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Request for Proposal Delivery Services

General Information

Lake Agassiz Regional Library (LARL) is seeking proposals for the delivery of library materials among its branches and LINK Sites for the term of one year with the option to extend based upon quality service.

LARL reserves the right, where it may serve the Library's best interest, to request additional information or clarifications from those submitting bids, or to allow corrections of errors or omissions. At the discretion of LARL, companies submitting proposals may be requested to make oral presentations as part of the evaluation process.

Submission of a proposal indicates acceptance of the conditions contained in this request for proposals, unless clearly and specifically noted in the proposal submitted.

Proposals must be submitted to the Regional Office (Attn: Regional Library Director, 118 5th St S, Moorhead, 56560) by March 9, 2018. LARL reserves the right to reject any or all proposals submitted.

Background Information

Lake Agassiz Regional Library, one of twelve Regional Library Systems in the State of Minnesota, provides library services to the citizens of Becker, Clay, Clearwater, Mahnommen, Norman, Polk, and Wilkin Counties. Branch libraries are located in Ada, Bagley, Barnesville, Breckenridge, Climax, Crookston, Detroit Lakes, Fertile, Fosston, Hawley, Mahnommen, McIntosh, and Moorhead. There are also currently nine LINK Sites located in the communities of Cormorant, Frazee, Gonvick, Halstad, Hendrum, Lake Park, Rothsay, Twin Valley, and Ulen. Because Lake Agassiz Regional Library (LARL) is one library with several branches, we have one collection of library materials that is shared and moved among all the sites. LARL is seeking proposals for the delivery of materials between all of our 22 locations.

Ada Library	218.784.4480
Bagley Library	218.694.6201
Barnesville Library	218.354.2301
Breckenridge Library	218.643.2113
Climax Library	218.857.2455
Crookston Library	218.281.4522
Detroit Lakes Library	218.847.2168
Fertile Library	218.945.6137
Fosston Library	218.435.1320
Hawley Library	218.483.4549
Mahnomen Library	218.935.2843
McIntosh Library	218.563.4555
Moorhead Library	218.233.7594
Cormorant LINK Site	218.439.3072
Frazee LINK Site	218.334.2143
Gonvick LINK Site	218.487.6220
Halstad LINK Site	218.456.2162
Hendrum LINK Site	218.861.6028
Lake Park LINK Site	218.238.5119
Rothsay LINK Site	218.867.2637
Twin Valley LINK Site	218.584.8355
Ulen LINK Site	218.596.8800

Summary of Work to be Performed

Deliveries are made each weekday; currently not all locations receive a delivery every day. LARL is closed for the following holidays and does not receive deliveries on these days: New Year’s Day, Martin Luther King Jr. Day, Presidents’ Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veteran’s Day, Thanksgiving Day, Christmas Eve and Christmas Day.

A summary of our current delivery schedule follows; however, changes to this schedule may be made periodically as our needs or our funding allows.

Current LARL Delivery Schedule

Monday	Tuesday	Wednesday	Thursday	Friday
Detroit Lakes	Breckenridge	Breckenridge	Breckenridge	Breckenridge
Fosston	Rothsay	Barnesville	Barnesville	Barnesville
McIntosh	Barnesville	Hawley	Cormorant	Hawley
Crookston	Hawley	Detroit Lakes	Detroit Lakes	Detroit Lakes
Climax	Mahnomen	Mahnomen	Frazee	Mahnomen
Halstad	Bagley	Bagley	Lake Park	Bagley
Hendrum	Fosston	Gonvick	Twin Valley	Fosston
Moorhead	McIntosh	Fosston	Fertile	McIntosh
	Fertile	Fertile	Ada	Crookston
	Crookston	Crookston	Moorhead	Climax
	Climax	Ada		Moorhead
	Ada	Moorhead		
	Ulen			
	Moorhead			

Library materials, including books, magazines, CDs, DVDs, etc., as well as office supplies and other materials, are moved from the Regional Office out to the other branches/LINKS and also from our outlying branches/LINKS back to the Regional Office. By 4:30 pm weekdays, items going from Regional Office to the outlying branches/LINKS are placed for pick up just inside the south entrance of the Moorhead Library. Those items need to be picked up and delivered to the correct location by the next day (preferably in the morning). When items are dropped off at a location, there will also be items waiting there to be picked up and brought back to the Regional Office location.

Most of our deliveries will be packed in sturdy, plastic, stackable delivery tubs measuring approximately 13" H x 13" W x 22" D or 13" H x 15.5" W x 21.5" D and weighing up to 40 pounds each. Occasionally we do send boxes or other items, such as small display boards, which we package for delivery. Each tub/box/item is clearly labeled with the delivery location.

The number of tubs for delivery varies slightly each day and also by location. Below is a chart with the average number of tubs delivered on each of our delivery days.

Average Number of Tubs per Delivery Day

Day	Regular Week	Rotation Week
Monday	16	24
Tuesday	29	37
Wednesday	35	38
Thursday	30	28
Friday	29	36

Timely delivery of these items is very important. So a delivery from the Regional Office for Crookston that is packed and ready by 4:30 pm on Monday needs to be delivered to Crookston on Tuesday (preferably in the morning) and the tubs ready in Crookston on Tuesday morning need to be picked up and brought back to Regional Office no later than 2pm on Tuesday.

Requirements

Timely delivery of library materials within our system is an important part of our service; therefore, we require dependable delivery service by professional delivery personnel. A consistent delivery time is also important as staff schedules in some branches are dependent on delivery times.

The average number of tubs for each site is listed above and is indicative of what will normally be sent; however, we do occasionally have additional tubs for delivery. We would like enough flexibility to be able to send up to at least 10 additional tubs per day when needed.

Because of the limited hours of operation at some of our locations, deliveries may need to be done while a library is closed. LARL will provide any necessary keys and/or access codes to gain access to the building for deliveries. The delivery company and its agents **must** maintain security of these keys and/or codes at all times.

The delivery personnel will load and unload the tubs from the delivery vehicle. They will also transport the tubs from the delivery vehicle to the designated drop off point inside each building and from the designated pick up spot inside each building out to the delivery vehicle.

Care must be used in handling the tubs of materials. While contents of the tubs are not generally fragile, improper handling such as roughly handling the tubs, allowing them to be exposed to rain or snow, etc., can cause damage. The delivery company will be responsible for the replacement of materials damaged through improper handling.

The delivery company shall secure and provide a description of insurance coverage: professional liability, workers compensation, general liability and automobile insurance. Evidence of insurance coverage will be required before a contract is issued. Coverage is required at these levels or higher:

Professional Liability Insurance. Contractor shall maintain in full force and effect until at least three years subsequent to completion of the Services professional liability insurance covering the performance of the Services. Insurance shall be on a “claims made” basis and in the amount of at least \$1,000,000.

Workers Compensation Insurance. Contractor shall maintain workers compensation insurance with following limits or with the minimum limits required by law, if greater:

Coverage A:	Statutory		
Coverage B:	\$1,000,000	Bodily Injury by accident	Each accident
	\$1,000,000	Bodily Injury by disease	Policy limit
	\$1,000,000	Bodily Injury by disease	Each employee

General Liability Insurance. Contractor shall maintain general liability insurance with coverage to include: Premises/Operations, Completed Operations and Contractual Liability. Limits of coverage shall not be less than:

\$2,000,000	Per occurrence
\$2,000,000	Aggregate

Automobile Insurance. Consultant shall maintain automobile liability insurance to include all owned autos (private passenger and other than private passenger), hired and non-owned vehicles. Limits of coverage shall not be less than:

\$2,000,000	Per occurrence
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Proposal Requirements

Must include a transmittal letter on letterhead signed by an individual who is authorized to bind the company to all statements in the proposal.

Include general background information about the company including years in service, types of services provided, service area, and number of employees. Also include whether delivery

personnel are employees or independent contractors and whether they use personal or company owned vehicles.

Provide a representative client listing and references.

Include a summary of security measures in place – do delivery personnel wear uniforms or have name tags, do delivery vehicles have signage, what process is in place to ensure security of the library keys and/or access codes.

If available, provide information on any package tracking features.

Provide detail information on how you propose to provide the delivery service as well as estimated times of delivery.

Include information on who and how we would contact your company to discuss any delivery problems.

Indicate the procedure and timeframe required for adding or dropping delivery stops as well as any applicable service charges (besides the delivery fees) for making these changes.

Price Bid

A price bid shall include the name of the company, certification that the person signing the proposal is authorized to represent the company and empowered to submit a bid and sign a contract with LARL, and a fixed price for the delivery services.

The stated price shall include all direct and indirect costs including any fuel surcharges.

The proposed bid will be irrevocable for a period of 90 days from the proposal due date.

Evaluation and Contract Award

LARL's Director and the Director of Finance and Human Resources will review each proposal for compliance with this request. Those found to be in compliance will then be evaluated based on the general background of the company and the ability to provide adequate and timely service.

During the evaluation process, any one or all of the qualified firms may be asked to make an oral presentation.

For More Information:

Contact: Liz Lynch, Regional Library Director, Lake Agassiz Regional Library, 118 5th St S, Moorhead, MN, 56560, 218-233-3757 ext. 127, lynchl@larl.org.