



**Baker County Library District**  
**Ed Adamson, Facilities**  
[facilities@bakerlib.org](mailto:facilities@bakerlib.org)  
**(541) 523-6419 (Library)**  
**(406) 539-3700 (cell)**

12/11/2023

Grumpy's Repair  
Att: JR  
225 H Street  
Baker City, Oregon 97814

Freightliner Northwest  
Att: Andy Ford  
60596 Cristad Dr.  
La Grande, Oregon 97850

O'Neals Auto / Fred's Truck and Auto  
Att: Fred Pelcha  
414656 State Hwy. 30  
Baker City, Oregon 97814

RE: Final Request for Proposal: Repairs / Overhaul of the Library Bookmobile

Greetings.

Baker County Library District (BCLD) is inviting proposals from qualified vendors for work to our Bookmobile. The work in this specification consists of furnishing all parts, labor, and facilities to repair, and subsequently maintain, the BCLD Bookmobile, a 1999 Freightliner / Thomas-Matthews vehicle.

**Announcements:**

**This RFP supersedes all previous verbal instructions, written estimates, or any other specifications for work on the Bookmobile by Baker County Library District. Any and all of these previous verbal instructions, written estimates, or any other specifications for work on the Bookmobile are to be considered null, void, and without merit. Please respond to the specifications in this document exclusively.**

**BCLD** reserves and holds at its sole discretion the right and option to award, or not to award, the contract for this extensive work on our Bookmobile. BCLD is in no way responsible for delays caused by any delivery system or caused by any other occurrence. BCLD reserves and holds at its sole discretion the following rights and options:

2400 Resort St • Baker City, OR 97814 • 541-523-6419 • [www.bakerlib.org](http://www.bakerlib.org)

**Community Libraries:** Baker City | Haines | Halfway | Huntington | Richland | Sumpter | Bookmobile

- Determine which business entities, individuals, or companies are selected to be eligible for this RFP.
- To issue addenda or clarifications to this request for proposal (RFP).
- To reject or accept any and all proposals
- To issue a subsequent, related, RFP if necessary
- To negotiate a contract with any entity.
- To waive technicalities and specifications of this proposal.
- To discuss any aspect of this proposal with any person or entity.

#### **Indemnifications, Hold Harmless, Transference:**

- The successful vendor shall indemnify and hold harmless BCLD, its agents and employees, from and against all claims, damages, losses, and expenses arising out of or resulting from the vendors' performance of the contract.
- The successful vendor shall indemnify and hold harmless BCLD its agents and employees from and against all claims, damages, losses, and expenses arising from action of vendor employees on BCLD property or using BCLD vehicles or equipment.
- This contractual arrangement shall not be assigned, transferred, or conveyed to any party without formal consent of BDPLD.

#### **Performance Requirements.**

During the term of the agreement, the selected entity shall be required to:

- Guarantee all work for two (2) years from the time the work is complete and accepted by BCLD.
- Maintain accessibility to the maintenance facility by BCLD personnel as deemed necessary by the RFP and any subsequent agreement.
- Maintain the same level of performance throughout the duration of this arrangement.
- Maintain Bookmobile to all manufacturer's (new and reconditioned assemblies) suggested service intervals.
- Have reasonably qualified, preferably ASE / ASME certified, technicians employed in the facility.

#### **General Requirements. The mission of the Baker County Library District requires prompt quality, local service for our Bookmobile in Baker City, Oregon.**

BCLD personnel interviewed several Baker City truck and auto repair facilities to determine the capability and willingness to do the work. Two specific entities who have the necessary capability were selected by BCLD based on these responses. Your companies are among those selected.

*A complete statement of the work required is below.* Note that we must have this work done as soon as reasonably possible. It is a bid requirement to state a Not To Exceed estimate for time to complete these repairs.

*The selected vendor must warranty work.* Manufacturer verified maintenance to preserve warranty is a requirement to keep the warranty in effect. The ongoing oil changes and other service work required for the regular operation of the Bookmobile should also be done by the vendor selected for the overhaul package so as to insure accuracy of documentation for any issues.

*The selected vendor must have sufficient tools, hoists, and service location to insure continued work with the Library.* The vendor must have a facility located within reasonable distance to BCLD headquarters (no more than 60 miles) and be available to do maintenance for several years, as the Bookmobile will continue to be a vital part of our Library mission to the County. The logistical consideration of getting the Bookmobile to the service location with a minimum of disruption and expense to BCLD is a significant factor.

*The selected vendor must have general liability insurance.* The selected vendor must have Commercial General Liability Insurance of not less than one million dollars per Occurrence combined with a single limit for bodily injury and property damage. The General Liability coverage must include product liability coverage.

*The selected vendor must have workmen's compensation insurance.* Workers Compensation insurance to apply to all employees to statutory limits as required by applicable county, state, and federal law.

*The selected vendor must be able to commit to Priority of Service.* Our bookmobile is currently out of service because of mechanical unreliability. Please mention and include any factor that will delay completion of the work or affect timeliness. Please state in your response the earliest date the Library can reasonably expect completion of the work.

#### **Statement of Work Required:**

**It is strongly recommended that the successful vendor completely inspect the Bookmobile before submitting any response to this solicitation.**

- **Replace Engine with a remanufactured “Long Block”, that is, a completely remanufactured complete engine assembly.** Engine assembly must have a two year minimum manufacturer / rebuilder's warranty. Please specifically state those items on the engine which are replaced or reconditioned. Please include new water pump, Turbo, injectors, thermostat, radiator hoses, heater hoses, fan belts, all oil, all filters, all fluids required. Please replace all motor and related transmission mounts. Please include a flush of the radiator and cooling system. *For bid response purposes, include all of these items listed above. State specifics on warranty. Please advise on all else.*
- **Entire clutch assembly must be replaced.** This includes disc plate, pressure plate, throw out / release bearing, and all related parts. Evaluate bell housing for cracks or round-outs. Inspect flex plate / flywheel; resurface or replace as necessary. Pilot bushing / bearing if not included. *For bid purposes, only price the clutch assembly with a resurfaced flywheel. Include labor costs for inspections. Advise on flywheel if replacement required. Please advise on all else.*
- **Transmission Service.** Shift linkage is loose and wobbles, has excessively long throw, causes missed shifts. Please service and repair, or advise. Rear transmission seal, front transmission seal, other gaskets as necessary. Replace with all new lubricant. *For bid response purposes, only price the transmission linkage work, seals, and gaskets. Price labor costs for inspections. Please advise on all else.*
- **Running Gear:** Please replace the inner and outer front wheel bearings on both sides. Please replace brake pads, service discs, and replace related hardware. *For bid response purposes, please include front wheel bearings and brake work. Price labor costs for inspections. Please advise on all else.*

- **Suspension:** Replace all four shock absorbers. Inspect and evaluate control arms, related bushings, drag links, related bushings, and grease seals, advise on any work required. Evaluate for missing or damaged mounting bushings and “leaves” in rear spring and front spring assemblies. Advise on necessary suspension work and assemblies. *For bid response purposes, price the shocks. Price labor costs for inspections. Please advise on all else.*

**Award of Contract:**

BCLD will award the contract for this service work for a two (2) year period to reflect engine rebuilders warranty specifications. All extensions of the contract shall be at the discretion of BCLD. BCLD Facilities intends to select and recommend the successful vendor to Library Management and Board of Directors. BCLD has no obligation to award, or not award, the contract based on lowest bid to BCLD. BCLD shall be the sole judge of the proposal(s) that is /are in the best interest of BCLD.

**Bid Evaluation:**

BCLD will evaluate and score bids based on the following criteria:

- Performance Requirements
- General Requirements
- Technical and Professional Merit
- Project Understanding and Approach
- Cost Proposal

**Payment:**

- Invoices or requests for payment shall be sent to: Baker County Public Library, Att: Ed Adamson. 2400 Resort Street, Baker City, Oregon, 97814.
- Questions and clarifications for payments can be addressed to same.
- Vendor shall be notified when the invoice is submitted for payment by BCLD Facilities. Vendor shall receive the necessary check / payment within thirty (30) days of notification of approval of invoice by BCLD Facilities.

Please respond as soon as you can. We have a strong time pressure to return this vital service to our patrons. Understand that BCLD may require an inspection and review of your facility as a part of the bid determination process; we apologize for any inconvenience in advance.

Sincerely,

Ed Adamson  
BCLD Facilities

CC: Perry Stokes  
Library Director