

**COUNCIL ACTION FORM**

**SUBJECT: PURCHASE OF A LIBRARY BOOKMOBILE**

**BACKGROUND:**

The Ames Public Library (APL) bookmobile is used to provide the community with remote access to library resources. The APL's existing bookmobile was purchased in 2001, and is scheduled to be replaced in FY 13/14. The FY 13/14 budget included \$260,000 in the equipment replacement fund for the purchase of a new bookmobile.

Proposals were solicited from fifteen companies. On January 14, 2014, proposals were received from four companies and were evaluated independently by Fleet Services, APL, and Purchasing staff using an evaluation matrix, which included design, adherence to specifications, and cost as shown in the following two tables.

<b>Proposal Cost</b>	<b>Gerling &amp; Associates</b>	<b>OBS Inc.</b>	<b>Summit Bodyworks</b>	<b>Matthews</b>
Cost	\$213,669	\$235,620	\$263,961	\$268,181
Delivery Fee	2,813			
Training	1,200			
Total cost	\$217,682	235,620	263,961	268,181
<b>Options</b>				
Selected Option*	7,778	4,855	6,628	7,059
<b>Total Bookmobile</b>	<b>\$ 225,460</b>	<b>\$240,475</b>	<b>\$ 270,589</b>	<b>\$ 275,240</b>

*\*Selected options include: spare tire and wheel (\$620), electronically controlled awning (\$2,100), and LED interior lighting (\$2,135).*

**Evaluation Scores**

	<b>OBS Inc.</b>	<b>Matthews</b>	<b>Gerling &amp; Associates</b>	<b>Summit Bodyworks</b>
<b>Total Score</b>	<b>539.07</b>	<b>496.93</b>	<b>471.39</b>	<b>470.12</b>

**The proposal from OBS Specialty Vehicles was the highest evaluated score and meets APL's requirements.** On February 27, 2014, the Library Board of Trustees approved a resolution to negotiate the contract with OBS Specialty Vehicles for the new bookmobile.

**Funding for the purchase of the bookmobile is already available;** however, the payment for the bookmobile will not be made until Spring 2015 when the vehicle arrives.

Vehicle	\$ 235,620
<u>Selected Options</u>	<u>4,855</u>
Total	<b>\$ 240,475</b>

**ALTERNATIVES:**

1. Award a contract to OBS Specialty Vehicles, Inc., of Canton, Ohio, for the purchase of one 2015 Bookmobile, as proposed with selected options for \$240,475.
2. Award a contract to one of the other bidders.
3. Reject all bids and direct staff to re-bid this contract.

**MANAGER'S RECOMMENDED ACTION:**

Staff determined the purchase of the bookmobile from OBS Specialty Vehicle of Canton, Ohio to be in the best interest of the City. The funding is available for replacement of the existing Bookmobile in FY 13/14.

Therefore, it is the recommendation of the City Manager that the City Council adopt Alternative No. 1 as stated above.