

Request for Proposal:

Midsized Vehicle

Organization requesting proposals:

Scenic Regional Library

251 Union Plaza Drive

Union, MO 63084

Prepared July 9, 2025

TO: Prospective Vendors

FROM: Steve Campbell, Director

Scenic Regional Library

DATE: July 9, 2025

RE: Request for Proposals: Midsize Vehicle

We invite you to submit written proposals in response to the "Request for Proposals for a Midsize Vehicle". 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: Steve Campbell
RE: Vehicle Bid
251 Union Plaza Drive
Union, MO 63084

Email: swcampbell@scenicregional.org

If you have any questions, please contact Steve Campbell at 636-266-1621 or swcampbell@scenicregional.org. Thank you in advance for your interest in this opportunity.

Sincerely,

Steven W. Campbell, Director

REQUEST FOR PROPOSAL – MIDSIZE VEHICLE

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 Library Director of Scenic Regional Library identified below:

Scenic Regional Library
Attn: Steve Campbell
RE: Vehicle Bid
251 Union Plaza Drive
Union, MO 63084
Tel: 636-266-1621
E-mail: swcampbell@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 midsize vehicle.

3. Purpose of Request

Scenic Regional Library has determined to purchase one (1) midsize vehicle.

4. Specifications for a midsize vehicle

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- Preferred year: 2024 – 2025 or 2025 – 2026
- 4-cylinder or V6 engine
- 4-door
- Large trunk space
- Gasoline engine or hybrid
- Automatic transmission
- Air conditioning
- Front wheel drive preferred
- Keyless entry
- Preferred availability of vehicle—on or before October 15, 2025

- Cruise control
- Warning systems and blind spot monitoring systems preferred
- Exterior color preference: white preferred

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, Scenic Regional Library 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 submitted as a package and clearly identified on the outside envelope with the words "Proposal for Scenic Regional Library Midsize Vehicle". 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, Wednesday, August 13, 2025. Any bid not submitted by the Vendor by this date/time will not be considered. The proposals will be opened the following day, Thursday, August 14, 2025, and reviewed by the Library's administration. The final decision will be approved by the Library Board of Trustees at their Tuesday, August 26, meeting.

8. Place of Submission

The Bid shall be submitted to the following location:

Scenic Regional Library
Attn: Steve Campbell
RE: Vehicle Bid
251 Union Plaza Drive
Union, MO 63084
Tel: 636-266-1621
E-mail: swcampbell@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 and best 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, 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;
- 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.