.

The Mobile Technology Classroom unit and equipment may be inspected at vendor's place of business at any time during the building process by Library representative(s). The cost of one (1) inspection trip for up to three (3) Library representatives, including travel, room and board, will be included in the proposal and at no additional cost to the library.

### **Training Specifications**

Proposer shall provide in-service training and familiarization for operators and maintenance personnel. 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.

Training shall occur at a specified Library location at delivery and last approximately 7-8 hours; with devoted hours to identified maintenance staff on mechanical maintenance of the chassis and generator, and hours dedicated to training Library staff on proper Mobile Technology Classroom operations with follow-up support.

### **Features Specifications**

The intent of these specifications is to describe the construction of one (1) 27-foot (approximate) long front-engine forward control "cab chassis" style mobile library unit for the Charlotte Mecklenburg Library. The unit shall be built on an 11,030, lb. GVWR (minimum) - 23,000 lb. GVWR (maximum) chassis for adequate support of the manufactured body, features, and the mobile library will support 4 people (minimum) – 6 people (maximum) seated. Weight loading shall be of significant concern during the construction of the mobile library unit for efficiency reasons and so a Commercial Driver's License (CDL) is not required for drivers.

The Charlotte Mecklenburg Library is exploring innovative mobile service changes that may not align with traditional Mobile Technology Library construction definitions.

Any vehicle proposed shall not require a Commercial Driver's License (CDL) to operate as determined by the State of North Carolina. The Mobile Technology Library shall meet all current applicable Federal Motor Vehicle Safety Standards and State requirements.

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Item	Description	Required	Optional
<b>Basic Dimensions</b>			
Exterior Length	Maximum 26 ft. 50 in.	X	
Exterior Width	Maximum 100 in.	X	
Exterior height	Maximum 132 in. including roof mounted air conditioners.	X	
Interior height	Minimum 7 ft	X	
Interior Width	Maximum 10 ft	X	
Wheelbase	Minimum 158 in.	X	
G.V.W.R.	Minimum 11,030 lbs.	X	
<b>Chassis Specifications</b>			
Chassis Type	Ford, International, Freightliner or any chassis suitable/equivalent for a digital mobile classroom.	X	
Air cleaner	Dry type.	X	
Air Bags	Driver and passenger air bags.	X	
Alternator	145-amp, minimum or equivalent.	X	
Battery	Maintenance free, 1900 CCA, 12 volts or equivalent.	X	
Cooling	Designed to meet the needs of engine and size of vehicle.	X	
Exhaust system	Single, seamless steel with heavy duty in-line muffler.	X	
Air Conditioner	A ducted A/C shall be provided in cab area and throughout the unit. Shall have multi-speed fans and automatic operation. (Noise reduction required) Fresh air through chassis heater system or equivalent.	X	
Horns	Dual electric.		
Alternator	220-Amp Alternator.	X	
Brakes	4-wheel hydraulic discs with ABS, traction control (ARS), and automatic load sensing. Provide emergency brake.	X	
Controls	All the following shall be provided: foot operated throttle, brake pedal, parking brake lever with warning light, transmission selector, dimmer switch, self-canceling directional signals, hazard signal switch, headlamp switch, key-type starter switch.	X	

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Engine	Minimum V6 3.0L 6-cylinder diesel or gas. Torque of 325 lb/ft. 1,400 – 2,400 rpm or equivalent.	X	
Fuel Tank	Minimum 60-gallon capacity or equivalent.	X	
Wheels	Accuride or equal, 16 x 6.5, 6-HUB or equivalent with spare wheel shall be provided or equivalent.		
Heater and Defroster	High output hot water type. Front window defrosters.	X	
Instruments	Minimum of speedometer, odometer, trip odometer, tachometer, fuel gauge. Warning indicators include a minimum of oil pressure, engine temperature, battery, low oil level, low coolant, tire pressure indicator, lights on, key, low fuel, low washer fluid, bulb failure, door ajar, service interval, brake fluid, brake pad wear.	X	
Mirrors	Adjustable Mirror, Two deluxe exterior west coast type on adjustable brackets.	X	
Color Options	List color options available or attach available color examples in the proposal.	X	
Radio	AM/FM stereo with seek-scan and digital clock. Auxiliary and/or Bluetooth integration.	X	
Safety	360 cameras will be installed. Security alarm will be installed.	X	
Seals	Body panels to be assembled with epoxy and silicone sealants; windows to be set in rubber; doors to have rubber seals. For Noise Cancellation or equivalent.	X	
Tires	LT225/75R16 or equivalent; Michelin or equivalent. Spare tire shall be provided.	X	
Reflectors	All necessary, side, front and rear.	X	
Shocks	Front and rear minimum of four stabilizers in all four corners or equivalent.	X	
Spring front and rear	Heavy duty corresponding to GVWR	X	
Axle, Front and Rear	Front Axle - 3,600 lbs. Minimum capacity, twin I-beam Rear Axle - 8,150 lbs. minimum capacity or equivalent.		
Oil filters	Full flow disposable.	X	
Power steering	Saginaw or Integral power, heavy duty, tilt and telescopic or equivalent.	X	
Engine Hood	One-piece hood which opens for exterior access to engine oil and transmission oil check.		



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Transmission	Minimum of 5-Speed Automatic, Allison Automatic, with water to the oil cooler and park pawl and brake interlock.	X	
Suspension Front and Rear	Front Suspension - Minimum 5,000 lbs., coiltype.8" HD gas type shock absorbers. Rear Suspension - Minimum 11,800 lbs., semi-elliptic multi-leaf. 1.38" HD gas type shock absorbers or equivalent.	X	
Bumpers	Front and rear constructed of heavy gauge steel with wrap around ends.	X	
Windshield	One-piece windshield safety plate. According to the state of North Carolina state regulations the maximum tinting level shall be used with optional rain sensor.	X	
Windshield Wipers	Light and rain sensor, intermittent/two-speed windshield wipers with washer.	X	
<b>Body Specifications</b>			
Awning	Electric awning, interior mounted switch, and manual override system. High wind retracts or equivalent.	X	
Doors	One sedan-type minimum or equivalent 28 in. x 80 in. Shall be manual or electric powered. Hinge shall be stainless steel piano hinge. Patron door shall pull open from the outside, push open from the inside and shall have panic hardware on the interior of door. Patron door shall also have dead bolt, Yale or equal, keyed on the outside, and a twist lock on the inside; door closer; door hold-back, and bumpers. Window shall be tinted safety glass and be split sash design with removable screen. A second window located in lower half of patron door shall be provided. A wheelchair lift door shall be provided. The body structure shall be reinforced at the door opening. Wheelchair lift door must meet ADA. Also includes exterior lighting and well-insulated doors.	X	
Body Construction	Aluminum box or 3 in. I-beam steel body & floor supports bolted to main chassis frame rails. Perimeter "T" rail solidly and permanently attached to floor frame and exterior aluminum sidewall. Full aluminum frame throughout with "I"	X	

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	and "C" shaped extrusions solid "buck" riveted at each joint. If dissimilar materials are involved, proper attention shall be paid to isolation materials procedures. NOTE: If dissimilar materials are involved, proper attention shall be paid to isolation materials procedures		
Floor	Minimum of 0.05 aluminum or fiberglass floor pan to seal from roadside; exterior grade plywood floor screwed to interior surface of the floor frame; foam insulation installed between floor frame members. 1- 1/8" laminated hardwood floor screwed to interior surface of the floor frame. In addition, add 1/4" Luaun plywood to hide seams.	X	
Handrails	An exterior vertical handrail at patron door opening. This handrail shall be a minimum of 24 in. long and be of stainless steel, minimum 1.25 in. diameter, solidly mounted with three bolts and locknuts at top and bottom. Handrails at both sides of each stepwell. To be of stainless steel, minimum 1.25 in. diameter, with radius corners, solidly mounted. A horizontal handrail mounted on the interior of each patron door mounted below upper window. To be stainless steel, solidly mounted A patron assist handle mounted on the interior of each patron door at angle of approx. 45 degrees. To be of stainless steel, minimum 1.25 in. diameter, solidly mounted or equivalent.	X	
Insulation	Roof – Minimum or equivalent of R30; Wall – Minimum or equivalent of R21 with sound deadening material to use all round.	X	
Lighting	12V basic body: interior dome, stepwell, exterior clearance, stop and tail, back-up, cluster front and rear, side markers, directionals, emergency flashers, parking lights, halogen headlamps. Two rows of 110 volt double-tube fluorescent fixtures, low profile type, must be properly anchored into the roof structure. Translucent covers must be anchored to light fixtures. Lighting must exceed library minimum stack rating. Provide 12-volt stepwell and LED dome lights. Ceiling must be reinforced at each light location. Fluorescent 12-volt exterior light 36 in. one shall be provided	X	

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	at each patron door. One 12 volt dome light shall be provided in cab area. 12V fluorescent dome lights recessed in ceiling in lieu of incandescent type. 12V fluorescent lights shall be provided each side sufficient to illuminate graphics and lettering. *(Total varies with length of vehicle.)		
Mud Flaps	Properly sized for rear dual tires.	X	
Storage	Glove box. Instrument panel covered bin. Dashboard storage bin. Driver and passenger door bins. Front cup holders for driver and passenger. Need a storage solution that allows the Mobile Technology Classroom to remain flexible to the library programming objectives (resume writing, story times, family programming), and should be configured to easily and safely secure the following items: - Printer storage with minimum size 13-1/5 in x 16-1/2 in. -One A CORE (1) Mobile Book Carts -Technology Kits and Laptops	X	
Sun visors	Driver and passenger.	X	
Windows	Windows on doors as specified previously. The windows shall be tinted to safety glass and be split sash design with a removable screen. All windows are to be tinted. Pull down screen shades will be required where applicable with well insulation. According to the state of North Carolina regulations the maximum tinting level shall be used.	X	
<b>Upfitting Specifications</b>			
Air Conditioning	Interior mounted 42,000 BTU Heater/Air Conditioner. Dual AC unit. (Dual Unit of cooling of minimum of 30000 BTU and heating of minimum of 11000 BTU.) or equivalent.	X	
Undercoating and Rustproofing	Body floor, skirt and wheel housing are to be undercoated after assembly.	X	
Ceiling	Commercial textured fiberglass interior ceiling panels for ease of maintenance and washability. To be Kemlite or Sequential brand minimum 0.090 thickness FRP board, or equal; white in color, and must meet ASTM E-84 rating. Minimum 0.012"	X	

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	plywood covered with commercial grade olefin polypropylene sound absorbing headliner which meets or exceeds all applicable flame and smoke emission ratings.		
Sidewall	Exterior to be minimum .125 in. commercial aluminum sheeting placed horizontally and riveted to aluminum studs & rails with solid "buck aircraft type rivets. Aluminum wall studs placed 36" on center and solid "buck" riveted to skin. Minimum 2-112" polystyrene insulation sheeting attached to the interior surface of the wall frame.	X	
Steps	Kwikee Model 3400 power remote controlled fold-away steps with dash-mounted control switch," step down" indicator light mounted on dash. 12-volt light in each stepwell to illuminate step area. Warning device either visual and/or audible may be provided to alert the driver that steps are down. Steps shall be at least as wide as door opening, have minimum 11-inch treads and evenly spaced risers. The first step shall not be further than 10 inches from the ground.	X	
Desk	Minimum 3/4 in. birch veneer plywood. Top to be 3/4 in. plywood and top-quality commercial laminate. A minimum of 4-6 seated working stations for flexible movement. Additional retractable and/or portable lecture stand for instructor. Desks shall be rounded on all exposed corners.	X	
Seating	Driver's and passenger seats shall be high back, deluxe--type seats. Seats must meet FMVSS302 flammability standards.	X	
Floor Covering	Commercial vinyl floor or equal covering shall be provided.		
Hardware	All necessary door locks, handrails, door closers, hold backs, and hinges will be furnished to provide smooth, efficient operation.	X	
Furniture	Easily moveable chairs that can be secured while the vehicle is in motion.	X	
Interior Finish	Interior to be custom designed to purchaser's requirements including desks, closets, storage, bulletin boards, overhead and adjustable shelving, small display racks or cases and any other special needs, such as computers, tablets, etc. specified	X	

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	with bid. As specified by CML's representative(s), certain exposed interior surfaces (for example, cabinet doors, wall space, and/or solid desk fronts which have no shelving) will be covered with tackable surfaces.		
Interior Wiring 12 Volt	Wiring shall be THHN stranded, bundled, color coded, and numbered. All circuits are to be controlled by UL listed magnetic/hydraulic circuit breakers. Each circuit shall be independently protected. Circuit breakers shall be centralized in a system panel with amber LEDs to visually indicate status of each line. All vertical runs to be protected in nonmetallic tubing. Converter/battery charger shall be provided or equivalent.	X	
Interior Wiring 120/240 Volt	120/240 volt wiring sufficient to supply all electrical services and HVAC requirements. Wiring shall be THHN stranded, bundled, and color coded. All circuits are to be controlled by UL listed magnetic/hydraulic circuit breakers. Each circuit shall be independently protected. Circuit breakers shall be centralized in a system panel with LEDs to visually indicate the status of each line. All vertical runs are to be protected in ENT-U.L. electrical nonmetallic tubing, or equivalent.	X	
Monitors	Interior: A foldable TV min of 55 inches or Projector screen with pull down and projector with optional of additional two 28 inches TV or equivalent Exterior: Protected exterior-rated TV of minimum 55 inches under the awning or equivalent.	X	
Partition	Collapsible/foldable/pull down partition to create private study/workspace if applicable.		X
Wheelchair	An ADA-compliant wheelchair lift, and entry should be configured for further accessibility.	X	
Generator	One generator capable of powering all appliances on board simultaneously. The selected generator should be selected and installed to maximize noise cancellation. All generators must include a critical silencer or equal. Generator installation must meet specifications as established by generator	X	

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	<p>manufacturer. All generators are mounted on heavy duty structural steel tray, slide out type capable of 100% extension if applicable.</p> <ul style="list-style-type: none"> <li>-Minimum or equal Quiet model diesel or gas-liquid liquid cooled.</li> <li>-Separate battery for generator, gel cell, group 24 maintenance free deep cycle.</li> <li>-Emergency start jump switch between generator battery and chassis batteries.</li> <li>- Preferably, the gas tank ought to be linked to the mobile classroom's vehicle gas supply, powered by one gas source.</li> </ul>		
Radio and Electronics	<p>Public address system for interior and exterior of the vehicle.</p> <p>Interior Digital Screen to support programming within the vehicle.</p> <p>Exterior Digital Screen for programming underneath the awning.</p> <p>Cisco IR829 Industrial Integrated Services Routers Data Sheet or equivalent installed and configured to support open mobile Wi-Fi.</p>	X	
Shoreline	Shoreline extension – minimum of 25 ft., ideally 35 ft. Located in a locking compartment on the driver's side.	X	
Inverter	Minimum 1,000 watts or equivalent.	X	
Generator Compartment	Compartment to have non-combustible foam insulation, hinged door with latch, and a key lock.	X	
Miscellaneous	<p>Exterior cell phone signal booster antenna to be included.</p> <p>A clock and backup alarm shall be provided.</p> <p>Computer conduit will be provided where needed.</p>		X
Paint and Graphic	<p>Optional graphics allowance of \$10,000 for graphics and lettering design and installation.</p> <p>ALL allowance funds not applied to be reimbursed to the library.</p>	X	



## **Other Matters**

### **Performance Bond**

The successful proposer shall furnish within ten (10) days after receipt of signed contract, a performance bond in an amount equal to one hundred (100%) per cent of the contract price. The bond shall be furnished by the company who will build the proposed vehicle. Bonds by salesmen or agents of the manufacturer are not acceptable. All required insurance coverage shall be underwritten by insurers legally allowed to conduct business in all state of the U.S. and shall have a policy holder rating of "A" or better in the evaluation by A. M. Best Co.



## **Delivery and Payment**

### **Manuals**

The successful proposer shall provide all manuals, as specified in this document, to the library upon delivery of the equipment. The manuals shall include complete operational instructions and equipment safety guidelines.

### **Delivery**

All equipment is to be F.O.B. delivered freight paid to:

Charlotte Mecklenburg Library  
510 Stitt Road (101 Eastway Drive)  
Charlotte, NC 28213

All necessary transportation, shipping, handling and delivery charges are to be included in the bid price.

Delivery will be a factor in the award of this contract. Please indicate your delivery terms in the bid document.

### **Invoice and Payment**

Payment will be made based on the agreed upon terms determined with the selected vendor and set out in the contract.





## Proposal Certification

This proposal must be submitted to the Charlotte Mecklenburg Library, Attn: Emery Ortiz, at 510 Stitt Road (101 Eastway Drive), Charlotte, NC 28213 no later than 2:00pm on February 14, 2024.

### Proposal Certification

By signing below as an authorized representative, the Proposer agrees to be bound by the representations, terms and conditions contained in its proposal, and agrees to enter into a contract based upon the terms, representations and conditions contained in the proposal with the library if this proposal is approved and awarded by the library.

Proposer (firm name) \_\_\_\_\_

Federal Tax ID # \_\_\_\_\_

Mailing Address \_\_\_\_\_

City, State, Zip Code \_\_\_\_\_

Contact Person \_\_\_\_\_

Title \_\_\_\_\_

Telephone number \_\_\_\_\_

Fax \_\_\_\_\_

Email \_\_\_\_\_

SIGNATURE OF AUTHORIZED REPRESENTATIVE: \_\_\_\_\_

DATE: \_\_\_\_\_

This form must be completed legibly in ink or typewritten. An original, manual signature is required.



## **Qualifications and Experience**

Please provide the following:

1. Your qualifications and experience with this type of project.
2. A brief representative list of similar projects completed in the past five (5) years.
3. A reference list of at least three (3) delivered projects of similar complexity completed in the last five (5) years, including the clients' contact names and telephone numbers.
4. Disclose any lawsuits or any other type of proceedings (such as arbitration) resulting from any job undertaken by you which is still pending or has occurred on projects with the last five (5) years with related details.
5. Any other information which might aid the Evaluation Committee in ascertaining your qualifications and experience, such as company brochures, photos, or literature deemed beneficial in demonstrating company history and necessary experience required to successfully complete a project of this complexity.



## Cost Sheet

For a complete custom new, unused, current production Mobile Technology Classroom.  
 11,030 lb. GVWR (minimum) – 23,000 lb. GVWR (maximum) chassis.  
 Capacity: 4-6 people  
 No CDL/airbrake licenses required for drivers for operating.

Bid Price shall include all standard factory equipment, freight, preparation charges, regular factory warranty and any other charges.

Quantity	Item	Cost	Total
1	Mobile Technology Classroom Chassis		
1	Vehicle Upfitting		
1	Standard Factory Warranty (include warranty with Bid)		
	Additional Warranty(ies) & Maintenance		
	N.C. Taxes & Licenses		
	Transportation/Delivery Charges		
		Grand Total	

**INDICATE GUARANTEED DELIVERY CALENDAR DAYS:**

Mobile Technology Classroom Unit delivered \_\_\_\_\_(provide) calendar days after receipt of signed contract.

**OPTIONAL PRICING FOR EXTENDED WARRANTY:**

Provide details of extended warranty, length of time for warranty, and cost.

**OPTIONAL PRICING FOR ADDITIONAL FEATURES:**

Provide details of optional features and cost.

**LOCAL SERVICE FACILITIES:**

Provide names and addresses for local service facilities.





## Acknowledgement of Addenda

If issued, Proposer hereby acknowledges receipt of the Addenda issued: Provide number of the Addendum you received, and the date received.

Addendum No. \_\_\_\_\_ Dated \_\_\_\_\_

Addendum No. \_\_\_\_\_ Dated \_\_\_\_\_

Company \_\_\_\_\_

Authorized Signature \_\_\_\_\_

Print Name \_\_\_\_\_

Email Address \_\_\_\_\_

Note: Please print clearly