

# REQUEST FOR PROPOSALS

## Request for Proposals (RFP)

### STEM Discover Bus Design

RFP NO. 2026.02.09

RFP Release Date: **February 9, 2026**

Due Date: **March 11, 2026 by 5:00 p.m. Pacific Time**

RFP Coordinator: **Joanna Armstrong**  
[vendorsubmissions@sno-isle.org](mailto:vendorsubmissions@sno-isle.org)

Contract Amount: *Not expected to exceed \$300,000*

#### Overview

Sno-Isle Intercounty Rural Library District (Library District) is requesting proposals from qualified fabrication and design firms with a strong background in designing exhibits for children aged 5-11.

#### Submitting a Proposal

Proposals are hereby solicited and must be submitted via email to the RFP Coordinator no later than 5:00 p.m. Pacific Time on the due date noted above.

Bidders are responsible for regularly checking the Sno-Isle Libraries Vendor Submissions page for any updates, clarifications or addenda to this RFP at <https://www.sno-isle.org/vendors/>

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## 1. OVERVIEW AND BACKGROUND

### A. About Sno-Isle Libraries

Sno-Isle Regional Library District (Library District) is a local two-county public library district headquartered at its distribution facility in Marysville, Washington, located approximately 35 miles north of Seattle, Washington. We are one of the largest Library Districts in the state of Washington serving more than 800,000 people throughout Snohomish and Island counties. The Library District has approximately 480 active employees working across 23 community libraries, one service center, and through Library on Wheels services.

### B. About this RFP

The Library District is modifying our existing Bookmobile into a Discover Bus, as described below (See **Attachment A** for images of the vehicle). We plan to partner with two firms to collectively envision, design, and execute this modification:

- 1) a vehicle conversion company who has been selected through another solicitation (Nordic Vans); and
- 2) a design and fabrication firm specializing in creating children's exhibits for museums, libraries, or other public spaces, which will be selected from this RFP.

The two firms will collaborate with each other and with the Library District to co-design and complete the modification of our Bookmobile to a Discover Bus. Clear communication and collaboration will be crucial to the success of this project. The successful bidder will be awarded a contract requiring a collaborative design process with Nordic Vans and the Library District. ***Only firms that are willing to participate in this collaborative design process should apply.***

The Discover Bus is a 2013 Mercedes Sprinter van which will be modified to function as a dynamic learning environment emphasizing play-based, user-led exploration for children aged 5-11.

We imagine an interior with different exhibit zones which will be mounted on the walls and may include interactive, sensory, visual, and/or tactile components that encourage participants' engagement with Science, Technology, Engineering, and Math (STEM) concepts.

The Discover Bus will be a walk-through experience offered to the public at outreach events where we will see anywhere from 25-600 participants. Exhibits should be designed

for children to successfully engage with for one to two minutes without adult assistance and encourage ongoing conversation and thought around the concepts.

We are looking forward to a collaborative process and envision four (4) or more mounted exhibits with interchangeable elements that could be used depending on a particular theme. For example, a mounted magnet board could have sea creature magnets for a marine life theme at one event, and interlocking gears for an engineering theme at another event.

### **C. Project Timeline**

The Library District is planning to have the Discover Bus project completed in 2026. All responsive Bidders must have the ability to complete the designs and products by December 2026.

### **D. Available Funding and Contract Term**

The awarded bidder may be asked to sign a contract to provide the goods and services described in this RFP. Due to the collaborative nature of this project, the successful bidder will negotiate a contract for the final agreed upon design based on the information contained in the accepted proposal.

The available funding is not expected to exceed \$300,000, including all taxes and fees.

## **2. ELIGIBILITY**

This RFP is open to all for-profit firms, nonprofit organizations, community-based organizations, individuals, tribes and tribal organizations, and public or governmental agencies. We strongly encourage design firms and children's museum exhibit vendors to apply.

### **A. Minimum Bidder Qualifications**

To be eligible to respond to this RFP, bidders must meet the following minimum qualifications:

- i. Demonstrated experience with children's exhibit design for a 5-11 year old audience.

### **B. Desired Applicant Qualifications**

Eligible bidders that demonstrate the following desired qualifications will be prioritized for award according to the evaluation criteria detailed in this RFP.

- i. Demonstrated experience working with builders/installation teams.

- ii. Demonstrated experience designing exhibits for unique spaces/projects.
- iii. Demonstrated experience designing exhibits for outdoor engagement for children.

### 3. RFP PROCESS

#### A. RFP Timeline

The projected timeline for this RFP process is provided below. The Library District may, at its sole discretion, modify the schedule as necessary to allow for thorough and complete analysis of responses. Any changes to the schedule will be communicated via written addendum and posted to the [Sno-Isle Libraries' Vendor Submission website](#).

<u>Activity</u>	<u>Date/Time</u>
Issuance of RFP	February 9, 2026
Inquiry Period Begins	
Inquiry Period Ends	February 20, 2026
Final Response to Bidders' Questions Posted	February 25, 2026
<b>Proposal Due Date</b>	<b>March 11, 2026</b> <b>by 5:00pm Pacific Time</b>
Review, Interviews, & Reference check, if needed by Library District	Week of March 23, 2026 (estimated)
Award Notifications	April 1, 2026 (estimated)

#### B. How to Apply

##### i. Process

You are encouraged to submit your proposal early to avoid any delays or errors in submission. Library District is not responsible for any technical difficulties that you may experience, and **late submissions may not be accepted**.

Submissions must be complete, responsive, emailed to the RFP Coordinator at [vendorsubmissions@sno-isle.org](mailto:vendorsubmissions@sno-isle.org) and be time-stamped as received before 5:00 pm Pacific Time on the due date noted on this RFP.

Library District will confirm timely receipt of your submission with a confirmation email. If you do not receive a confirmation email within 24 hours of submission, please follow up at [vendorsubmissions@sno-isle.org](mailto:vendorsubmissions@sno-isle.org).

Any emails that are caught in the spam filters and not received will be investigated to ascertain whether the submissions were sent on time. Submissions that were not

received on time due to technical challenges such as spam filters will be considered as submitted timely if we can confirm that the time stamp on the email was sent in advance of 5:00 pm Pacific Time on the due date.

ii. Format

Proposals shall be submitted via email and may include documents in Word, PDF, Excel, or equivalent documents, and links or attachments to materials which support, validate, or demonstrate the qualifications of the bidder.

Please review the RFP carefully and respond to each requirement prior to preparing and submitting a proposal. Bidders are not required to use a particular format as long as the proposal is clear, responsive to the request, and complete.

**C. Written Bidder Questions and Other Communication**

All questions or requests for clarifications should be submitted no later than 5:00 pm Pacific Time on the due date listed in the above [Section 3.A. Timeline](#), to the RFP Coordinator at [vendorsubmissions@sno-isle.org](mailto:vendorsubmissions@sno-isle.org).

Responses to questions will be posted on our website <https://www.sno-isle.org/vendors/> as an addendum to this RFP and will be sent to the email address of the question submitter. The Library District may provide responses via addenda on a rolling basis depending on the nature and volume of inquiries. Final responses to all bidder questions will be posted online by 5:00 pm (PST) by the date listed in the above [Timeline](#).

The RFP Coordinator is the sole point of contact for this RFP. All communication between bidders and Library District must be in writing as follows:

Joanna Armstrong  
Procurement Specialist  
[vendorsubmissions@sno-isle.org](mailto:vendorsubmissions@sno-isle.org)

Any other communication shall be considered unofficial and non-binding on the Library District. Bidders may rely on all written statements issued by the RFP Coordinator.

***Communication with any Library District staff other than the RFP Coordinator while this RFP is in process may result in disqualification.***

## 4. SCOPE OF WORK AND SERVICES

The Library District is seeking proposals from design firms with experience in designing and building children's museum exhibits that are engaging, tactile, and are passive/mechanical vs. powered. These designs will be installed/mounted inside of a Sprinter Van (see **Attachment A** for images) and should be sleek, simple, and not need to be re-set by staff or serviced frequently.

### A. Overview

The Library District is seeking proposals from qualified fabrication and design firms to design 4+ exhibits which will be mounted inside the Discover Bus. The successful bidder will partner with Nordic Vans to determine how to modify exhibits to be securely installed inside of the vehicle for users to engage with as they conduct their walk-through experience.

Applicants must have experience in designing and building children's museum exhibits that are engaging, tactile, and are passive and/or mechanical vs. powered by electricity. These designs will be installed/mounted inside of the Sprinter Van (See **Attachment A** for images) and should be fairly flush to the wall, simple, and not need to be re-set after each customer interaction or serviced frequently.

### B. Collaboration and Design

The successful bidder will be collaborating with the Library District and Nordic Vans on the Discover Bus design and execution. Mounting mechanisms will be coordinated with Nordic Vans for proper installation.

Creative design pieces must be able to operate with little or no power. As part of a responsive proposal, Bidders should produce at minimum four (4) exhibits with corresponding descriptive signage

The scope of work will include the following collaboration and design requirements:

- i. Clearly communicate with Library District and Nordic Vans in a timely fashion;
- ii. Adjust designs around weight bearing sections, lighting options, placement, and means of mounting/attaching individual exhibits designed over the course of this project; and
- iii. Installation of exhibits based on placement/orientation/safety as agreed upon with the Library District and the Nordic Vans.

### C. Discover Bus Conversion Fabrication and Design

The successful bidder will work with Nordic Vans to convert the Library District's existing bookmobile into a Discover Bus as described in this Scope of Work.

#### i. Minimum Design & Fabrication Requirements

Proposed designs must meet the following minimum requirements:

1. Exhibits designed for vehicle wall placement and high-traffic usage with consideration of simple ways to modify the experience. For example:
  - a. Felt wall with different thematic felt sets;
  - b. Airway exhibit with different items (scarves/balls/etc.);
  - c. Magnetic white board with different STEM concepts (gears/tracks/design/sorting).
2. Entire exhibits can be removed if the project ends and can be used/installed elsewhere, such as in a building, or another vehicle. For example, the back of the exhibit would have an interlocking system that corresponds with a bracket on the wall of the vehicle, so it's secure but not permanently mounted to the vehicle wall.
3. Mounting mechanisms will be coordinated with Nordic Vans for proper placement and installation.
4. Creative design pieces must be able to operate with little or no power.
5. Produce at minimum four (4) sample exhibits with corresponding descriptive signage. Sample design ideas include a water or air wall with passive mechanisms, a Velcro wall with various sets based on themes, a weaving wall, a magnetic white board which could host gears, magnetic features, and other manipulatives, and a microscope with viewing screen or monitor. Any exhibit ideas that match what's described in this RFP are welcome.
6. Provide additional rotating exhibit pieces (magnets, felt designs, additional signage, manipulatives) in any of the following themes:
  - a. Weather
  - b. Engineering
  - c. Plants/Agriculture/Food
  - d. Physical Science (motion, movement, buoyancy, gravity, etc.)
  - e. Flight/Space
  - f. Marine Ecosystem (Pacific Northwest)

**ii. Desired Design & Fabrication Options**

Below is a list of designs that the Library District is interested in but are not required. Bidders may include these, or similar, elements in their proposals, or use the list as inspiration for other ideas:

1. In collaboration with the Library District's Graphics Team, design the vehicle wrap.
2. Additional mobile (rolling) exhibit pieces that can be taken off the vehicle and set up outdoors via vehicle lift.
3. A floor feature such as carpet stickers, decals, spots, etc. or lights that differentiate the various sections on board. This kind of feature could encourage movement through the Discover Bus. For example, arrows, colors, signage, numbers, etc.
4. A creative ceiling feature.

## 5. PROPOSAL CONTENTS

In order to be considered complete and responsive, all proposals must include the requested information in this section and be submitted in accordance with [Section 3. RFP Process](#) above.

The Library District is looking for succinct responses with relevant information. Library District reserves the right to request, or not request, clarification of information submitted, and to request additional information from any bidder.

### A. General Information

**i. Cover Letter (on company letterhead)**

Please provide a summary of the submitted proposal and a brief statement of the bidder's qualifications to meet the needs as described in this RFP including the following:

1. the identification of the bidder, including name, address, email address, telephone number, and the Bidder's office location responsible for performance under the agreement;
2. the Bidder/Firm's Employer Identification Number (EIN) and Washington State Unified Business Identifier (UBI) Number; and
3. the name, title, and signature of the person authorized to bind the bidder to the terms of this proposal.

**ii. General Company Profile and Experience**

Briefly provide pertinent information about the bidder including:

1. Number of years in business;
2. Business philosophy and mission, vision, and values;
3. Where is your main office located? Please note if you have any local Washington State offices;
4. Describe any specific expertise or experience held by key staff who would be assigned to work on this project; and
5. Sampling of current and/or past clients and projects that demonstrates bidder's range of industry experience.

**B. Samples of Exhibit Designs**

Knowing the final exhibit designs will be a result of a collaborative process, please submit a minimum of four (4) sample exhibit designs as described in this RFP, along with a detailed cost breakdown.

Proposed exhibit designs may not be accepted exactly as-proposed by the successful bidder given the need for collaboration on the final designs. These samples will be evaluated based on the scoring criteria in the section below, including alignment with the vision for the Discover Bus as laid out in this RFP.

Bidders are encouraged to submit samples of successful small-scale exhibits that demonstrate the type of designs that will be installed on the Discover Bus.

Please include a description and image or mock-up of all proposed exhibit pieces.

**C. Work Style: Communication & Collaboration**

Please describe your process for collaboratively working with clients, including frequency and type of communication, work style, etc. Please ensure your response addresses, at a minimum, the following questions:

- i. Work style – please detail your approach to collaboration.
- ii. Transparency – how do you communicate progress on a particular project?

**D. Cost of Goods & Services**

In your submission, please provide the following costs:

- i. Clearly state your labor rate and please include rates for collaboration time, design time, and fabrication time. Please also clearly define your partial-hour billing increments (e.g. 0.1 hour increments, 15-minute increments, etc.)
- ii. Detailed cost breakdown of sample exhibits submitted in your proposal.
- iii. All other costs that may be associated with the sample design exhibits (parts, signage, etc.).
- iv. Washington State sales tax for the city of Tulalip, Washington.

**E. Warranty**

If applicable, please submit details on the warranty for the designs being proposed. How long is the warranty and what is covered?

**F. Client Testimonials/References**

Provide at least two (2) client testimonials and/or client references for which work of similar size and scope as described in this RFP is and has been performed by the bidder within the last three (3) years.

References and testimonials should demonstrate bidder's experience in creating successful exhibits for ages 5-11 with a focus on STEM and STEM habits of mind.

If submitting references, please provide the client name as well as the name, title, and contact information of the persons who may be contacted for reference regarding the work performed by your firm.

If submitting client testimonials, please provide the written or otherwise recorded documentation of the testimonials in a format that is readily accessible to Library District staff.

Library District reserves the right to be its own reference.

**6. EVALUATION PROCESS**

All responsive proposals will be evaluated by a team of Library District staff members and shall be rated according to the criteria stated below. The evaluation team members will score individually and then make recommendations based on consensus on the highest scoring bidder.

The highest scoring bidders may be asked to participate in an interview process after the initial evaluation if needed to make final decisions. If interviews are conducted, no additional points will be awarded. Rather, the interview will be used to better understand bidders' qualifications and adjust final scores accordingly.

#### A. Scoring Matrix

Members of the evaluation panel will assign scores on a scale of zero (0) to five (5) according to the general guidelines of the scoring matrix below. The score for all criteria listed in [Section 6.B. Scoring Criteria](#) table below will be multiplied by the accompanying Weight to get to the total available points.

Score	Description	Considerations
0	No Value	Submitted proposal does not address any component of the scoring criteria.
1	Poor	Submitted proposal only minimally addresses the requirements, is missing components, and/or information provided is not responsive to a portion, or all, of the requested information.
2	Below Average	Submitted proposal demonstrates incomplete understanding of the request, does not respond adequately to all requested information, and/or has simply restated the requirements with no additional information.
3	Average	Submitted proposal is considered to meet minimum requirements. Proposal shows an acceptable understanding of the request, provides sufficient detail in response, and demonstrates an acceptable level of experience.
4	Above Average	Submitted proposal is thorough, detailed, and demonstrates a firm understanding of Library District's needs and ability to deliver services to our standards.
5	Excellent	Submitted proposal has provided an innovative, detailed, and thorough response to the requirements. Proposal clearly demonstrates a high level of experience with, or understanding of, the requirements and ability to deliver services at a high level.

**B. Scoring Criteria**

All complete and responsive proposals will be scored on a scale of 0-5 for each scoring criterium multiplied by the respective weights in the table below. Each scoring criterium listed below shows the total points available for each of the requests in [Section 5. Proposal Contents](#) with a short description of the primary considerations the awarded points will be based on.

SCORING CRITERIA	Weight	Total Points
<b>Company Profile and Experience</b> <i>Past experience designing STEM exhibits for children.</i> <i>Relevance of any specialized expertise from company and/or key staff.</i> <i>References and client testimonials.</i>	3	15
<b>Satisfaction of Minimum Design &amp; Fabrication Requirements</b> <i>How well the minimum specifications are satisfied, including but not limited to assessment of quality, relevance, and utility.</i> <i>How well the sample designs reflect the vision of the Discover Bus as stated in this RFP.</i>	5	25
<b>Satisfaction of Desired Design &amp; Fabrication Options</b> <i>Quality, relevance, and utility of desired specifications and alternatives proposed.</i> <i>Pricing breakdown for each specification is clear and within the funding availability.</i> <i>Impact on delivery timeline for each specification is clear and will not cause excessive delays.</i>	3	20
<b>Warranty Terms and Conditions</b> <i>Terms and conditions proposed are reasonable.</i> <i>Warranty meets Library District's needs.</i>	1	5
<b>Cost</b> <i>Detailed cost breakdown is clear.</i> <i>Points awarded will be based on highest value to Library District, not necessarily lowest cost.</i>	3	15
<b>Total Points</b>		80

The Library District will notify all responsive bidders of the final selection.

**7. TERMS AND CONDITIONS**

All answers and statements made in the bidders' submissions must be true and correct.

Submission of a proposal constitutes acceptance of the solicitation contents and general terms and conditions as a required element of this RFP. If there are any exceptions to these terms, please include those exceptions in detail on a page attached to your submission.

The truthfulness of the facts and statements in submitted proposals and the continuing compliance with these requirements are conditions precedent to the award or continuation of the related contract:

**A. RFP Terms****i. Bidders' Responsibilities**

1. It is the sole responsibility of the respondent to ensure they received the most current RFP and pertinent addenda, which will be posted to the Library District's website.
2. It is the responsibility of each bidder to call to the attention of the Library District any apparent discrepancy in the RFP or any question of fairness or interpretation before the Inquiry Period deadline as detailed in the Timeline above. Failure to do so by the stated deadline constitutes acceptance as written.

**ii. Revisions to the RFP**

Library District reserves the right to "revise" or "amend" the RFP prior to the due date by "written addenda," which will be posted at <https://www.sno-isle.org/vendors/>

All questions and answers and any other additional pertinent information will also be provided as an addendum to the RFP and posted to the website.

**iii. Cost to Propose**

Library District is not responsible for any costs incurred by the bidder in preparing, submitting, or presenting its response to this RFP.

**iv. Right to Contact References**

Library District reserves the right to contact references and other customers, who may have pertinent information regarding the ability of the bidder and the lead staff to perform the services contemplated by this Request.

**v. Right to be Own Reference**

To serve the best interests of Library District, we reserve the right to be our own reference with any potential bidder as deemed necessary in its sole discretion.

vi. Right to Request Additional Information

Library District reserves the right to obtain from one or more of the bidders, supplementary information as may be necessary for Library District to analyze the proposals pursuant to the selection criteria contained herein.

vii. No Unfair Bidding Practices

1. The bidders' prices and/or cost data must have been determined independently, without consultation, communication, or agreement with others for the purpose of restricting competition. However, bidders may freely join with other persons or organizations for the purpose of presenting a single proposal.
2. No attempt has been made or will be made by the Bidder to induce any other person or firm to submit or not to submit a proposal for the purpose of restricting competition.
3. Unless otherwise required by law, the prices and/or cost data which have been submitted must not have been knowingly disclosed by the bidder and will not knowingly be disclosed prior to the RFP deadline, directly or indirectly, to any other bidder or to any competitor.
4. In preparing submissions, bidders must not have been assisted by any current or former employee of Library District whose duties relate (or did relate) to this RFP or a prospective contract, and who was assisting in other than their official, public capacity.

viii. No Obligation to Contract

This RFP does not obligate Library District to enter into any contract for services specified herein.

Failure of the awarded bidder to timely sign a contract may result in Library District revoking the award and awarding the contract to the next highest scoring bidder.

ix. Rejection of Proposals

The Library District reserves the right to reject any proposal without penalty for any reason including, but not limited to the following:

1. any proposal which is incomplete, obscure, irregular, ambiguous, or lacking necessary detail and specificity;
2. any proposal for which a bidder fails or neglects to complete and submit Proposals information; and
3. any proposal which is received after the deadline date and time.

x. **Acceptance Period**

By submitting a proposal in response to this RFP, the bidder provides one hundred eighty (180) calendar days for acceptance by Library District without further negotiation (except where obviously required by lack of certainty in key terms) from the due date for receipt of proposals.

xi. **Protest Procedures**

Protests may be made only by bidders who submitted a response to this RFP. The Bidder must submit a written protest as directed in this paragraph within two (2) business days of the bidder's receipt of award notification. Protests received after this deadline will not be considered.

Library District will not execute a contract with any party other than the protesting bidder until the full two (2) business day protest period has expired.

Bidders submitting a protest shall follow the procedures described below. Protests that do not follow these procedures shall not be considered. This protest procedure constitutes the sole administrative remedy available to Bidders under this procurement.

1. Protests must be in the following format:

- a. in writing
- b. addressed to the procurement coordinator named in this solicitation document
- c. signed by the protesting party or an authorized agent.

2. Protests must contain the following information:

- a. proposal solicitation name and number
- b. grounds for the protest with specific facts and complete statements of the action(s) being protested
- c. description of the relief or corrective action being requested.

3. Only protests stipulating an issue of fact concerning the following subjects shall be considered:
  - a. A matter of bias, discrimination or conflict of interest on the part of an evaluator;
  - b. Errors in computing the score;
  - c. Non-compliance with procedures listed in the solicitation documents or Library District's policy.
4. Protests will be rejected as without merit if it addresses the following issues:
  - a. An evaluator's professional judgment on the quality of a proposal; or
  - b. Library District's assessment of its own and/or other agencies' needs or requirements

Upon receipt of a protest, the Library District's Executive Director or designee who was not involved in the procurement will hold a protest review. In the protest review, the Executive Director or designee will consider the record and all available facts and issue a decision within five (5) business days of receipt of the protest. If additional time is required, the protesting party will be notified of the delay.

In the event a protest may affect the interest of another bidder that also submitted a bid, such bidder will be given an opportunity to submit its views and any relevant information on the protest to the procurement lead.

The final determination of the protest as rendered by Library District's Executive Director or designee shall choose one of three courses of action: (1) find the protest lacking in merit and uphold the Library District's actions, (2) find only technical or harmless error in Library District's acquisition process and determine Library District to be in substantial compliance and reject the protest; or (3) find merit in the protest and provide Library District options to address the issue, which may include but is not limited to correcting the identified errors and re-evaluate all proposals, re-issue the solicitation and begin a new process, and/or make other findings and determine other courses of action as appropriate.

If all protests are found to be without merit, Library District may enter into a contract with the apparent successful bidder.

xii. **Public Disclosure**

All proposals received shall become the property of the Library District and remain confidential until a contract, if any, resulting from this request is signed by the Executive Director (or designee) of Library District.

After a contract is signed, all proposals received shall be deemed public records as defined in Chapter 42.56 of the Revised Code of Washington (RCW).

Any information contained in the proposal that is proprietary must be clearly marked or designated as “confidential” in order to be excluded from public records request responses. Only information designated under current state law statutes as appropriate for exclusion from public records exposure may be marked and treated as confidential.

xiii. **Proprietary Rights**

All proposals become the property of Library District, and bidders may claim no proprietary right to the ideas, writings, items, or samples, unless so stated in the responsive proposal.

**B. Contract Terms**

i. **Library District Contract**

The successful bidder will be asked to sign a contract with Library District on its own boilerplate agreement, **Attachment B**. Library District will not sign any company's service agreement, contract, or any other form of agreement.

Library District reserves the right to extract certain language from the successful bidder's proposed terms and incorporate them into Library District' contract, if agreeable to both parties.

Awarded bidders will be required to meet baseline requirements, including but not limited to insurance, record-keeping, and more.

The contents of the awarded bid(s) shall become contractual obligations if a contract ensues. A contract between the awarded bidder(s) and Sno-Isle Libraries shall include the following:

1. Standard Terms and Conditions (**Attachment B**)
2. Scope of Work, negotiated between the parties
3. The original RFP, as issued by Library District
4. The bidder's response to the RFP; and
5. Any other documents mutually agreed upon.

ii. **Compliance with All Relevant Laws**

The successful bidder must comply with all Federal, State, and local statutes and codes as may be applicable to the scope of work detailed herein, including all labor laws.