

SPECIFICATIONS  
FOR  
PROVIDING A DELIVERY LINKING SERVICE FOR THE  
MASSACHUSETTS LIBRARY SYSTEM  
May 19, 2010

INTRODUCTION:

The Massachusetts Library System seeks proposals for provision of the delivery of library materials between various locations in Massachusetts. This contract covers the provision of a statewide linking service of delivery sort sites in Massachusetts. This route will carry library materials, written communications and other materials going between the existing sort locations. This proposal is for one (1) year, beginning July 1, 2010 and ending June 30, 2011.

Required: provision of daily (Monday – Friday) pick-up and delivery of library materials (books, communications, audiovisual materials, etc.) for the route described in Section K of this document.

AUTHORITY:

The Massachusetts Library System (MLS) is multi-type library cooperative funded through the Massachusetts Board of Library Commissioners. Chapter 78: Section 19C of the General Laws of Massachusetts authorizes the Board of Library Commissioners to “establish a comprehensive statewide program of regional library service ..... for the purpose of providing .....delivery and other regional services to public , school, academic and special libraries.....”

A. EQUIPMENT AND PERSONNEL REQUIRED:

- 1) The Contractor shall furnish commercial motor trucks, sufficient in size and power to transport, without damage, items to be delivered. The Contractor shall also furnish sufficient back-up vehicles to insure uninterrupted delivery service.
- 2) The Contractor shall furnish personnel sufficient to provide delivery service as described in this document. The Contractor shall also furnish sufficient route and procedure trained back-up drivers to insure uninterrupted delivery service.
- 3) Trucks are to be marked with the name of the company providing the delivery service. In the case of a temporary vehicle, a temporary sign may be used.

- 4) The Massachusetts Library System expects the contractor to have employees who perform delivery. Thus, if any part of the work under this proposal is to be performed by a subcontractor, the contractor will provide a complete description of services to be subcontracted out along with a complete description of qualifications and capabilities of the subcontractor. If the Contractor is not using employees, they must tell us how this fits in MA General Laws and the Attorney General's ruling. The Massachusetts Library System reserves the right to approve or disapprove any and all such subcontractors and to revoke any approval previously given.
- 5) Drivers are to wear a uniform, or other identification (upon agreement of the Massachusetts Library System), to indicate they are employees of the Contractor, or are performing work for the Contractor. Drivers and back-up drivers must be bondable and pass a background check.
- 6) The Contractor is responsible for training and orientation of drivers. The Contractor will arrange that up-to-date route manifests, delivery and procedures be readily available for drivers.
- 7) The Contractor is responsible for designating a minimum of one (1) manager and fall back person to act as liaisons with the official. Liaisons will be responsible for handling all issues and problems pertaining to daily implementation of the route.

**B. WORK TO BE DONE:**

- 1) With the above-described vehicles and personnel, the Contractor shall provide all transportation of books and related library materials, etc. between any series of buildings, sub-stations or other points within Massachusetts, in accordance with instructions issued by the Massachusetts Library System in Section K of this document.
- 2) The work shall consist principally of a collection of plastic shipping containers, each holding up to approximately 40 books or other library materials.
- 3) Material picked up will be pre-sorted by the delivery service. All materials destined for a particular location will be in bins labeled for that location.
- 4) 24 hour option: Pickups from the delivery services are to be made after that service has completed its route and sorted its materials. Dropoffs are to be made before those routes depart the next morning. Sort sites will sort the cross-state materials so as to get them into their proper delivery. No sorting will be required on the cross-state service. This option requires delivery to be made overnight. It is likely that 4 locations will need to be visited twice each night, so that all materials will get to their regional destinations within this time frame.
- 5) 48 hour option: As above, but pickups and delivery are made during the day.

- 6) The Contractor will quarterly, for statistical purposes, be required to provide a "Count" of materials picked up at stops (libraries) during the course of a week in order for the Massachusetts Library System to monitor workloads.
- 7) All deliveries are to be inside deliveries, or to an authorized delivery lock box, unless otherwise authorized by the Massachusetts library System. If an authorized lockbox is used, the Contractor will be provided with two (2) master keys to it. Additional copies of the key are the responsibility of the Contractor. Any damage to the keys and/or to the locked box resulting from negligence on the part of the driver and/or the Contractor will be the financial responsibility of the Contractor.

C. SCHEDULING OF PICK-UP/DELIVERY:

- 1) The Contractor is required to conform to the schedule for the route as designated by the Massachusetts Library System and as shown in Section K document.
- 2) Deliveries are to be made at a mutually agreed upon time to achieve either 24 or 48 hour turnaround.
- 3) The Contractor shall stop-off at each and every location on the route at least once per day, whether or not any material is available for delivery, since frequently there will be material to be picked up at the same locations.
- 4) No change in the agreed upon sequence of the route will be allowed without prior written approval from the Massachusetts Library System. The Contractor is encouraged to make recommendations to the Massachusetts Library System regarding the sequence of the route to improve efficiency and timeliness.
- 5) A stop made outside the time window will be deemed non-compliance with the route and will be considered a non-delivery under this Contract. As such, billing for missed stops will be adjusted accordingly.

D. REPORTING REQUIREMENTS OF THE CONTRACTOR:

- 1) The Massachusetts Library System will monitor the delivery/pick-up schedules of the Contractor. The Massachusetts Library System reserves the right to request from the Contractor logs of actual deliveries/ pick-ups.
- 2) Failure of the Contractor to make scheduled deliveries/pick-ups will be deemed by the Massachusetts Library System to be in violation of the Contract. If scheduled deliveries/ pick-ups are not made this will be deemed non-compliance

by the Contractor, and adjustments will be made, based on the daily per stop cost, in the monthly billing.

E. CONTINGENCY PLANS:

- 1) The Contractor will be required at all times to have personnel and motor vehicles available to back up any unforeseen delay or disruption of service.

F. CANCELLATION OF STOP-OFFS:

- 1) The Contractor must notify the Massachusetts Library System by telephone of any problems in maintaining the daily schedule and/or the Contract published route schedules. Notification to the Massachusetts Library System does not release the Contractor from the responsibility for the affected stop(s), and any failure to provide delivery service to the affected stops may be determined to be a violation of this contract and subject to a per stop adjustment in the monthly billing.

G. PROPOSAL PRICING AND BILLING CONDITIONS:

- 1) The base bid proposal from the successful Contractor must state what the cost will be per stop (average), as well as total route costs per month, and total one (1) year cost. A quote for optional additional stops must also be provided.
- 2) The Massachusetts Library system will make billing adjustments in response to the Contractors non-compliance in providing delivery service, based on the specific per stop price. The monthly billing submitted to the Massachusetts Library System for payment, will be subject to all appropriate adjustments for non compliance. Failure to make a stop as scheduled will be deemed a violation of this Contract, and the monthly billing will be adjusted accordingly by the Massachusetts Library System and the Contractor.
- 3) The Massachusetts Library System reserves the right to deduct payment for any missed stops due to weather. The Massachusetts Library System will notify the Contractor of any cancellation of delivery due to weather or state of emergency.
- 4) Canceled stops which result from closing by the nodes on the delivery route (due to, for example, early holiday closing, building emergencies, or weather) will not be deducted from the Contract. The Contractor will be notified by the Massachusetts Library System, whenever possible, of unscheduled closing.
- 5) The Contractor shall be responsible for the payment of charges for use of any bridge, highway, or tunnel.

H. RESPONSIBILITY:

- 1) The Contractor shall be responsible for and shall save Massachusetts Library System harmless from any damage done by any vehicle used under this Contract, to any person, corporation, or property.
- 2) The Contractor shall be responsible for the care and handling of materials. Materials are to be protected from inclement weather and are to be handled with care.
- 3) The Contractor will be held liable for damage to or loss of materials for which there is substantial proof of negligence on the part of the drivers.
- 4) The Contractor must include in the bid proposal information regarding the procedure for libraries to make a claim for lost or damaged materials.

I. MOTOR VEHICLE LIABILITY INSURANCE:

The Contractor shall at all times maintain motor vehicle liability insurance coverage, satisfactory to the Massachusetts Library System on all vehicles used in carrying out the work to be performed under this Contract.

J. SUBMISSION PROCEDURES:

- 1) Sealed envelopes should clearly identify the party submitting the proposal. Attach an original signature to the proposal. (See Appendix A)
- 2) Submit one (1) original and two (2) copies of the proposal to:  
Cross-State Delivery Proposal  
Massachusetts Library System  
c/o Metrowest Regional Library System  
135 Beaver St. Suite 200  
Waltham, MA 02542
- 3) Proposals must be received by **4 p.m. Tuesday, June 8, 2010.**
- 4) Questions regarding these specifications will be accepted up to **4:00 p.m. on Wednesday, June 2, 2010.** All questions must be in writing and submitted to the above address or to [delivery@semls.org](mailto:delivery@semls.org). Written answers will be distributed to all interested parties. No questions will be answered verbally.
- 5) Base Bid Proposal and Appendix A must be used as the proposal form. Additional information may be added on separate sheet.

K. DESCRIPTION OF DELIVERY ROUTES:

Cross-State Delivery Route

- 1) The Contractor provides daily pick-up, sorting by route name, and delivery of materials according to routing labels attached to delivery containers. Delivery containers are provided by the Massachusetts Library System.
- 2) The Contractor shall make one stop each business day for pick-up and one for delivery at each of the following locations:

Eastern Carrier  
40 Spruce Street,  
Leominster 01453  
Contact: Norman Boucher  
(978) 534-6211  
Cell: (978) 833-1062

Optima Worldwide Shipping  
10 Micro Drive  
Woburn 01801  
Contact: Len Braudis  
(800) 872-4004

Eastern Connection  
60 Olympia Ave  
Woburn 01801  
Contact: Craig Raabe  
[craabe@easternconnection.com](mailto:craabe@easternconnection.com)  
(78) 926-7268

MA Library System- Western Office  
4 Sandy Lane  
Whately 01373-0609  
Contact: Mary King  
(413)-665-9898 x

Note: Locations of stops are not likely to change within the timing of this contract, but changes within 50 miles of above noted stops must be accommodated by contractor within the specified price structure.

Routing efficiency may dictate that the carriers of the above route will drop off cross-state materials at the statewide contractor's location, instead of at the specified location. Contractor must have the ability to accept such drop-off's and sort materials at contractor's site.

BASE BID PROPOSAL

FOR  
PROVIDING A STATEWIDE DELIVERY SYSTEM FOR THE  
MASSACHUSETTS LIBRARY SYSTEM

The undersigned (Appendix B) proposes to furnish all the labor and materials required for the Delivery System (Vehicle Transportation) of books and related Library materials for the Massachusetts Statewide Delivery System for 2 one (1) year period beginning July 1, 2010 through June 30, 2011. This contract may extend at the discretion of the Massachusetts Library System.

Books and Related Library Materials are to be picked up each day at the locations listed in Section K. They are to be delivered to the proper regional service on the same day.

Definitions: *(Please bid these Options separately)*

**24 Hour Option.** An item arrives at its destination library one day after it has been picked up at the originating library. This includes all of the following activity: Pickup and sorting by the originating local route carrier, pickup by the cross-state carrier (you), delivery by cross-state to the regional carrier for the destination route, sorting and delivery by that carrier.

**48 Hour Option.** An item arrives at its destination library two days after it has been picked up at the originating library. The activities are the same.

It is expressly agreed that the Massachusetts Library System reserves the right to accept one or more of the proposals, to reject any or all proposals, to waive any informality, to modify or amend with the consent of the bidder any proposal prior to acceptance, to enter into negotiations with one or more bidders, and to effect any agreement otherwise, all as the Massachusetts Library System, in their sole discretion and judgment may deem to be in the Massachusetts Library System's best interest.

The Massachusetts Library System cannot pay fuel surcharge fees; the responder should take this into account when preparing the proposal.

The pricing for providing a Delivery System as specified in the specifications by the Massachusetts Library System is as follows:

<b>Base Contract (48 Hours)</b>	<b>Cost</b>
Per stop Cost (Daily)	\$
Monthly Costs	\$
Total 1 (One) Year Cost	\$
One Year Cost in Words:	

<b>Base Contract (24 Hours)</b>	<b>Cost</b>
Per stop Cost (Daily)	\$
Monthly Costs	\$
Total 1 (One) Year Cost	\$
One Year Cost in Words:	

Pricing for Additional Locations: Per Stop Cost: \$ \_\_\_\_\_

N.A (Non Delivery/Pickup Days are (10 Days) :

Independence Day  
 Labor Day  
 Columbus Day  
 Veterans Day  
 Thanksgiving Day  
 Christmas

New Year's  
 Martin Luther King Day  
 Presidents' Day  
 Patriot's Day  
 Memorial Day

Delivery system will require a # \_\_\_\_ commercial motor vehicle to operate this contract.

Name of Vehicles to be used by Contractor under this Agreement.



Dispatch Center is located at:

Street:

City:

Telephone:

Name and Contact information for Manager for this service:

Name:

Phone:

Cell:

Email:

Certificates of Insurance must be filed with Massachusetts Library System before any vehicle performs delivery under this agreement. Annual renewals of insurance must be filed as they occur. Include certificates of all insurance policies, including but not limited to, workers' compensation insurance, motor vehicle, liability and as may be reasonably necessary and required to protect the contractor from claims.

Proposal must include proposed route and time of deliveries.

If the Contractor is not using employees, they must tell us how this fits in MA General Laws and the Attorney General's ruling.

Please describe the number of years you have been in the delivery business of comparable or greater scope. List three or more contracts on which you served as contractor within the past two years for work of a similar character. Provide contact person, scope of service, and telephone number for each of these contracts.

Indicate whether you have ever failed to complete any work awarded; if so, state circumstances.

Include copy of any permits that you must have for this type of business.

Appendix A – Vendor Information

Name of Bidder: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

Name of Authorized Representative: \_\_\_\_\_

(Please Type or Print)

\_\_\_\_\_  
(Signature of Authorized Representative)                      (Date)

The Federal Social Security Identification Number of the bidder is: \_\_\_\_\_

The bidder is a (an) \_\_\_\_\_

- (1) Individual            (2) Partnership            (3) Corporation

If bidder is a Corporation, state the following:

Corporation is incorporated in the State of \_\_\_\_\_

President is: \_\_\_\_\_

Treasurer is: \_\_\_\_\_

Place of Business is: \_\_\_\_\_

If bidder is a Partnership, state the name and the residential address of all general and limited partners:

Name	Address	City	State	Zip

**Business References:** List three or more contracts on which you served as contractor within the past two (2) years for work of similar character:

Type of Work	Company	Contact Person	Phone	e-mail

**Bank References:**

Name of Bank	Contact Person	Telephone

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

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