



QUEENS PUBLIC LIBRARY

We speak your language.

RFI #0919-4

**Request for Information for
Mobile Library Vehicles**

Date: October 1, 2019

Responses must be submitted by 3:00 PM:

October 22, 2019

**Procurement Department
Queens Borough Public Library
89-11 Merrick Boulevard
Jamaica, New York 11432**

TABLE OF CONTENTS

I. CALENDAR OF EVENTS3

II. CONTACT INFORMATION.....3

III. BACKGROUND4

IV. REQUEST FOR INFORMATION.....5

The Queens Borough Public Library (the “Library”) is issuing this Request for Information (“RFI”) to obtain information about Mobile Library Vehicles (“MLV”). The Library will not be issuing an award for a MLV in response to this RFI. Information obtained from this RFI will assist the Library in determining its requirements. Such determination may result in an issuance of a Request for Proposals for a MLV at a later date.

I. CALENDAR OF EVENTS

Issuance of the RFI	October 1, 2019
Submission Due Date	October 22, 2019

II. CONTACT INFORMATION

The Library’s designated contacts for this RFI, as of the date hereof, are Cristina Polychronopoulos, Procurement Coordinator, (718)-990-8684, Xavier Cerda, Assistant Director of Procurement (718)-990-0783 and William Funk, Director of Procurement, (718)-990-0782 . The email address for this RFI is RFIcontact@queenslibrary.org .

Two (2) hard copies of your submission and a CD or a flash drive or similar device that contains your submission in either Microsoft Word or PDF format are due no later than **3:00 p.m. on October 22, 2019**, in a sealed package or packages. Each submitted package should be marked clearly on its exterior that it is in response to MLV RFI # 0919-4. All submissions should be delivered to:

Queens Public Library
Procurement Department
89-11 Merrick Blvd
Jamaica, NY 11432

The Library will not provide reimbursement for any costs or expenses incurred in connection with this RFI, including the costs of preparing and submitting a response, providing any additional information or attending an interview. All material that is submitted in response to this RFI will become the sole property of the Library. The Library expressly reserves the right to utilize any and all ideas submitted in the submissions received unless covered by legal patent or proprietary rights, any of which **must** be clearly indicated in the submission submitted in response to the RFI.

The Library may conduct interviews and/ or product demonstrations with firms that respond to this RFI. A response to this RFI does not guarantee an opportunity for a firm to be invited for an interview or a product demonstration. Such invitations for interviews or product demonstrations shall be determined by the Library in its sole discretion.

III. BACKGROUND

The Library is an independent not-for-profit corporation. It is one of the largest and most innovative libraries in the world and one of the three New York City library systems. The Library consists of a Central Library and other facilities located throughout the County of Queens in the State of New York. For a complete listing of current facilities please visit the Library's webpage: <https://www.queenslibrary.org/about-us/locations>

The Library serves 2.3 million Queens residents, with an extensive collection of books, reference materials, periodicals, government documents, video and audiocassettes, records, compact discs, DVDs, and photographs and maps. The Library has a computerized integrated circulation and catalog system, state-of-the-art computer equipment in all community libraries, and the ability to provide information through free Internet access and facsimile machines to the public. The Library offers a wide variety of reading, writing, and literacy programs, and functions as an integral part of the Queens community.

In addition to its community libraries, the Library has two mobile libraries in service. These mobile libraries are driven by Library staff members that hold a New York State ("NYS") Class E driver license with a rating (GVWR) of 26,000 lbs. or less without air brakes. Information regarding NYS classification of driver licenses can be found here:

- 1 . <https://dmv.ny.gov/driver-license/nys-driver-license-classes>
2. <https://dmv.ny.gov/forms/mv500c.pdf>

The Library is working to secure funding for the purchase of a third mobile library, and information obtained from the RFI will assist the Library in these efforts. The Library is interested in information about the current marketplace of mobile libraries, of vehicles that meet the NYS Class E driver license, and vehicles that may require a different classification of a NYS driver license.

Information regarding the Library's existing mobile libraries can be found at the Library's webpage: <https://www.queenslibrary.org/programs-activities/community-outreach/mobile-library>

IV. Request for Information

The following is a list of the information that the Library is requesting from experienced MLV firms. Please provide your firm's response in the order requested.

Additionally, firms should indicate in their submission what information, if any, is proprietary and confidential. Proposers are hereby advised that the Library is subject to the New York State Freedom of Information Law ("FOIL"). Material marked "Confidential and Proprietary" will be treated as such to the extent consistent with the obligations under FOIL, other applicable law, regulation or legal process.

1. Provide the firm's name and address. Provide a brief description of your firm and its history.
2. Provide the name, title, address, telephone, fax number, and e-mail address of the individual the Library should contact with respect to your firm's submission.
3. Indicate if your firm would be willing to provide the Library with an interview and/ or product demonstration.
4. What information do you believe the Library should know in developing its requirements for a new MLV?
5. Detail your firm's experience with providing MLV. Include the names of the libraries to which your firm has supplied a MLV. In addition, detail your firm's understanding of recent developments, challenges and other aspects of supplying an MLV.
6. Detail your firm's experience of designing and building vehicles that respond to emergencies, disaster recovery, FEMA efforts and other similar situations. Has your firm provided a MLV that has been used in responding to any of these situations?
7. Provide the following information about your firm's MLV solution that can be driven by someone holding a NYS Class E driver license.
 - a. Provide the external and internal dimensions MLV and mechanical specifications of the MLV.
 - b. Detail the power requirements of the MLV.
 - c. Provide information about the Americans with Disabilities Act compliance of the MLV and all associated equipment.
 - d. Provide information about the HVAC systems and restroom systems of the MLV.
 - e. Provide information on the MLVs' capacity (for people and materials), anticipated longevity, and maintenance needs, as well as options for shelving, cabinetry and furniture.
 - f. Detail the external and internal graphic and design options available for the MLV and what is needed from the Library to complete internal and external graphics and designs.
 - g. Provide information about generator systems that are available, their capabilities and limitations. Note: The Library intends to use the MLV for up to ten hours per day.

- h. Detail the lead times in manufacturing a MLV. How long of a period would it take the Library to receive the ordered MLV?
 - i. Provide all options available for the MLV including awnings, features and technology options.
 - j. Provide any information about the MLV that your firm believes the Library would find useful.
 - k. Provide information regarding the range of costs for your firm's MLV solution.
8. Provide the following information about your firm's MLV solution that requires a driver license that exceeds the requirements of a NYS Class E driver license. Detail which classification of a NYS driver license is required.
- a. Provide the external and internal dimensions MLV and mechanical specifications of the MLV.
 - b. Detail the power requirements of the MLV.
 - c. Provide information about the Americans with Disabilities Act compliance of the MLV and all associated equipment.
 - d. Provide information about the HVAC systems and restroom systems of the MLV.
 - e. Provide information on the MLVs' capacity (for people and materials), anticipated longevity, and maintenance needs, as well as options for shelving, cabinetry and furniture.
 - f. Detail the external and internal graphic and design options available for the MLV and what is needed from the Library to complete internal and external graphics and designs.
 - g. Provide information about generator systems that are available, its capabilities and limitations. Note: The Library intends to use the MLV for up to ten hours per day.
 - h. Detail the lead times in manufacturing a MLV. How long of a period would it take the Library to receive the ordered MLV?
 - i. Provide all options available for the MLV including awnings, features and technology options.

- j. Provide any information about the MLV that your firm believes the Library would find useful.
- k. Provide information regarding the range of costs for your firm's MLV solution.