COUNTY OF ALAMEDA

REQUEST FOR INFORMATION No. 901791

**for**

Mobile Library

**Any Request for Proposal/Quotation (RFP/RFQ) issued as a result of this Request for Interest (RFI) will be issued electronically via e-mail. Please immediately update the County Contact noted below of any e-mail address changes. This RFI and any RFP/RFQ issued as a result of this RFI will be posted on the General Services Agency Current Contracting Opportunities website located at:** [**http://www.acgov.org/gsa\_app/gsa/purchasing/bid\_content/contractopportunities.jsp**](http://www.acgov.org/gsa_app/gsa/purchasing/bid_content/contractopportunities.jsp)**. Please visit the website for further information regarding this project, or contact the person listed below.**

**Contact Person: Kevin Esguerra, Procurement & Contracts Specialist**

**Phone Number: (510) 208-9619**

**E-mail Address: kevin.esguerra@acgov.org**

**To vendors registered or certified in the Small Local Emerging Business vendor database: Please maintain correct and accurate e-mail address information to ensure receipt of future RFIs.**

**RFI RESPONSE DUE**

by

**2:00 p.m.**

on

**May 13, 2019**

Alameda County is committed to reducing environmental impacts across our entire supply chain.

If printing this document, please print only what you need, print double-sided, and use recycled-content paper.

1. **INTENT**

This Request for Information (RFI) is being issued to solicit information from interested parties with respect to the County’s intent to purchase a Mobile Library. County will use the information generated by this RFI in conjunction with other information available to the County to determine the solution for the mobile library, which are in the best interests of the County.

The County of Alameda does not guarantee that a subsequent RFP/RFQ will be issued. Should an RFP/RFQ be issued, the terms and conditions described in this RFI are not guaranteed to remain exactly the same.

1. **SCOPE/BACKGROUND**

The Alameda County Library intends to purchase a mobile library for its Bookmobile Program. The Bookmobile is a traveling library that houses library materials and resources. The Bookmobile visits schools, daycares, senior housing facilities, apartments, neighborhoods and community centers on a three-week rotation within the County. The Bookmobile aims to create a community wherever it goes, and is a wonderful place to browse, meet neighbors, and expand horizons.

The current Bookmobile is a 40ft bus that houses materials and resources including: books, magazines, music CDs, DVDs, Large Type books, books on CD, and a space for a Library staff that will provide the public with assistance on its Library Runs.

The County is looking to purchase an up-fitted RV-type vehicle with expandable sides to showcase Library resources that the current Bookmobile holds. The County is looking to incorporate technology in the vehicle, providing technology displays for information and/or interactive use.

1. **VENDOR QUALIFICATIONS**

Vendor minimum qualification criteria include, but are not limited, to the following:

* + - 1. Bidder shall be regularly and continuously engaged in the business of providing custom mobile library vehicles for at least three (3) years;
			2. Bidder shall be a certified custom specialty vehicle manufacturer or dealer; and
			3. Bidder shall possess all permits and licenses credentials necessary to supply product and perform services as specified under this RFP/Q.
1. **COUNTY CONTACTS**

Questions regarding this RFI must be submitted in writing, preferably by email, to:

Kevin Esguerra, Procurement & Contracts Specialist

Alameda County, GSA-Procurement

1401 Lakeside Drive, Suite 907

Oakland, CA 94612

Phone: (510) 208-9619

Fax: (510) 208-9626

E-mail: kevin.esguerra@acgov.org

1. **OVERVIEW OF THE RFI PROCESS**

The objective of this Request for Information is designed to allow the County to gather information to assist in its consideration of available resources/methods to fulfill the identified need/goal within this RFI. Such information gathered may or may not be used by the County to develop or further pursue a competitive solicitation. The RFI method is not a competitive solicitation method and, as a result, is not intended to serve as a competitive bid. The RFI is a tool. Providers are not required to respond to an RFI and a provider’s failure to respond to an RFI will not prohibit the provider from participation in any competitive solicitation that may result from the RFI. Providers, however, are strongly encouraged to respond to RFIs as this is a way to ensure the County is aware of available goods and services described in this RFI.

Alameda County GSA-Procurement may release a Request for Proposal (RFP) or a Request for Quotation (RFQ) and award a 3-year contract (with option to renew) to the bidder(s) selected through the formal bidding process’s guidelines.

1. **ESTIMATED CALENDAR OF EVENTS:**

|  |  |
| --- | --- |
|  Event |  **Date** |
| Request for Interest (RFI) Issued | Monday, April 29, 2019 |
| RFI Response Due | **This RFI will remain open until the RFP/RFQ is issued** |
| Request for Proposal (RFP) / Request for Quote (RFQ) Issued | Monday, June 3, 2019 |
| RFP/RFQ Response Due | Monday, August 5, 2019 |
| Award Date | Monday, September 9, 2019 |
| Contract Start Date | Friday, November 1, 2019 |

**Note:** Dates indicated are approximate.

1. **RESPONSE FORMAT**

Vendors who wish to offer information about a product or service which may address the County needs or that they have knowledge of please provide the following:

1. Business Name
2. Business Address
3. A point of contact, including telephone and email address
4. Catalogue/portfolio of specialty vehicles customized
5. A brief summary of your firms experience and qualifications
6. Details on Firms experience working with: Counties or other public entities

Vendors that meet the Qualification Criteria and are interested in being included on the vendor list to receive any subsequent bid documents (if issued), should send an **e-mail** to kevin.esguerra@acgov.org by **2:00 p.m. on, June 3, 2019**.

The subject of the e-mail must read:

* ***PLEASE ADD TO VENDOR LIST*** *-* ***RFI No. 901791***

The body of the e-mail must contain the following:

* Business Name
* Contact’s Name
* Business Address (PO Box/Street Address, City, State)
* Contact’s Telephone Number
* Contact’s E-mail Address
1. **ADDITIONAL INFORMATION**

Respondents to this RFI may be invited by the County to provide a noncompetitive presentation of their products, for only those products which relate directly to the subject and intent of this RFI. The presentation is intended for information gathering purposes only. Such presentation should not exceed two (2) hours in length.

1. The County encourages any **new vendors that are local to Alameda County** to register and be added to the County SLEB database. More information on how to register can be found on the County’s website at: <http://acgov.org/auditor/sleb/newvendor.htm>.
2. Both local and non-local can subscribe to any or all Contracting Opportunities Categories and/or Calendar of Events for automatic updates. Subscribers will receive an e-mail announcing when the latest information has been updated on our website. More information on how to  [Subscribe](http://acgov.org/gsa/purchasing/esubscribe.htm) can be found on the County’s website at: <http://acgov.org/gsa/purchasing/esubscribe.htm>.
3. **COUNTY PROVISIONS**
* **Small Local Emerging Business Program**

[<http://acgov.org/auditor/sleb/overview.htm>]

* [**First Source**](http://www.acgov.org/gsa/departments/purchasing/policy/first.htm)

[<http://acgov.org/auditor/sleb/sourceprogram.htm>]