

Finance and Properties Committee
June 6, 1995

John Stengel called the meeting to order at 4:00 p.m. Present: Mr. Stengel and Richard Lockmiller. Absent: Janice Lambert and Richard Mannweiler, and Judi Moss. Staff present: John Moorman and Linda Humphreys.

Since there was no quorum, the agenda items were informally discussed. No action was taken.

Quote for microfilm reader/printer: Mr. Moorman presented a quote for a Minolta RP603Z reader printer from Microtek for \$9,000 plus \$900 for a one year general maintenance agreement. Mr. Moorman said that the vendor is a sole source supplier. The reader printer is included in the current budget. This will be discussed at the Board meeting.

Specifications to purchase mini-van: The purchase of a new vehicle to replace the library station wagon is also included in the current budget. The specifications presented were adapted from city specifications. This will be discussed at the Board meeting.

Other business: Mr. Moorman recommended that bookmobile trailer #547 be renovated in-house to last another 10 to 15 years. He estimated that the walls could be insulated and new walls added, the floor improved, the circulation desk area redone, and a story room added in the back for approximately \$6,000 to \$9,000. The I-beams were replaced in this trailer a few years ago. Also, the tractors are 1973 models and have received a lot of use. Mr. Moorman is obtaining prices for leasing, buying used tractors, and buying new tractors.

There was no further business. The meeting was adjourned at 4:40 p.m.

Respectfully submitted,

John A. Moorman, City Librarian

MINOLTA
RP603Z Reader Printer

RP603Z \$9,000.00

Price Includes:

Main Unit (BI-Mode)
Roll Film Carrier 5M
Prism
Zoom Lens
3390 Coin Op Unit
Workstation 5
Starter Toner
MT Toner
90 Day Warranty

General Maintenance Agreement (1 year) \$900.00

Options

Roll Film Carrier 5M (for existing 605Z)
Trade-In Price \$1,695.00

REQUEST FOR BID
Specifications for Mini-Van

Bidder shall complete every space in the Bidder's Proposal Column by placing either an "X" to indicate that the item will be furnished exactly as specified or give a description to indicate any deviation of items being bid from specifications. Any items appearing in the manufacturer's regular published specifications are assumed to be included in the Bidder's Proposal. Any additions, deletions or variations from these published specifications must be outlined and attached.

Bidder's
Proposal
Column

GENERAL

One (1) mini-van with windows all around.
1995 model year.

Manufacturer

Year/Model

WHEEL BASE

Minimum of 112 inch wheel base

GROSS VEHICLE WEIGHT

Minimum gross vehicle weight to be 4,600 lbs.

Specify

ENGINE

Minimum 3.0 liter gas engine, 6 cylinder

Specify

TRANSMISSION

Automatic, three (3) or four (4) speed

TIRES AND WHEELS

Four (4) conventional, passenger type, front and rear - P - metric steel belted radials, BSW to meet GVWR, P205/75R15 minimum

Full size spare with steel wheel

SHOCK ABSORBERS

Heavy duty, largest available

STEERING

BATTERY

500 CCA minimum and maintenance free

ALTERNATOR

Standard production, 90 amp

BUMPERS

Standard production front and rear

SEATS

Front bucket seats

Total seating capacity of 7

MIRRORS

Foldaway aero type, left and right side

Inside day/night mirror

GAUGES

Ammeter or voltmeter

Temperature

Oil pressure

COMFORT/CONVENIENCE

Full length headliner and installation package

Full length carpeting

Seat belts for every passenger

Dual visors and arm rest

Cigarette lighter

AM/FM cassette radio

Rubber floor mats

Intermittent wipers

DOORS

Side door to be sliding type with vent type window

Rear door to be liftgate type with fixed window

WINDOWS

Shall have windows all the way around the vehicle

FUEL TANK

Largest available, 20 gallon minimum

EXTERIOR COLOR

Standard production white

RUSTPROOFING

Shall be completely rustproofed, may be dealer applied

AIR CONDITIONING

Shall be factory installed, front and rear

ADDITIONAL ACCESSORIES

Rear window defroster

MANUAL AND DOCUMENTATION

One (1) complete factory service manual including wiring diagrams shall be provided within 90 days of delivery

Owners manual will accompany vehicle at delivery

Warranty and dealer certification will be provided at delivery

All licensing forms including MSO will be completed at time of delivery

Dealer agrees to place the Decatur Public Library on their mailing list for Factory Service Bulletins in regard to this van

DELIVERY

Delivery to be to Decatur Public Library, 247 East North Street, Decatur, IL 62523

State number of days after receipt of purchase order for delivery. Not to exceed 120 days.

BIDDER'S PROPOSAL

TO: CITY LIBRARIAN, DECATUR PUBLIC LIBRARY

I, WE _____ propose to furnish one (1) mini van in accordance with noted specifications with deviations (if any) and to accept in compensation therefore the price indicated below.

ATTACHMENTS

Attach completed "Bidder's Proposal" and manufacturer's brochures, warranties, etc.

BASE BID

We are bidding _____, _____, \$ _____
MANUFACTURER MODEL/YEAR TOTAL BID

ALTERNATE BID

We are bidding _____, _____, \$ _____
MANUFACTURER MODEL/YEAR TOTAL BID

REJECTION/AWARD

The Decatur Public Library reserves the exclusive right to reject any or all bids and to accept that bid, if any, deemed to be in the best interest of the Library.

DEADLINE

Sealed bids are due on Friday, June 30, 1995 until 10:00 a.m. at the Administrative Office, 2nd floor, Decatur Public Library, 247 East North Street, Decatur, IL 62523.

BID IDENTIFICATIONS

Mark outside of bid envelope: "SEALED BID FOR MINI VAN"