

Request for Proposal
Library Delivery Services
3 Year Contract



1330 Cleveland St.
Clearwater, FL 33755

Issue Date: November 5, 2021

Due Date: December 30, 2021

Time Due: 5:00pm EST

Submit Electronic Proposals to:

Key Contact Person: Cheryl Morales

Job Title: Executive Director

Phone: 727.441.8408

Email Address: cmorales@pplc.us

Website: www.pplc.us

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Inquiries for clarification:

Any questions concerning this RFP must be directed to the email address cmorales@pplc.us All prospective respondents are hereby instructed not to contact staff members individually at the Pinellas Public Library Cooperative (PPLC) regarding this RFP prior to the posting of a recommendation of award. Any such contact may be cause for disqualification. Contact unrelated to this RFP process is permitted without restriction.

All responses to prospective respondents will be available upon request.

Request for Proposal – Library Delivery Services

The Pinellas Public Library Cooperative (PPLC) is soliciting proposals for an experienced Contractor to provide library delivery services for 22 locations.

I. PPLC Information

The PPLC is a 501(c)(3) not-for-profit organization that facilitates cooperation, collaboration, and sharing of resources, programs, services, and expertise among its member libraries. The PPLC was the first Library Cooperative formed in the State of Florida and was founded in 1989 through an Interlocal Agreement between the Board of County Commissioners (BCC) and Municipalities with Public Libraries that are members of the PPLC. The purpose of forming the cooperative was to extend public library services to the unincorporated areas of Pinellas County and to municipalities that do not have library services. PPLC maintains a shared library automation system and maintains a shared materials delivery system.

II. Request for Proposal

A. General Information

The PPLC seeks an experienced Contractor to provide delivery services for 22 library locations across Pinellas County. Days of delivery may vary from library to library, with most locations on a 5 day-per-week schedule. This Request for Proposal (RFP) is part of a competitive procurement process that helps to serve PPLC's best interests. It also provides Contractors with a fair opportunity for their services to be considered.

For ease of reference, an entity receiving this RFP is referred to as the "Contractor". The contractor selected to provide services for the PPLC is referred to as the "Selectee". This RFP provides instructions for submitting proposals, procedures and criteria by which a Contractor may be selected, and the contractual terms by which the PPLC proposes to govern the relationship with the Selectee.

To better understand the PPLC and its needs, visit the PPLC website at www.pplc.us.

B. Description of Service

Pinellas Public Library Cooperative consists of 25 public libraries in Pinellas County, Florida. Each public library ships red and blue bags in large red and blue bins daily. Each bin measures approximately 17 x 27 x 12. The bins are picked up and taken to the local warehouse, sorted, and delivered to the borrowing library the next day. Each bin weighs between 15-40 pounds and the driver would pick up as many as 30 bins at each library and deliver as many as 30 bins to each library in a single day. Empty bins are transported to PPLC and then from PPLC when needed by a member library. The driver initials the stat sheet at each stop.

Number of Sites

As of October 2021, there are 22 sites receiving delivery services.

The service profile is:

19 sites Five days a week

3 sites Two days a week

Clearwater Public Library - Main Branch
Clearwater Public Library System - Beach Branch (2 days)
Clearwater Public Library System - Countryside Branch
Clearwater Public Library System - East Branch
Clearwater Public Library System - North Greenwood (2 days)
Dunedin Public Library
East Lake Community Library
Gulf Beaches Public Library
Gulfport Public Library
Largo Public Library
Oldsmar Public Library
Palm Harbor Library
Pinellas Park Public Library
Pinellas Public Library Cooperative -Admin. Building (2days)
Safety Harbor Public Library
St. Pete Beach Public Library
St. Petersburg PBO Main Library
St. Petersburg Public Library - Johnson Branch (to PBO Main)
St. Petersburg Public Library - Mirror Lake Branch
St. Petersburg Public Library - North Branch
St. Petersburg Public Library - Childs Park Branch (to PBO Main)
St. Petersburg Public Library - South Branch
St. Petersburg Public Library - West Branch (to PBO Main)
Seminole Community Library
Tarpon Springs Public Library

A complete listing of delivery stops with street addresses can be found as appendix A, and online here: www.pplc.us/public-libraries/

C. Contractor Requirements

1. Contractor must provide service to every site on the list below.
2. Contractor must propose providing service for a 3-year contract.
3. Contractor must organize and manage routes and transfers between depots and interact with the agent concerning all operational matters to ensure compliance with contract terms.
4. Contractor must devise and manage an agreed upon schedule of deliveries and provide a mechanism for handling schedule changes and missed deliveries.
5. Contractor must be able to add stops to any location within Pinellas County on request within one week of written request.
6. Service must be provided on a per stop basis, regardless of the number of bins being shipped and received at that stop.
7. Contractor will deliver bins to sites within 3 working days of all pickups.
8. Contractor shall accommodate library closings when notified at least two business days in advance.
9. There will be no deliveries on the following holidays:

Martin Luther King Jr. Day	Thanksgiving Day
Memorial Day	Friday After Thanksgiving
Juneteenth	Christmas Eve Day
Fourth of July	Christmas Day
Labor Day	New Year's Eve Day
Veterans Day	New Year's Day

10. Contractor must provide name, address, telephone number and e-mail address for a primary customer service representative for PPLC staff to telephone and send e-mail messages to regarding missed stops, schedule changes, expected materials that have not been delivered, damaged materials and other service problems. This person or their designee shall promptly resolve problems and contact PPLC.

11. Contractor shall provide a list of depots handling bins/bags and contact information so that direct contact can be made with the responsible depot.
12. Contractor shall provide a designated contact person for resolution of questions relating to invoicing and payment.
13. Contractor personnel (drivers) will be responsible for initialing a statistical record at each stop. This record will be the final arbiter of questions regarding missed stops.
14. Contractor shall accept materials that have been packaged in nylon zipper bags and placed in plastic bins. No single package may weigh more than 40 pounds.
15. Any undeliverable bag will be treated as if the receiver is the PPLC.
16. Bags will be picked up and delivered at the designated location within each stop.
17. Deliveries/Pickups will occur between 10:0am a.m. and 5 p.m. on the designated days.
18. PPLC: Pick-up and Deliver totes/bins to 22 library locations in Pinellas County.

Desired Features:

1. Stops made at about the same time each day.
2. Electronic invoices presented weekly (payable in 30 days).

Shipper Responsibilities:

1. All shipments will be in zippered bags and bags placed in plastic bins.
2. No single bin may weigh more than 40 pounds.
3. All bags will be clearly addressed.
4. PPLC will provide a printed list with all addresses for sites receiving the service once a year and will keep a continually current list available electronically.
5. PPLC will notify Contractor of service changes a minimum of two business days prior to the change.
6. PPLC will regularly spot check the amount of time it takes for bags to be delivered.

Pricing:

1. Please indicate the rate for each stop at that location. If your price proposal will use a different format, please contact Cheryl Morales regarding the format you plan to use.
2. Clearly define any additional charges and how they will be determined and invoiced.
3. Clearly explain your fuel surcharge system and supply any supporting tables.
4. Please describe how claims for lost or damaged materials will be handled, including reimbursement policy and amounts.
5. Clearly identify any additional fees for services listed as required, desired or optional that you list as a service provided.
6. Identify discounts associated with multi-year contracts.
7. Identify pricing structure for PPLC libraries.

D. Submission Requirements

Include the following sections in your reply. All information within these sections must meet the requirements of this document.

1. Contractor Information
2. Ability to meet Requirements
3. Pricing
4. Certificates of Insurance for general liability, vehicles, and worker's compensation.
5. Signed Certification

To be considered, a digital copy of the proposal must be submitted to the PPLC by **5:00pm EST on 12.30.21**. Only .pdf versions will be accepted. Please include all documents in a single file.

The PPLC will not be responsible for any costs incurred by any Contractor responding to the RFP. All responses are subject to public records requests.

All data / material developed or acquired by the Contractor as a result of work under the RFP shall be the property of the PPLC. No material or reports prepared by the Firm shall

be released to the public by the Firm without the prior written consent of PPLC's Executive Director or designee.

Applications should be submitted via email to: cmorales@pplc.us

Questions regarding this RFP may be submitted via email, and addressed to:

Cheryl Morales
Executive Director
Pinellas Public Library Cooperative

Timeline: Finalists will be notified on or around **1.17.2022** and final selection will be completed by **1.30.2022** with management to begin on or around **2.28.2022**.

E. Reserved Rights of the PPLC

The PPLC has the right to:

- Reject any or all of the proposals
- Cancel the entire RFP process
- Remedy the technical errors in the RFP
- Negotiate with any, all, or none of the respondents to the RFP
- Solicit the Best And Final Offers (BAFO) from all or some of the prospective Contractors
- Accept the written proposals as an “offer” without negotiations and issue a notice to proceed
- Contract with any respondent based solely on the qualifications and capabilities of the Firm and its consultants
- Choose to have in-person presentations
- Solicit follow up information as deemed necessary
- Negotiate contract and accept proposal as submitted

F. Evaluation Method

Members of PPLC staff and Board will comprise the Evaluation Team for this RFP and will evaluate the replies.

The Evaluation Team shall evaluate and rank responses against all criteria set forth in the Requests for Proposals and shall select, based on the ranking, one or more Respondents with which to commence negotiations. After negotiations are conducted, the Evaluation Team will then make a recommendation for award of the contract based on which respondent, in the opinion of the Pinellas Public Library Cooperative, will best meet the interests of the PPLC Library Delivery Program. The recommendation for an award will then be forwarded to the Board of Directors of PPLC for final approval.

The Pinellas Public Library Cooperative shall be the sole judge of PPLC Library Delivery Program's best interests, the replies and approval of the resulting contract. PPLC's decisions will be final.

Upon the awarding of the contract, the Executive Director of PPLC will be responsible for the administration of this contract.

G. Evaluation Criteria

The PPLC is not bound to accept the lowest fee proposal or the highest projected performance. The following list of criteria will be used to evaluate all submitted proposals. The order in which the selection criteria are listed is not necessarily indicative of their relative importance.

1. The Contractor's fee proposal including terms.
2. The Contractor's relevant experience, qualifications, and success in providing services of the type described to similar organizations / institutions.
3. The Contents and quality of the Proposal. Specifically, proposals should be straightforward, concise and should describe the Contractor's offerings and capabilities in a format that is reasonably consistent, comprehensible, and appropriate to the purpose.
4. The Contractor's references from organizations / institutions comparable to the PPLC.

The following criteria will be used to evaluate RFP responses and to make a recommendation for award:

Evaluation Criteria	Points
Qualifications of the Firm and Project Personnel 1. Contractor Background and Organization	30
Ability to meet requirements 2. Demonstrated ability to perform all duties and meet time constraints 3. Meets insurance coverage minimums	40
Pricing (section 4) 3. cost per bin / per day /per location 4. Additional Fees	30
TOTAL POINTS FOR EVALUATION:	100

III. Contents of Proposal

The proposal submitted by the Firm will consist of narratives and, if necessary, graphs, tables and any other information needed to illustrate the proposal and experience of the Firm. The following items should be addressed in the proposal and must reference the item number:

1. Company information

- a. Year organized
- b. Number of clients
- c. Type of clientele (defined by industry)
- d. Number of staff
- e. Location of corporate headquarters, and location of office serving the PPLC account.
- f. Discussion of past or present litigation or regulatory actions involving Firm
- g. Industry appropriate licenses

2. The qualifications of the Contractor and its ability to provide library delivery services

- a. Qualifications of principals and professional staff (Please specify those individuals who will be directly responsible for this account).

3. Insurance

- a. Provide a listing of applicable insurance coverage maintained with relevant coverage limits. Include Vehicle insurance, worker's compensation, and general liability.
- b. Provide description of insurance coverage provided to customer to cover loss or damage of items in transit.

4. Fees

- a. Indicate all fees involved for each stop per day.
- b. Include a breakout of the cost per stop and a fuel surcharge schedule.

IV. Certification

It is required that you affirm the following statement by your signature on this proposal.

I certify that this quotation/proposal is made without prior understanding, agreement, or in connection with any corporation, firm, or person submitting a proposal for the same materials, supplies, or equipment, and is in all respects, fair and without collusion or fraud. I agree to abide by all conditions of this quotation and certify that I am authorized to sign this quotation for the firm submitting the quotation.

Company: _____

Fed. ID#: _____

Address:

Typed Signature: _____

Signature: _____

Title _____

Date _____

Telephone no. _____

Email Address: _____

Appendix A

Clearwater Public Library System - Main Library & Offices

100 N. Osceola Ave, Clearwater, FL 33755

Clearwater Public Library System - Beach Branch

69 Bay Esplanade, Clearwater, FL 33767

Clearwater Public Library System - Countryside Branch

2642 Sabal Springs Dr, Clearwater, FL 33761

Clearwater Public Library System - East Community Library

2465 Drew St, Clearwater, FL 33765

Clearwater Public Library System - North Greenwood Branch

905 N Martin Luther King, Jr. Ave, Clearwater, FL 33755

Dunedin Public Library

223 Douglas Ave, Dunedin, FL 34698

East Lake Community Library

4125 East Lake Rd, Palm Harbor, FL 34685

Gulf Beaches Public Library

200 Municipal Dr, Madeira Beach, FL 33708

Gulfport Public Library

5501 28th Ave S, Gulfport, FL 33707

Largo Public Library

120 Central Park Dr, Largo, FL 33771

Oldsmar Public Library

400 St. Petersburg Dr East, Oldsmar, FL 34677

Palm Harbor Library

2330 Nebraska Ave, Palm Harbor, FL 34683

Pinellas Public Library Cooperative

1330 Cleveland St, Clearwater, FL 33755

Pinellas Park Barbara S. Ponce Public Library

7770 52nd St, Pinellas Park, FL 33781

Safety Harbor Public Library

101 2nd St N, Safety Harbor, FL 34695

Seminole Community Library

9200 113th St N, Seminole, FL 33772

St. Pete Beach Public Library

365 73rd Ave, St. Pete Beach, FL 33706

St. Petersburg Library System - President Barack Obama Main Library

3745 Ninth Ave N, St Petersburg, FL 33713

St. Petersburg Library System - Childs Park Community Library

3745 Ninth Ave N, St Petersburg, FL 33713

St. Petersburg Library System - James Weldon Johnson Community Library

3745 Ninth Ave N, St Petersburg, FL 33713

St. Petersburg Library System - Mirror Lake Community Library

280 5th St N, St. Petersburg, FL 33701

St. Petersburg Library System - North Community Library

861 70th Ave N, St. Petersburg, FL 33702

St. Petersburg Library System - South Community Library

2300 Roy Hanna Dr S, St. Petersburg, FL 33712

St. Petersburg Library System - West Community Library

3745 Ninth Ave N, St Petersburg, FL 33713

Tarpon Springs Public Library

138 East Lemon St, Tarpon Springs, FL 34689