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DATE: May 10, 2006

TO: Honorable Mayor and City Councilmembers

FROM: Library Department

SUBJECT: **APPROVAL OF A PURCHASE ORDER IN AN AMOUNT NOT TO EXCEED \$255,085 TO MATTHEWS SPECIALTY VEHICLES, INC. OF GREENSBORO, NC, FOR THE REPLACEMENT OF THE LIBRARY BOOKMOBILE (LIB3)**

### **SYNOPSIS**

Staff and the Library Board of Trustees recommend that the City Council approve a purchase order to Matthews Specialty Vehicles, Inc., of Greensboro, NC, in an amount not to exceed \$255,085 for replacement of the Library Bookmobile (LIB3) and authorize the Financial Services Director, or designee, to execute the purchase order.

### **BACKGROUND**

The new bookmobile will replace the existing LIB3 vehicle, a 40-foot bookmobile purchased in 1989, which has exceeded its useful life expectancy. This 17-year-old vehicle has frequent mechanical problems, resulting in extensive maintenance and loss of service to the community.

The LIB3 bookmobile serves 13 neighborhoods in Oceanside, which are at a distance from the Civic Center and Mission Branch libraries. A schedule of current stops is attached (Attachment 1). Replacement of the bookmobile is a strategy in the Library's Strategic Plan 2004-2010, approved by Council on November 2, 2005.

The proposed new bookmobile is a 40-foot-long Thomas Built Bus with a heavy-duty Caterpillar engine and customized shelving, computer workstations, wheelchair lift, and other special features. The model selected features a wide body and slide-out computer area to maximize space and utility. A mobile satellite communication system will provide access to the Internet for the seven computer workstations.

The vehicle will also have vinyl wrap graphics installed by Matthews, which has extensive experience in providing colorful, state-of-the-art graphics on large vehicles, such as those produced for the Adelante bookmobile.

## **ANALYSIS**

The Library and Fleet Maintenance staff reviewed technical specifications, issued a request for bid, and received two bid proposals. OBS, Inc., of Canton, Ohio, had the lower bid, but was unable to meet the required specifications. Therefore, Matthews Specialty Vehicles of Greensboro, North Carolina, was selected as the vendor. Matthews Specialty Vehicles is a major nationwide bookmobile supplier that was also the provider of the Oceanside Public Library's popular Adelante bookmobile purchased in 2003.

## **FISCAL IMPACT**

The base cost of the vehicle plus options is \$255,085 without tax. The purchase order is for the vehicle cost only; tax will be paid by the City Financial Services Department directly to the Department of Motor Vehicles.

The total vehicle cost including tax is \$274,854. The Fleet Replacement Fund has \$190,737 available to apply to the purchase. On November 16, 2005, Council authorized an additional \$74,000 to be transferred from the General Fund to the Fleet Replacement Fund for supplemental bookmobile funding; the total available funding is \$264,737.

The Friends of the Library and the Oceanside Public Library Foundation have pledged to fund the difference of \$10,117. In addition, the Friends and Foundation will purchase special bookmobile furnishings and materials to enhance the bookmobile.

## **COMMISSION OR COMMITTEE REPORT**

At their meeting of March 27, 2006, the Library Board of Trustees unanimously approved the bookmobile purchase from Matthews Specialty Vehicles, Inc.

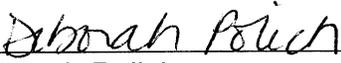
## **CITY ATTORNEY'S ANALYSIS**

City Attorney's analysis does not apply.

**RECOMMENDATION**

Staff and the Library Board of Trustees and staff recommend that the City Council approve a purchase order in an amount not to exceed \$255,085 to Matthews Specialty Vehicles, Inc., of Greensboro, NC, for replacement of the Library Bookmobile (LIB3), and authorize the Financial Services Director, or designee, to execute the purchase order.

PREPARED BY:

  
\_\_\_\_\_  
Deborah Polich  
Library Director

SUBMITTED BY:

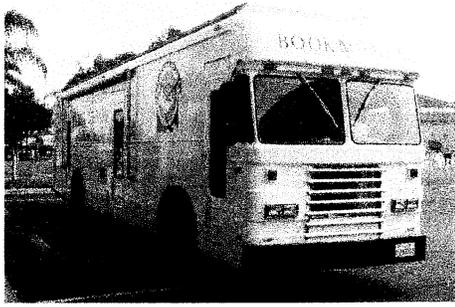
  
\_\_\_\_\_  
Steven R. Jepsen  
City Manager

REVIEWED BY:

Michelle Skaggs Lawrence, Assistant to the City Manager  
Nita McKay, Financial Services Director  
Joseph Arranaga, General Services Division Manager

  
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Attachment I: Bookmobile Schedule  
Attachment II: Proposal Acceptance



# OCEANSIDE PUBLIC LIBRARY BOOKMOBILE

- Books in English and Spanish • Magazines • Large print books • Best sellers
- Music CDs • Books on tape and CD • Videos and DVDs
- Reference books for homework help

**ALL STOPS ARE OPEN TO THE PUBLIC – FOR ALL AGES**

**TO CONFIRM CURRENT SCHEDULE, PLEASE CALL (760) 435-5601**

## MONDAY

- |          |   |                 |
|----------|---|-----------------|
| <b>1</b> | <b>Dixie Street Community</b><br>1836 Dixie St. – near Victory Christian School | 12:00-1:30 p.m. |
| <b>2</b> | <b>Rancho Del Oro Park</b><br>Avenida Empresa and College Blvd.                 | 2:30-4:30 p.m.  |

## TUESDAY

- |          |   |  |
|----------|---|--|
| <b>3</b> | <b>North Terrace Elementary</b><br>940 Capistrano Dr. – near main gate of Pendleton | 9:00-10:30 a.m.                        |
| <b>4</b> | <b>Ivey Ranch Neighborhood</b><br>4490 Mesa Dr. – corner of Mesa and Old Grove Rd.  | 11:00 a.m.-1:00 p.m.                   |
| <b>5</b> | <b>Melba Bishop Recreation Center</b><br>5306 North River Road                      | 2:30-5:00 p.m.<br>1st and 3rd Tuesdays |
| <b>6</b> | <b>Libby Lake Boys &amp; Girls Club</b><br>489 Calle Montecito                      | 2:30-5:00 p.m.<br>2nd and 4th Tuesdays |

## WEDNESDAY

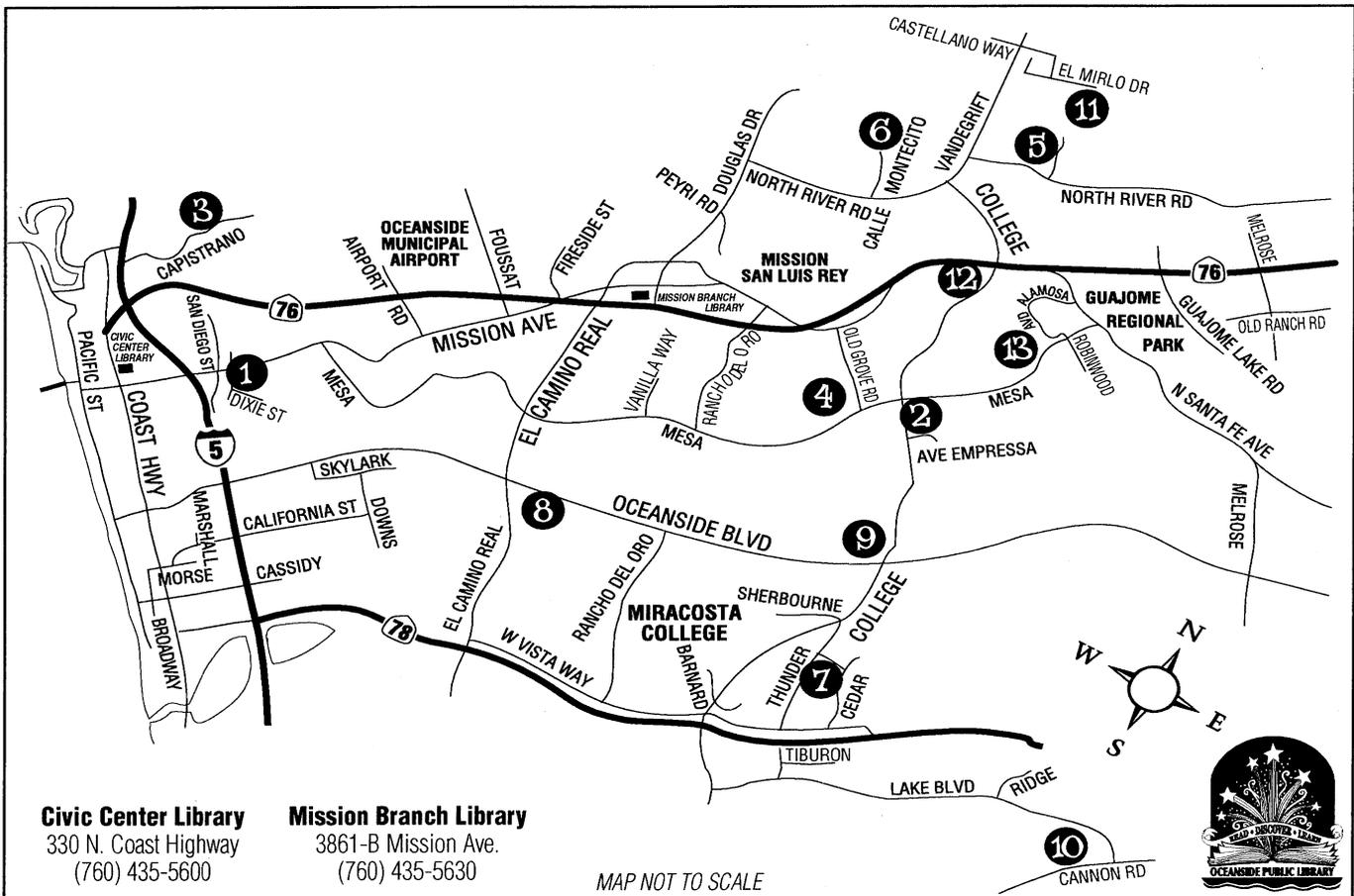
- |          |   |                |
|----------|---|----------------|
| <b>7</b> | <b>John Landes Recreation Center</b><br>2855 Cedar Rd. – near Tri-City Hospital | 1:00-5:00 p.m. |
|----------|---|----------------|

## THURSDAY

- |           |   |                      |
|-----------|---|----------------------|
| <b>8</b>  | <b>Ocean Shores High School</b><br>3131 Oceanside Blvd. – near El Camino Real | 9:00-10:30 a.m.      |
| <b>9</b>  | <b>Rancho del Oro Shopping Center</b><br>4170 Oceanside Blvd.                 | 11:00 a.m.-1:00 p.m. |
| <b>10</b> | <b>Palm Tree Plaza</b><br>3533 Cannon Rd. – off Lake Blvd. near Ralph's       | 2:30-5:00 p.m.       |

## FRIDAY

- |           |   |                      |
|-----------|---|----------------------|
| <b>11</b> | <b>Bonsall West Elementary</b><br>5050 El Mirlo Dr.                                 | 9:00-10:30 a.m.      |
| <b>12</b> | <b>Vons/Wal-Mart Shopping Center</b><br>SW corner of College Blvd. and Mission Ave. | 11:00 a.m.-1:00 p.m. |
| <b>13</b> | <b>Alamosa Park</b><br>Mesa Dr. and Robinwood Dr. – near Alamosa Elem. School       | 2:30-5:00 p.m.       |

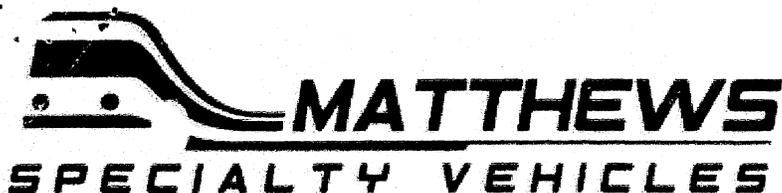


**Civic Center Library**  
330 N. Coast Highway  
(760) 435-5600

**Mission Branch Library**  
3861-B Mission Ave.  
(760) 435-5630

MAP NOT TO SCALE





101 South Swing Rd  
Greensboro, NC 27409  
877-905-4678  
Fax 336-297-4674  
www.msvehicles.com

## Proposal-Acceptance

City of Oceanside  
4927 Oceanside Blvd.  
Oceanside, CA 92056

Proposal Date: March 31, 2006  
RFQ #FM 06213  
Bookmobile

One (1) 2006 MSV Series 4000-102W.....\$245,953.00

Delivery Time.....approximately 240 to 270 days

### OPTIONAL ITEMS INCLUDED:

- Delivery to Oceanside, CA (Complete training bumper-to-bumper).....Included
  - Norcold model DE 0051, 2.7 cu. ft. under the counter refrigerator.....\$885.00
  - An overhead Panasonic 1.2 cu. ft. microwave will be installed.....\$189.00
  - Install DirecWay Mobile Satellite System.....\$7,550.00
  - Pull-down windshield shades will be included.....\$269.00
  - Pull-down shades will be included for the driver's and passenger's window.....\$239.00
  - Steno chairs pictured in drawing.....Included
  - Inspection visits for two people.....Included
  - Seven (7) computer stations.....Included
- TOTAL.....\$255,085.00**

### TERMS AND CONDITIONS:

1. Our detailed proposal does not include taxes, tags or fees.
2. Payment Terms are 20% upon award; 30% upon arrival of shell; Balance upon completion and acceptance.
3. This proposal is valid for 30 days.

#### Customer

Name: \_\_\_\_\_

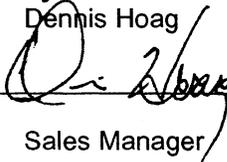
Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

#### Matthews Specialty Vehicles

Name: Dennis Hoag

Signature: 

Title: Sales Manager

Date: March 31, 2006