



Southeast Oklahoma Library System

2023 Cargo Van RFP

February 3rd, 2023

BID #2302CV

Sealed bids must be received by:
Wednesday, March 15th, 2023 4:00 P.M. at:
Service Center
401 N 2nd Street
McAlester, OK 74501

Instructions to Bidders

To request a Word version of this RFP, please email Michael Hull at Michael.hull@seolibraries.com.

All questions and requests for additional information concerning this Bid should be directed to Michael Hull, Executive Director of the Southeast Oklahoma Library at:

Telephone #: 918-426-0456
E-Mail Address: michael.hull@seolibraries.com (include the bid number in the subject)

Bids must be received by **March 15th, 2023 at 4:00 pm**. Emailed or faxed bids will not be accepted. Bids must be sealed and labeled on the outside of the package to clearly indicate that they are in response to the Passenger Vehicle and Cargo Van RFP. Bidder may submit an electronic submittal on a flash drive or similar device with your bid submission. Bids shall be submitted to:

Michael Hull
401 N 2nd Street
McAlester, OK
74501

All bids must include completed forms numbers 1-5, along with any other information you would like to provide for consideration.

Bids received at this Location after the Due Date and Time are late and shall not be accepted. Unless SEOLS issues a written addendum to this Invitation to Bid which extends the Due Date and Time for all bidders, the Due Date and Time prescribed above shall remain in effect.

Bid prices must be held for no less than sixty (45) days from date of submission

The Executive Director and a trustee of Southeast Oklahoma Library shall open the bids in the offices of the system’s Service Center at the following date time.

Date: March 15th, 2023
Time: 4:30 PM
Location: 401 N 2nd Street, McAlester, OK 74501, Lower Floor

I. **LIBRARY OVERVIEW**

The Southeast Oklahoma Library System of Oklahoma, hereafter referred to as SEOLS, was formed in 1967 and is headquartered in McAlester, OK. SEOLS operates 16 libraries in the counties of Choctaw, Coal, Haskell, Latimer, LeFlore, McCurtain and Pittsburg, a bookmobile, and provides support to 6 volunteer-run libraries referred to as reading centers.

SEOLS receives major funding, in accordance with Title 65 of the Oklahoma State Statutes, from a 4-mil property tax in our seven counties. Additionally, we receive some revenues from the Oklahoma Department of Libraries, fees and charges for library services, and donations/grants. Our fiscal year runs July 1st – June 30th.

In addition to operating as a political subdivision, SEOLS is a 501(C)(3) non-profit. We employ 80 persons (approximately 62 FTE). Our headquarters, referred to as the Central Services, is housed in the lower floor of the McAlester Public Library.

II. **Scope of Work**

White cargo van

- Average MPG: > 20
- Passenger: 2
- High Roof
- Air Bags: Driver's side; dual, if available
- Air Conditioning: Manufacturer's standard
- Armrests, Door-Mounted: Both front doors
- Auxiliary Power Outlet: 12 volt
- Doors: 2 passenger doors, 1 side door, and 2 symmetrical doors in the rear; power-locks with all-door locking control at driver's panel
- Headliner: Full length
- Heater and Defroster: Manufacturer's standard
- Interior: Durable washable surface.
- Cruise Control required
- Floor Mats: Required. Must cover front driver and passenger sides. Non-carpeted floor mats are preferred if available.
- Keys or Fobs: required 2 full sets of keys or key fobs.
- Radio: Manufacturer's standard, AM/FM
- Seats: Manufacturer's standard; full width rear seat
- Cargo partition
- Removable or collapsible shelving in cargo area
- Side View Mirrors: Both sides
- Seat Belts: 1) with retractors for driver and right front seat passenger; 2) installed for Each passenger space to meet or exceed the requirements of FMVSS Nos. 209 and 210.

- Sun Visor: Dual
- Windows: Power, with all-window lock control at driver's panel
- Windshield Wipers: Dual electric 2-speed type with intermittent feature windshield washers
- Rear backup camera required

Chassis

- Automatic Transmission: Manufacturer's standard
- Brakes: ABS, required, Manufacturer's standard, front disc, 2- or 4-wheel (All Series)
- Bumpers: Manufacturer's standard front and rear
- Tires: Steel-belted radial-type tubeless tires (all tires must be identical).
- Medium duty suspension

Please provide options for the following:

- Bluetooth connected stereo

All vehicles must have a manufacturer's Certificate of Warranty which will be honored by any of the manufacturer's authorized dealers. This warranty shall be comparable to or better than those offered to the general public. Additionally, the vehicle must have an extended warranty. An informative description of all warranties must be included with the bid.

Optional features or alternatives may be listed.

III. Vendor Qualifications

In order to be eligible to bid, bidder must be an entity that is duly formed and in good standing under the laws of Oklahoma. Bidder must demonstrate that it has been in business at least five years and is able to prove demonstrated capability to perform the scope of work with a performance record satisfactory to SEOLS.

IV. Bid Process and Guidelines

- A. The sealed envelope shall be clearly marked "**Sealed Bid Response – BID #2302CV, SEOLS 2023 Cargo Van RFP**" and endorsed on its face with the name of the person, firm or corporation submitting such bid, with date of mailing/presentation. Bidders may submit an electronic submittal of bids on a flash drive or similar device with bid submission.
- B. SEOLS reserves the right to award the contract to the bidder that provides the best value bid as determined by the selection committee and reserves the right to make no award, as will best promote the public interest, taking into consideration the reliability of the Bidder, quality of the services, materials, equipment or supplies to be furnished, and their conformity with the requirements of the Bid.
- C. A Selection Committee consisting of SEOLS staff and Trustees will evaluate the

bids. This Selection Committee will make its recommendations for an award to the SEOLS Board for final approval.

- D. If a Bidder discovers any ambiguity, conflict, discrepancy, omission or other error in this Bid, they shall immediately notify SEOLS in writing to Michael Hull, Executive Director, at michael.hull@seolibraries.com of such error and request clarification or modification to the document.
- E. Should SEOLS find it necessary to modify this Bid, a notice of that modification will be made by way of an addendum that will be posted to the Bid website.
- F. If a Bidder fails to notify SEOLS of a known error or an error that reasonably should have been known prior to the final filing date for submission, Bidder shall assume the risk. If awarded the contract, the Bidder shall not be entitled to additional compensation or time by reason of the error or its late correction.

VII. Payment

- A. Check shall be provided upon delivery of the vehicle unless otherwise stated.
- B. SEOLS's payment of any invoice shall not preclude SEOLS from making claim for adjustment on any item found not to have been in accordance with the general conditions and specific requirements of the contract.

Form # 1: FIRM INFORMATION

1. Firm Name: _____

2. Provide the name, title, address, telephone, and e-mail address of the individual SEOLS should contact with respect to your bid.

Name: _____ Title: _____

Address: _____ Phone: _____

E-mail Address: _____

3. Provide a brief description of your firm, its history and ownership structure, and its number of employees. Also include any significant developments, or organization, ownership or financial structure changes that have occurred in the last three (3) years.

Form # 2: Project Overview

1. List the vehicle make(s) and model(s) stated in your bid proposal. Include any special features not requested as part of the RFP, as well as any other details pertinent to your bid.

2. Remuneration: State the cost for each vehicle. You may list additional options beneath or besides the cost.

3. Delivery Time: State how quickly the vehicles presented in your bid could be delivered.

4. Other Information: List any additional details you would like to share about your proposal or organization.

Form # 3: Statement of Understanding

By signing in the space provided below, the undersigned certifies that the respondent (i) has read and understands and accepts the scope and requirements of this project and all of the attachments; (ii) has the capacity to execute this project; (iii) agrees to accept payment in accordance with the requirements of this Bid and the standard construction services contract.

The undersigned further stipulates that the information in this bid is, to the best of my knowledge and belief, true and accurate.

<hr/>	
Name of Firm	
<hr/>	<hr/>
Signature of Partner	Date
<hr/>	<hr/>
Print Name	Title
<hr/>	<hr/>
Telephone / Fax #'s	EIN #
<hr/>	<hr/>
Address	E-mail Address

Form # 4: Non-Collusive Bidding Certification

By submission of this Bid, Bidder and each person signing on behalf of the Bidder certifies, and in the case of a joint Bid submission, each party hereto certifies as to its own organization, under penalty of perjury, that to the best of his or her knowledge and belief:

- The prices in this Bid have been arrived at independently without collusion, consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other bidder or with any competitor;
- Unless otherwise required by law, the prices which have been quoted in this Bid have not been knowingly disclosed by Bidder and will not knowingly be disclosed by the Bidder prior to the Bid opening, directly or indirectly, to any other Bidder or to any competitor; and
- No attempt has been made or will be made by the Bidder to induce any person, partnership or corporation to submit or not to submit a response to this Bid for the purpose of restricting competition.

Company Name _____ Date _____

Address _____ / _____ / _____
Telephone FAX

Name of Bidder _____ Title _____

Signature of Bidder _____ e-mail _____

Form # 5: Vendor Responsibility Questionnaire

Legal Business Name

EIN

Address of the Principal Place of Business/Executive Office

Telephone/Fax

Email

Authorized Contact for this Questionnaire

Name

Title

Email

List any other DBA, Trade Name, Other Identity, or EIN used in the last five (5) years, the state or county where filed, and the status (active or inactive) (if applicable):

- I. Integrity - Contract Award: Within the past five (5) years, has the business entity or affiliate:
- a. Been denied a contract or had a bid rejected based upon a finding of non-responsibility by a governmental entity? _____
 - b. Been suspended, cancelled or terminated for cause on any government contract? _____
 - c. Been subject to an administrative proceeding or civil action seeking specific performance or restitution in connection with any government contract? _____
 - d. Entered into a formal monitoring agreement as a condition of a contract award? _____

*** For each “yes” answer, provide an explanation of the issue(s), the Business Entity involved, the relationship to the submitting Business Entity, the government entity involved, relevant dates and any remedial or corrective action(s) taken and the current status of the issue(s). Provide answer below or attach additional sheets with numbered responses.

- II. Legal Proceedings: Within the past five (5) years, has the business entity or affiliate:
 - a. Been the subject of a civil complaint? ____
 - b. Been the subject of a judgment or conviction for conduct constituting a crime? ____

- III. Leadership Integrity: Within the past five (5) years, has any individual previously identified, any other Key Employees not previously identified or any individual having the authority to sign, execute or approve bids, proposals, contracts or supporting documentation within the State of Oklahoma been subject to:
 - a. A sanction imposed relative to any business or professional permit and/or license? _____
 - b. An investigation, whether open or closed, by any governmental entity for a civil or criminal violation for any business related conduct? ____
 - c. A conviction or judgment of any business related conduct constituting a crime including, but not limited to, fraud, extortion, bribery, racketeering, price fixing, bid collusion or any crime related to truthfulness? ____
 - d. Misdemeanor or felony conviction for:
 - i. Any business-related activity, including, but not limited to, fraud, coercion, extortion, bribe or bribe-receiving, giving or accepting unlawful gratuities, immigration or tax fraud, racketeering, mail fraud, wire fraud, price fixing or collusive bidding; ____
 - ii. Any crime, whether or not business related, the underlying conduct of which related to truthfulness, including, but not limited to the filing of false documents or false sworn statements, perjury or larceny? ____

- IV. Conflicts of Interest: Identify the nature of any potential conflict of interest your firm or any proposed sub-consultants might have in providing the Scope of Work under this bid with SEOLS.
 - a. Discuss fully any conflicts of interest, actual or potential, which might arise in connection with your firm's involvement with SEOLS. If your firm believes that a conflict of interest might arise, please describe how such conflict would be resolved.
 - b. State whether your firm represents any party that is or may be adverse to SEOLS.
