

REQUEST FOR PROPOSALS (RFP)

E-VAN CUSTOMIZATION & INTERIOR OUTFITTING PROJECT

Jefferson County Library District

RFP No. 2025-E-VAN-01

Issue Date: November 18, 2025

Proposals Due: December 3, 2025, at 4:00 PM PST

Sealed Responses Only

SECTION 1 — INTRODUCTION

The Jefferson County Library District (“library”) is soliciting sealed proposals from qualified vehicle upfitting and fabrication vendors to customize and outfit the library’s existing electric outreach van (“e-Van”) for mobile library service.

The library owns the vehicle and seeks a vendor to install shelving, counters, flooring, lighting, a rear wheelchair lift, an awning, tie-down systems, and other components as detailed in Section 4 (Technical Specifications).

This project is subject to **Formal Competition** under the Library’s Purchasing Policy.

SECTION 2 — PROJECT OVERVIEW

The library's previous bookmobile was totaled in 2025. The e-Van currently serves as an interim mobile service platform and requires additional interior and exterior outfitting to expand capacity, improve safety, and enhance service functionality during the transitional period before a new bookmobile is constructed.

The selected vendor will provide a complete outfitting of the vehicle according to the specifications derived from a prior estimate by Tri-Van, with "equivalents" allowed where noted.

SECTION 3 — SCOPE OF WORK

The vendor shall furnish all labor, equipment, materials, installation, wiring, fabrication, shop drawings, transportation, and incidentals necessary to complete the upfitting of the library's e-Van.

Work must comply with:

- All applicable FMVSS/CMVSS standards
- Manufacturer installation requirements
- Industry best practices for commercial-grade vehicle upfitting

Final delivery must include an orientation and walkthrough with Library staff.

SECTION 4 — TECHNICAL SPECIFICATIONS

4.1 General Requirements

- Remove interior paneling as needed for installation.

- Repair substrate where panels are removed.
- Provide shop drawings (AutoCAD or equivalent) for Library approval.
- Provide all trim, edge finishing, sealing, and cleanup.

4.2 Flooring

- Install commercial-grade flooring with cove base and welded seams.
- Color: Arctic Blue or equivalent.

4.3 Wall & Ceiling Panels

- Install new wall and ceiling panels as required after installation.
- Include finishing trim and sealing.

4.4 Shelving Systems

Driver Side

- Acore shelving or equivalent:
 - 91" H × 48" W
 - Three tiers to allow for the height of the carts
 - End and back panels

Passenger Side

- Two units:
 - 91" H × 36" W
 - Three tiers
 - End and back panels

Rear Cabinet

- Open space for storing signs, tables or chairs
- Storage cabinets installed above shelving - vehicle height is approx. 8'.

4.5 Countertop / Work Surface

- Custom fold down work-station on partition.

4.6 Electrical & Ventilation

- Ceiling-mounted LED lighting.
- All required wiring, harnesses, switches, and circuit protection.
- If necessary, a house battery bank to power the lift and awning.

4.7 Accessibility Lift

- BraunAbility hydraulic wheelchair lift or equivalent, mounted on the exterior rear driver's side of the vehicle.
- Safety interlocks, reinforcements, handheld pendant, FMVSS compliance.

4.8 Exterior Components

- 10' awning.
- Running boards.
- Install grab handle on the interior partition (see below)
- Wrap around awning

4.9 Tie-Down & Securement

- Floor-mounted L-track or equivalent.
- Four tie-down straps.
- Partition between the cab and the book area. For safety and heating purposes.



4.10 Carts

- Two double sided rolling carts suitable for transport inside the e-Van.
- One tech cart

4.11 Finishing

- Install all trim, sealing, and finishing panels.
- No exposed sharp edges.
- Interior cleaning upon completion.

4.12 Final Delivery

- Cleaning, orientation, and warranty documentation.

SECTION 5 — PROJECT TIMELINE

The Library requires:

- All work completed within **six (6) weeks** from vendor's receipt of the vehicle.
- **Final completion no later than February 28, 2026**

Alternate schedules may be proposed but preference will be given to those meeting the required timeline.

SECTION 6 — PROPOSAL REQUIREMENTS

Proposals must include:

1. Cover Letter
2. Company Qualifications & Experience
3. Technical Response describing how specifications will be met, including proposed equivalents
4. Itemized Cost Proposal
5. Project Timeline
6. Warranty Information (minimum 12 months)
7. Insurance Certificates
8. Three (3) References
9. Completed **Vendor Bid Form (Appendix D)**

Incomplete proposals may be deemed non-responsive.

SECTION 7 — EVALUATION CRITERIA

Criterion	Weight
Technical compliance with specifications	40%
Vendor qualifications & experience	25%
Cost	20%
Timeline feasibility	10%
Warranty & support	5%

The library may request clarifications or interviews.

SECTION 8 — COMMUNICATION PROTOCOL

All communication must be directed to:

Annie Scott, District Library Director

Email: ascott@jclibrary.info

Phone: 360-385-6544 ext. 103

Questions must be submitted by _____.

Responses will be posted as written addenda.

SECTION 9 — BID SUBMISSION

Submit sealed proposals clearly marked:

“RFP 2025-E-VAN-01 — DO NOT OPEN”

Deliver to:

Jefferson County Library District

620 Cedar Avenue

Port Hadlock, WA 98339

Attn: RFP 2025-E-VAN-01

Deadline: **December 3, 2025, at 4:00 PM PST**

Late proposals will not be accepted.

Bids will be opened publicly at the same location immediately after the deadline.

SECTION 10 — TERMS & CONDITIONS

- The library reserves the right to reject any or all proposals.

- All submissions are public records under RCW 42.56.
- Vendors must enter a contract with the library.
- All work must meet federal, state, and local regulations.
- All work must be warrantied for a minimum of 12 months.
- An award will be made to the vendor offering the best overall value.

SECTION 11 — APPENDICES

Appendix A: Vendor Bid Form

Appendix B: Vehicle Specifications (Ford Transit EV)

VENDOR BID FORM

Appendix A — Bid Form

RFP No. 2025-E-VAN-01

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Jefferson County Library District

Vendor Name: _____

Address: _____

City/State/ZIP: _____

Primary Contact Name: _____

Title: _____

Phone: _____

Email: _____

A. PRICING SUMMARY

Specification Section	Description	Proposed Cost
4.1	General requirements, removal, substrate repairs, shop drawings	\$_____
4.2	Commercial flooring installation	\$_____
4.3	Wall/ceiling panels & finishing	\$_____
4.4	Shelving systems (driver & passenger sides) and rear cabinet	\$_____
4.5	Passenger-side counter/work surface	\$_____
4.6	Electrical & roof fan installation	\$_____

4.7	Wheelchair lift (BraunAbility or equivalent)	\$ _____
4.8	Exterior components (awning, running boards, grab handles)	\$ _____
4.9	Tie-down and securement system	\$ _____
4.10	Rolling carts (2)	\$ _____
4.11	Interior finishing, trim, sealing	\$ _____
TOTAL PROJECT COST (Sum of all sections)		\$ _____

Total project cost must be **firm, fixed, and inclusive** of all labor, materials, overhead, delivery, taxes, and incidentals.

B. TIMELINE COMMITMENT

Vendor certifies that all work will be completed within:

- **Six (6) weeks** of receiving the vehicle
- **Completion no later than February 28, 2026**

If the vendor proposes a different timeline, state below:

Alternate Completion Date (if applicable):

C. WARRANTY

Provide summary of warranty coverage (minimum 12 months):

Attach additional pages if needed.

D. REQUIRED ATTACHMENTS

- Company qualifications
- List of similar projects
- Technical response & proposed equivalents
- Shop drawing commitment
- Warranty documentation
- Insurance documentation
- Three (3) references

E. AUTHORIZED SIGNATURE

By signing below, the vendor certifies that all information provided is truthful, that the vendor has read and agrees to all RFP requirements, and that the pricing is a firm offer valid for 90 days (about 3 months) after submission.

Authorized Signature: _____

Printed Name: _____

Title: _____

Date: _____

PUBLIC NOTICE LEGAL ADVERTISEMENT

To Publish: Two consecutive weeks in local newspaper

Posting Required: Library website, physical notice board

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E-VAN CUSTOMIZATION & INTERIOR OUTFITTING PROJECT

JEFFERSON COUNTY LIBRARY DISTRICT

RFP NO. 2025-E-VAN-01

The Jefferson County Library District is soliciting **sealed proposals** from qualified vendors for the customization and interior outfitting of the library's electric outreach van ("e-Van"). Work includes installation of shelving, counters, flooring, lighting, accessibility lift, awning, securement systems, and related interior and exterior components.

A copy of the full RFP, including specifications and submission instructions, is available at:

www.jclibrary.info

or by contacting:

Annie Scott, District Library Director

Email: ascott@jclibrary.info

Phone: (360) 385-6544 ext. 103

Sealed proposals must be received no later than December. 3, 2025 at 4:00 PM PST at:

Jefferson County Library District

620 Cedar Avenue

Port Hadlock, WA 98339

Attn: RFP 2025-E-VAN-01

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