



**Solicitation Information
March 5, 2015**

RFP# 7549373

TITLE: Statewide Library Delivery System

Submission Deadline: Thursday, April 2, 2015 at 2:00 PM (ET)

Questions concerning this solicitation must be received by the Division of Purchases at gail.walsh@purchasing.ri.gov no later than **Monday, March 16, 2015 at 5:00 PM (ET)**. Questions should be submitted in a *Microsoft Word attachment*. Please reference the RFP# 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.

SURETY REQUIRED: No

BOND REQUIRED: No

GAIL WALSH
CHIEF BUYER

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

Note to Applicants:

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

THIS PAGE IS NOT A BIDDER CERTIFICATION FORM

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SECTION 1: INTRODUCTION

The Rhode Island Department of Administration/Division of Purchases, on behalf of the Rhode Island Office of Library and Information Services (OLIS), is soliciting proposals from qualified firms to provide daily delivery of library materials for members of the Library of Rhode Island (LORI) network, in accordance with the terms of this Request for Proposals and the State's General Conditions of Purchase, which may be obtained at the Rhode Island Division of Purchases Home Page by Internet at www.purchasing.ri.gov.

The initial contract period will begin approximately July 1, 2015 for one year. Contracts may be renewed for up to two additional 12-month periods based on vendor performance and the availability of funds.

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 and reading of responses received by the Division of Purchases pursuant to this Request, other than to name those offerors who have submitted proposals.

INSTRUCTIONS AND NOTIFICATIONS TO OFFERORS:

1. Potential vendors are advised to review all sections of this RFP carefully and to follow instructions completely, as failure to make a complete submission as described elsewhere herein may result in rejection of the proposal.
2. Alternative approaches and/or methodologies to accomplish the desired or intended results of this procurement are solicited. However, proposals which depart from or materially alter the terms, requirements, or scope of work defined by this RFP will be rejected as being non-responsive.
3. All costs associated with developing or submitting a proposal in response to this RFP, or to provide oral or written clarification of its content shall be borne by the vendor. The State assumes no responsibility for these costs.
4. Proposals are considered to be irrevocable for a period of not less than 60 days following the opening date, and may not be withdrawn, except with the express written permission of the State Purchasing Agent.
5. All pricing submitted will be considered to be firm and fixed unless otherwise indicated herein.
6. Proposals misdirected to other state locations, or which are otherwise not present in the Division at the time of opening for any cause will be determined to be late and will not be considered. For the purposes of this requirement, the official time and date shall be that of the time clock in the reception area of the Division.
7. It is intended that an award pursuant to this RFP will be made to a prime vendor, or prime vendors in the various categories, who will assume responsibility for all aspects of the work. Joint venture and cooperative proposals will not be considered. Subcontracts are

permitted, provided that their use is clearly indicated in the vendor's proposal and the subcontractor(s) to be used is identified in the proposal.

8. All proposals should include the vendor's FEIN or Social Security number as evidenced by a W9, downloadable from the Division's website at www.purchasing.ri.gov.
9. The purchase of services under an award made pursuant to this RFP will be contingent on the availability of funds.
10. Vendors are advised that all materials submitted to the State for consideration in response to this RFP will be considered to be Public Records as defined in Title 38, Chapter 2 of the General Laws of Rhode Island, without exception, and will be released for inspection immediately upon request once an award has been made.
11. Interested parties are instructed to peruse the Division of Purchases website on a regular basis, as additional information relating to this solicitation may be released in the form of an addendum to this RFP.
12. Equal Employment Opportunity (G.L. 1956 § 28-5.1-1, et seq.) – § 28-5.1-1 Declaration of policy – (a) Equal opportunity and affirmative action toward its achievement is the policy of all units of Rhode Island state government, including all public and quasi-public agencies, commissions, boards and authorities, and in the classified, unclassified, and non-classified services of state employment. This policy applies to all areas where State dollars are spent, in employment, public services, grants and financial assistance, and in state licensing and regulation.
13. In accordance with Title 7, Chapter 1.2 of the General Laws of Rhode Island, no foreign corporation, a corporation without a Rhode Island business address, shall have the right to transact business in the State until it shall have procured a Certificate of Authority to do so from the Rhode Island Secretary of State (401-222-3040). This is a requirement only of the successful vendor(s).
14. The vendor should be aware of the State's Minority Business Enterprise (MBE) requirements, which address the State's goal of ten percent (10%) participation by MBE's in all State procurements. For further information visit the website www.mbe.ri.gov.
15. Under HIPAA, a "business associate" is a person or entity, other than a member of the workforce of a HIPAA covered entity, who performs functions or activities on behalf of, or provides certain services to, a HIPAA covered entity that involves access by the business associate to HIPAA protected health information. A "business associate" also is a subcontractor that creates, receives, maintains, or transmits HIPAA protected health information on behalf of another business associate. The HIPAA rules generally require that HIPAA covered entities and business associates enter into contracts with their business associates to ensure that the business associates will appropriately safeguard HIPAA protected health information. Therefore, if a Contractor qualifies as a business associate, it will be required to sign a HIPAA business associate agreement.

16. In order to perform the contemplated services related to the Rhode Island Health Benefits Exchange (HealthSourceRI), the vendor hereby certifies that it is an “eligible entity,” as defined by 45 C.F.R. § 155.110, in order to carry out one or more of the responsibilities of a health insurance exchange. The vendor agrees to indemnify and hold the State of Rhode Island harmless for all expenses that are deemed to be unallowable by the Federal government because it is determined that the vendor is not an “eligible entity,” as defined by 45 C.F.R. § 155.110.

SECTION 2: BACKGROUND

Authority

Pursuant to Section 29-6-9 of the General Laws of the State of Rhode Island, the Office of Library and Information Services (OLIS) is authorized to establish a Rhode Island library network, the Library of Rhode Island (LORI) and a statewide interlibrary delivery system.

Overview

OLIS is seeking an efficient, effective, forward thinking and flexible courier to operate a delivery service that carries approximately 2.3 million materials annually among the approximately 220 members of the LORI network located within the borders of the State of Rhode Island. The number of member libraries and materials carried through the delivery system are subject to change.

OLIS has been providing statewide interlibrary delivery service to the LORI network for over 20 years, resulting in a highly developed system. Nevertheless, OLIS hopes to take advantage of the knowledge, expertise, technology and creativity of the vendor to increase the efficiency and effectiveness of the service. OLIS is interested in proposals that include more efficient or effective ways of achieving good delivery service. OLIS is particularly interested in the application of technology solutions for scheduling and tracking staff, equipment and materials, especially those solutions that would minimize the cost not only to OLIS but also to participating libraries for shipping and receiving.

SECTION 3: SCOPE OF WORK

General Scope of Work

OLIS seeks delivery services to transport library materials among members of the LORI network. Services include physical pick-up and delivery of library materials in a safe and expedient manner without damage or delay and a system for sorting and routing materials to their ultimate destinations. The delivery service must operate 5 days a week (Monday-Friday) within the operating hours of LORI libraries and in accordance with a schedule provided by OLIS that establishes the frequency of stops for member libraries.

Member libraries include public, academic, school, hospital and other types of libraries in Rhode Island that qualify for membership in the LORI network and share an interlibrary loan (ILL) agreement that allows each member library to request library materials from other member

libraries. Through this network, a user of any LORI member library can borrow materials from any other LORI library. The vendor transports materials between members of the LORI network.

The vendor must provide sufficient vehicle carrying capacity and personnel to safely and legally carry the volumes specified in the proposal in the specified time frames. The vendor must maintain automobile accident cargo insurance liability at least the minimum of \$10,000 and meet insurance requirements as outlined in the State of Rhode Island's General Conditions of Purchase. All drivers must undergo a Bureau of Criminal Identification (BCI) background check under Rhode Island General Law Section 16-2-18.1.

Vendor shall provide:

- A valid copy of the vendor's Rhode Island Certificate of Public Convenience and Necessity issued by the Rhode Island Public Utilities Commission
- Vendor's Rhode Island Public Utilities Number
- A copy of vendor's Common Carrier Tariff submitted to the RI Public Utilities Commission
- Drivers must wear photo-identification of a sort agreed upon by the vendor and OLIS.

Specific Activities / Tasks

General Operation

1. Delivery Procedures. Libraries prepare materials for delivery by securely attaching a delivery routing slip to the item and placing the item into a delivery bin. The routing slip includes codes clearly identifying the sending library and the receiving library. The vendor picks up the bin(s) of items and delivers them to the vendor's sorting center. The materials are sorted by destination at the sorting facility and placed in bins which are then delivered to the respective destination libraries the next day or the next day that the library receives delivery. *See Appendix II Books and Materials Transported Weekly in OLIS – LORI Delivery*
2. Delivery Schedule. The vendor develops delivery routes based on the monthly schedule prepared by OLIS that establishes the frequency and days of stops. Libraries receive delivery from two to five times a week once a day. Current schedules can be found on the OLIS website at www.olis.ri.gov/network/delivery/schedule.php. Depending on library needs, the schedule is subject to change with one week's written notice from OLIS to the vendor. The vendor must establish a regular time for drop-off and pick-up at all libraries. Vendor is required to make stops when the library is staffed and within one hour of the scheduled time. If the vendor is unable to provide delivery as scheduled due to weather, unexpected traffic or mechanical breakdown, OLIS and the intended delivery location must both be contacted within forty (40) minutes of the scheduled delivery. *See Appendix I Master List of Stops*

3. **Delivery on Demand.** Approximately one-third of LORI members do not require weekly delivery. Currently 79 libraries receive Delivery on Demand (DOD) wherein pick-up service occurs as requested and delivery occurs when materials addressed to DOD libraries enter the system. OLIS receives the DOD request from the library and conveys the request to the vendor.
4. **Delivery Tracking.** Drivers must log each stop and the number of bins delivered and picked up at each location. Tracking and logging must be accomplished through an electronic system. Vendor's records must document that the delivery of the materials was within the applicable time limitations.
5. **Materials Responsibility.** Materials are the responsibility of the vendor while in transit and at the sorting facility. Proper care during handling at the sort facility and to and from libraries is required while the items are entrusted to the vendor's care. In the event of failure of delivery, for any reason, the vendor must secure the undelivered items in a locked building until they can either be delivered or turned over to OLIS custody at the earliest possible opportunity.
6. **Materials Transported.** Materials routinely carried include such items as hardcover and paperback books, CDs, DVDs, kits, and magazines. Other items include correspondence, electronic devices, exhibits, etc. Occasionally, materials that do not fit in a bin or box measuring no more than 10% larger than the standard delivery bin must be carried between libraries. Libraries must make special arrangements with OLIS for transporting such materials; OLIS will inform the vendor when such items must be transported.
7. **Billing.** The vendor shall provide OLIS with a monthly invoice for the actual number of stops made listing the dates of service. OLIS may reject any invoice for correction of billing errors without prejudice. An electronic log stating the date, time, location, and number of bins delivered and/or picked up will serve as proof of service and must be provided as back-up to invoices.
8. **OLIS Responsibilities.** OLIS provides 12"x13"x20" plastic bins with covers/attached lids for transport of materials. OLIS manages all communication between the vendor and libraries.

Security of Items / Lost and Damaged Items

1. **Security.** All materials must be kept safe and secure while in the vendor facility and while in possession of vendor employees or subcontractors.
2. **Protection.** The vendor is to protect materials from the environment while transporting, sorting and warehousing.
3. **Responsibility.** The vendor is responsible for any loss or damage to library materials while at the sorting facility or in transit. The vendor shall be responsible for repayment to libraries for the full value of items entrusted to the vendor's care that are lost, stolen or damaged.

4. Claims. The vendor must establish a procedure for managing claims for items that are lost, stolen or damaged while in the vendor's care. Since OLIS is liaison between libraries and the vendor, and is the agent whose sole interest is in providing an efficient delivery service, OLIS will serve as the arbitrator in determining responsibility for such claims.

Delivery Schedule, Missed Stops and Materials Left Behind

1. Delivery Stops. About half of LORI member libraries require daily pick-up and delivery with the remaining half requiring less frequent stops. Approximately two-thirds of all libraries require weekly stops; the remainder are served through delivery on demand.
2. Hours. All deliveries are scheduled Monday – Friday. Deliveries must be completed by 5:00 p.m. Most libraries are staffed by 9 a.m. OLIS will provide schedules of library open hours and inform the vendor of any changes to regular hours.
3. Turn Around. The delivery vendor is to deliver library materials and other relevant items within 24 hours of pick-up or on the next regular delivery day the addressee is open.
4. Number of Stops. The number of pick-up and delivery locations varies throughout the year. For example, a library may be closed for renovations and is not loaning materials. Schools do not receive delivery during the summer vacation and academic libraries may receive fewer stops between fall and spring semester and during summer semester. Payment is made only for stops actually completed.
5. Missed Stops. If the vendor misses a stop, the vendor will not be paid for that stop. Delivery stops must be executed as scheduled; failure to meet the schedule may result in penalties and constitute breach of contract.
6. Materials Left Behind. If the vendor fails to take all materials waiting for pick-up at a given stop in the same day, the vendor will not be paid for that stop. Delivery stops must be executed as scheduled and all items transported; failure to deliver/pick-up all items may result in penalties and constitute breach of contract.

Current Volume (from November 2014)

1. Number of facilities receiving delivery: 219
2. Number of stops per week:
 - a. Fall-Spring: 484 stops for 36 weeks (when K-12 schools are in session);
 - b. Vacations: 395 stops for 12 weeks (during K-12 school vacations in December, holidays and winter, spring, and summer recesses);
 - c. Summer: 346 stops for 4 weeks (end of July- August / summer session at the colleges and universities)
 - d. 23,548 stops annually
3. Number of materials: approximately 47,000 per week (when K-12 schools are in session)

SECTION 4: TECHNICAL PROPOSAL

Narrative and format. The separate technical proposal should address specifically each of the required elements:

1. Approach/Methodology. Provide details of delivery methodology, including a description of the management and staffing of the service and roles of key staff. Include any recommendations for alternate methodology, if applicable. Any recommendations for alternate methodology should include an explanation of how they differ from current practice, how they would improve the service, and the costs and steps that OLIS and LORI libraries would have to pursue to adapt to that methodology.
2. Work Plan. Describe in detail the framework for performing delivery services and how those services will be billed. The following elements must be included:
 - a. Delivery system operation
 - i. Method for ensuring next scheduled day delivery.
 - ii. Method for electronically tracking stops and number of bins, including an example of electronically created delivery logs.
 - iii. Method for developing schedules that will ensure timely pick-up and delivery at all locations during the required times.
 - iv. Procedures for adding delivery on demand stops as requested by OLIS.
 - v. Procedures for communicating with OLIS and libraries regarding delays, inability to deliver, or other issues with delivery.
 - vi. Procedures for ensuring that items entrusted to the vendor's care are secure and protected from the elements.
 - b. Sorting
 - i. Describe the procedure for sorting materials and loading bins for shipping to their ultimate destination.
 - ii. Describe the procedure for managing items with lost routing slips or that are otherwise undeliverable.
 - iii. Describe the method for tracking bins leaving the sorting facility.
 - c. Control system to identify and reconcile lost, stolen or damaged items
 - i. Procedure for managing lost, stolen or damaged items.
 - ii. Process for reimbursing libraries for items lost or stolen while in the vendor's care or damaged due to vendor negligence.
 - d. Billing and reconciliation
 - i. Describe the preparation and delivery of monthly invoices.

- ii. Describe how added or deleted stops will be managed.
3. Equipment (delivery vehicles and technology)
 - a. Describe the vehicles available for transport and include evidence of compliance with insurance requirements as described under General Scope of Work. Vehicles must have the capacity to deliver and pick up all materials on a driver's route.
 - b. Describe the equipment used to track stops and bin counts, including software programs.
4. Sorting facility
 - a. Describe the sorting facility, including a description of equipment and procedures for sorting items.
 - b. List hours of operation, staffing and management.
 - c. Describe climate control measures to ensure protection of materials from the elements, including a disaster preparedness plan and a business continuity plan.
 - d. Describe security measures to ensure safety of items entrusted to the vendor's care.
5. Capability, Capacity, and Qualifications of the Offeror
 - a. Provide a detailed description of the vendor's capacity to perform the methodology, including experience with delivery and similar projects undertaken. Include a brief but clear description of such projects and client names, addresses, phone numbers, dates of service and type(s) of service(s) provided.
 - b. Include 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.
 - c. Vendor must show proof of licensure by the Public Utilities Commission (PUC) to operate statewide and maintain the licensure during the period of this agreement.

SECTION 5: COST PROPOSAL

Detailed Budget and Budget Narrative:

Provide cost of the proposed service expressed as cost per stop and also as estimated annual cost on the form provided (see *Appendix III Cost Proposal*). Alternative fee schedule proposals will be considered; however, the offeror must provide an understandable fee structure and explain the benefits of the alternative approach. Billing of services must be on a monthly basis.

Vendors may not unilaterally add a surcharge on product delivery or augment product prices based on the volatility of energy markets. The State of Rhode Island has historically taken the position

that a fixed price is, as the name implies, a legal agreement with firm pricing. Adding a fuel surcharge to the proposal will disqualify the vendor.

SECTION 6: EVALUATION AND SELECTION

Proposals will be reviewed by a Technical Review Committee comprised of staff from state agencies. To advance to the Cost Evaluation phase, the Technical Proposal must receive a minimum of 56 (80%) out of a maximum of 70 technical points. Any technical proposals scoring less than 56 points will not have the cost component opened and evaluated. The proposal will be dropped from further consideration.

Proposals scoring 56 technical points or higher will be evaluated for cost and assigned up to a maximum of 30 points in cost category, bringing the potential maximum score to 100 points.

The Office of Library and Information Services reserves the exclusive right to select the individual(s) or firm (vendor) that it deems to be in its best interest to accomplish the project as specified herein; and conversely, reserves the right not to fund any proposal(s).

Proposals will be reviewed and scored based upon the following criteria:

| Criteria | Possible Points |
|--|------------------------|
| Suitability of Approach/Methodology | 10 Points |
| Quality of the Work Plan | 25 Points |
| Suitability of Equipment | 15 Points |
| Suitability of the Sorting Facility | 10 Points |
| Capability, Capacity, and Qualifications of the Offeror | 10 Points |
| | |
| Total Possible Technical Points | 70 Points |
| Cost calculated as lowest responsive cost proposal divided by (this cost proposal) times 30 points * | 30 Points |
| Total Possible Points | 100 Points |

*The Low bidder will receive one hundred percent (100%) of the available points for cost. All other bidders will be awarded cost points based upon the following formula:

$$(\text{low bid} / \text{vendors bid}) * \text{available points}$$

For example: If the low bidder (Vendor A) bids \$65,000 and Vendor B bids \$100,000 for monthly cost and service fee and the total points available are Thirty (30), vendor B’s cost points are calculated as follows:

$$\$65,000 / \$100,000 * 30 = 19.5$$

Points will be assigned based on the offeror's clear demonstration of their abilities to complete the work, apply appropriate methods to complete the work, create innovative solutions and quality of past performance in similar projects.

Applicants may be required to submit additional written information or be asked to make an oral presentation before the technical review committee to clarify statements made in their proposal.

SECTION 7: PROPOSAL SUBMISSION

Questions concerning this solicitation may be e-mailed to the Division of Purchases at gail.walsh@purchasing.ri.gov no later than the date and time indicated on page one of this solicitation. Please reference **RFP # 7549373** on all correspondence. Questions should be submitted in a Microsoft Word attachment. Answers to 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. If technical assistance is required to download, call the Help Desk at (401) 222-3766 or lynda.moore@doit.ri.gov.

Offerors are encouraged to submit written questions to the Division of Purchases by the date and time noted on Page 1 of this solicitation. **No other contact with State parties will be permitted.** Interested offerors may submit proposals to provide the services covered by this Request on or before the date and time listed on the cover page of this solicitation. Responses received after this date and time, as registered by the official time clock in the reception area of the Division of Purchases will not be considered.

Responses (**an original plus four (4) copies**) should be mailed or hand-delivered in a sealed envelope marked "**RFP# 7549373 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 those not presented to 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 in the reception area of the Division of Purchases.

RESPONSE CONTENTS

Responses shall include the following:

1. One completed and signed three-page R.I.V.I.P generated bidder certification cover sheet (included in the original copy only) downloaded from the RI Division of Purchases Internet home page at www.purchasing.ri.gov.

2. One completed and signed W-9 (included in the original copy only) downloaded from the RI Division of Purchases Internet home page at www.purchasing.ri.gov. **Please include with original proposal only.**
3. **A separate Technical Proposal** describing the qualifications and background of the applicant and experience with and for similar projects, and all information described earlier in this solicitation. The Technical Proposal is limited to ten (10) pages (this excludes any appendices).
4. **A separate, signed and sealed Cost Proposal** using Appendix III and including all fees proposed to complete all of the requirements of this project, including alternate cost proposal, if applicable.
5. **A current copy of vendor's certificate of insurance** indicating provider, policy number, term of policy, and coverage, including vehicle accident liability and vendor's damage liability.
6. In addition to the multiple hard copies of proposals required, Respondents are requested to provide their proposal in **electronic format (CD-Rom, disc, or flash drive)**. Microsoft Word / Excel OR PDF format is preferable. Only 1 electronic copy is requested and it should be placed in the proposal marked "original".

CONCLUDING STATEMENTS

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 proposals, and to award in its best interest.

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

The State may, at its sole option, elect to require presentation(s) by offerors clearly in consideration for award.

The State's General Conditions of Purchase contain the specific contract terms, stipulations and affirmations to be utilized for the contract awarded to the RFP. The State's General Conditions of Purchases/General Terms and Conditions can be found at the following URL:
<https://www.purchasing.ri.gov/RIVIP/publicdocuments/ATTA.pdf>

Appendix I: Master List of Stops

Current schedule is available online at www.olis.ri.gov/network/delivery/schedule.php

| CityTown | LibraryName | Code | Type | Address | State | Zip |
|---------------|---|------|------|----------------------------|-------|-------|
| Barrington | Barrington Public Library | BAR | P | 281 County Road | RI | 02806 |
| Barrington | Barrington High School Library | BHS | HS | 220 Lincoln Avenue | RI | 02806 |
| Barrington | Barrington Middle School Library | BMS | S | 261 Middle Highway | RI | 02806 |
| Barrington | Hampden Meadows School Library | HMS | S | 297 New Meadow Road | RI | 02806 |
| Barrington | Nayatt School Library | NYS | S | 400 Nayatt Road | RI | 02806 |
| Barrington | Primrose Hill School Library | PRH | S | 60 Middle Highway | RI | 02806 |
| Barrington | Saint Andrew's School Library | SAS | HS | 63 Federal Road | RI | 02806 |
| Barrington | Sowams Elementary School Library | SWE | S | 364 Sowams Road | RI | 02806 |
| Block Island | Island Free Library | NSH | P | Dodge Street | RI | 02807 |
| Bristol | Colt-Andrews School Library | BCA | S | 570 Hope Street | RI | 02809 |
| Bristol | Guiteras School Library | BGA | S | 35 Washington St. | RI | 02809 |
| Bristol | Rogers Free Library | BRI | P | 525 Hope Street | RI | 02809 |
| Bristol | Rockwell School Library | BRW | S | 1225 Hope Street | RI | 02809 |
| Bristol | Mt. Hope High School Library | BWH | HS | 199 Chestnut Street | RI | 02809 |
| Bristol | Roger Williams University Law Library | RWL | A | 10 Metacom Avenue | RI | 02809 |
| Bristol | Roger Williams University Library | RWU | A | One Old Ferry Road | RI | 02809 |
| Burrillville | Burrillville High School Library | BUH | HS | 425 East Avenue | RI | 02830 |
| Burrillville | Jesse M. Smith Memorial Library | BUR | P | 100 Tinkham Lane | RI | 02830 |
| Burrillville | Pascoag Public Library | PAS | P | 57 Church Street | RI | 02859 |
| Central Falls | Central Falls Public Library | CFA | P | 205 Central Street | RI | 02863 |
| Central Falls | Central Falls High School Library | CFH | HS | 24 Summer Street | RI | 02863 |
| Charlestown | Cross" Mills Public Library | CHA | P | 4417 Old Post Rd | RI | 02813 |
| Coventry | Blackrock School Library | CBS | S | 12 LaCasa Drive | RI | 02816 |
| Coventry | Coventry High School | CHS | HS | 40 Reservoir Road | RI | 02816 |
| Coventry | Alan S. Feinstein Middle School Library | CKO | S | 15 Foster Dr. | RI | 02816 |
| Coventry | Coventry Public Library | COV | P | 1672 Flat River Road | RI | 02816 |
| Coventry | Hopkins Hill School Library | CPK | S | 95 Johnson Boulevard | RI | 02816 |
| Coventry | Tiogue School Library | CTS | S | 170 East Shore Drive | RI | 02816 |
| Coventry | Western Coventry School Library | CVW | S | 4588 Flat River Road | RI | 02827 |
| Coventry | Washington Oak School Library | CWS | S | 801 Read School House Road | RI | 02816 |
| Coventry | Greene Public Library | GRE | B | 179 Hopkins Hollow Road | RI | 02827 |
| Cranston | Arlington Reading Room | ARL | B | 1064 Cranston Street | RI | 02920 |
| Cranston | Auburn Branch Library | AUB | B | 396 Pontiac Avenue | RI | 02910 |
| Cranston | Arlington School Library | CAS | S | 155 Princess Avenue | RI | 02920 |

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|----------------|---|-----|----|----------------------------|----|-------|
| Cranston | Chester Barrows School Library | CBR | S | 9 Beachmont Avenue | RI | 02905 |
| Cranston | Stadium School Library | CDS | S | 100 Crescent Avenue | RI | 02910 |
| Cranston | William Dutemple School Library | CDT | S | 32 Garden Street | RI | 02910 |
| Cranston | Daniel D. Waterman School Library | CDW | S | 722 Pontiac Avenue | RI | 02910 |
| Cranston | Western Hills School Library | CEM | S | 400 Phenix Avenue | RI | 02920 |
| Cranston | Eden Park School Library | CEP | S | 180 Oakland Avenue | RI | 02910 |
| Cranston | Edward S. Rhodes School Library | CES | S | 160 Shaw Avenue | RI | 02905 |
| Cranston | Glen Hills Elementary School Library | CGH | S | 50 Glen Hills Drive | RI | 02921 |
| Cranston | Garden City School Library | CGN | S | 70 Plantations Drive | RI | 02920 |
| Cranston | Cranston High School East Library | CHE | HS | 899 Park Avenue | RI | 02910 |
| Cranston | Cranston High School West Library | CHW | HS | 80 Metropolitan Avenue | RI | 02920 |
| Cranston | Oak Lawn School Library | CKL | S | 36 Stoneham Street | RI | 02920 |
| Cranston | Stone Hill School Library | CLS | S | 21 Village Avenue | RI | 02920 |
| Cranston | George J. Peters School Library | CPJ | S | 15 Mayberry Street | RI | 02920 |
| Cranston | Park View Middle School Library | CPV | S | 25 Park View Boulevard | RI | 02910 |
| Cranston | Cranston Public Library | CRA | P | 140 Sockanosett Cross Road | RI | 02920 |
| Cranston | Orchard Farms Elementary School Library | CRF | S | 1555 Scituate Avenue | RI | 02921 |
| Cranston | Gladstone Street School Library | CST | S | 50 Gladstone Street | RI | 02920 |
| Cranston | Edgewood Highland School Library | CWD | S | 160 Pawtuxet Avenue | RI | 02910 |
| Cranston | Woodridge School Library | CWO | S | 401 Budlong Road | RI | 02920 |
| Cranston | William Hall Library | HAL | B | 1825 Broad Street | RI | 02905 |
| Cranston | Hugh B. Bain Middle School Library | HBD | S | 135 Gansett Avenue | RI | 02910 |
| Cranston | Hope Highland School Library | HGE | S | 300 Hope Road | RI | 02921 |
| Cranston | Knightsville Branch Library | KNV | B | 1847 Cranston Street | RI | 02920 |
| Cranston | Oaklawn Branch Library | OAK | B | 230 Wilbur Avenue | RI | 02920 |
| Cumberland | Cumberland High School | CUH | HS | 2600 Mendon Road | RI | 02864 |
| Cumberland | Cumberland Public Library | CUM | P | 1464 Diamond Hill Road | RI | 02864 |
| Cumberland | Mercymount Country Day School Library | MCT | S | 35 Wrentham Road | RI | 02864 |
| East Greenwich | Meadowbrook Farms School Library | EBF | S | 2 Chestnut Drive | RI | 02818 |
| East Greenwich | James Eldredge Elementary Library | EDM | S | 101 First Avenue | RI | 02818 |
| East Greenwich | Frenchtown School Library | EFT | S | 1100 Frenchtown Road | RI | 02818 |
| East Greenwich | Archie R. Cole Jr. High Library | EGC | S | 100 Cedar Avenue | RI | 02818 |
| East Greenwich | East Greenwich High School Library | EGH | HS | 300 Avenger Drive | RI | 02818 |

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|-----------------|---|-----|----|----------------------------|----|-------|
| East Greenwich | East Greenwich Free Library | EGR | P | 82 Peirce Street | RI | 02818 |
| East Greenwich | Rocky Hill School Library | ERH | HS | 530 Ives Road | RI | 02818 |
| East Greenwich | George Hanaford School Library | HAN | S | 200 Middle Road | RI | 02818 |
| East Greenwich | New England Institute of Technology Library | NET | A | One New England Tech Blvd. | RI | 02818 |
| East Providence | St. Mary Academy-Bay View High School Library | BVA | HS | 3070 Pawtucket Avenue | RI | 02915 |
| East Providence | East Providence High School Library | EPH | HS | 2000 Pawtucket Avenue | RI | 02914 |
| East Providence | East Providence Public Library | EPL | P | 41 Grove Avenue | RI | 02914 |
| East Providence | Riverside Branch Library | EPV | B | 475 Bullocks Point Avenue | RI | 02915 |
| East Providence | Martin Middle School Library | ERM | S | 111 Brown Street | RI | 02914 |
| Exeter | Exeter Public Library | EXE | P | 773 Ten Rod Rd. | RI | 02822 |
| Foster | Foster Public Library | FOS | P | 184 Howard Hill Road | RI | 02825 |
| Foster | Tyler Free Library | TYL | B | 81 A Moosup Valley Road | RI | 02825 |
| Glocester | Glocester Manton Free Library | GLO | P | 1137 Putnam Pike | RI | 02814 |
| Glocester | Harmony Library | HAR | P | 195 Putnam Pike | RI | 02829 |
| Greenville | Greenville Public Library | GVL | P | 573 Putnam Pike | RI | 02828 |
| Hopkinton | Ashaway Free Library | ASH | P | 15 Knight Street | RI | 02804 |
| Hopkinton | Langworthy Public Library | LAN | P | 24 Spring Street | RI | 02832 |
| Jamestown | Jamestown Philomenian Library | JAM | P | 26 North Road | RI | 02835 |
| Jamestown | Lawn Avenue School Library | JSL | S | 55 Lawn Avenue | RI | 02835 |
| Jamestown | Melrose Avenue School Library | JSM | S | 76 Melrose Avenue | RI | 02835 |
| Johnston | Nicolas A. Ferri Middle School Library | JFM | S | 10 Memorial Drive Avenue | RI | 02919 |
| Johnston | Johnston High School Library | JHS | HS | 345 Cherry Hill Road | RI | 02919 |
| Johnston | Marian J. Mohr Memorial Library | JOH | P | 1 Memorial Avenue | RI | 02919 |
| Kingston | Kingston Free Library | SKK | B | 2605 Kingstown Road | RI | 02881 |
| Kingston | URI - University Libraries | URI | A | 15 Lippett Road | RI | 02881 |
| Lincoln | CCRI - Flanagan Campus Library | CCF | A | 1762 Louisquisset Pike | RI | 02865 |
| Lincoln | Lincoln Public Library | LIN | P | 145 Old River Road | RI | 02865 |
| Little Compton | Brownell Library, Little Compton | LCO | P | 44 Commons | RI | 02837 |
| Middletown | Middletown Public Library | MID | P | 700 West Main Road | RI | 02840 |
| Middletown | Saint George's School Library | SGA | HS | 372 Purgatory Road | RI | 02842 |
| Narragansett | Maury Loontjens Memorial Library | NAR | P | 35 Kingstown Road | RI | 02882 |
| Narragansett | Narragansett High School Library | NRH | HS | 245 South Pier Road | RI | 02882 |

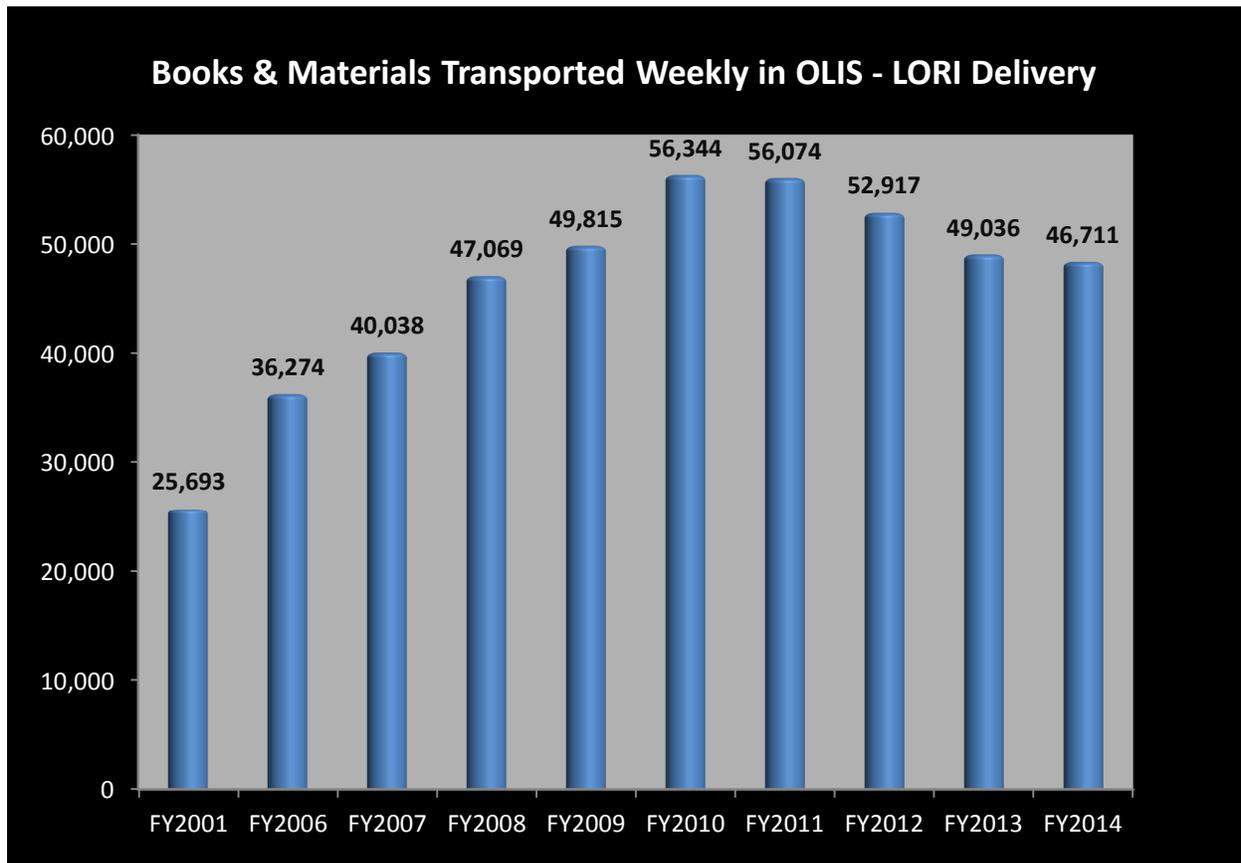
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|----------------|--|-----|----|--|----|-------|
| Narragansett | Narragansett Pier School Library | NRP | S | 235 South Pier Road | RI | 02882 |
| Narragansett | Pell Marine Science Library | UPM | A | URI Grad. School of Oceanography / So. Ferry Rd. | RI | 02882 |
| Newport | CCRI - Newport Campus Library | CCN | A | 1 John H. Chaffee Blvd. | RI | 02840 |
| Newport | Newport Hospital - Library | NHR | H | 11 Friendship Street | RI | 02840 |
| Newport | Rogers High School Library | NHS | HS | 15 Wickham Road | RI | 02840 |
| Newport | Claiborne Pell Elementary School | NPS | S | 35 Dexter Street | RI | 02840 |
| Newport | Newport Public Library | NPT | P | 300 Spring St. | RI | 02840 |
| Newport | Thompson Middle School Library | NTM | S | 55 Broadway | RI | 02840 |
| Newport | Redwood Library and Athenaeum | RED | SP | 50 Bellevue Avenue | RI | 02840 |
| Newport | Salve Regina University Library | SRC | A | Ochre Point Avenue | RI | 02840 |
| No. Kingstown | Davisville Free Library | DPL | P | 481 Davisville Road | RI | 02852 |
| No. Kingstown | North Kingstown Public Library | NKI | P | 100 Boone Street | RI | 02852 |
| No. Providence | North Providence Union Free Library | NPR | P | 1810 Mineral Spring Avenue | RI | 02904 |
| No. Providence | St. Joseph Health Sciences Library | OLF | H | 200 High Service Avenue | RI | 02904 |
| No. Scituate | Ponaganset High School Library | PHS | HS | 137 Anan Wade Road | RI | 02857 |
| No. Scituate | Ponaganset Middle School Library | PMS | S | 7 Rustic Hill Road | RI | 02857 |
| No. Scituate | North Scituate Public Library | SCI | P | 606 West Greenville Road | RI | 02857 |
| No. Scituate | Scituate Middle/Senior High School Library | SHS | HS | 94 Trimtown Road | RI | 02857 |
| No. Smithfield | North Smithfield High School Library | NSJ | HS | 412 Greenville Road | RI | 02896 |
| No. Smithfield | North Smithfield Public Library | NSM | P | 20 Main Street | RI | 02876 |
| Pawtucket | Memorial Hospital Medical Library | MPS | H | 111 Brewster Street | RI | 02860 |
| Pawtucket | Pawtucket Public Library | PAW | P | 13 Summer Street | RI | 02860 |
| Pawtucket | Shea High School Library | SHE | HS | 485 East Avenue | RI | 02860 |
| Pawtucket | Saint Raphael Academy Library | SRA | HS | 123 Walcott Street | RI | 02860 |
| Pawtucket | Tolman High School Library | TOL | HS | 150 Exchange Street | RI | 02861 |
| Portsmouth | Portsmouth Abbey School Library | PAB | S | 285 Cory's Lane | RI | 02871 |
| Portsmouth | Portsmouth High School Library | POH | HS | 120 Education Lane | RI | 02871 |
| Portsmouth | Portsmouth Free Public Library | POR | P | 2658 East Main Road | RI | 02871 |
| Providence | Providence Athenaeum Library | ATH | SP | 251 Benefit Street | RI | 02903 |
| Providence | Brown University - Science Library | BRO | A | 201 Thayer Street | RI | 02912 |
| Providence | Brown University - Rockefeller Library | BRR | A | 10 Prospect Street | RI | 02912 |
| Providence | Butler Hospital, Ray Medical | BTH | H | 345A Blackstone Blvd. | RI | 02906 |

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| Providence | CCRI - Liston Campus Library | CCP | A | 1 Hilton Street | RI | 02905 |
| Providence | Office of Library and Information Services Library | DSL | ST | 1 Capitol Hill | RI | 02908 |
| Providence | Fox Point Branch Library | FPT | B | 90 Ives Street | RI | 02906 |
| Providence | Johnson & Wales University Library | JWA | A | 111 Dorrance Street | RI | 02903 |
| Providence | Johnson & Wales University Culinary Library | JWH | A | Paramount Building, 299 Harborside Blvd. | RI | 02905 |
| Providence | Knight Memorial Library | KMA | B | 275 Elmwood Avenue | RI | 02907 |
| Providence | LaSalle Academy Library | LSA | HS | 612 Academy Avenue | RI | 02908 |
| Providence | Meeting Street School Library | MSS | HS | 1000 Eddy Street | RI | 02905 |
| Providence | Mount Pleasant Branch Library | MTP | B | 315 Academy Avenue | RI | 02908 |
| Providence | Olneyville Branch Library | OLN | B | One Olneyville Square | RI | 02909 |
| Providence | Providence College Library | PCO | A | 549 River Avenue | RI | 02918 |
| Providence | Providence Public Library | PRO | P | 150 Empire Street | RI | 02903 |
| Providence | Rhode Island Historical Society Library | RHS | SP | 121 Hope Street | RI | 02906 |
| Providence | RI Dept of Attorney General Library | RIA | ST | 150 South Main Street | RI | 02903 |
| Providence | RI College - Adams Library | RIC | A | 600 Mount Pleasant Avenue | RI | 02908 |
| Providence | Rhode Island Hospital Library | RIH | H | 593 Eddy Street | RI | 02903 |
| Providence | Rhode Island Law Library | RLW | ST | 250 Benefit Street | RI | 02903 |
| Providence | Rochambeau Branch Library | ROC | B | 708 Hope Street | RI | 02906 |
| Providence | RI School of Design Library | RSD | A | 15 Westminster Street | RI | 02903 |
| Providence | Rhode Island State Library | RST | ST | State House | RI | 02908 |
| Providence | Roger Williams Hospital Library | RWH | H | 825 Chalkstone Avenue | RI | 02908 |
| Providence | Smith Hill Branch Library | SMH | B | 31 Candace Street | RI | 02908 |
| Providence | South Providence Branch | SPR | B | 441 Prairie Avenue | RI | 02905 |
| Providence | Urban Collaborative Acc. Pgm | UCA | S | 75 Carpenter Street | RI | 02903 |
| Providence | URI - Providence Library | URP | A | 80 Washington Street | RI | 02903 |
| Providence | Veterans Affairs Medical Center | VAM | H | 830 Chalkstone Avenue | RI | 02908 |
| Providence | Women and Infants Hospital Library | WAI | H | 101 Dudley Street | RI | 02905 |
| Providence | Wanskuck Branch Library | WAN | B | 223 Veazie Street | RI | 02904 |
| Providence | Wheeler School Library | WHL | S | 216 Hope Street | RI | 02906 |
| Providence | Washington Park Branch Library | WPK | B | 1316 Broad Street | RI | 02905 |
| Richmond | Clark Memorial Library | CLA | P | 7 Pinehurst Drive | RI | 02812 |
| Richmond | Chariho High School | CHO | HS | 453 Switch Road | RI | 02894 |
| Scituate | Hope Public Library | HPE | P | 374 North Road | RI | 02831 |

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| Smithfield | Vincent J. Gallagher Middle School Library | SGM | S | 10 Indian Run Trail | RI | 02917 |
| Smithfield | Smithfield High School Library | SMS | HS | 90 Pleasant View Avenue | RI | 02917 |
| Smithfield | Bryant University - Douglas and Judith Krupp Library | BRY | A | 1150 Douglas Pike | RI | 02917 |
| Smithfield | East Smithfield Public Library | ESM | P | 50 Esmond Street | RI | 02917 |
| So. Kingstown | South Kingstown Public Library | SKI | P | 1057 Kingstown Road | RI | 02879 |
| So. Kingstown | Curtis Corner Middle School | SKJ | S | 301 Curtis Corner Road | RI | 02879 |
| So. Kingstown | Willett Free Library | WIL | P | 45 Ferry Road | RI | 02874 |
| So. Kingstown | Broad Rock Middle School Library | SKB | S | 351 Broad Rock Road | RI | 02879 |
| So. Kingstown | Robert Beverly Hale Library | SKH | B | 2601 Commodore Perry Highway | RI | 02879 |
| So. Kingstown | South Kingstown High School Library | SKS | HS | 215 Columbia Street | RI | 02879 |
| So. Kingstown | West Kingston Elementary School Library | SWK | S | 3119 Ministerial Road | RI | 02892 |
| Tiverton | Tiverton High School Library | THS | HS | 100 North Brayton Road | RI | 02878 |
| Tiverton | Essex Public Library | TIV | P | 238 Highland Road | RI | 02878 |
| Tiverton | Tiverton Middle School Library | TMS | S | 10 Quintal Drive | RI | 02878 |
| Tiverton | Union Branch Library | TUN | B | 3832 Main Road | RI | 02878 |
| Warren | Hugh Cole School Library | BGC | S | 50 Asylum Road | RI | 02885 |
| Warren | Kickemuit Middle School Library | KMS | S | 525 Child Street | RI | 02885 |
| Warren | George Hail Free Library | WRR | P | 530 Main Street | RI | 02885 |
| Warwick | CCRI - Knight Campus Library | CCW | A | 400 East Avenue | RI | 02886 |
| Warwick | Gorton Jr. High School Library | GJH | S | 69 Draper Avenue | RI | 02889 |
| Warwick | Kent Hospital Library | KCM | H | 455 Toll Gate Road | RI | 02886 |
| Warwick | Ocean State Libraries | OSL | P | The Summit South, Suite 103 | RI | 02886 |
| Warwick | Greenwood School Library | WAG | S | 93 Sharon Street | RI | 02886 |
| Warwick | Aldrich High School Library | WAH | S | 789 Post Road | RI | 02888 |
| Warwick | Apponaug Branch Library | WAP | B | 3267 Post Road | RI | 02886 |
| Warwick | Warwick Public Library | WAR | P | 600 Sandy Lane | RI | 02886 |
| Warwick | E. G. Robertson School Library | WAS | S | 70 Nausauket Road | RI | 02886 |
| Warwick | Wyman School Library | WAW | S | 1 Columbia Avenue | RI | 02888 |
| Warwick | Cedar Hill School Library | WCH | S | 35 Red Chimney Drive | RI | 02886 |
| Warwick | Conimicut Branch Library | WCO | B | 55 Beach Avenue | RI | 02889 |
| Warwick | Cottrell F. Hoxsie School Library | WHX | S | 55 Glenwood Drive | RI | 02889 |
| Warwick | Lippitt School Library | WLS | S | 30 Almy Street | RI | 02886 |

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|-------------------|--|-----|----|-------------------------|----|-------|
| Warwick | Norwood Branch Library | WNO | B | Pawtuxet Avenue | RI | 02888 |
| Warwick | Norwood School Library | WNR | S | 266 Norwood Avenue | RI | 02888 |
| Warwick | Pilgrim High School Library | WPH | HS | 111 Pilgrim Parkway | RI | 02888 |
| Warwick | Pontiac Free Library | WPO | P | 101 Greenwich Avenue | RI | 02886 |
| Warwick | Randall Holden School Library | WRH | S | 61 Hoxsie Avenue | RI | 02889 |
| Warwick | Harold F. Scott School Library | WSC | S | 833 Centerville Road | RI | 02886 |
| Warwick | Winman Junior High School Library | WWN | S | 575 Centerville Road | RI | 02886 |
| West Greenwich | Exeter West Greenwich High Library | EWG | HS | 930 Nooseneck Hill Road | RI | 02817 |
| West Greenwich | Louttit Library | WGR | P | 274 Victory Highway | RI | 02817 |
| West Warwick | West Warwick Public Library | WWA | P | 1043 Main Street | RI | 02893 |
| West Warwick | West Warwick Sr. High School Library | WWH | HS | 1 Webster Knight Drive | RI | 02893 |
| Westerly | Bradford Elementary School Library | WBE | S | 15 Church Street | RI | 02808 |
| Westerly | State Street School Library | SST | S | 35 State Street | RI | 02891 |
| Westerly | Dunn's Corners School Library | WED | S | 8 1/2 Plateau Road | RI | 02891 |
| Westerly | Westerly Public Library | WES | P | 44 Broad Street | RI | 02891 |
| Westerly | Westerly Hospital Library | WHM | H | 25 Wells Street | RI | 02891 |
| Westerly | Westerly High School Library | WHS | HS | 23 Ward Avenue | RI | 02891 |
| Westerly | Westerly Middle School Library | WMS | S | 10 Sandy Hill Road | RI | 02891 |
| Westerly | Springbrook Elementary School Library | WSP | S | 39 Springbrook Road | RI | 02891 |
| Woonsocket | Landmark Medical Ctr. - Library | WHR | H | 115 Cass Avenue | RI | 02895 |
| Woonsocket | Woonsocket Public Library | WNS | P | 303 Clinton Street | RI | 02895 |

Appendix II



Appendix III

COST PROPOSAL SHEET

Provide the cost per stop and total estimated annual cost.

Vendor Name: _____

| Year | Item | Per Stop | Total Annual Cost |
|---------------------------------|-----------------------------|-----------------|--------------------------|
| July 1, 2015 - June 30, 2016 | Regularly Scheduled Stop | | |
| | Delivery on Demand Stop | | |
| | Total Estimated Annual Cost | | |
| | Alternate Annual Cost | | |
| July 1, 2016 - June 30, 2017 | Regularly Scheduled Stop | | |
| | Delivery on Demand Stop | | |
| | Total Estimated Annual Cost | | |
| | Alternate Annual Cost | | |
| July 1, 2017 - June 30, 2018 | Regularly Scheduled Stop | | |
| | Delivery on Demand Stop | | |
| | Total Estimated Annual Cost | | |
| | Alternate Annual Cost | | |

Describe alternate cost methodology:

Appendix IV

List of Holidays – No Delivery

New Year's Day
Martin Luther King Day
Presidents' Day
Good Friday
Memorial Day
Independence Day
Victory Day (August)
Labor Day
Columbus Day
Veterans Day
Thanksgiving Day
Christmas Eve Day (Dec. 24)
Christmas Day
New Year's Eve Day (Dec. 31)

No delivery to schools on the following recesses

Christmas recess (Christmas break through New Year holiday)
President's Day and Winter recess (2nd or 3rd week in February)
Spring recess (2nd or 3rd week in April)
Summer recess (mid-June through mid-September)
List additional Holidays on which the Vendor will not make deliveries (if any).

Academic Libraries

Between Fall and Spring semester and during the end of July until the end of August, academic libraries drop to 2 days per week and then resume their regular delivery schedules.

Snow Policy

On days when public schools are closed in a city or town due to inclement weather, there is no delivery in that city or town on that day. On such days, couriers who are already in the vicinity of public, hospital, academic and other special libraries may attempt to deliver at these libraries.