



Geneva Public Library District

Invitation to Bid

and Mobile “Cart Hauler” Outreach Vehicle Project Specifications

Version 1.2

Released: 24-Apr-26

Project #: SVS00590

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Geneva Public Library District
227 S. Seventh Street
Geneva, IL 60134

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“YOUR PARTNER FOR THE ROAD AHEAD!”

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The Geneva Public Library ("Library") is seeking bids from qualified vendors ("Vendors") to design and build a new outreach vehicle. The project specifications have been developed in consultation with Specialty Vehicle Services, LLC ("SVS"), under contract with the library.

Bid Submission

Prospective Vendors are asked to provide a competitive proposal based on the attached specifications and supplied drawings. 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.

The schedule for this RFB is as follows:

Release of the RFB	April 27, 2026
Deadline for questions	May 29, 2026
Bid Due Date	June 5, 2026

All bids shall be submitted in hardcopy format, will be received at Geneva Public Library, Geneva Public Library District, 227 S. Seventh Street, Geneva, IL 60134, and will be publicly opened and read aloud on Friday, June 5, 2026 at 10:00 a.m. Central Time. Bids shall be submitted on or before the specified closing time in an opaque sealed envelope marked "Geneva Public Library Outreach Vehicle Project, DO NOT OPEN BEFORE BID DEADLINE" on the outside. Responses are to be delivered attention: Christine Lazaris.

Proposals must include the following information:

1. 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.
2. 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.
3. Timeline detailing anticipated project milestones including, but not limited to, payment schedule, chassis and body order dates, and overall production schedule including Library decision points.
4. Local service facility list for chassis, conversion, and all other major components.
5. Extended warranty options, if available, including coverage and cost.
6. A reference list of three (3) clients with delivered projects of similar complexity completed within the last three (3) years.
7. Any company brochures, photos, or literature deemed beneficial in demonstrating company history and necessary experience required to successfully complete a project of this complexity.

Delivery

Proposals must include a firm delivery schedule stated in total days (including weekends and holidays). The completed vehicle must be delivered to the Geneva Public Library, 227 S. Seventh Street, Geneva IL 60134.

Evaluation Criteria

Proposals will be evaluated based on the following:



1. Responsiveness of the proposal and the exact requirements of the invitation to bid.
2. Understanding of project objectives and scope.
3. Compliance with specifications.
4. Total cost, including options.
5. Delivery timeline.
6. Experience and qualifications of the Vendor.
7. Service and warranty support.
8. Satisfaction of previous clients.
9. The quality of performance of previous Contracts for services.
10. The number and scope of conditions attached to the bid.

Selection

The Library intends to award the contract to the lowest responsible and responsive bidder whose proposal best aligns with the Library's needs.

The Library reserves the right to (1) accept Bidder's Base Bid or portions thereof, (2) accept any one or more of the Bidder's Alternate Bids, in any order regardless of the order in which they are listed, (3) reject any and all Bids, (4) award contracts based upon its investigation of Bidders, as well as acceptance of Alternates, all of which the Library deems to be in its best interests, and (5) waive any informalities or minor irregularities in Bids and waive minor irregularities or discrepancies in the bidding procedure, all at the Library's discretion.

The Library and its agents shall be the sole judge of the quality and suitability of equipment and services offered. The Library reserves the right to contact references, clarify responses, and gather information deemed relevant.

Revisions

To ensure a fair process, all communication regarding this RFP must be in writing and directed to the Library contact listed herein or SVS. Contact with other parties may disqualify a Vendor from consideration. 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.

Brand Names

Any reference to specific manufacturers or model numbers not followed by "or equivalent" shall not be considered open to substitution. 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 Requirement

The successful Vendor will be required to enter a written contract with the Library, incorporating the conditions in this RFB and all related documents. The Vendor shall be solely responsible for compliance with all terms and specifications.

Contract Alterations and Integration

All documents including but not limited to this RFB, specifications, drawings, change orders, or other pertinent documents created by either party in the performance of this agreement shall be



incorporated into the Contract that is executed between Library and the successful vendor. No alteration or variation of the terms of the 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.

Payments, Discounts, Taxes, and Invoices

1. Payments, Discounts, Taxes, and Invoices
2. The Library is tax-exempt; taxes must not be included in pricing.
3. Payment schedule: 50% down, 40% upon delivery, and 10% after evaluation and acceptance (approx. 30 days after delivery).
4. Vendor may propose alternate payment terms and/or discounts.
5. Time for discounts shall begin upon delivery or receipt of a correct invoice, whichever is later.
6. Invoices must clearly match proposal pricing and include federal tax ID or SSN.
7. Proposals shall remain valid for sixty (60) calendar days from the date of bid opening. No price escalations will be accepted.
8. All delivery, insurance, permits, and related costs must be itemized if not included in the base bid.

Insurance Requirements

1. During the term of the contract, the Vendor shall have in force the following types of insurance:
 - Commercial General Liability: \$1,500,000 each occurrence; \$2,000,000 aggregate. Policy will name the Library as an additional insured on a primary non-contributory basis.
 - Automobile Liability: \$1,500,000 each occurrence. Policy will name the Library as an additional insured on a primary non-contributory basis.
 - Worker's Compensation: \$1,500,000. Policy will contain a waiver of subrogation clause in favor of the Library.
2. Insurance must be with carriers rated A:VII or higher by A.M. Best.
3. Certificates and endorsements must be submitted and approved by the Library before work begins.
4. All policies must name the Library, its officers, trustees, officials, employees, agents and volunteers as additional insured via endorsement CG 20 10 11 85 on a primary and non-contributory basis.
5. 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.
6. Policies shall include a 30-day notice of cancellation or modification.
7. Subcontractors must meet the same insurance requirements.

Vendor and Subcontractors

1. Vendor shall act as an independent contractor and be responsible for all means and methods of construction.
2. Vendor must maintain discipline among staff and ensure qualified personnel are used.
3. All materials and workmanship must be of high quality and conform to the contract.
4. Vendor is responsible for securing permits and paying all required taxes.
5. Vendor must comply with all applicable laws and notify the Library if conflicts arise.



6. Vendor is responsible for the actions of employees, subcontractors, and any third parties working under this agreement.
7. Vendor must submit samples or shop drawings as requested and ensure conformance with approved plans.
8. Vendor shall state the expected design lifetime of the vehicle, representing its projected service life under normal use and maintenance.

Indemnification & Intellectual Property

The Vendor shall indemnify, defend and save harmless the Library, its officers, trustees, agents, employees, representatives and assigns, from lawsuits, actions, costs (including attorneys' fees), claims or liabilities of any character as allowed by law, brought because of any injuries or damages received or sustained by any person, persons, or property on account of any act or omission, neglect or misconduct of said Vendor, its officers, agents and/or employees arising out of, or in performance of any of the provisions of the Contract, including any claims or amounts recovered for any infringements of patent, trademark or copyright; or from any claims or amounts arising or recovered under the "Worker's Compensation Act" or any other law, ordinance, order or decree. In connection with any such claims, lawsuits, actions or liabilities, the Library, its officers, agents, employees, representatives and their assigns shall have the right to defense counsel of their choice. The Vendor shall be solely liable for all costs of such defense and for all expenses, fees, judgments, settlements and all other costs arising out of such claims, lawsuits, actions or liabilities. Vendor shall indemnify and hold harmless the Library from any claims or liabilities related to patent, copyright, or trademark infringement arising from materials supplied under this contract.

Freedom of Information

The Bidder acknowledges that the Freedom of Information Act, 5 ILCS 140/1 et seq. (the "Act") places an obligation on Skokie Public Library (the "Owner"), to produce certain records that may be in the possession of Bidder. Bidder shall comply with the record retention and documentation requirements of the Local Records Retention Act 5 ILCS 160/1 et seq. and the Act and shall maintain all records relating to any work being done for the Owner in compliance with the Local Records Retention Act and the Act (complying in all respects as if the Bidder was, in fact, the Owner). Bidder shall review its records promptly and produce to the Owner within two business days of request by the Owner the required documents responsive to a request under the Act. If additional time is necessary to comply with the request, the Bidder may request the Owner to extend the time to do so, and the Owner will, if time and a basis for extension under the Act permits, consider such extensions. Bidder further acknowledges that the Act, as amended and effective January 1, 2010, provides for severe criminal and civil penalties for willful failure to comply with its terms. Accordingly, Bidder does hereby agree, as an additional condition of being awarded a bid or the Construction Manager agreeing to contract with Bidder to provide labor, services or materials to the Owner, that it will hold harmless and indemnify, including costs and reasonable attorney's fees, the Construction Manager, the Library and its Trustees, officers, agents and employees, against all damages incurred or penalties or fees assessed against it or them because of non-compliance with this agreement or the Act or the production requirements imposed under the Act.

Guarantees and Warranties

The Bidder warrants to the Library that materials and equipment furnished under the Contract will be of good quality and new unless otherwise required or permitted by the Contract Documents, that the work will be free from defects in material and workmanship for one year (1) from the



date of issuance of the final payment by the Library and deficiencies shall be corrected by the Vendor immediately upon notification from the Library and that such work will conform with the requirements of the Contract Documents. Work not conforming to these requirements, including substitutions not properly approved and authorized, may be considered defective. If required by the Library, the Vendor shall furnish satisfactory evidence as to the kind and quality of material and equipment. This section shall not act as a waiver by the Library of any non-warranty related claims

Legal Compliance

The successful bidder must comply with all applicable state and federal laws, including the Illinois Human Rights Act and regulations of the Illinois Human Rights Commission.

Proposal Validity

The Vendor agrees to be bound to the terms of its bid for ninety (90) calendar days following the bid opening date.



1. GENERAL SPECIFICATIONS

1.1 Scope

- 1.1.1. The intent of this specification is to describe the construction of one (1) 22-foot (approximate) long Ford Transit van into a “cart hauler” type outreach vehicle for use by the Geneva Public Library District (“Library”).
- 1.1.2. The 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 suburban environment in Illinois and shall be designed and equipped to safely operate in an environment of primarily flat paved roadways. The unit will be kept open when not in service.
- 1.1.3. It is the library’s utmost goal to ensure that the vehicle is well-equipped to operate efficiently and safely in this environment.
- 1.1.4. Weight loading shall be of significant concern during the conversion of these vehicles for efficiency reasons. 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 reducing the static load of the conversion.
- 1.1.5. Renewable and/or recycled materials shall be used as practical during the conversion of this vehicle.
- 1.1.6. 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.
- 1.1.7. These specifications have been developed by Specialty Vehicle Services, LLC. (“SVS”) under contract with the library.
- 1.1.8. 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:

Geneva Public Library District
Attn: Christine Lazaris
227 South Seventh Street
Geneva, IL 60134
Phone: 630.232.0780
Email: clazaris@gpld.org

1.2.2. All technical correspondence shall be directed to:

Specialty Vehicle Services, LLC.
Attn: Michael Swendrowski
7814 West Tuckaway Shores Drive
Franklin, WI 53132
Phone: 262.679.9096
Email: 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 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.

1.4. 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 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 bid.



- 1.6.4. The bid 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 bid 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. The 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 training shall occur at the time of delivery and last a total of approximately 4 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 used 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 2026 or current model year Ford Transit Long Extended Length 350 cargo RWD high roof extended van. The 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:	9,500 lbs.

2.4. Base Vehicle

- 2.4.1. Ford Transit-350 cargo RWD high roof extended van (EL 350 HD).

- 2.4.1.1. Vehicle features.

- 2.4.1.1.1. 3.5L PFDi V6 engine.
- 2.4.1.1.2. 10-speed automatic transmission with overdrive and Selectshift.
- 2.4.1.1.3. 4.10 ratio non-limited slip 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 heavy-duty silver steel 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 board (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. Bulkhead with lockable door with window
- 2.4.1.1.60. Perimeter alarm.
- 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. CONVERSION SPECIFICATIONS

3.1. Exterior

- 3.1.1. One (1) recessed monitor compartment shall be installed curbside to house the exterior 43" monitor. Compartment shall include a back panel for monitor mounting, and a top-hinged door that acts as a sun and weather shield when open.
 - 3.1.1.1. Compartment shall be constructed of aluminum or equivalent materials, as shallow as feasible to accommodate the screen and have minimal impact on the interior cabin width.
 - 3.1.1.2. Compartment shall have a connection plate below the screen for powering and connecting a video game console or other content source to the screen.
 - 3.1.1.3. Back panel shall be colored black for improved screen visibility.



- 3.1.1.4. Door shall be constructed of aluminum and horizontally hinged with stainless steel continuous hinge, and have positive "compression" style, "slam latch", or equivalent latches
- 3.1.1.5. Door shall have pneumatic lift assist struts with mechanical locks to support the door horizontally when open, and a nylon pull strap attached to assist in reaching the door for closing.
- 3.1.2. Vehicle shall have a "heavy" level vinyl graphics package in addition to the base paint. Library shall provide the artwork files based on templates provided by the vendor.
 - 3.1.2.1. Vendor shall include a \$10,000 allowance for the development, printing, and installation of this graphics package within their bid.
 - 3.1.2.2. The library shall approve the final design prior to printing and installation.
- 3.1.3. The vehicle's 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. Vehicle ceiling shall be left unfinished.
- 3.2.6. Vehicle walls shall be left unfinished.
- 3.2.7. Vehicle floor shall be sub-floored with lightweight 3/8" furniture grade plywood or equivalent to provide a smooth and durable sub-surface.
- 3.2.8. Commercial quality vinyl floor covering shall be installed.
 - 3.2.8.1. Sub-flooring shall be properly prepared prior to installation of the floor covering.
 - 3.2.8.2. Covering shall be installed in a manner consistent with the manufacturer's recommendations.
 - 3.2.8.3. Any flooring remnants remaining from the installation shall be shipped loose with the completed vehicle.



3.2.8.4. Exact color and/or style are subject to approval by the library, based on vendor's offerings.

3.2.9. 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.

3.2.9.1. 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.

3.2.9.2. The 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.

3.2.9.3. 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.

3.2.9.4. 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.

3.2.9.5. 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.

3.2.9.6. The complete Acore/SVS modular system is expected to include the following components:

3.2.9.6.1. Nine (9) Acore slotted shelf uprights, specially modified to maximize van wall curvature.

3.2.9.6.2. Four (4) Acore single sided van "wall hugger" carts with 3 shelves each, specially modified to fit completely between the uprights system.

3.2.9.6.3. One (1) Acore single sided van "wall hugger" cart with 2 shelves and a worktop, specially modified to fit completely between the uprights system.

3.2.9.6.4. Two (2) Acore AB9, 9" wall shelves.

3.2.9.6.5. Two (2) Acore "K" bin face-out bins without dividers.

3.2.9.6.6. Twenty-one (21) Acore AB7(8°), 7" wall shelves, specially modified to accommodate the inward slanting upper uprights.



- 3.2.9.7. 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.
- 3.2.9.8. Final configuration of the interior shelving and cabinetry shall be subject to approval of the library prior to installation.
- 3.2.9.9. Shelving installation shall provide a **minimum 42" aisle width**.
- 3.2.9.10. 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
Web: 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. The 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. The 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. One (1) 43" 12VDC high-definition monitor shall be installed in the exterior TV compartment.
 - 3.3.3.1. Monitor shall have HDMI leads from both a game connection plate and the front passenger seat.
 - 3.3.3.2. Monitor shall have the ability to run content from a USB device.
- 3.3.4. Two (2) Fan-tastic Vent 3350 or equivalent, 3-speed 12VDC reversible powered roof vents shall be installed per finalized drawing. Vents shall include thermostatic control, automatic opening dome, and automatic rain sensors.
- 3.3.5. One (1) Tommy Gate Cantilever series, lightweight, hydraulic lift shall be supplied and installed outside the rear doors.
 - 3.3.5.1. System shall be powered by the (optional) auxiliary batteries (if selected).
 - 3.3.5.2. System shall be rated for 1,300lbs. and, include a pendant style control.
 - 3.3.5.3. System shall include all safety interlocks available for this system.
 - 3.3.5.4. System shall include a labeled, illuminated on/off switch mounted in the dash.
- 3.3.6. One (1) 12-foot-long (approx.) Dometic, Fiama, or equivalent 12VDC power awning shall be installed on the exterior.
 - 3.3.6.1. Awning shall utilize a metal wrapped weather shield and a woven acrylic fabric in a color/pattern chosen by the library from manufacturer selections.
 - 3.3.6.2. Awning shall utilize a cantilever design support system to allow the awning to flex in the wind.
 - 3.3.6.3. Awning shall include a wind sensor to automatically close the awning in high sustained winds.
 - 3.3.6.4. Awning shall include a hand-held remote control in addition to a wall mounted switch located just inside the entry door.
- 3.3.7. One (1) Safefleet/Seon InView, or equivalent, vehicle monitoring system shall be installed with all triggers/features connected. System shall be mounted in a location out of general view, but still readily accessible for staff. System shall include, but not be limited to the following components. Additional accessories (cables, power/sensor harness, antennas, interconnects, etc.) may be necessary to fulfill the general intent of the system, and vendors are urged to consult with system manufacturer to complete system operability. System shall allow a simulated 360-degree bird's eye view around the vehicle at the dash.
 - 3.3.7.1. One (1) 9"-11" dash-mounted monitor.



3.3.7.1.1. Monitor shall automatically show exterior rear (back-up) camera when the vehicle is put in reverse.

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) 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. Modular worksurface

- 4.1.1. One (1) Acore folding worksurface.

4.2. Skylights

- 4.2.1. Two (2) 14" x 22" single dome white acrylic skylights shall be installed with white PVC interior trim.

4.3. Power Station

- 4.3.1. One (1) Ecoflow Delta 3 max plus, 2kWh portable power station or equivalent shall be provided with a dedicated mounting area and means for ease of removal.
 - 4.3.1.1. Unit shall be installed with the Ecoflow alternator charger plus 1000 system, to allow the unit to recharge from the vehicle engine in addition to wall charging.

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