



Solicitation Information
27 Dec 11

RFP #7449346

TITLE: Statewide Library Delivery System

Submission Deadline: 25 January 2012 @ 11:00 AM (Eastern Time)

<p>PRE-BID/ PROPOSAL CONFERENCE: Yes Date: 10 January 2012 Time: 1:00 PM Mandatory : No Location: Department of Administration / Division of Purchases (Bid Room), One Capitol Hill, Providence, RI</p>
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Questions concerning this solicitation may also be e-mailed to the Division of Purchases at questions@purchasing.ri.gov no later than **13 January 2012 at 12:00 Noon (ET)**. Questions should be submitted in a *Microsoft Word attachment*. Please reference the RFP / LOI # on all correspondence. Questions received, if any, will be posted on the Internet as an addendum to this solicitation. It is the responsibility of all interested parties to download this information.

<p>SURETY REQUIRED: No</p> <p>BOND REQUIRED: See Section 5b</p>

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Vendors must register on-line at the State Purchasing Website at www.purchasing.ri.gov.

NOTE TO VENDORS:

Offers received without the entire completed three-page RIVP Generated Bidder Certification Form attached may result in disqualification.

THIS PAGE IS NOT A BIDDER CERTIFICATION FORM

1. INTRODUCTION

The Rhode Island Department of Administration/Office of Purchases, on behalf of the Office of Library & Information Services (OLIS) is soliciting proposals from qualified firms and organizations to provide daily delivery of library materials for members of the Library of Rhode Island (LORI) network (the Rhode Island library network as defined in RI General Laws 29-6-9). Vendors must meet the requirements as described elsewhere herein, and in accordance with the terms of this Request and the State's General Conditions of Purchase.

This is a Request for Proposals, not an Invitation for Bid: responses will be evaluated on the basis of the relative merits of the proposal, in addition to price; there will be no public opening or reading of responses received by the Office of Purchases pursuant to this Request.

1a. Type of Contract - Multi-Year Service Contract

Multi-Year Service contract for 3, 12 month (one year) periods will be at the discretion of the state. Termination may be effected by the state based upon such factors as unsatisfactory performance or the determination by the State to discontinue the service, or to revise the scope of service substantively. The contract is subject to availability of funds.

1b. Period (s) of Performance:

04/01/2012 to 03/31/2013 (12 months)

04/01/2013 to 03/31/2014 (12 months)

04/01/2014 to 03/31/2015 (12 months)

Responses are welcome from potential vendors or service providers. Our preference is to contract with a single organization for all services included in this RFP, but subcontractors are permitted provided their use is clearly indicated in the vendor's proposal, and the subcontractor(s) proposed to be used are identified in the proposal.

2. BACKGROUND AND PURPOSE

The Office of Library and Information Services (OLIS) of the RI Department of Administration is seeking an efficient, competent, trustworthy and flexible courier to operate a delivery service that carries approximately 3 million items annually among the approximately 200 members of the Library of Rhode Island (LORI) network located throughout the state. The number of member libraries and items carried through the delivery system has grown over the years. (See Appendix II)

Rhode Island public, academic, school and special libraries in Rhode Island that qualify for membership in the LORI network share an interlibrary loan (ILL) agreement that allows each to request library materials from the others when a patron needs something it doesn't have. Thus, in effect, a user of any of the LORI member libraries can borrow materials from all of the LORI libraries.

Through this RFP, OLIS hopes to find a solution that will facilitate this critical resource sharing arrangement. That solution, however, must not only move library materials accurately, effectively and efficiently among the LORI member libraries, but must also provide enhanced capabilities for continuously monitoring and improving the delivery system. This includes real-time transparency into day-to-day operations as well as data for accountability and assistance in analysis of route design and implementation. This may also include such changes in strategy as special treatment for high-volume or low-volume stops or after-hours or weekend delivery.

3. CURRENT METHODOLOGY

Presently a single vendor manages all LORI deliveries using drivers on regular routes, a single central sorting facility and standard 12" x 15" x 18" open bins. A library receives a request electronically and retrieves the requested item from its collection. The library then checks out the item, affixes an address label and stores it in a bin. The delivery driver picks up the bin and its contents and delivers it to a sorting center. Items are sorted by destination and stored in bins, which are, in turn, picked up at the sorting center and delivered to the respective libraries.

Drivers follow a schedule of library delivery stops that is reviewed on a monthly basis and that can be found on the OLIS website at www.olis.ri.gov/network/delivery/schedule.php. The schedule is subject to change with one week's written notice from OLIS, based on library needs. Drivers are required to make stops during the library's regular business hours. Stops at scheduled delivery locations are made within one hour of the scheduled time. Libraries are bar-coded and drivers check in when they arrive at each stop by scanning that stop's unique bar-code and entering the number of bins they pick up and/or drop off. Materials are the responsibility of the courier while in transit. The courier bills OLIS monthly for the number of stops made each month. OLIS provides the bins and facilitates communication between the courier and the libraries.

The current delivery system moves materials among member libraries as quickly as possible, first in response to a request for a particular library and then again when the item is returned. Typically, the vast majority of ILL traffic occurs among public libraries, where an item requested one (business) day is expected to be delivered to the library that requested it the next day.

Library materials routinely carried as ILLs include such items as hardcover and paperback books, CDs, DVDs, and magazines. Other items include correspondence, electronic devices, exhibits, etc. Occasionally, items of significant value or that are large, bulky or awkward must be carried between LORI member libraries for which special arrangements must be made.

Vendor is responsible for loss or damage to library materials in transit; including protection of such materials from the environment while transporting, sorting and warehousing. Libraries submit claims for replacement cost of lost or damaged materials to the vendor. Vendor reimburses the library within 45 days.

About one third of the LORI member libraries require daily pickup and delivery with the remaining two thirds requiring less frequent stops. Currently eight libraries receive pickup service as requested and delivery when items addressed to them enter the system. The goal of the delivery system will be to deliver library materials and other relevant items within 24 hours of pickup or on the next day the addressee is open.

The number of pick up and delivery locations varies throughout the year. School libraries, for example, when closed for school vacations, are not visited. Payment is made only for stops actually made.

SNAPSHOT OF CURRENT DELIVERY SYSTEM

3a. Facilities

TOTAL # of facilities that receive delivery: 196

3b. Stops

TOTAL # of Stops per week

680 stops for 37 weeks (including schools when in session);

450 stops for 15 weeks (during school vacations in December, Holidays and Winter, Spring, and Summer recesses)

31,910 stops annually

3c. Number of Items

Number of items: approximately 58,000 per week routed throughout the delivery system.

3d. Schedule

All deliveries are scheduled Monday – Friday.

Most regularly scheduled delivery stops are scheduled between 10:00am and 3:00 pm.

Most libraries are open between 9:00 am and 5:00 pm

3e. Additional Information

There is great interest among the libraries in reducing the amount of time they require to prepare items for delivery and to unpack items when received, most specifically by utilizing covered bins; current bins in use are uncovered 18 x 13 x 12 corrugated, nesting, plastic totes as shown/described in the **Library Delivery Study** at:

<http://www.olis.ri.gov/network/delivery/delivery2010.pdf>

4. THE PROPOSAL

OLIS has been providing statewide interlibrary delivery service to the LORI network for 20 years, resulting in a highly developed system. Nevertheless, OLIS hopes to take advantage of the knowledge, expertise, technology and creativity of the vendor community to increase the efficiency and effectiveness of the service. Although OLIS is interested in proposals to perform the service as it is currently configured, it is equally interested in proposals for more efficient or effective ways of achieving the same objectives. OLIS is particularly interested in the application of improvements in the technology of scheduling and tracking staff, equipment and materials that would keep down not only the cost to OLIS of the delivery service itself, but also the cost to the participating libraries for shipping and receiving.

Each proposal must:

- 1) Provide details of delivery methodology if they will differ from that currently employed at OLIS and described in Section 3 above. Describe how they differ and why it would be better.
 - a. How will you go about the deliveries? Scheduling, pickup, sorting, delivering?
 - b. How will you keep the materials safe and clean while in transit?
 - c. How will you track and dispatch trucks and drivers?
 - d. How will you track materials?
- 2) Describe how you will handle problems.
- 3) Provide evidence of capacity to perform the methodology.
- 4) Describe your sorting facility, what is it like? (e.g., climate control, security provisions, hours of operation, staffing)
- 5) Provide cost of the proposed service expressed as cost per stop and also as estimated annual cost on the form provided. (see Appendix III)

Proposals may also include:

1. A consideration of alternative methodologies showing the costs and steps OLIS and the LORI libraries would have to pursue to adapt to that methodology.
2. Proposals for alternative methodologies may include an alternative cost model indicating cost per unit other than stop and the resultant annualized price.

5. SUBMISSION PROCEDURE

Responses are welcome from potential vendors or service providers. Our preference is to contract with a single organization for all services included in this RFP, but subcontractors are permitted provided their use is clearly indicated in the vendor's proposal, and the subcontractor(s) proposed to be used are identified in the proposal.

5a. How to Respond

Responses (**an original plus three (3) copies**) should be mailed or hand-delivered in a sealed envelope marked "RFP # 7449346 – Statewide Library Delivery System" to:

**RI Dept. of Administration
Division of Purchases, 2nd floor
One Capitol Hill
Providence, RI 02908-5855**

NOTE: Proposals received after the above-referenced due date and time will not be considered. Proposals misdirected to other State locations or which are otherwise not presented in the Division of Purchases by the scheduled due date and time will be determined to be late and will not be considered. Proposals faxed or emailed to the Division of Purchases will not be considered. The official time clock is located in the reception area of the Division of Purchases

A Pre-proposal Conference, for the purpose of clarifying the scope and intent of this requirement, as well as the evaluative criteria to be employed in the review of responses to this request, will be conducted on the date, time, and location given on the cover-page of this solicitation

Accommodations for individuals who are visually impaired, hearing impaired or deaf will be provided upon request if advance notice is given. The Department of Administration is wheelchair accessible.

5b. Documents and information that will be required of the successful vendor.

- The Proposal.
- A letter of transmittal signed by an owner, officer, or authorized agent of the firm or organization.
- A valid copy of the vendor's Rhode Island Certificate of Public Convenience and Necessity issued by the Rhode Island Public Utilities Commission
- A Vendor's Rhode Island Public Utilities Number
- A current copy of vendor's certificate of insurance indicating provider, policy number, term of policy, and coverage
 - Vehicle accident liability
 - Vendor's damage liability
- A copy of bonding coverage for all drivers and other employees
- Evidence of capacity, financial stability, previous experience and background include but not limited to the following:
 - A comprehensive listing of similar projects undertaken and/or similar clients served, including a brief description of the project(s)
 - A description of the business background of the vendor (and all subcontractors proposed), including a description of their primary business functions and services, corporate parent and other license or subsidiary affiliations if applicable, and financial position
 - References to other clients with similar needs

- Responses to each item under 5c. Logistical Specifications
- A copy of the vendor’s standard manifest form(s)
- Certification from RIEDC of the vendor’s status as a Minority Business Enterprise (MBE) if applicable.

5c. Logistical Specifications

- Missing or lost materials remedies
- Schedule and time of delivery
- Handling of undeliverable items
- Handling of additions, deletions, and other changes
- Dashboard/Portal provided for OLIS and LORI libraries for report and tracking purpose
- Designated vendor contact and scheduled meetings with OLIS

To see the schedule of current delivery stops, go to: <http://www.olis.ri.gov/network/delivery/schedule.php>

EVALUATION AND SELECTION

Proposals found to be technically or substantially non-responsive at any point in the evaluation process will be rejected and not considered further.

6a. Evaluation of Technical Proposals: (evaluation points 75%)

The State will commission a Proposal Review Committee, which will evaluate and score all proposals, using the following criteria:

Capability and capacity of vendor financial, facilities, physical plant, personnel, experience, etc.	15%
Suitability of proposed methodology	30%
Feasibility of the work plan	30%

6b. Evaluation of Cost Proposals: (evaluation points 25%)

A Selection Committee will evaluate submitted proposals on the basis of the above criteria items. Consultant Teams may be invited to appear before the Committee for in-person presentations. The Committee will then make a qualifications based recommendation for final selection to the Rhode Island State Purchasing Agent, or her designee, who will make the final award decision.

Notwithstanding the above, the State reserves the right not to award this contract or to award on the basis of cost alone, to accept or reject any or all responses, and to award in its best interest.

Responses found to be technically or substantially non-responsive at any point in the evaluation process will be rejected and not considered further. The State reserves the right to reject any or all responses submitted and to waive any informalities in any vendor’s submission.

APPENDICES

Appendix I Master List of Stops

Appendix II Outgoing Delivery Items/Week - Survey Results

Appendix III Cost Proposal Sheet

Appendix I -- Master List of Stops - 196 Libraries

City	Code	DOD	Library Name	Street Address	Zip
Ashaway	ASH		Ashaway Free Library	15 Knight Street	02804
Barrington	BAR		Barrington Public Library	281 County Road	02806
Barrington	BHS		Barrington High School	220 Lincoln Avenue	02806
Barrington	BMS		Barrington Middle School	261 Middle Highway	02806
Barrington	HMS		Hampden Meadows School Library	297 New Meadow Road	02806
Barrington	NYS		Nayatt School Library	400 Nayatt Road	02806
Barrington	PRH		Primrose Hill School Library	60 Middle Highway	02806
Barrington	SAS		Saint Andrews School	63 Federal Rd.	02806
Barrington	SWE		Sowams Elementary School Library	364 Sowams Road	02806
Block Island	NSH		Island Free Library	Dodge Street	02807
Bristol	BCA		Colt-Andrews School Library	570 Hope Street	02809
Bristol	BGA		Guiteras School Library	35 Washington St.	02809
Bristol	BRI		Rogers Free Library	525 Hope Street	02809
Bristol	BRW		Rockwell School Library	1225 Hope Street	02809
Bristol	BWH		Mt. Hope High School Library	199 Chestnut Street	02809
Bristol	RWL		Roger Williams Univ. Law Lib.	10 Metacom Avenue	02809 -5171
Bristol	RWU		Roger Williams University Library	One Old Ferry Road	02809
Carolina	CLA		Clark Memorial Library	7 Pinehurst Drive	02812
Central Falls	CFA		Central Falls Public Library	205 Central Street	02863
Charlestown	CHA		Cross Mills Public Library	4417 Old Post Rd	02813 -0909
Chepachet	GLO		Glocester Manton Free Library	1137 Putnam Pike	02814
Coventry	CBS		Blackrock School Library	LaForge Drive	02816
Coventry	CHS		Coventry High School	40 Reservoir Road	02816
Coventry	CKO		Alan S. Feinstein Middle School Library	15 Foster Dr.	02816
Coventry	COV		Coventry Public Library	1672 Flat River Road	02816
Coventry	CPK		Hopkins Hill School Library	95 Johnson Boulevard	02816
Coventry	CTS		Tiogue School Library	East Shore Drive	02816
Coventry	CVW		Western Coventry School Library	4588 Flat River Road	02827
Coventry	CWS		Washington Oak School Library	Flat River Road	02816
Cranston	AUB		Auburn Branch Library	396 Pontiac Avenue	02910
Cranston	CAS		Arlington School Library	155 Princess Avenue	02920
Cranston	CBR		Chester Barrows School Library	9 Beachmont Avenue	02905
Cranston	CDS		Stadium School Library	100 Crescent Avenue	02910
Cranston	CDT		William Dutemple School Library	32 Garden Street	02910
Cranston	CDW		Daniel D. Waterman School Library	722 Pontiac Avenue	02910
Cranston	CEM		Western Hills Middle School	400 Phenix Avenue	02920
Cranston	CEP		Eden Park School Library	180 Oakland Avenue	02910

Cranston	CES		Edward S. Rhodes School Library	160 Shaw Avenue	02905
Cranston	CGH		Glen Hills Elementary School Library	Glen Hills Drive	02921
Cranston	CGN		Garden City School Library	70 Plantations Drive	02920
Cranston	CHE		Cranston High School East	899 Park Avenue	02910
Cranston	CHW		Cranston High School West	80 Metropolitan Avenue	02920
Cranston	CKL		Oak Lawn School Library	36 Stoneham Avenue	02920
Cranston	CLS		Stone Hill School Library	21 Village Avenue	02920
Cranston	CPJ		George J. Peters School Library	15 Mayberry Street	02920
Cranston	CPV		Park View Middle School Library	25 Park View Boulevard	02910
Cranston	CRA		Cranston Public Library	140 Sockanosett Cross Road	02920
Cranston	CRF		Orchard Farms Elementary School Library	1555 Scituate Avenue	02921
Cranston	CST		Gladstone Street School Library	50 Gladstone Street	02920
Cranston	CWD		Edgewood Highland School Library	160 Pawtuxet Avenue	02910
Cranston	CWO		Woodridge School Library	401 Budlong Road	02920
Cranston	HAL		William Hall Library	1825 Broad Street	02905
Cranston	HBD		Hugh B. Bain Middle School Library	135 Gansett Avenue	02910
Cranston	HGE		Hope Highlands School Library	300 Hope Road	02921
Cranston	KNV		Knightsville Branch	1847 Cranston Street	02920
Cranston	OAK		Oaklawn Branch	230 Wilbur Avenue	02920
Cumberland	CUM		Cumberland Public Library	1464 Diamond Hill Road	02864
Cumberland	MCT		Mercymount Country Day School	Wrentham Road	02864
East Greenwich	EBF		Meadowbrook Farms School Library	2 Chestnut Drive	02818
East Greenwich	EDM		James Eldredge Elementary Library	First Avenue	02818
East Greenwich	EFT		Frenchtown School Library	Frenchtown Road	02818
East Greenwich	EGC		Archie R. Cole Jr. High Library	100 Cedar Avenue	02818
East Greenwich	EGH		East Greenwich High School	300 Avenger Drive	02818
East Greenwich	EGR		East Greenwich Free Library	82 Peirce Street	02818
East Greenwich	HAN		George Hanaford School Library	LeBaron Drive	02818
East Greenwich	NET		New England Institute of Technology Library	1408 Division Road	02818
East Providence	BVA		St. Mary Academy-Bay View	3070 Pawtucket Ave.	02915
East Providence	EPF		Anne Ide Fuller Branch	260 Dover Avenue	02914
East Providence	EPH		East Providence High School	2000 Pawtucket Avenue	02914
East Providence	EPL		East Providence Public Library	41 Grove Avenue	02914
East Providence	EPR		Rumford Branch	1392 Pawtucket Avenue	02914
East Providence	EPV		Riverside Branch	475 Bullocks Point Avenue	02915
Exeter	EXE		Exeter Public Library	773 Ten Rod Rd.	02822
Foster	FOS		Foster Public Library	184 Howard Hill Road	02825
Foster	TYL		Tyler Free Library	81 A Moosup Valley Road	02825

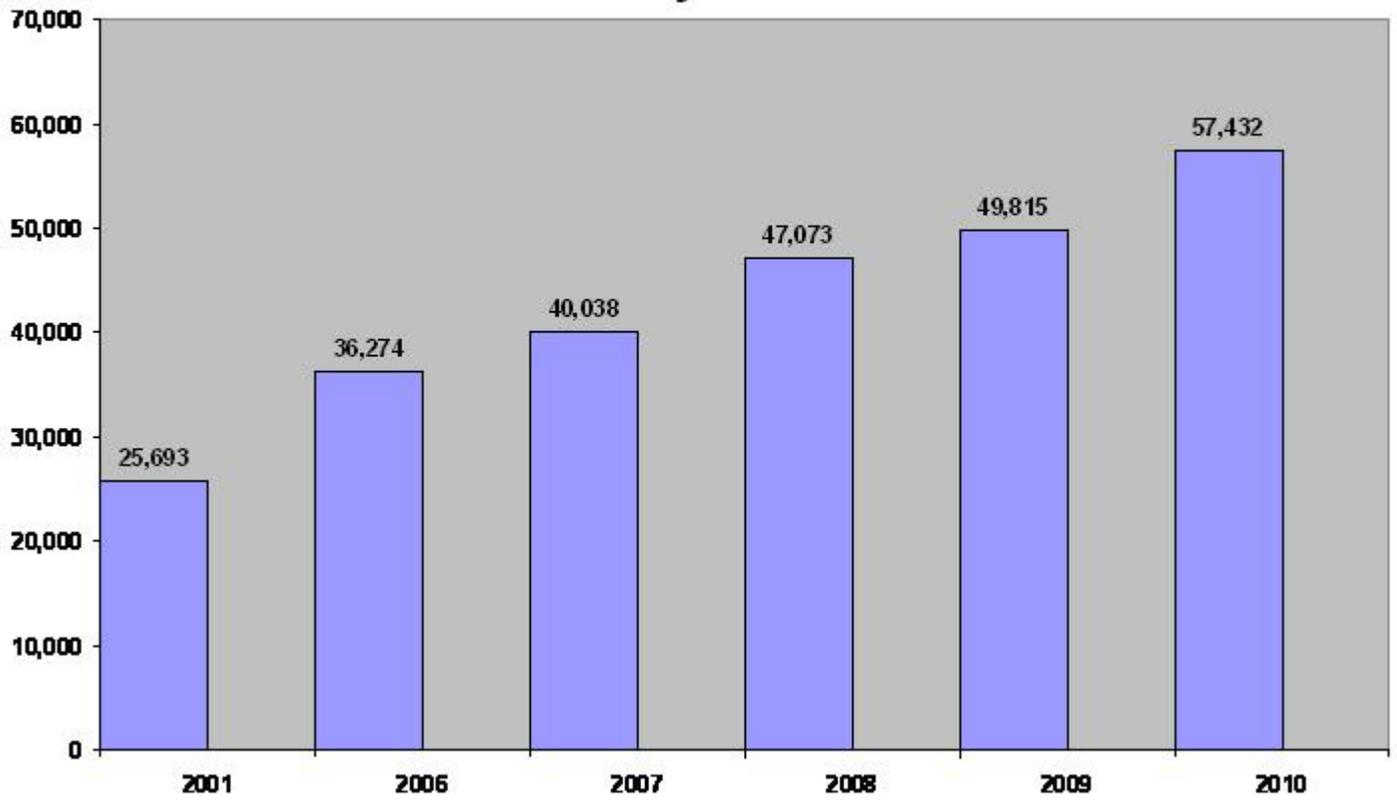
Greene	GRE		Greene Public Library	179 Hopkins Hollow Road	02827-0008
Greenville	GVL		Greenville Public Library	573 Putnam Pike	02828
Harmony	HAR		Harmony Library	195 Putnam Pike	02829-0419
Harrisville	BUR		Jesse M. Smith Memorial Library	100 Tinkham Lane	02830
Hope	HPE		Hope Public Library	374 North Road	02831
Hope Valley	LAN		Langworthy Public Library	24 Spring Street	02832
Jamestown	JAM		Jamestown Philomenian Library	26 North Road	02835
Jamestown	JSL		Jamestown School - Lawn Library	55 Lawn Avenue	02835
Jamestown	JSM		Jamestown School – Melrose	76 Melrose Avenue	02835
Johnston	JHS		Johnston High School	345 Cherry Hill Rd	02919
Johnston	JOH		Marian J. Mohr Memorial Library	1 Memorial Avenue	02919
Kingston	SKK		Kingston Free Library	2605 Kingstown Road	02881
Kingston	URI		Univ. of Rhode Island Libraries	15 Lippett Road	02881
Lincoln	CCF		CCRI - Flanagan Campus Library	1762 Louisquisset Pike	02865
Lincoln	LIN		Lincoln Public Library	145 Old River Road	02865
Little Compton	LCO		Brownell - Little Compton Free Library	44 Commons	02837
Middletown	MID		Middletown Public Library	700 West Main Road	02840
Middletown	SGA		Saint George's School	372 Purgatory Road	02842
Narragansett	NAR		Maury Loojtjens Memorial Library	35 Kingstown Road	02882
Narragansett	NRH		Narragansett High School	245 South Pier Road	02882
Narragansett	UPM		Pell Marine Science Lib.	URI Grad. School of Oceanography / South Ferry Rd.	02882
Newport	CCN		CCRI - Newport Campus Library	1 John H. Chaffee Blvd.	02840
Newport	NCC		Cranston-Calvert School Library	15 Cranston Avenue	02840
Newport	NCO		Coggeshall School Library	130 Van Zandt Ave.	02840
Newport	NHR		Newport Hospital – Library	11 Friendship Street	02840
Newport	NHS		Rogers High School	Wickham Road	02840
Newport	NPT		Newport Public Library	300 Spring St.	02840
Newport	NSU		Sullivan School Library	35 Dexter Street	02840
Newport	NTM		Thompson Middle School Library	55 Broadway	02840
Newport	NUS		Underwood School Library	90 Harrison Avenue	02840
Newport	RED		Redwood Library	50 Bellevue Avenue	02840
Newport	SRC		Salve Regina University	Ochre Point Avenue	02840
North Kingstown	DPL		Davisville Free Library	481 Davisville Road	02852
North Kingstown	NKI		North Kingstown Public Library	100 Boone Street	02852
North Providence	NPR		North Providence Public Library	1810 Mineral Spring Avenue	02904
North Providence	OLF	DOD	Our Lady of Fatima Hospital Library	200 High Service Avenue	02904
North Scituate	PHS		Ponaganset High School	137 Anan Wade Road	02857

North Scituate	PMS		Ponaganset Middle School Library	91 Anan Wade Road	02857
North Scituate	SCI		North Scituate Public Library	606 West Greenville Road	02857
North Scituate	SHS		Scituate High School	94 Trimtown Road	02857
North Smithfield	NSJ		North Smithfield High School Library	Greenville Road - RFD #2	02896
Pawtucket	MPS		Memorial Hospital Med. Library	111 Brewster Street	02860
Pawtucket	PAW		Pawtucket Public Library	13 Summer Street	02860
Pawtucket	SHE		Shea High School Library	485 East Avenue	02860
Pawtucket	SRA		Saint Raphael Academy Library	123 Walcott Street	02860
Pawtucket	TOL		Tolman High School Library	150 Exchange Street	02861
Peace Dale	SKI		South Kingstown Public Library	1057 Kingstown Road	02879
Peace Dale	SKJ		Curtis Corner Middle School	Curtis Corner Road	02879
Portsmouth	PAB		Portsmouth Abbey School	Cory's Lane	02871
Portsmouth	POH		Portsmouth High School	Education Lane	02871
Portsmouth	POR		Portsmouth Free Public Library	2658 East Main Road	02871
Providence	ATH		Providence Athenaeum	251 Benefit Street	02903
Providence	BRO		Brown University - Science Library	201 Thayer Street	02912
Providence	BRR		Brown University - Rockefeller Library	10 Prospect Street	02912
Providence	BTH		Butler Hosp. Ray Med Lib.	345A Blackstone Blvd.	02906
Providence	CCP		CCRI - Liston Campus Library	1 Hilton Street	02905
Providence	DSL		Office of Library & Information Services	1 Capitol Hill	02908
Providence	FPT		Fox Point Library	90 Ives Street	02906
Providence	JWA		Johnson & Wales University	111 Dorrance Street	02903
Providence	JWH		Johnson & Wales University Culinary Library	Paramount Building, 299 Harborside Blvd.,	02905
Providence	KMA		Knight Memorial Library	275 Elmwood Avenue	02907
Providence	LSA		La Salle Academy	612 Academy Avenue	02908
Providence	MBS	DOD	Moses Brown Library	250 Lloyd Avenue	02906
Providence	MSS		Meeting Street School Library	1000 Eddy Street	02905
Providence	MTP		Mount Pleasant Library	315 Academy Avenue	02908
Providence	OLN		Olneyville Library	One Olneyville Square	02909
Providence	PCO		Providence College-Phillips Memorial Library	549 River Avenue	02918
Providence	PRO		Providence Public Library	150 Empire Street	02903
Providence	RHS		Rhode Island Historical Society Library	121 Hope Street	02906
Providence	RIC		RI College - Adams Library	600 Mount Pleasant Ave.	02908
Providence	RIH		Rhode Island Hospital	593 Eddy Street	02903
Providence	RIS	DOD	Rhode Island School for the Deaf	1 Corliss Park	02904
Providence	RLW		Rhode Island Law Library	250 Benefit Street	02903
Providence	ROC		Rochambeau Library	708 Hope Street	02906
Providence	RSD		Rhode Island School of Design	15 Westminster Street	02903
Providence	RST	DOD	Rhode Island State Library	State House	02908
Providence	RWH		Roger Williams Hospital	825 Chalkstone Avenue	02908

Providence	SMH		Smith Hill Branch	31 Candace Street	02908
Providence	SPR		South Providence Library	441 Prairie Avenue	02905
Providence	UCA		Urban Collaborative Acc. Program	75 Carpenter Street	02903
Providence	URP		University of Rhode Island – Providence	80 Washington Street	02903
Providence	VAM		Veterans Affairs Medical Center Library	830 Chalkstone Avenue	02908 -4799
Providence	WAN		Wanskuck Library	223 Veazie Street	02904
Providence	WHL		Wheeler School	216 Hope Street	02906
Providence	WPK		Washington Park Library	1316 Broad Street	02905
Saunderstown	WIL		Willett Free Library	45 Ferry Road	02874
Slatersville	NSM		North Smithfield Public Library	20 Main Street	02876
Smithfield	BRY		Bryant University - Douglas and Judith Krupp Library	1150 Douglas Pike	02917
Smithfield	ESM		East Smithfield Public Library	50 Esmond Street	02917
Smithfield	SMS		Smithfield High School	Pleasant View Avenue	02917
Tiverton	THS		Tiverton High School Library	100 North Brayton Road	02878
Tiverton	TIV		Essex Public Library	238 Highland Road	02878
Tiverton	TMS		Tiverton Middle School	10 Quintal Drive	02878
Tiverton	TUN		Union Branch Library	3832 Main Road	02878
Wakefield	SKB		Broad Rock Road Middle School	351 Broad Rock Road	02879
Wakefield	SKH		Robert Beverly Hale Library	2601 Comm. Perry Hwy.	02879
Wakefield	SKS		South Kingstown High School	215 Columbia Street	02879
Warren	BGC		Hugh Cole School Library	Asylum Road	02885
Warren	KMS		Kickemuit Middle School Library	525 Child Street	02885
Warren	WRR		George Hail Free Library	530 Main Street	02885
Warwick	CCW		CCRI - Knight Campus Library	400 East Avenue	02886
Warwick	GJH		Gorton Jr. High School Library	65 Draper Avenue	02889
Warwick	KCM		Kent County Hospital	455 Toll Gate Road	02886
Warwick	OSL		Ocean State Libraries	The Summit South, Suite 103	02886
Warwick	WAH		Aldrich High School Library	789 Post Road	02888
Warwick	WAP		Apponaug Branch	3267 Post Road	02886
Warwick	WAR		Warwick Public Library	600 Sandy Lane	02886 -3998
Warwick	WCO		Conimicut Branch	55 Beach Avenue	02889
Warwick	WNO		Norwood Branch	Pawtuxet Avenue	02888
Warwick	WPO		Pontiac Free Library	101 Greenwich Avenue	02886
Warwick	WWN		Winman Junior High School Library	575 Centerville Road	02886
West Greenwich	EWG		Exeter West Greenwich High Library	930 Nooseneck Hill Road	02817
West Greenwich	WGR		Louttit Library	274 Victory Highway	02817
West Warwick	WWA		West Warwick Public Library	1043 Main Street	02893
West Warwick	WWH		West Warwick Sr. High School	Webster Knight Drive	02893

Westerly	WES		Westerly Public Library	44 Broad Street	02891
Wood River Junction	CHO		Chariho High School	453 Switch Road	02894
Woonsocket	WHR	DOD	Landmark Medical Ctr. – Library	115 Cass Avenue	02895
Woonsocket	WNS		Woonsocket Public Library	303 Clinton Street	02895

Outgoing Delivery Items / Week Survey Results



Appendix III

COST PROPOSAL SHEET

Vendor Name:

Year

		Cost Per Stop	Annual cost
April 1, 2012 – March 31, 2013	Regularly Scheduled Stop		
	Delivery on Demand Stop		
	All stops		
	Alternate annual cost		
April 1, 2013 – March 31, 2014	Regularly Scheduled Stop		
	Delivery on Demand Stop		
	All stops		
	Alternate annual cost		
April 1, 2014 – March 31, 2015	Regularly Scheduled Stop		
	Delivery on Demand Stop		
	All stops		
	Alternate annual cost		

Refer to Section 3b. Stops

Alternate: additional costs _____