

SOUTHERN ADIRONDACK LIBRARY SYSTEM

REQUEST FOR PROPOSAL

DELIVERY SERVICE

22 Whitney Place

SARATOGA SPRINGS, NEW YORK 12866

DIRECTOR

Sara Dallas

518-584-7300 Ext. 205

sdallas@sals.edu

March 2019

NOTICE TO CONTRACTORS

Notice is hereby given by the SOUTHERN ADIRONDACK LIBRARY SYSTEM (SALS) that sealed Proposals are sought and requested for SALS DELIVERY SERVICE of library materials.

The RFP will be available as of Wednesday, February 27, 2019: (1) at the SOUTHERN ADIRONDACK LIBRARY SYSTEM, 22 Whitney Place, Saratoga Springs, NY 12866, during the period of Monday through Friday, 9:00 AM to 4:00 PM, and (2) by email upon a confirmed receipt from SALS of an email request to dwinter@sals.edu.

Vendors must submit in a sealed envelope two (2) hard copies of their Proposal to the SALS BUSINESS OFFICE at 22 Whitney Place, on or before Monday, April 1, 2019, at 1:00 PM. Electronic proposals will NOT be accepted.

Any Proposal to the RFP may be withdrawn prior to the opening of Proposals. Any Proposal received after the time of the opening of Proposals will be rejected. No Vendor may withdraw their Proposal within ninety (90) days after the opening of Proposals.

Sara Dallas, Director

END OF SECTION

Request for Proposal

A. Southern Adirondack Library System Background

The Southern Adirondack Library System (SALS) is a voluntary association of 34 public libraries in Hamilton, Saratoga, Warren and Washington Counties. We work together to provide the best possible library services to residents of our region. The SALS delivery service vendor provides delivery services to 34 member libraries, 1 branch library, and 2 correctional facilities located throughout Hamilton, Saratoga, Warren and Washington Counties in New York State. SALS is one of twenty-three public library systems established by the New York State Legislature and Governor as authorized in New York Education Law. Governance and function of public library systems are established in the Regulations of the Commissioner of Education. Each public library system is governed by a board of trustees and is primarily supported by New York State Aid.

B. Background Information

SALS requests proposals for delivery, pick-up, and forward sorting¹ of library materials (approximately 3.4 million items moved per year) for 39 locations (34 member libraries, 2 correctional facilities, Southern Adirondack Library System headquarters, Mohawk Valley Library System headquarters, and the Capital District Library Council). Materials that will be delivered include books, CDs, DVDs, cassettes, videotapes, audio-visual equipment, computers and computer related equipment, printed matter and other items. These other items may include but are not limited to correspondence, flyers, posters, newsletters, and supply items. For the purpose of this RFP, the term "library materials" includes all of the types of materials described above. The vendor provides delivery, pick-up, and sorts all of library materials at SALS.

This Request for Proposal (RFP) contains detailed information about the current library delivery service operating through SALS. It is important to understand the details including: how the delivery service currently tracks requests; how individual library items are identified; how the materials move between libraries; the work associated with labeling and sorting; volume of material; and delivery locations.

SALS seeks detailed proposals that apply library and logistics industry standard practices to enhance library delivery service and the tasks related to it as described below. Proposals that provide additional services or other useful enhancements and/or offer solutions related to all aspects of the daily delivery service including pick-up and delivery, forward sorting, labeling, packaging, routing, tracking, and transport are encouraged. Responses are sought that will ensure that SALS provides a cost-effective solution for all delivery and sorting services beginning as soon as possible.

C. Anticipated Selection Schedule

RFP Public Announcement by SALS – March 4, 2019

RFP Available from SALS – March 4, 2019

Deadline for RFP Submitted by Vendor to SALS – April 1, 2019, 1 PM

RFPs Public Opening – April 1, 2019, 1:00 PM

Vendor Selected — April 16, 2019

Approval of Vendor by SALS Board of Trustees — April 16, 2019

SALS/Vendor Contract Signed — Prior to April 19, 2019

Contracted Service Begins — April 22, 2019

¹ The process of drivers sorting outgoing library materials at each location and distributing those materials destined for the remaining locations on that route.

D. Scope of Work

All delivery locations are to receive shipments that support the libraries' operations. Forward sorting is done on the route at each stop for same day delivery. Containers of library books, videos, DVDs, CDs, computers and computer related equipment and other library materials are picked up and dropped off at an assigned location at each site. Vendor will provide the required levels of staffing, supervision and vehicles on a service day basis to ensure a highly reliable and cost-effective delivery service.

SALS is seeking a delivery service vendor to provide a Monday-Friday delivery service. SALS is accepting proposals for the SERVICE below:

SERVICE — Deliveries Monday-Friday: SALS seeks proposals on 2 delivery routes Monday through Friday and 1 additional delivery route Monday, Wednesday and Friday. Delivery routes encompass all SALS member libraries and branches, Mohawk Valley Library System, Capital District Library Council and 2 correctional facilities. There are 150 stops per week Monday-Friday and 228 delivery days per year covering approximately 2,185.3 miles per week and over approximately 104,894.4 miles per year. Vendor will deliver, pick up, and forward sort library materials between and among SALS Headquarters (located at 22 Whitney Place, Saratoga Springs NY 12866), SALS member libraries and branches, correctional facilities, Mohawk Valley Library System and the Capital District Library Council. A list of delivery locations is attached as Exhibit A and a list of daily delivery routes as Exhibit B.

E. Contract Duration

The term of the contract will be from April 22, 2019 through March 31, 2022 with two additional optional 1 year renewal periods by written agreement of the parties. Any contract renewals will take place not less than 90 days before the expiration of the current contract.

F. Basis for Award of Contract

- 1) SALS seeks detailed proposals that apply library and logistics industry standard practices to enhance library delivery service and the tasks related to it as described in the Critical Success Factors and Operational Requirements listed below.
- 2) Preference may be given to proposals that include innovative approaches and/or methodologies to accomplish the Mandatory Goals, as well as to proposals that provide additional services or other useful enhancements.

G. Critical Success Factors

- 1) A high level of efficiencies including maximizing services and minimizing cost.
- 2) A high level of safety-consciousness including an exemplary record of a safe and healthy work environment.
- 3) A high level of customer service for all service participants including SALS member library staff.
- 4) Demonstrated cost savings for SALS and SALS member libraries.
- 5) Vendor performance guarantees of effective administrative oversight of contracted services.
- 6) Ensure timely and accurate delivery of library materials, monitored by vendor.
- 7) Vendor demonstrates a commitment to environmental stewardship in their operations.

H. Mandatory Goals

- 1) Provide and execute delivery, pick up, and forward sorting of all library materials for each location in the SERVICE as described in Section D.
- 2) Use SALS provided containers or vendor provided containers approved by SALS.
- 3) Provide an on-site Driver Supervisor to organize and train drivers.
- 4) Have a procedure in place to ensure drivers adhere to the delivery start hours of each route as stated in Exhibit B with all deliveries unloaded, sorted and reloaded at SALS by 4:00 PM.

- 5) Ensure availability of trained substitute drivers, in addition to primary drivers, to be able to complete the daily delivery service in the absence of primary drivers.
- 6) Provide daily route statistics to SALS for statistical and informational purposes.
- 7) Sort the materials at the SALS Headquarters conducted by vendor employees.
- 8) Have reliable vehicles large enough for the volume.

I. Operational Requirements

Vendor must adhere to each of the following:

1) Route Logistics

- a) The vendor must provide delivery and pick-up service to the designated location within each of the location addresses as described in Section D. Please note that the list of addresses is subject to change; any changes may be implemented with a two-week notice from SALS.
- b) The vendor may perform the existing daily delivery schedule as described in Section D, complying with SALS provided times for each route. Or, the vendor may propose an alternative delivery schedule, approved by SALS prior to submission of the response to the RFP, which recognizes delivery location entry restrictions. The vendor must be able to add service to any location in Hamilton, Warren, Washington and Saratoga Counties within two weeks of a written request by SALS.
- c) The vendor must stop at each location on every day it is scheduled for delivery and pick-up, regardless of whether or not the driver has any packages or containers to deliver.
- d) The vendor must provide delivery and pick-up of material at each location at the same time every day the location is scheduled for service, within a 15-30 minute window.
- e) Vendor must have a procedure in place to ensure drivers adhere to the delivery start hours of each route as stated in Exhibit B with all deliveries unloaded at SALS by 3 PM.
- f) Under normal working conditions, the vendor must complete each delivery route within 8 hours of departure from SALS.
- g) On SALS scheduled holidays, the vendor will not provide delivery services. SALS will provide the vendor a holiday list.
- h) The vendor must be able to accommodate scheduled closings at individual libraries within three days of notification via email from SALS.
- i) The vendor must be able to immediately accommodate an emergency closing at an individual location.
- j) The vendor must be willing to immediately accept adjustments to delivery and pick-up of library materials based on SALS needs.
- k) The vendor must be willing to cooperate with carriers operating similar library delivery services in neighboring or overlapping systems to transfer materials back and forth as appropriate and as mutually agreed to. Examples: Mohawk Valley Library System, Capital District Library Council and Upper Hudson Library System.
- l) The vendor must ensure availability of trained substitute drivers, in addition to primary drivers, to be able to complete the daily delivery service by 3 pm as scheduled in Exhibit B.
- m) The vendor must provide SALS: (1) with access to the drivers while in-route to notify them of any immediate changes, and (2) emergency contact information for each driver.
- n) The vendor must immediately contact SALS of any route, driver, or delivery change.
- o) SALS has right of rejection of a driver if SALS performance expectations and standards are not met.
- p) The vendor on-site Driver Supervisor will train new drivers for five consecutive delivery days. In times of predicted inclement weather, route schedules may be adjusted to facilitate the delivery and sorting services.

- q) Drivers will solely deliver, forward sort, and pickup library materials and will not practice conjunctive and commingled deliveries to other customers during SALS routes. Only SALS business may be conducted from the time of departure to time of return to SALS.
- r) Drivers are responsible for loading and unloading their vans at SALS headquarters. SALS assumes no responsibility or liability for vans on SALS property, including the loading and unloading of vans.
- s) No scheduled maintenance work of any type is to be performed on any vehicle used by a driver during delivery routes.
- t) Drivers will deny access to individual(s) requesting entrance to any delivery destinations in Exhibit A.
- u) Vendor drivers will not idle their vehicles while loading and unloading at SALS.
- v) Vendor drivers will adhere to the New York State Environmental Conservation Heavy Duty Idling Laws.
- w) Vans containing library materials must be locked and secure at all times.

2) Performance

- a) Drivers will make same day delivery of items on the same route using forward sorting.
- b) Drivers will make same day or in some circumstances, next day delivery of all items picked-up at SALS Headquarters.
- c) All materials will be delivered in the same condition in which they are received.
- d) The vendor drivers will complete SALS Daily Stop Statistical Sheets including but not limited to schedule of stops, driver name, date, arrival/return times, departure times, and volume of deliveries in/out and provide on a daily basis to the SALS Delivery Operations Manager or designee.
- e) Other performance measures as mutually determined.

3) Administration and Customer Service

- a) The vendor will manage an agreed-upon schedule of deliveries and provide a mechanism for handling schedule changes and missed deliveries.
- b) The vendor will be issued written notice of service failure when contractual requirements are not met and may be penalized as specified in Exhibit D.
- c) The vendor's delivery vehicles will be appropriately sized for the volume of materials and access at each location served. All vehicles must be maintained and operated in accordance with New York State and local laws and regulations.
- d) All items will be delivered, picked up, forward sorted and sorted by vendor at SALS Headquarters.
- e) If volume exceeds the limit the vehicle can safely carry, according to the vehicle's manufacturer's specifications, a back-up driver and/or alternate vehicle will be dispatched to complete the daily delivery and pick-up in a timely manner.
- f) The vendor will provide a single primary customer service representative available at all times who will handle all service issues including missed stops, schedule changes, expected materials that have not been delivered, damaged or lost materials, and other service issues that may arise.
- g) The vendor will resolve any service issues in a timely manner as specified in Exhibit D
- h) The vendor will provide a designated contact person for resolution of questions related to invoicing, payment and damaged/lost materials claims.
- i) The vendor will provide a list of primary and substitute driver names when driver changes occur as well as upon the request of SALS.
- j) The vendor will provide a damaged and lost materials claim procedure if different than specified in Attachment IV. If problems are to be reported electronically, please supply detailed

information including a website URL and trial login (if appropriate) for the purposes of this response.

- k) The vendor will work with the designated SALS contact person on any operational issues.
- l) The vendor will accept current packaging methods of library materials for pickup and delivery. OR, the vendor may propose alternative packaging methods of library materials for pickup and delivery.
- m) The vendor will use the current SALS addressing methodology of printed transit slips for library materials, to ensure deliveries to correct locations. OR, the vendor may propose alternative addressing methodology of library materials for pickup and delivery.

4) Driver Specifications

- a) The vendor will conduct criminal background checks on all company-employed or subcontracted workers performing delivery related activities onsite at SALS or at delivery locations. The vendor will provide SALS with criminal background check information prior to any visit to SALS and/or member libraries. SALS reserves the right to review the results of criminal background checks on all workers who are to perform delivery-related activities onsite at SALS or at delivery locations, and to withhold or terminate such approval where, in the determination of SALS, (1) there is a direct relationship between a previous criminal offense and the performance of the services to be provided to SALS by the individual, or (2) the individual's performance of the services to SALS would involve an unreasonable risk to property or to the safety or welfare of specific individuals or the general public.
- b) Every vendor employee or subcontractor delivering to a location will display a visible photo identification badge which clearly identifies the individual as a representative of the vendor.
- c) Drivers will adhere to all applicable laws and regulations in the operation of delivery vehicles.
- d) Drivers will behave in a courteous manner and exhibit a presentable appearance at all times during working hours.
- e) Drivers must daily communicate in English with library and SALS staff and must possess English speaking communication skills for the effective performance of the position. SALS may require the vendor to provide evidence that a driver has a TOEIC English Speaking Proficiency at Level 7 or greater.
- f) Drivers must have a clean driving record.

J. Vendor Requirements

- 1) **Qualifications:** A description of the vendor's qualifications and experience in providing requested or similar service shall be submitted with vendor response to the RFP. The vendor must be an established firm recognized for its capacity to perform. The vendor must have sufficient personnel to perform the requested services on an ongoing basis. The vendor will assume full and exclusive liability for payment of taxes and contributions for unemployment insurance, pension, social security benefits (as now or hereafter imposed by federal, state or local government).
- 2) **Vendor Information:** The vendor must submit as Attachment I the following information for the corporation and any subcontractors:
 - a) A corporate profile describing the company, including the number of employees, physical location of current operations' offices, and whether the drivers are company employees, subcontracted through another company, or individual subcontractors.
 - b) The company's most recent available: (1) annual report, and/or (2) audited financial statement, and/or (3) a financial report acceptable to SALS and approved by SALS prior to the vendor submission of a response to the RFP. If any of this information is considered proprietary, please indicate so on the first page of the financial statement.

- c) The company's experience with route services, courier services or related delivery services, including both library and other types of customers. A minimum of three (3) years of experience in providing service of a scope similar to this procurement is preferred.
- d) Names of key officers and managers, as well as the name of the primary customer service representative who would be assigned to this contract. Provide a brief description of work experience for each.
- e) Information on number of drivers, supervisors and vehicles.
- f) A minimum of one (1) reference from a current customer(s) including address, contact name, e-mail address, telephone number, years of contracted service by the vendor. Reference(s) will be contacted.

K. Insurance Requirements

A contract with the vendor shall not be signed nor can work commence until all insurance required under the following paragraphs is obtained, with insurance certificates naming SALS as additional insured are submitted to SALS, and such insurance has been approved by SALS. The vendor shall not allow any sub-contractor or independent contractor to commence work until the required insurance has been obtained and approved by SALS.

- 1) Worker's Compensation Insurance. The vendor shall maintain Workman's Compensation Insurance for all of its employees working, and in case any work is sublet, the vendor shall require sub-contractors to provide Workman's Compensation Insurance for all of its employees as well, unless such employees are covered and afforded protection by the vendor. For employees who are not protected under the Workman's Compensation Statute, the vendor shall provide other adequate insurance for the protection of these employees, and the same for the employees of sub-contractors, who would not otherwise be protected in compliance with the Workman's Compensation Law of the State of New York.
- 2) Liability Insurance. The vendor shall take out and maintain for the duration of this project Bodily Injury Liability and Property Damage Liability Insurance, including Broad Form Comprehensive General Liability, Contractual Liability Independent Contractors Coverage. This insurance shall protect the vendor and SALS from claims of bodily injury, including accidental death, and from claims of property damage, which may arise from operations in this project, whether such operations be the vendor's or by any sub-contractor's, or by anyone directly or indirectly employed by either of them. It shall be the responsibility of the vendor to maintain such insurance in amounts sufficient to fully protect the vendor and SALS, but in no instance shall amounts be less than those set forth below.
- 3) Bodily Injury Liability Insurance in an amount not less than \$1,000,000 (One Million Dollars) for each instance of injury, including wrongful death, and, subject to the same limit for each person, in an amount not less than \$3,000,000 (Three Million Dollars) for injuries, including wrongful death, for all accidents in the aggregate.
- 4) Property Damage Liability Insurance, including for fire in an amount of not less than \$1,000,000 (One Million Dollars) on account of any one accident and in an amount of not less than \$3,000 000 (Three Million Dollars) for all accidents in the aggregate.
- 5) Automobile Liability Insurance. Automobile bodily injury liability and property damage liability insurance shall be provided by the Contractor with a minimum combined single limit (CSL) of \$1,000,000 (One Million Dollars). Coverage shall include: a) Hired car and non-Ownership liability; and b) Statutory no-fault coverage.
- 6) Truck Cargo Insurance shall be provided by the vendor for the safe delivery of all materials being delivered for not less than \$100,000 in favor of SALS. SALS is to be named as loss payee for contracted cargo.

L. Cost Proposal Requirements

The vendor must submit as Attachment II a cost proposal including the following:

- 1) Lump sum annual cost of the Service
- 2) Preferred payment schedule (e.g., weekly, semi-monthly) and amount per payment.
- 3) An explanation of how the lump sum cost was determined (e.g., number of stops, weight, number of items, locations, etc.)
- 4) An explanation of how changes, additions, and deletions requested by SALS to the number stops and/or routes will be priced.
- 5) An explanation of how fuel adjustment surcharge & credit will be calculated, if different than specified in Attachment IV.
- 6) Any options for early payment discounts.
- 7) Any multi-year contract discounts.

N. Proposal Response

- 1) Sealed proposal, in hard copy, must be submitted in duplicate to the SALS BUSINESS OFFICE, 22 Whitney Place, Saratoga Springs, NY 12866, on or before April 1, 2019, at 1 PM.
 - a) Must include a vendor signed copy of the RFP's Attachment I— Vendor Information.
 - b) Must include a vendor signed copy of the RFP's Attachment II— Vendor Bid Form.
 - c) Must include a vendor signed copy of the RFP's Attachment III — Acknowledgement.
- 2) All inquiries, written or verbal, shall be directed to Dianne Winter, Business Office, or designee. Violations of this provision by vendor or interested parties may result in rejection of the proposal.
- 3) Any, all or no vendors may be required to appear before SALS to explain the vendor's understanding and approach to the project and/or respond to questions from SALS concerning the proposal, as well as provide an overview of the vendor's company and experience relating to library delivery services or SALS may award without conducting negotiations, based on the initial proposal. SALS reserves the right to request information from vendors as needed. If information is requested, SALS is not required to request the information of all vendors.
- 4) Vendors selected to participate in negotiations may be given an opportunity to submit a revised technical and/or cost proposal/offer to SALS, subject to a specified cut-off time for submittal of revisions.
- 5) Meetings before SALS are not subject to open meeting acts. Vendors are prohibited from electronically recording these meetings. All information received prior to the cut-off time will be considered part of the vendor's revised offer. No additional revisions shall be made after the specified cut-off time unless requested by SALS.
- 6) The cost of developing and submitting the proposal is entirely the responsibility of the vendor. This includes costs to determine the nature of the engagement, preparations of the proposal, submitting the proposal, negotiating for the contract and any other costs associated with this RFP.
- 7) SALS has the right to rely on any information and price quotes provided by vendors. The vendor shall be responsible for any mathematical error in price quotes. SALS reserves the right to reject proposals which contain errors.
- 8) A proposal shall not be considered for award if the price of the proposal was not arrived at independently and without collusion, consultation, communication or agreement as to any matter related to price with any other vendor who submits a separate and competitive bid.

O. Evaluation of Proposals

- 1) Proposals will be evaluated by SALS. One or more vendors may be selected to make a presentation in person.
- 2) Award shall be made in the best interest of the Southern Adirondack Library System member libraries, as approved by the SALS Board of Trustees. Although no weighted value is assigned, consideration may focus toward but is not limited to:

- a) Cost
 - b) Adequacy and completeness of proposal
 - c) Vendor's understanding of the project
 - d) Compliance with the terms and conditions of the RFP
 - e) Experience in providing similar services
 - f) Methodology to accomplish tasks
 - g) Vendor's ability to provide the services required
 - h) Vendor's qualifications and references
 - i) Answers to questions posed during the in-person presentation
- 3) SALS reserves the right to accept or reject any or all proposals or part of a proposal; waive any informalities or technicalities; clarify any ambiguities in submitted proposals; modify any criteria in this Request; and unless otherwise specified, accept or reject any item in a proposal.

P. Terms and Conditions

- 1) The successful vendor will be required to enter into a written contract agreement, Attachment IV, with SALS. All responses and statements made by a vendor in response to the RFP will be incorporated into the resulting contract agreement between SALS and the selected vendor. Should the selected vendor and SALS fail to reach agreement on contract agreement terms and conditions, SALS reserves the right to negotiate with one of the other vendors or to re-issue the RFP.
- 2) In the event of a conflict in terms of language among the documents, the following order of precedence shall govern:
 - a) Written modifications to the executed contract agreement
 - b) Written contract agreement signed by the parties
 - c) This RFP including any and all addenda
 - d) Vendor's written proposal submitted in response to this RFP as finalized.
- 3) Notices: All notices, demands, requests, approvals, reports, instructions, consents or other communications (collectively "notices") which may be required or desired to be given by either party to the other shall be in writing and addressed to the designated contact for each party specified in the Notices section of the contract agreement, Attachment IV.
- 4) No proposals shall be disclosed until after a contract agreement award has been issued. SALS reserves the right to destroy all proposals if the RFP is withdrawn, a contract agreement award is withdrawn, or in accordance with New York State law.
- 5) Trade secrets or proprietary information legally recognized as such and protected by law may be requested to be withheld if clearly labeled "Proprietary" on each individual page. Pricing information is not considered proprietary and the vendor's entire proposal package will not be considered proprietary.
- 6) Proposal Opening: The opening of proposals shall be at the SALS BUSINESS OFFICE on April 1, 2019 at 1:00 pm following the closing of the receiving of proposals. All proposals shall be publicly opened and bids will be read aloud and recorded.

For Additional Information or Clarification:

Dianne Winter
 Southern Adirondack Library System
 22 Whitney Place, Saratoga Springs, NY 12866
 Email: dwinter@sals.edu

Exhibit D: Service Failure Penalty Schedule and Vendor Communication Requirements

Service Failure Penalty Schedule

This Service Failure penalty schedule will be instituted if the vendor fails to meet the requirements of the Agreement and vendor has not provided SALS with appropriate action steps that would reduce the likelihood of recurrence of failure. The vendor will be sent Service Failure notices within two business days of failure, describing each failure and the penalty associated with such failure, via email and certified mail. Each penalty will be deducted from the vendor's next invoice.

- 1) Service Failure rate: 4.5% of weekly contracted amount.
- 2) Each additional Service Failure for the same offense will increase at a rate of .5% from the initial Service Failure rate (4.5%).

Service Failures include but are not limited to:

- 1) Vendor not adhering to the delivery schedule as specified in the contract.
- 2) Vendor not supplying adequate driver substitutes as specified in the contract.
- 3) Vendor not communicating in a timely manner as specified in the contract.

If SALS determines the offense for which a Service Failure notice was issued has been resolved and is satisfied with the action steps provided by vendor to reduce the likelihood of recurrence the penalty rate will reset to the initial Service Failure rate (4.5%).

Vendor Communication Requirements

The vendor is required to actively communicate with SALS meeting expected response times based on the level of a service issue. A response is defined as confirming receipt of a contact from SALS and informing SALS that the vendor is aware of the reported service issue and will update SALS on the progress toward a solution. If expected response times are not met three times within any five day delivery schedule cycle SALS reserves the right to issue a Service Failure notice and penalize the vendor based on the Service Failure Penalty Schedule.

Level I Communication

- 1) 30 minute response time
- 2) Examples of Level I service issues are, but not limited to:
 - a. Failure to begin a delivery route on schedule
 - b. Missed delivery stops
 - c. Notice of library closure
 - d. Security issue at a library

Level 2 Communication

- 1) 2 hour response time
- 2) Examples of Level 2 service issues are, but not limited to:
 - a. Failure to load all bins from SALS
 - b. Misdelaivered bins

Level 3 Communication

- 1) 48 business hour response time
- 2) Examples of Level 3 service issues are, but not limited to:
 - a. Billing inquires
 - b. Damaged item claims

Attachment I - Vendor Information:

SOUTHERN ADIRONDACK LIBRARY SYSTEM
DELIVERY SERVICE
VENDOR INFORMATION

The vendor must submit the following information for the corporation and any subcontractors. Information not provided on this sheet should be stapled/attached to this Attachment I sheet.

- 1) A corporate profile describing the company, including the number of employees, physical location of current operations' offices, and whether the drivers are company employees, subcontracted through another company, or individual subcontractors.
- 2) The company's most recent available: (1) annual report, and/or (2) audited financial statement, and/or (3) a financial report acceptable to SALS and approved by SALS prior to the vendor submission of a response to the RFP. If any of this information is considered proprietary, please indicate so on the first page of the financial statement.
- 3) The company's experience with route services, courier services or related delivery services, including both library and other types of customers. A minimum of three (3) years of experience in providing service of a scope similar to this procurement is preferred.
- 4) Names of key officers and managers, as well as the name of the primary customer service representative who would be assigned to this contract. Provide a brief description of work experience for each.
- 5) The number of drivers, supervisors and vehicles dedicated to provide proposed service.
- 6) A minimum of one (1) reference from a current customer(s) including address, contact name, e-mail address, telephone number, years of contracted service by the vendor. Reference(s) will be contacted.

Company Name:

Type or Print

BY:

Signature Title Date

Print Name

Attachment II — Vendor Bid Form —SERVICE — Deliveries Monday-Friday:

SOUTHERN ADIRONDACK LIBRARY SYSTEM
DELIVERY SERVICE

SERVICE - Deliveries Monday-Friday

SALS is accepting proposals for the SERVICE as follows:

SERVICE — Deliveries Monday-Friday: SALS seeks proposals on 3 delivery routes Monday through Friday. Delivery routes encompass all SALS member libraries and branches and 2 correctional facilities. There are 150 stops per week Monday-Friday and 228 delivery days per year covering approximately 2,185.3 miles per week and over approximately 104,894.4 miles per year. Vendor will deliver, pick up, and forward sort library materials between and among SALS Headquarters (located at 22 Whitney and SALS member libraries and their branches and correctional facilities. A list of delivery locations is attached as Exhibit A and a list of daily delivery routes as Exhibit B.

- 1) LUMP SUM ANNUAL COST OF SERVICE: \$(in numbers) _____
- 2) LUMP SUM ANNUAL COST OF SERVICE: \$(in words) _____
- 3) PREFERRED PAYMENT SCHEDULE (e.g., weekly, semi-monthly) _____
- 4) AMOUNT PER PAYMENT \$(in numbers)_____

The following information is required and may be provided on this sheet or stapled/attached to this Attachment II sheet.

- 1 An explanation of how the lump sum cost was determined (e.g., number of stops, weight, number of items, locations, etc.)
- 2 An explanation of how changes, additions, and deletions requested by SALS to the number stops and/or routes will be priced.
- 3 An explanation of how fuel adjustment surcharge & credit will be calculated, if different than specified in Attachment IV.
- 4 Any options for early payment discounts.
- 5 Any multi-year contract discounts.

Required Vendor Assurances and Signature

- 1) LUMP SUM BASIS: I have carefully examined and am fully knowledgeable of the requirements, scope of the service(s), and specifications including the REQUEST FOR PROPOSAL SALS DELIVERY SERVICE.
- 2) LUMP SUM PRICING: I have included all costs associated with this project, including but not limited to insurance, labor, and transportation cost to provide the service(s).

VENDOR NAME _____ PRINCIPAL'S NAME _____

SIGNATURE OF PRINCIPAL _____ DATE _____

Attachment III - Acknowledgement

SOUTHERN ADIRONDACK LIBRARY SYSTEM
DELIVERY SERVICE
ESTIMATES OF ROUTE MILEAGE AND HOURS

EACH VENDOR SHALL READ AND ACKNOWLEDGE THE FOLLOWING NOTICE. A SIGNED AND DATED COPY OF THIS ACKNOWLEDGMENT SHALL BE SUBMITTED WITH THE VENDOR'S COMPLETED PROPOSAL FOR THIS SERVICE. FAILURE TO DO SO MAY, AT THE SOLE DISCRETION OF SALS, RESULT IN THE PROPOSAL BEING CONSIDERED NON-RESPONSIVE AND RESULT IN DISQUALIFICATION OF THE VENDOR'S PROPOSAL.

NOTICE

The route mileage and hours listed are only approximate, and the vendor is required to develop route mileages and hours to complete the SERVICE described in the Request For Proposal. The vendor shall base their proposal on actual quantities determined, by them, using methods they deem appropriate. Estimates provided in these specifications are for informational purposes only and shall not be considered a basis for service Change Orders.

Acknowledgment: I have read the above NOTICE regarding estimates of route mileage and hours and understand that estimates provided in this RFP are for informational purposes only and shall not be considered a basis for: (1) the vendor's proposal including weekly and annual cost of service, and/or (2) service change orders. The vendors' signatory represents to SALS that he/she has the authority of the entity he/she represents to sign this agreement on its behalf.

Company Name:

Type or Print

BY:

Signature Title Date

Print Name

Attachment IV — Delivery Service Agreement

DELIVERY SERVICE AGREEMENT

Between
Southern Adirondack Library
System And

For the period April 22, 2019 through March 31, 2022

This Agreement made and entered into as of _____ between the Southern Adirondack Library System (hereinafter referred to as "SALS"; and _____ (hereinafter referred to as "VENDOR").

WHEREAS, SALS in accordance with the provisions of the Request for Proposal ("RFP") on the SALS Delivery Service ("SERVICE"), solicited proposals for the SERVICE, which specifications are included in the RFP and the various attachments thereto which we annexed hereto as "Appendix A" and are hereby incorporated into and made part of this Agreement; and

WHEREAS, the VENDOR has submitted a proposal to SALS for the SERVICE, which proposal is annexed hereto as "Appendix B" and is hereby incorporated into and made a part of this Agreement; and

WHEREAS, SALS desires to avail itself of VENDOR'S transportation services.

WHEREAS, VENDOR desires to furnish certain transportation services to SALS during the Term of the Agreement and VENDOR represents that it is a duly authorized common carrier in interstate and intrastate commerce under certificates issued by the Interstate Commerce Commission or appropriate state agency; and it will maintain all necessary permits and licenses required to do business in New York State.

NOW, THEREFORE, in consideration of the premises and the mutual terms, conditions and covenants contained herein, the parties agree as follows:

SECTION I - TERM:

- 1 . Unless earlier terminated in accordance with Section 9 below, the initial term of this Agreement shall be for a period of 36 months commencing April 22,2019 and terminating on March 31, 2022, with two additional optional 1 -year renewal periods by written agreement of the parties. Any contract renewals will take place not less than 90 days before the expiration of the current contract.

SECTION 2 - DELIVERY SERVICE (SERVICE):

2.1 SCOPE OF WORK

All delivery locations are to receive shipments that support the libraries' operations. Forward sorting is done on the route at each stop for same day delivery. Containers of library books, videos, DVDs, CDs, computers and computer related equipment and other library materials are picked up and dropped off at an assigned location at each site. VENDOR will provide the required levels of staffing, supervision and vehicles on a service day basis to ensure a highly reliable and cost-effective delivery service.

VENDOR will provide 3 delivery routes Monday through Friday. Delivery routes encompass all SALS member libraries and branches and correctional facilities. There are 150 stops per week Monday-Friday and 228 delivery days per year covering approximately 2,185.3 miles per week and over approximately 104,894.4 miles per year. VENDOR will deliver, pick up, forward sort and sort library materials between and among the SALS Headquarters (located at 22 Whitney Place, Saratoga Springs, NY 12866) and the SALS member libraries, branches, correctional facilities, MVLS and CDLC. A list of delivery locations is attached as Exhibit A, and a list of daily delivery routes as Exhibit B.

The VENDOR shall perform all pick-ups, deliveries and sorting set forth in Exhibit B attached hereto in accordance with the terms and conditions of this Agreement. VENDOR shall at its sole cost and expense furnish all vehicles, personnel, fuel, oil, maintenance, employees, and insurance necessary to perform the SERVICE. The VENDOR may utilize a mixture of company employees and independent contractors.

2.2 HOLIDAYS (List the SALS holidays)

All personnel of VENDOR shall perform the SERVICE Monday through Friday excluding the following holidays (or the days which they are observed by SALS):

- New Year's Day (January 1)
- Martin Luther King, Jr. Day (third Monday in January)
- Presidents' Day (third Monday in February)
- Memorial Day (last Monday in May)
- Independence Day (July 4)
- Labor Day (first Monday in September)
- Columbus Day (second Monday in October)
- Veterans' Day (November 11)
- Thanksgiving (fourth Thursday in November)
- Day after Thanksgiving
- Christmas Eve (December 24)
- Christmas (December 25)

2.3 DELIVERY TIMES AND FREQUENCY

The VENDOR shall perform the SERVICE which operates 3 delivery routes Monday through Friday. The start hours of each route are stated in Exhibit B, providing delivery and pick-up of material at each location at the same time every day the location is scheduled for service, within a 15-30 minute window, and all deliveries unloaded at SALS by 3:00 PM unless VENDOR & SALS mutually agree upon certain exceptions.

2.4 INCLEMENT WEATHER

In times of predicted inclement weather, any adjustment or cancellation of route schedules will be made by SALS, in consultation with the VENDOR. SALS will notify the VENDOR within a time period to allow the VENDOR to adequately notify drivers of changes. Upon cancellation of one or more entire routes, SALS will pay the VENDOR a pre negotiated _____% of the daily route charge of \$_____ for any and all routes cancelled by SALS. VENDOR will work with SALS to adjust delivery schedules (e.g., delivery the night before) in the cases of inclement weather.

2.5 ADDITIONAL LIBRARIES

SALS will provide the VENDOR with a list of locations, attached as Exhibit A, and a list of daily delivery routes, attached as Exhibit B, and will update these lists as necessary.

2.6 CHANGES IN SERVICE

Changes in the delivery locations, attached as Exhibit A, or daily delivery routes, attached as Exhibit B, are instituted when SALS deems necessary.

Procedure for changes to delivery locations and/or the number of stops on the daily delivery routes.

- a. SALS may make changes as SALS deems necessary.
- b. SALS will notify the VENDOR at least two (2) weeks in advance of any permanent changes.
- c. If changes result in an increase in the number of stops, SALS will pay the average cost per stop for the Exhibit B route structure at \$_____ per stop.
- d. If changes result in a decrease in the number of stops, SALS payments to VENDOR will be reduced the average cost per stop for the Exhibit B route structure at \$_____ per stop.

SECTION 3 - SPECIAL TERMS AND CONDITIONS

3.1 BILLING

SALS will be billed weekly / biweekly / bimonthly for delivery service. SALS pays only for the service received by its members. If VENDOR does not complete the daily delivery routes specified in Exhibit B, unless agreed to otherwise, VENDOR will not bill SALS the daily route charge of \$_____ on the invoice for any and all routes not completed.

3.2 MATERIALS

Materials that will be delivered include books, CDs, DVDs, cassettes, videotapes, die-cuts, audio-visual equipment, computers and computer related equipment, printed matter and other items. These other items may include but are not limited to correspondence, flyers, posters, newsletters, and supply items. The term "library materials" includes all of the types of materials described above.

Library materials that are NOT sent through the delivery system:

- a. Oversized/heavy item: individual items may not weigh more than 75 lbs. and may not exceed 84" in length
- b. Fragile or breakable items;
- c. Material of a rare or irreplaceable nature

3.3 PACKAGING AND ADDRESS REQUIREMENTS

The VENDOR will accept current packaging methods of library materials for pickup and delivery. OR, the VENDOR may propose alternative packaging methods of library materials for pickup and delivery. The VENDOR will use the current SALS addressing methodology of thermal printed transit slips for library materials, to ensure deliveries to correct locations. OR, the VENDOR may propose alternative addressing methodology of library materials for pickup and delivery.

3.4 RECORD KEEPING AND DOCUMENTATION

The VENDOR drivers will complete SALS Daily Stop Statistical Sheets including but not limited to schedule of stops, driver name, date, arrival/return times, departure times, and volume of deliveries in/out and provide on a daily basis to the SALS Delivery Operations Manager or designee.

The VENDOR will provide a list of primary and substitute driver names when driver changes occur as well as upon the request of SALS.

SECTION 4 - VENDOR REQUIREMENTS/RESPONSIBILITY:

4.1 The VENDOR agrees to the following:

- a. To perform all of the services listed in this Agreement including Appendix A and Appendix B.
- b. To purchase and maintain, without lapse, all insurance required under the following paragraphs with insurance certificates naming SALS as additional insured are submitted to SALS, and such insurance has been approved by SALS. The VENDOR shall not allow any sub-contractor or independent contractor to commence work until the required insurance has been obtained and approved by SALS.
 1. Worker's Compensation Insurance. The vendor shall maintain Workman's Compensation Insurance for all of its employees working, and in case any work is sublet, the vendor shall require sub-contractors to provide Workman's Compensation Insurance for all of its employees as well, unless such employees are covered and afforded protection by the vendor. For employees who are not protected under the Workman's Compensation Statute, the vendor shall provide other adequate insurance for the protection of these employees, and the same for the employees of sub-contractors, who would not otherwise be protected in compliance with the Workman's Compensation Law of the State of New York.
 2. Liability Insurance. The vendor shall take out and maintain for the duration of this project Bodily Injury Liability and Property Damage Liability Insurance, including Broad Form Comprehensive General Liability, Contractual Liability Independent Contractors Coverage. This insurance shall protect the vendor and SALS from claims of bodily injury, including accidental death, and from claims of property damage, which may arise from operations in this project, whether such operations be the vendor's or by any sub-contractor's, or by anyone directly or indirectly employed by either of them. It shall be the responsibility of the vendor to maintain such insurance in amounts sufficient to fully protect the vendor and SALS, but in no instance shall amounts be less than those set forth below.
 3. Bodily Injury Liability Insurance in an amount not less than \$1,000,000 (One Million Dollars) for each instance of injury, including wrongful death, and, subject to the same limit for each person, in an amount not less than \$3,000,000 (Three Million Dollars) for injuries, including wrongful death, for all accidents in the aggregate.
 4. Property Damage Liability Insurance, including for fire in an amount of not less than \$1,000,000 (One Million Dollars) on account of any one accident and in an amount of not less than \$3,000,000 (Three Million Dollars) for all accidents in the aggregate.
 5. Automobile Liability Insurance. Automobile bodily injury liability and property damage liability insurance shall be provided by the VENDOR with a minimum combined single limit (CSL) of \$1,000,000 (One Million Dollars). Coverage shall include: a) Hired car and non-Ownership liability; and b) Statutory no-fault coverage.
 6. Truck Cargo Insurance shall be provided by the VENDOR for the safe delivery of all materials being delivered for not less than \$100,000 in favor of SALS. SALS is to be named as loss payee for contracted cargo.

- c. To assume all risk of loss and to indemnify and hold SALS, their officers, agents and employees harmless from and against any liabilities, demands, claims suits, losses, damages, causes of action, fines or judgements, Including costs, attorney and witness fees, and expenses incident thereto, for injuries to persons (including death) and for the loss or damage to, or destruction of property arising out of or in connection with this agreement to the extent caused by the VENDOR or its employees, unless caused by the negligence or willful misconduct of SALS, their officers, agents or employees.
- d. To be liable for any expense incurred as a consequence of any traffic infraction or parking violations attributable to employees of the VENDOR.
- e. VENDOR will make every attempt to locate missing or lost materials in the delivery system and have an established procedure for dealing with missing/lost or damaged items.

Lost or Damaged Claim Procedure:

When SALS determines goods and materials have been lost or damaged due to VENDOR services, in submitting a claim for loss or damage, SALS will notify VENDOR within thirty (30) days of the date of shipment in which the goods and materials were damaged. VENDOR must be notified of lost or damaged goods and materials within thirty (30) days of shipment or the claim will be deemed waived and VENDOR will have no liability for the same. SALS will deduct the cost of the claim from the weekly invoice.

- f. The VENDOR will provide a single primary customer service representative available at all times who will handle all service issues including missed stops, schedule changes, expected materials that have not been delivered, damaged or lost materials, and other service issues that may arise.
- g. The VENDOR will resolve any service issues in a timely manner as specified in Exhibit D
- h. The VENDOR is responsible for clearly communicating SALS needs to drivers.
- i. To bill SALS for services listed in this Delivery Service Agreement including Appendix A and Appendix B. Payments for other pick-ups or deliveries must first be authorized by SALS.
- j. To communicate directly with SALS. All communication must be between SALS and the VENDOR. The VENDOR and SALS also agree to the Vendor Communication Requirements as specified in Appendix A, Exhibit D.

- k. To ensure that VENDOR personnel have the ability to lift up to 75 lbs. and to perform the bending, stooping and lifting actions required for this service. If VENDOR personnel determines that a single SALS delivery bin is over 75 lbs., VENDOR personnel are responsible for separating materials into appropriate number of SALS delivery bins to complete the service.
- l. Every VENDOR employee or subcontractor delivering to a location will display a visible photo identification badge which clearly identifies the individual as a representative of the VENDOR.
- m. To supply drivers with the proper equipment, such as hand trucks, to move materials from delivery and pick up locations to their vehicles.
- n. That under no circumstances is the VENDOR deemed an employee of SALS. VENDOR personnel shall not represent themselves to be employees of SALS.
- o. That the vehicles must be supplied by the VENDOR and maintained and operated in accordance with New York State and local laws and regulations.
- p. That the VENDOR must supply descriptions of the types of delivery vehicles that will be used.
- q. That the VENDOR delivery vehicles will be appropriately sized for the volume of materials and access at each location served. If volume exceeds the limit the vehicle can safely carry, according to the vehicle's manufacturer's specifications, a back-up driver and/or alternate vehicle will be dispatched to complete the daily delivery and pick-up in a timely manner.

SECTION 5 - RATES:

5.1 SALS agrees to pay the VENDOR, as compensation for the SERVICE described in this Agreement including Appendix A and Appendix B, the rate of \$_____ annually, and billed in weekly / biweekly / bimonthly equal installments of \$_____ with payment due within thirty days of invoice.

5.2 There will be no fuel surcharge assessed unless the New York State average price for Regular gasoline rises above \$_____ per gallon. The regular gasoline price will be determined by a weekly check of the AAA "Daily Fuel Gauge Report" for State of New York. www.fuelgagereport.com

The fuel adjustment surcharge calculation will be based on the stated weekly fuel cost of \$_____. For every 5 cents per gallon increase above \$_____ per gallon, a fuel surcharge of 1% of the weekly fuel cost of \$_____ will be added to the weekly payment. The fuel adjustment credit calculation will be based on the same formula as the fuel adjustment surcharge.

SECTION 6 - INVOICES AND PAYMENTS:

6.1 VENDOR will invoice SALS weekly / biweekly / bimonthly and SALS will pay all invoices not later than 30 (thirty) days from the date of the invoice for all services rendered by VENDOR under this Agreement. SALS will review the invoices and resolve any discrepancies with the VENDOR. SALS payments to VENDOR will be made directly to VENDOR via company check.

SECTION 7 - INDEPENDENT CONTRACTOR:

7.1 VENDOR is and shall be during the Term hereof an independent contractor and shall have exclusive liability for the payment of all local state and federal payroll taxes with respect to employees engaged by the VENDOR to perform the SERVICE.

SECTION 8 - DEFAULT:

8.1 If either party commits a breach or default of any of its obligations hereunder and fails to remedy such breach or default within 30 (thirty) days after written notice of such default is received, this Agreement may be cancelled by the non-defaulting party upon 10 (ten) days' further written notice without further obligation except to make any payments or perform any services otherwise required prior to the termination date.

8.2 Either party may terminate this Agreement immediately upon written notice (1) if the other party shall file any petition under any bankruptcy, reorganization, insolvency or moratorium laws or (2) if the other party shall have filed against it any petition under the Bankruptcy Code or a receiver or trustee shall be appointed or (3) if the other party shall make a general assignment for the benefit of Creditors or shall become unable to meet its

obligations as they mature or (4) if the other party shall institute any proceedings for the liquidation or winding up of its business.

- 8.3 Upon notification by the State of New York to SALS that funding has been reduced, both parties agree to meet within 30 (thirty) days to discuss possible changes to the SERVICE.
- 8.4 Either party may terminate this Agreement upon written notice for any reason with 90 (ninety) calendar days' notice.

SECTION 9 - PERFORMANCE REVIEW AND FORCE MAJEURE AND CONTRACT RENEWAL:

- 9.1 The parties agree that Service Failure notices shall be brought to the attention of the VENDOR within 2 (two) business days of any alleged failure. VENDOR shall respond to SALS within 2 (two) business days of notification explaining the reason for the failure and any appropriate action steps that will reduce the likelihood of recurrence. The VENDOR and SALS also agree to the Service Failure Penalty Schedule as specified in Appendix A, Exhibit D.
- 9.2 Neither party shall be liable for delays in performance or non-performance due to any acts or events beyond their reasonable control, including but not limited to acts of God, inclement weather conditions, acts of war or terrorism, floods, earthquakes, vehicle accidents, or governmental orders of any kind.
- 9.3 The parties agree that should both parties want to renew this Agreement, any negotiations for its renewal must begin 90 (ninety) days prior to the Agreement expiration date and, if an agreement on new terms can be reached, a new Agreement must be in place prior to the expiration of the current Agreement.

SECTION 10 - ASSIGNMENT AND SUBCONTRACTING:

- 10.1 The rights and obligations of VENDOR hereunder may not be assigned or delegated

SECTION 11 - NON-SOLICITATION OF EMPLOYEES OR INDEPENDENT CONTRACTORS:

11.1 VENDOR and SALS expressly agree not to directly or indirectly hire, employ, engage as an independent contractor, solicit for employment, induce or attempt to induce to leave any employee or independent contractor engaged by the other party during the term of the Agreement and for a period of 12 (twelve) months thereafter commencing on the next calendar date after the termination of this Agreement without the prior written consent of such other party.

SECTION 12 - NOTICES:

12.1 All notices, demands, requests, approvals, reports, instructions, consents or other communications (collectively "notices") which may be required or desired to be given by either party to the other shall be in writing and addressed to:

SALS
22 Whitney Place
Saratoga Springs, NY 12866

VENDOR

All notices given or required to be given hereunder will be sent by email and certified mail.

SECTION 13 – AMENDMENTS:

13.1 This Agreement constitutes the complete understanding between the parties hereto with respect to the subject matter hereof and no alteration, amendment or modification of any of the terms schedules and provisions hereof shall be valid unless made pursuant to a writing signed by both parties.

SECTION 14 - GOVERNING LAW AND VENUE:

14.1 This Agreement and all matters arising from or related to this Agreement shall be governed by and construed in accordance with the laws of the State of New York. SALS and VENDOR hereby irrevocably submit to the non-exclusive jurisdiction of the state and federal courts located in the State of New York for the resolution of any dispute not settled by the parties. In the event of a dispute arising under this Agreement that results in legal action, the parties agree that such action shall be commenced in Saratoga County Supreme Court, Ballston Spa, New York, and the laws of New York will govern.

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed by their duly authorized officers as of the day and year first above written.

SOUTHERN ADIRONDACK LIBRARY SYSTEM

Signature _____

Name (printed) _____

Title _____

Date _____

VENDOR

Vendor Name _____

Signature _____

Name (printed) _____

Title _____

Date _____

Exhibit A: Delivery Locations

Library Name	Street Address	City	State	Zip	County
Argyle Free Library	21 Sheridan St	Argyle	NY	12809	Washington
Ballston Spa Public Library	21 Milton Ave	Ballston Spa	NY	12020	Saratoga
Bolton Free Library	4922 Lakeshore Dr	Bolton Landing	NY	12814	Warren
Brant Lake-Horicon Library	6604 State Rt 8	Brant Lake	NY	12815	Warren
Burnt Hills Library	2 Lawmar Ln	Burnt Hills	NY	12027	Saratoga
Cambridge Public Library	21 West Main St	Cambridge	NY	12816	Washington
Town of Chester Library	6307 Main St	Chestertown	NY	12817	Warren
Corinth Free Library	89 Main St	Corinth	NY	12822	Saratoga
Clifton Park-Halfmoon Library	475 Moe Rd	Clifton Park	NY	12065	Saratoga
Easton Library	1074 State Rt 40	Greenwich	NY	12834	Washington
Fort Edward Free Library	23 East St	Fort Edward	NY	12828	Washington
Galway Public Library	5264 North St	Galway	NY	12074	Saratoga
Glens Falls-Crandall Library	251 Glen St	Glens Falls	NY	12801	Warren
Granville-Pember Library/Museum	33 West Main St	Granville	NY	12832	Washington
Greenwich Free Library	148 Main St	Greenwich	NY	12834	Washington
Hudson Falls Free Library	220 Main St	Hudson Falls	NY	12839	Washington
Town of Inlet Public Library	164 N Rt 28	Inlet	NY	13360	Hamilton
Town of Indian Lake Library	1 Pelon Rd	Indian Lake	NY	12842	Hamilton
Town of Johnsbury Library	219 Main St	North Creek	NY	12853	Warren
Long Lake-Cornelius Vanderbilt	1195 Main St	Long Lake	NY	12847	Hamilton
Caldwell-Lake George Library	336 Canada St	Lake George	NY	12845	Warren
Town of Lake Pleasant Library	2864 State Rt 8	Speculator	NY	12164	Hamilton
Hadley-Luzerne Public Library	19 Main St	Lake Luzerne	NY	12846	Warren
Round Lake/Malta Branch Library	1 Mayberry Dr	Malta	NY	12020	Saratoga
Mechanicville District Public Lib.	190 N Main St	Mechanicville	NY	12118	Saratoga
Raquette Lake Free Library	1 Dillon Rd	Raquette Lake	NY	13436	Hamilton

Library Name	Street Address	City	State	Zip	County
Round Lake Library	31 Wesley Ave	Round Lake	NY	12151	Saratoga
Saratoga Springs Public Library	49 Henry St	Saratoga Springs	NY	12866	Saratoga
Salem-Bancroft Public Library	181 Main St	Salem	NY	12865	Washington
Stillwater Public Library	662 Hudson Ave	Stillwater	NY	12170	Saratoga
Stony Creek Free Library	37 Harrisburg Rd	Stony Creek	NY	12878	Warren
Schuylerville Public Library	52 Ferry St	Schuylerville	NY	12871	Saratoga
Warrensburg-Richards Library	36 Elm St	Warrensburg	NY	12885	Warren
Waterford Public Library	117 Third St	Waterford	NY	12188	Saratoga
Whitehall Free Library	12 Williams St	Whitehall	NY	12887	Washington

Facility Name	Street Address	City	State	Zip	County
Great Meadow Correctional Facility	11739 NY 22	Comstock	NY	12821	Washington
Washington Correctional Facility	72 Lock 11 Rd	Comstock	NY	12821	Washington

Exhibit B

Monday-Friday

Total Weekly Stops-

Monday

<p><u>Route 1</u></p> <p>Waterford Mechanicville Stillwater Round Lake Clifton Park Burnt Hills Ballston Spa Malta Saratoga</p> <p>(9 Stops)</p>	<p><u>Route 2</u> Northern Route (M-W-F)</p> <p>Bolton Brant Lake Chestertown Johnsburg Indian lake Long Lake Raquette Lake Inlet Lake Pleasant Galway</p> <p>(10 Stops)</p>	<p><u>Route 3</u></p> <p>Schuylerville Easton Greenwich Cambridge Salem Granville Whitehall Argyle Fort Edward Hudson Falls Glens Falls Warrensburg Lake George Stony Creek Luzerne Corinth</p> <p>(16 Stops)</p>
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Tuesday

<u>Route 1</u>	<u>Route 3</u>
<p data-bbox="779 435 961 760">Waterford Mechanicville Stillwater Round Lake Clifton Park Burnt Hills Ballston Spa Malta Saratoga</p> <p data-bbox="810 987 930 1019">(9 Stops)</p>	<p data-bbox="1146 410 1377 954">Schuylerville Easton Greenwich Cambridge Salem Granville Whitehall Great Meadow Washington Corr. Argyle Fort Edward Hudson Falls Glens Falls Luzerne Corinth</p> <p data-bbox="1194 995 1335 1027">(15 Stops)</p>

(2/14/19)

Wednesday

<p><u>Route 1</u></p> <p>Waterford Mechanicville Stillwater Round Lake Clifton Park Burnt Hills Ballston Spa Malta Saratoga</p> <p>(9 Stops)</p>	<p><u>Route 2</u> Northern Route</p> <p>Bolton Brant Lake Chestertown Johnsburg Indian lake Long Lake Raquette Lake Inlet Lake Pleasant Galway</p> <p>(10 Stops)</p>	<p><u>Route 3</u></p> <p>Schuylerville Easton Greenwich Cambridge Salem Granville Whitehall Argyle Fort Edward Hudson Falls Glens Falls Warrensburg Lake George Stony Creek Luzerne</p> <p>(15 Stops)</p>
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Thursday

Route 1

Waterford
Mechanicville
Stillwater
Round Lake
Clifton Park
Burnt Hills
Ballston Spa
Malta
Saratoga

(9 Stops)

Route 3

Schuylerville
Easton
Greenwich
Cambridge
Salem
Granville
Whitehall
Argyle
Fort Edward
Hudson Falls
Glens Falls
Luzerne
Corinth

(13 Stops)

Friday

Route 1

Waterford
Mechanicville
Stillwater
Round Lake
Clifton Park
Burnt Hills
Ballston Spa
Malta
Saratoga

(9 Stops)

Route 2

Northern Route

Bolton
Brant Lake
Chestertown
Johnsburg
Indian lake
Long Lake
Raquette Lake
Inlet
Lake Pleasant
Galway

(10 Stops)

Route 3

Schuylerville
Easton
Greenwich
Cambridge
Salem
Granville
Whitehall
Argyle
Fort Edward
Hudson Falls
Glens Falls
Warrensburg
Lake George
Stony Creek
Luzerne
Corinth
(16 Stops)