



August 27, 2026

Updated: October 5, 2026

FY26

Request for Proposal # 10002

Project title: EOLS Book Delivery Van

EOLS Administration

14 E Shawnee Street

Muskogee, OK 74403

(918) 683-2846

Eastern Oklahoma Library System
Invitation for Bid
EOLS Book Delivery Van

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1. Introduction

1.1. [EOLS Overview](#)

The Eastern Oklahoma Library System is a multi-county organization that provides public library service through 15 libraries in six counties.

The Oklahoma Library Systems Act of 1967 authorized libraries to collaborate to improve services and resources by establishing library systems. Starting in Muskogee County, the Eastern Oklahoma Library System radiated out to include Adair, Cherokee, Delaware, McIntosh, and Sequoyah counties.

EOLS supports staff, materials, and programming for each location. Local communities—typically a city or county—provide upkeep, maintenance, and improvements for library buildings. EOLS's fiscal year begins on July 1 and ends on June 30.

1.2. [Process and Guidelines](#)

General work description: The Eastern Oklahoma Library System (EOLS) is inviting bids to purchase a book delivery van.

Bids received at 14 E Shawnee Street, Muskogee, OK 74443 after Wednesday, September 30, 2026, at 5:00 p.m. are late and shall not be accepted. Unless EOLS issues a written addendum to this Invitation to Bid, which extends the due date and time for all bidders.

Bid prices must be held for no less than 90 days from the date of submission.

1.3. [Contact Information](#)

Name: Kathy Seibold
Title: Executive Director
Email: kseibold@eols.org
Phone: (918) 683-2846, ext. 239
Department or Branch: Administration

1.4. [Bid Timeline](#)

Release Project Date	August 24, 2026
Pre-Bid Meeting Date and Location (optional)	Monday, September 14, 2026 EOLS Administrative Offices 14 E Shawnee Street, Muskogee, OK 74403

Submission Deadline	September 30, 2026, 5:00 p.m. Extended: October 9, 2026
Selection Date	November 17, 2026 Updated: October 14, 2026
Contract Process	The executive director will contract with the selected bidder and set the project's start date.
Target Project Completion Date	November 2026 Updated: October 2026

2. Bid Process and Requirements

2.1. [General Information](#)

All bids must include completed forms A-C, along with any other information you would like to provide for consideration.

To be eligible to bid, the bidder must be an entity that is duly formed and in good standing under Oklahoma law. The bidder must demonstrate that it has been in business for at least three years and can prove demonstrated capability to provide services or products.

Any Contract entered into between EOLS and the vendor shall identify the vendor as an independent contractor, and not as an employee or agent of EOLS. EOLS will not withhold federal, state, or local income taxes, unemployment taxes, Social Security, or any other payroll withholdings on behalf of the vendor, or any employee or associate of the vendor. The vendor shall be responsible for the vendor's own labor expenses, health care, transportation, self-employment taxes, income taxes, and other forms of taxes and wage withholding, and all other costs and expenses of the vendor in connection with the vendor's performing contracted services. The vendor shall be responsible for all workers' compensation coverage for the vendor and any partner, principal, employee, or associate of the vendor.

2.2. [Bid Process](#)

- a. The sealed envelope shall be clearly marked "Sealed Bid Response – **BID #10002, "EOLS Book Delivery Van"** and endorsed on its face with the name of the person, firm, or corporation submitting the bid, with the date of mailing. Submissions may be mailed to 14 E Shawnee Street, Muskogee, Ok 74403.

- b. The sealed bids shall be opened by the executive director **[and delivery team on October 14, 2026]** or his designee, and an EOLS trustee at the Trustee meeting on ~~November 17, 2026, at 14 E Shawnee Street, Muskogee, OK 74403.~~
- c. EOLS reserves the right to award the contract to the bidder that provides the best value bid and reserves the right to make no award, as will best promote the public interest, taking into consideration the reliability of the bidder, quality of the services to be furnished, and their conformity with the requirements of the bid.
- d. EOLS shall enter into a formal contract or letter of engagement with the successful bidder. Upon entering into a contract or signing a letter of engagement, payments shall be net upon approval of an invoice for services, unless otherwise stated. EOLS's payment of any invoice shall not preclude EOLS from making a claim for adjustment on any item found not to have been in accordance with the general conditions and specific requirements of the contract.
- e. Immediate notification to the executive director shall be made if a bidder discovers any ambiguity, conflict, discrepancy, omission, or other error in this bid to request clarification or modification to the document.
- f. If EOLS finds it necessary to modify this bid, it will provide notice of the modification by an addendum sent to all vendors who received the bid request.
- g. If a Bidder fails to notify EOLS of a known error or an error that reasonably should have been known before the final filing date for submission, Bidder shall assume the risk. If awarded the contract, the Bidder shall not be entitled to additional compensation or time by reason of the error or its late correction.

2.3. Scope of Work

The successful proposer shall provide one new, current-model, commercial cargo van suitable for the transportation and delivery of library books, materials, supplies, and equipment. The vehicle shall be designed for frequent stop-and-go operation, loading and unloading of library materials, and routine use on paved city, county, and state roadways.

Vehicle Requirements

The van shall be a new, full-size commercial cargo van with a factory-installed enclosed cargo body. The vehicle shall have a gasoline or hybrid powertrain appropriate for commercial delivery use and shall include an automatic transmission.

The vehicle shall include, at a minimum:

- Two front bucket seats with adjustable driver and passenger seating.
- Factory-installed driver and passenger airbags and comprehensive manufacturer safety systems.

- Anti-lock braking system (ABS), electronic stability control, traction control, and other standard manufacturer safety equipment.
- Power steering, power windows, power door locks, and air conditioning/heating.
- Rear cargo access through a full-width rear door or equivalent configuration suitable for loading library materials.
- Side cargo access through a sliding side door.
- Adequate interior cargo height and floor length to accommodate library book bins, carts, shelving, or other delivery equipment.
- A durable, easily cleanable cargo-area floor suitable for frequent loading and unloading.
- Interior cargo-area lighting sufficient for loading and unloading materials.
- Backup camera and other standard driver-assistance features provided by the manufacturer.
- Exterior mirrors suitable for safe operation of a fully loaded cargo van.
- A factory-installed spare tire or manufacturer-approved equivalent.
- Heavy-duty battery and charging system suitable for the vehicle's intended commercial use.
- Tires appropriate for the vehicle's gross vehicle weight rating and intended year-round operation.
- All equipment and components shall be installed in accordance with the vehicle manufacturer's specifications and applicable federal, state, and local requirements.

Cargo Area

The cargo compartment shall provide an enclosed, weather-resistant area for the secure transportation of library books and related materials. The cargo floor shall be flat or reasonably unobstructed to permit efficient loading and unloading.

The cargo area shall be configured to allow the library to install or utilize book carts, shelving, storage bins, or other organizational equipment without compromising vehicle safety or access to required vehicle equipment.

Bulkhead

A full-width bulkhead shall be installed immediately behind the front driver and passenger seats, providing a permanent physical separation between the passenger compartment and rear cargo area.

The bulkhead shall be constructed of durable, commercial-grade materials and securely anchored to the vehicle structure. It shall be designed to prevent unsecured cargo from entering the passenger compartment during normal operation or sudden braking.

The bulkhead installation shall not interfere with the operation of the driver's or passenger's seats, seat belts, airbags, doors, climate-control system, vehicle controls, lighting, or other factory-installed safety equipment. The bulkhead shall have appropriate provisions for visibility and ventilation where required by the vehicle design, including the ability to cool the passenger

area appropriately from the cargo compartment.

All mounting hardware and finished surfaces shall be appropriately protected, with no exposed sharp edges or projections that could damage library materials or create a safety hazard.

Vehicle Condition and Delivery

The vehicle shall be delivered new and free of defects. The proposer shall provide all applicable manufacturer's warranties, owner's manuals, maintenance information, and documentation for installed equipment.

The vehicle shall be delivered fully assembled and operational, including completion of the bulkhead installation and any other specified equipment. Any modifications or aftermarket installations shall be professionally completed and shall not void or adversely affect the manufacturer's vehicle warranty.

The proposer shall identify the make, model, model year, engine/powertrain, dimensions, cargo capacity, payload capacity, gross vehicle weight rating (GVWR), fuel economy, warranty coverage, and any deviations from the specifications contained in this RFP.

3. Vendor Submissions

3.1. [Checklist](#)

Below is a checklist of proposal requirements, including the sections:

- Company Information - Attachment A
- Bid Summary
- Statement of Experience and Qualifications - Attachment B
- Non-Collusion Declaration - Attachment C

3.2. [Additional Information](#)

Please provide any additional information you would like the Library to consider.

[Attachment A:](#) Company Information

Legal Company Name:

EIN:

Contact Name:

Title:

Address:

Phone:

E-mail Address:

Provide a brief description of the company and its ownership structure. Include any significant developments, organization, ownership, or financial structure changes that have occurred in the last three (3) years, or that you anticipate in the future.

4. Provide a summary of the company's experience and qualifications in meeting the standards of the requirements contained in the bid document. Include specific references to work for similar library systems or other like entities. In describing the experience, name each client and the nature of the work performed.

Attachment B: Statement of Understanding

By signing in the space provided below, the undersigned certifies that the respondent (i) has read and understands and accepts the scope and requirements of this project and all of the attachments; (ii) has the capacity to execute this project; (iii) agrees to accept payment in accordance with the requirements of this Bid and the standard services contract, and (iv) will, if its bid is accepted, enter into a standard agreement with the Eastern Oklahoma Library System.

The undersigned further stipulates that the information in this bid is, to the best of my knowledge and belief, true and accurate.

Name of Firm _____

Signature of Partner

Date

Print Name

Title

Telephone / Fax #'s

EIN #

E-mail Address

Address

Attachment C: Non-Collusive Bidding Certification

By submission of this Bid, Bidder and each person signing on behalf of the Bidder certifies, and in the case of a joint Bid submission, each party hereto certifies as to its own organization, under penalty of perjury, that to the best of his or her knowledge and belief:

- The prices in this Bid have been arrived at independently without collusion, consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other bidder or with any competitor;
- Unless otherwise required by law, the prices which have been quoted in this Bid have not been knowingly disclosed by Bidder and will not knowingly be disclosed by the Bidder before the Bid opening, directly or indirectly, to any other Bidder or to any competitor; and
- No attempt has been made or will be made by the Bidder to induce any person, partnership, or corporation to submit or not to submit a response to this Bid for the purpose of restricting competition.

Company Name

Date

Address

Telephone

FAX

Name of Bidder

Title

Signature of Bidder

E-mail