

Request for Proposal:

Cargo Van

Organization requesting proposals:

Scenic Regional Library

251 Union Plaza Drive

Union, MO 63084

Prepared September 5, 2019

TO: Prospective Vendors

FROM: Steve Campbell, Director

Scenic Regional Library

DATE: September 5, 2019

RE: Request for Proposals: Cargo Van

We invite you to submit written proposals in response to the “Request for Proposals for a Cargo Van”. A hard copy of the information is attached.

If you choose to respond, proposals must be submitted in accordance with the guidelines provided. The complete proposal, as outlined, should be submitted by e-mail, mail, or hand delivered to:

Scenic Regional Library  
Attn: Kjersti Merseal  
RE: Vehicle Bid  
251 Union Plaza Drive  
Union, MO 63084

Email: [kmerseal@scenicregional.org](mailto:kmerseal@scenicregional.org)

If you have any questions, please contact Kjersti Merseal at 636-583-0652 ext. 104 or [kmerseal@scenicregional.org](mailto:kmerseal@scenicregional.org). Thank you in advance for your interest in this opportunity.

Sincerely,

Steven W. Campbell, Director

## REQUEST FOR PROPOSAL – CARGO VAN

### 1. Requesting Entity

This Request for Proposal is made by Scenic Regional Library, having its principal office located at 251 Union Plaza Drive, Union, MO 63084. All inquiries for clarification in connection with the equipment to be purchased under this Proposal shall be made to the Business Manager of Scenic Regional Library identified below:

Scenic Regional Library  
Attn: Kjersti Merseal  
RE: Vehicle Bid  
251 Union Plaza Drive  
Union, MO 63084  
Tel: 636-583-0652, ext. 104  
Fax: 636-583-6519  
E-mail: kmerseal@scenicregional.org

### 2. Standard Terminology

For convenience of reference, the words, terms and phrases defined below and elsewhere in this document shall have the meanings respectively ascribed to them for all purposes of this Bid, to include the following:

“Vendor” means the prospective vendor, which includes any subcontractor, consultant, firm, offerer or proposer who submits a bid in connection with this proposal.

“Equipment” means a cargo van.

### 3. Purpose of Request

Scenic Regional Library has determined to purchase one (1) cargo van.

### 4. Specifications for a cargo van

- Preferred year: 2019 – 2020
- V8 engine
- Passenger-side sliding door
- Automatic transmission
- Air conditioning
- Front wheel drive preferred; all-wheel drive accepted
- Keyless entry
- American made preferred; or high percentage made in America
- Preferred availability of vehicle—on or before October 21, 2019
- Cruise control
- Tow hitch package

## 5. Proposal

All proposals must be accompanied by warranties, and other pertinent product literature. The proposal must be submitted in conformity with, be based upon and be subject to all the terms, conditions and obligations of the proposed documents. Scenic Regional Library reserves the right to waive minor defects or variations from the exact requirements of this proposal. If insufficient information is submitted by any Vendor to properly evaluate and proposal submitted, Scenic Regional Library further reserves the right to request such additional information as it may deem necessary.

## 6. Number of Proposals to Submit

Provide at least one (1) original and one (1) copy of the Proposal along with two (2) copies of additional documentation if any. The original, together with each copy, shall be securely bound and submitted as a package clearly identifies on the outside envelope with the words "Proposal for Scenic Regional Library Cargo Van". Each such submittal shall display the name, address, telephone number, fax number and email address of the Vendor submitting the proposal.

## 7. Closing Date

Any Proposal submitted, shall be received by Scenic Regional Library no later than 4:30 PM, Tuesday, October 8, 2019. Any bid not submitted by the Vendor by this date/time will not be considered, and will be returned unopened. The proposals will be opened the following day, October 9, 2019, and reviewed by the Library's administration. The final decision will be approved by the Library Board of Trustees at their October 15 meeting.

## 8. Place of Submission

The Bid shall be submitted to the following location:

Kjersti Merseal  
RE: Vehicle Bid  
251 Union Plaza Drive  
Union, MO 63084  
Scenic Regional Library  
Attn: Kjersti Merseal

Email: [kmerseal@scenicregional.org](mailto:kmerseal@scenicregional.org)

## 9. Proposal Guarantee

Any Proposal submitted in response to this request shall be irrevocable for a period of 30 days from the due date of the Proposal and may not be withdrawn by any Vendor during such period. After such period of 30 days, the Proposal may be withdrawn by a Vendor at such Vendor's request if such Vendor's Proposal has not been selected prior to any such request to withdraw.

## 10. Evaluation Criteria

An award shall be made to the lowest responsible Vendor as determined by the sole discretion of Scenic Regional Library. In determining the lowest responsible Vendor, Scenic Regional Library will consider the following criteria:

- The capacity of the Vendor to perform the work promptly or within the time specified;
- The number and scope of any conditions made a part of the proposal by the Vendor;
- The ability of the Vendor to perform any future maintenance, service or work for the use of the Program, including guarantees;
- The quality of performance by the Vendor on any previous work performed for the agency, if any;
- The total price for the equipment to be purchased;
- The fuel efficiency proposed for the equipment to be purchased;
- American made product or percentage American made thereof;
- Warranties provided with purchase of equipment;
- Local vendor (i.e. having a place of business which employs at least one permanent employee at a location determined in the following order of priority: (a) Franklin, Gasconade, or Warren counties; or (b) State of Missouri.