

Anythink Libraries
Request for Proposal

Anythink Bookmobile

Date issued: August 5th, 2025
Response due: September 3rd, 2025

I. RFP Logistics and Timeline

1. Proposals

- Anythink Libraries invites sealed bids for the purchase of a bookmobile for Anythink in Motion.
- Respondents are directed to **IV. Scope of Work** and **V. Deliverables** in this RFP for details.
- Anythink will accept e-mailed bids.
- Anythink will not accept faxed bids.

2. Questions/Clarifications/Discrepancies

- General questions should be directed to Victoria Ortega, Community Connections Manager, at:
- Tel: 303-405-3236
- E-mail: vortega@anythinklibraries.org
- No oral interpretations shall be made to any respondent as to the meaning of any of the bid documents.
- Any respondent believing that there is any discrepancy, error, ambiguity or inconsistency in this RFP shall promptly notify Anythink in writing. Failure to notify Anythink by the deadline below shall constitute a waiver of any and all claims of discrepancy, error, ambiguity or inconsistency.
- Every request for an interpretation or notification of discrepancy shall be made in writing and e-mailed to the address listed above. Such questions and comments must be received by **Friday, August 22, 2025, by 5 p.m. (MST)**. Anythink will provide a written response by **Wednesday, August 27, 2025**.

3. Proposal Deadline

- Proposals will be accepted until **Wednesday, September 3, 2025 at 5 p.m. (MST)**.
- Responses may be e-mailed to vortega@anythinklibraries.org
- Any costs incurred by the Respondent in the preparation of a proposal are the responsibility of the Respondent and will not be eligible for reimbursement.

4. Awards

- Awards will be made to selected Respondent(s) on or before Wednesday, September 17, 2025.

II. About Anythink

Anythink Libraries is proud to serve the residents of Adams County, Colorado, through its seven Anythink locations in the communities of Bennett, Brighton, Commerce City, Thornton and the Perl Mack neighborhood of Denver. For community members outside of these areas, the district offers outreach services through its bookmobile, Anythink in Motion.

Since its launch in 2009, Anythink has expanded library services for residents and redefined what it means to be a public library. What has emerged is a new style of library - a place of unlimited imagination, where play inspires creativity and lifelong learning. Anythink offers the community a space where anything and everything is possible.

Originally the Adams County Public Library, today Anythink operates as its own entity overseen by a five-member Library Board of Trustees appointed by the Adams County Commissioners. The library district has seven libraries, serving more than 420,000 Adams County residents. With a focus on innovation, Anythink's award-winning approach to library service is recognized by industry leaders and organizations across the globe.

MISSION STATEMENT: We Open Doors for Curious Minds

OUR VALUES: We are guided by these shared values in everything we do:

- Compassion for our customers and for each other
- Passion for our product
- Eagerness to learn
- Everyone is creative
- Optimistic attitude - we believe that anything is possible

III. About the Anythink in Motion Bookmobile

Anythink in Motion currently has one bookmobile serving 6 neighborhood stops two days a week. These stops take us all over the county and prioritize communities that are not close to any of our library branches. The current bookmobile houses a substantial collection of library materials which are taken to each stop. The team also runs small craft programs throughout the year. The Community Connections and Outreach Division is looking to acquire two smaller vehicles in the scope of two years to have more flexibility to expand its reach and impact for residents in Adams County.

Our objectives are to reach underserved and hard-to-reach communities through innovative service delivery and flexible models. Offer programming beyond library locations and to support larger events hosted by Anythink.

Our vision is to create effective partnerships to bring the library where it is most needed, providing curated collections, engaging experiences and a sense of community where people can connect and explore during their time with us.

The goals for the new vehicle are:

- Bring the library indoors or outdoors depending on community needs
- Create a space for community connections, where people can get their information needs met.
- Provide other services such as delivery of rotating collections or other materials
- Provide specialized collections that rotate frequently with the opportunity to let people browse
- Provide access to technology and Wi-Fi for staff and customers
- Provide a reliable service that can adapt to changing needs.

IV. Scope of Work

- Anythink is seeking a Vendor to design, modify, and deliver a sprinter-style van for use as a bookmobile.
- The vehicle will be in constant use, up to 5 days per week, driving 100+ miles on highways and small roads.
- This vehicle will perform outreach for the library by attending street fairs, schools, and other community centers and events.
- The vehicle will provide physical materials such as books, DVDs, and books on CDs as well as devices such as WiFi hotspots and Chromebooks.
- It will provide WiFi for use by library staff to complete checkouts of materials and for library patrons to access the internet.
- The vehicle should not require a special license or training to drive.
- It should be agile to navigate rural landscapes and regular roads in snow, rain and other harsh weather conditions, and be insulated to protect materials from hot/cold weather.
- The vehicle should be able to be entered by staff to arrange and move materials in and out of the van with ease.
- Use will also extend to the outdoors with an awning for patrons to sit and use Wi-Fi, participate in library programs, or browse additional materials on carts.
- Exterior speakers will facilitate outdoor presentations.

Required Specifications:

- The selected vendor will communicate regularly with Anythink Library staff regarding the progress of the vehicle. A service representative will be available to answer questions regarding the vehicle order by phone or e-mail in a timely fashion.
- Vehicle ownership: We prefer the completed vehicle to be delivered to our facilities in Thornton, Colorado, and receive full training on the operations of the vehicle at time of delivery by the vendor.
- The selected vendor will provide all manuals and instruction booklets. After inspection by Anythink Library and staff have determined that the vehicle meets all specifications, the vendor will register the vehicle to the County.

A. Vehicle Specifications

1. Mercedes-Benz Sprinter 3500 170 WB EXT or equivalent. The vehicle must be easy to maintain, and parts be easily available.
2. Automatic transmission
3. Length and weight of the vehicle will not require anything beyond Class C Driver's License
4. Vehicle must be certified for use in Colorado
5. Electric vehicles will NOT be considered
6. Rear Back Up Alarm and camera or easy parking system
7. Blind spot detector
8. Security Alarm
9. All-Wheel Drive

B. Vehicle Interior

1. Two staff seats in main cabin of vehicle for travel, plus a third retractable seat for an extra person
2. Closed cab for safety
3. ADA accessible
4. Interior LED Lighting
5. Air Conditioning and heating that can run off generator, as well as an engine-based AC and heating.
6. Finished floor with non-skid commercial grade flooring.
7. Outlets mounted throughout for powering technology and minor appliances.
8. Interior space customized to include storage for library supplies and flexible collection of books and technology that can be moved in and out of the bookmobile. Storage will be needed for the following items:
 - a. 500 to 700 to Library books, DVDs, and other materials in pre-loaded carts for browsing. Book carts for exterior use. Book carts should be able to be strapped down or otherwise secured in the back area.
 - b. Outreach carts and materials
 - c. Book bins for delivery
 - d. Technology such as laptops, printers and hotspots for staff use
 - e. Charging technology cart with laptops and hotspots for lending. Carts should be able to be strapped down or otherwise secured in the back area and be able to charge.
 - f. Anchor point/tie downs on the floor for extra carts
 - g. Library supplies: cards, flyers, handouts, tablecloths, & program supplies.
 - h. Folding tables and chairs for exterior use.
 - i. A mini fridge to maintain drinks/lunch cold
 - j. Storage for staff coats, bags and personal items.



C. Vehicle Exterior

1. Custom, library branded external vinyl wrap designed by Anythink Brand Strategy department.
2. Outlets for powering technology.
3. Motorized, retractable awning
4. Rear-mounted commercial, fully automatic lift.
5. Side door with step well.

D. Vehicle Equipment

1. Solar Panel and electrical system to power vehicle while parked are preferred.
2. Built in generator back up to run electrical system and heating/cooling system when vehicle is parked and vehicle engine is off.
3. Electrical systems should power Wi-Fi equipment, staff workstation (laptop, receipt printer, bar scanner), public address system, and at least 2 outlets for power strip for charging devices.
4. Public address system with exterior speaker.
5. Safety equipment shall be included: carbon monoxide detector, smoke detector, fire extinguisher and first aid kit.

V. Proposal Requirements

1. Vendor Information

Please provide the following Vendor information:

- The URL for the Vendor's website
 - The Vendor's experience in providing bookmobile customization with similar size and scope
 - The name, contact information and qualifications of individuals who would be responsible for this project under a contract with Anythink
2. Discounts and Terms: State the definitions and discounts that can be provided for the design, modification and delivery of **TWO** bookmobile vehicles with identical specifications and the time it would take for the delivery of two vehicles instead of one.
 3. Timeline: Vehicle is preferred to be delivered in May 2026 with operation of vehicle to begin in June 2026. Vehicle must be delivered and onsite by September 2026.
 4. Pricing:
 - Please detail the cost of manufacture and deliver the vehicle to Anythink Library.
 - Please detail costs to show features as requested, including basic vehicle cost, cost of customization, options that may apply, and delivery/handling fees which include accommodation for Anythink's tax exempt status.
 - Please add cost for delivery and training



5. Warranties: Please provide a list of all warranties included.
6. Cancellations and Delays: Please describe the Vendor's standard process for delays in inventory and delivery
7. Sustainability
 - Provide any information available regarding environmental benefits of Vendor processing supplies, with an emphasis on materials sourcing and recycled materials.
 - Provide any information about the Vendor's options for reduction of carbon footprint or reduction in waste.
8. References: Please provide two references from library customers purchasing and customizing a vehicle in the last three years.

VI. Evaluation of Proposals

The responses to this RFP will be evaluated by a Selection Committee to be established for such purposes. Responses will be evaluated, and awards will be made to selected Vendors on or before September 17, 2025.

1. Evaluation Criteria

Proposals will be evaluated based on the following criteria:

| Selection Criteria | Weight |
|--|---------------|
| Ability to meet the requirements of the Scope of Services | 50% |
| Fees and costs relative to the scope of services | 30% |
| Quality and timeliness of work as verified by examples or references | 15% |
| Experience, qualifications, and expertise | 05% |

VII. Special Conditions

1. Severability: If any terms or provisions of this Request for Proposal shall be found to be illegal or unenforceable, then such term or provision shall be deemed stricken and the remaining portions of this Request for Proposal shall remain in full force and effect.
2. Anythink reserves the right to reject any and all proposals for any reason. Proposals lacking required information will not be considered. The award of the contract is subject to approval by the Anythink Executive Director or their designee.