

**MEMORANDUM  
COUNTY OF PLACER  
DEPARTMENT OF ADMINISTRATIVE SERVICES  
PROCUREMENT SERVICES DIVISION**

TO: Honorable Board of Supervisors  
FROM: Brett Wood, Purchasing Manager  
DATE: September 1, 2015  
SUBJECT: Bookmobile – LDV Inc.

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**ACTION REQUESTED**

1. Approve the award of competitive Bid No. 10479 to LDV Inc. of Burlington, WI for the purchase of one new, current model year bookmobile in the total amount of \$221,044. Funding is provided by the Department of Public Works and Facilities Fleet Services budget.

**BACKGROUND**

The current Placer County Library bookmobile is a mobile library facility that transports approximately 5,600 items and travels more than 10,000 miles annually. The bookmobile serves the rural and remote areas of Placer County including the communities of Sheridan, Dutch Flat, Alta, and Iowa Hill. It also provides library materials and programming to remote schools, convalescent facilities, mobile home parks, and adult living communities. The current bookmobile is nearing the end of its useful life and is becoming mechanically and functionally obsolete.

The Department of Public Works and Facilities Fleet Services Division (DPWF) wants to purchase one new, current model year bookmobile on behalf of the Placer County Library. Purchasing a new bookmobile will allow the County to continue providing mobile library services to customers who are not located near a library facility. The Library Department plans to operate the new bookmobile 6 days a week and to include its services at local farmer's markets, County fairs, and other community events to promote the library and literacy. The new vehicle will be smaller, more agile, and will not require a Class B driver's license to operate. By removing the Class B training requirement the County will always have someone available to drive the bookmobile to its customers.

The Procurement Services Division developed Invitation for Bids No. 10479 to solicit bids for the purchase of the new bookmobile. The bid was distributed via the County's e-Procurement platform to three-hundred and twenty-four potential bidders and was also posted on the County's website. Forty-one bidders viewed the bid online and a total of four responsive bids were received. The bids were evaluated based on the total cost for the bookmobile including applicable sales tax, tire fees, and electronic filing charges to register the bookmobile with the State of California, as well as compliance with the bid specifications, terms, and conditions. The lowest responsive and responsible bidder is LDV Inc. DPWF reviewed the specifications for the bookmobile offered by LDV Inc. and determined that it meets the County's needs. DPWF agrees with Procurement's recommendation to award Bid No. 10479 to LDV Inc. No bid protests were received regarding this award recommendation. Therefore, your Board's approval is required to proceed with the award of a purchase order to LDV Inc. in the total amount of \$221,044.

**FISCAL IMPACT**

Funding for the bookmobile includes \$30,000 from grant funds, with the remaining balance from vehicle replacement funds re-budgeted from FY 2014-15. The FY 2015-16 Final Budget will include this funding in the Fleet Services Division and add the bookmobile to the Master Fixed Asset List.

cc: Cynthia Taylor, Senior Administrative Services Officer – Public Works and Facilities  
Chuck Gordon, Fleet Operations Manager – Public Works and Facilities  
Mary George, Director of Library Services

