



Request for Information No. 2023- 024 Library Outreach Vehicle

Due Date: December 15, 2022

Time: 2:00PM EST

Receipt Location: Union County Government Center
Procurement Department
500 N. Main Street, Suite 709
Monroe, NC 28112

(Note: Follow the submittal instructions listed in this document to electronically upload a proposal package)

Procurement Representative

Erick Perjuste

Procurement Specialist

Phone: 704.283.3658

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1 Intent of RFI

Union County invites all interested parties with custom vehicle build experience to submit a written response to this Request for Information (RFI). A company does not need to respond to the RFI to be eligible to respond to any future solicitations. The future solicitation will be open to all potential vendors.

This RFI is being issued strictly for the purpose of gaining knowledge about current industry information regarding custom vehicle build and should not be construed as an intent, commitment, or promise to acquire goods, services, supplies or solutions offered. No contract will result from any response to this RFI. Any future procurement by the County will be the subject of a separate process and subject to final budget appropriations.

2 RFI Submittal Details

2.1 RFI SUBMISSION DEADLINE

All RFI submissions must electronically be received by the Union County Procurement Department no later than **2:00 PM EST on December 15, 2022** per the instructions below. Any submittals received after this date and time shall be rejected without exception.

2.2 VEHICLE DISPLAY MEETING (NON-MANDATORY)


Vendors are invited to present their custom vehicle to the County at a Non-Mandatory vehicle display meeting. The meeting will be held on **November 30, 2022** beginning at 10:00 at the Library, 316 E Windsor St, Monroe, NC 28112. Showcase spaces are limited please email Erick.perjuste@Unioncountync.gov by November 15,2022 to confirm your attendance. All presentation costs incurred by the vendor shall be at expense of the vendor. Union County will not be responsible for any insurance related matter associated with companies bringing their vehicles on site.

2.3 RFI SUBMISSION REQUIREMENTS

The RFI submission responses **must be submitted electronically** using the following link: <https://lfportal.unioncountync.gov/Forms/procurementsubmit>. Select the Solicitation drop down arrow and choose this RFI from the list. Complete the form, upload your RFI submission response package, and select submit. An email will be sent to the address listed on the form as your confirmation of receipt.

The RFI submission response package should be signed by an authorized representative from the company. Instructions for preparing RFI submission package is provided herein.

Paper submissions will not be accepted.



There is no expressed or implied obligation for Union County to reimburse Offerors for any expenses incurred in preparing proposals in response to this request.

2.4 RFI QUESTIONS

RFI questions will be due on or before **December 5, 2022 at 5:00 PM EST**. The primary purpose is to provide participating respondents with the opportunity to ask questions, in writing, related to the RFI.

Submit questions by e-mail to Erick Perjuste at Erick.perjuste@unioncountync.gov by the deadline shown above. **The email subject line should identify the RFI number and project title.** All questions and answers may be posted as addenda on www.unioncountync.gov.

2.5 COMMUNICATION

All communications, any modifications, clarifications, amendments, questions, responses or any other matters related to this RFI must be made through the Procurement Contact noted on the cover of this RFI. If applicable, an addendum will be issued to answer questions.

3 PURPOSE

3.1 INTRODUCTION

Union County, NC (“County”), through the Library Department, is issuing this Request for Information (RFI) to gather current market information for a Library outreach vehicle to reach the community beyond its four library locations. The vehicle will: Promote library services in city, rural, and suburban areas.


The County (estimated population 242,657) is located in the central, southern piedmont. The County provides its residents with a full array of services that include public safety, water/wastewater utilities and sanitation, human services, cultural and recreational activities, and general government administration.

4 OVERVIEW OF PROJECT OBJECTIVE

The purpose of this RFI is for Union County’s Library Department to acquire information to determine what vehicle options are available that will meet the needs of Union County as described in this document.

The objectives of this RFI are to:

- Gather information on the current customized vehicle manufacturing industry, including past performance, maximum capacity, and Design.

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- Gather feedback and comments on the market standard and various requirements.
 - Use the RFI feedback to modify the draft Technical Specifications and Terms and Conditions, wherever appropriate, to attract qualified vendors who can respond to a Request for Proposal (RFP) with cost effective proposals

5 INFORMATION REQUESTED

The County interested in obtaining vehicle specification information from respondents to assist in establishing a Library outreach vehicle that will:

- Be on the road up to 7 days/week year-round including daytime and evenings
- Provide safe, comfortable driver and passenger areas with doors
- Driven on everything from dirt roads to highways, in moderate weather conditions
- With all safety and navigation features
- Easy access to materials within arm reach.

5.1 FEATURES OPTION

Some of the Library Outreach Vehicle features to consider are listed below:

A.

- Chassis Type: Cab Chassis (or equivalent)
- Engine type: V6 or higher
- Lighting (all lighting systems, including fixtures of each type and exterior lighting)
- Gasoline powered preferred
- Vehicle body of steel or aluminum
- Rear door to access internal storage between bookshelves.
- Custom build bookshelf bed, maximum length 72 in., side door panels lift up to provide external access to shelves.
- Retractable awning to provide outside cover
- Storage Locking glove box with light. Instrument panel covered bind. Dashboard storage bin. Driver and passenger door bins. Front cup holders for driver and passenger.
- TV mount
- Sound system (microphone interface)
- Mobile Wi-Fi
- Roof mounted solar panel system to provide auxiliary battery recharging equivalent
- Must be under CDL weight

B. Provide an answer to question #7 listed under Tab B in this document.

9 SUBMITTAL REQUIREMENTS



A. RFI PROPOSAL FORMAT

Along with providing information requested in other sections of this RFI, the County is asking all Respondents to submit a response containing the information listed below.

The proposal should be organized and identified by section as follows:

- **Tab A** – Cover Letter
- **Tab B** – Questions Regarding Customized Vehicles
- **Tab C** – Estimate Information
- **Tab D** – Required Forms

TAB A – COVER LETTER

Provide the following information about your company. Respond to each item and provide supporting documentation and/or exhibits as requested or desired.

1. Legal Company Name and DBA (if applicable)

Corporate Headquarters:

Address
Telephone Number
Website Address

Location Providing Service (if different from headquarters):

Address
Telephone Number

2. Name of Single Point of Contact

Title
Direct Telephone Number and/or extension
Email Address


3. Name of Person with Binding Authority

Title
Address
Direct Telephone Number and/or extension
Email Address

4. Briefly describe your company's purpose, mission and values and explain how they will support the services listed in this RFI. Describe your interest in this type of project and the unique advantage your firm and team brings.

TAB B- QUESTIONS REGARDING CUSTOMIZED VEHICLES

The County request manufacturers to provide the following information:

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1. How long has your company customized Vehicles similar to the vehicle listed in the RFI?
 2. What is the average manufacturing time to customize a Vehicle?
 3. Please provide any marketing/ spec sheet drawings of your vehicles that could meet our requirements along with any specification sheets that are available
 4. Is the vehicle you listed for this process a custom build or a readily available vehicle?
 5. What platforms do you use to build your vehicle on (Chevy, Ford, Dodge)?
 6. What engine type are you using and why (i.e. gas, diesel or hybrid)?
 7. With your experience as your guide, what would you recommend for a Library outreach vehicle that houses 2-3 staff and can access materials easily for customers?

TAB C – ESTIMATE INFORMATION

Share estimated cost information for the custom library outreach vehicle in this RFI. The cost information and all information that we receive in response to this RFI will be used as planning estimates (if applicable).

1. GENERAL TERMS AND CONDITIONS

The County will not be obligated as a result of this RFI. No contract will result from any response to this RFI. Any future procurement by the County will be the subject of a separate process and subject to final budget appropriations.

Information submitted in response to this RFI will become the property of the County and as such, may be subject to public review.

Information that is confidential or trade secret must be clearly marked as such and separated from the rest of the response. Union County is required to follow North Carolina laws regarding releasing confidential information.

The County will not pay for any information herein requested nor is it liable for any cost incurred by the vendor.



APPENDIX B – RFI SUBMISSION

RFI# 2023-024 Library Outreach Vehicle

This Proposal is submitted by:

Company Legal Name: _____

Representative Name: _____

Representative Signature: _____

Representative Title: _____

Address: _____

County/State/Zip: _____

Email Address: _____

Phone Number: _____

Website Address: _____