

## Request for Quotes

The Evansville Vanderburgh Public Library (“EVPL”) is seeking quotes from entities to purchase two (2) new, small to mid-size vans. This notification of purchase provides the criteria by which each potential supplier will be measured.

1. Quotes for supplying two (2) new small to mid-size, low roof vans shall be submitted no later than 4:00 p.m., Monday, October 5, 2020, to the EVPL Stewardship & Governance Department of the Evansville Vanderburgh Public Library, 200 SE Martin Luther King Jr. Blvd., Evansville, IN 47713. Dealers may submit via mail to the above address, fax 812-428-8397, or by email [lorit@evpl.org](mailto:lorit@evpl.org).

Proposals arriving after the specified time will not be accepted regardless of the postmark. It is the potential supplier’s responsibility for timely delivery.

2. It is intended the specifications and terms in the proposed quote shall become part of the purchase agreement with the successful vendor.
3. The EVPL reserves the right to independently determine the competency of each proposed quote and is committed to an objective and open selection process. Every proposed quote shall receive an unbiased review, and the EVPL will consider a number of factors when deciding upon the purchase.
4. It is the policy of the EVPL to be in full compliance with all federal and state non-discrimination and equal opportunity laws, orders and regulations relating to race, sex, religion, disability, age, national origin, or status as a disabled veteran. All persons or entities proposing quotes must also be in full compliance with these laws, orders, and regulations.
5. The vendor is responsible for meeting the quality and or safety standards, both governmental and private related to the products in these specifications.
6. This solicitation does not commit the EVPL to make an award if all proposed quotes received are determined to be unacceptable or not in the best interest of the EVPL to make an award. The EVPL reserves the right to reject any or all quotes and to waive the informalities and minor irregularities in quotes received.
7. All quotes shall be made without regard to Indiana State Sales & Use Tax and Federal Excise Tax. A sales tax exemption certificate will be issued to the successful proposal.

8. Amendments to this Request for Quote may be necessary prior to the closing date, and will be furnished in the form of written addenda by mail to all prospective vendors. Oral communications with any person(s) will not be construed as providing amending data to the specifications, unless converted to the form of written addenda and conveyed to all prospective vendors.
9. Purchase Specifications must include:

| Vehicle 1 - Cargo Van   | Vehicle 2 - Passenger Van   |
|---|---|
| <ul style="list-style-type: none"> <li>• Minimum V6 Engine</li> <li>• ABS Traction Control</li> <li>• 6 Speed Automatic Transmission</li> <li>• 2 Passenger Seats</li> <li>• Passenger Grab Handle</li> <li>• Back-up Camera and Reverse Sensors</li> <li>• Electric doors, windows, power mirrors and Air Conditioning</li> <li>• Cargo Bulkhead-cage with door and Cargo tie-downs</li> <li>• Vinyl floor</li> <li>• Sliding Passenger-side Cargo Door</li> <li>• Minimum 120" Wheel base</li> <li>• 1 Extra Key (total 3)</li> <li>• Color: White</li> <li>• Include all standard equipment</li> </ul> | <ul style="list-style-type: none"> <li>• Minimum V6 Engine</li> <li>• ABS Traction Control</li> <li>• 6 Speed Automatic Transmission</li> <li>• Minimum 6 Passenger Seats / Fold-flat option on back row ?</li> <li>• Passenger Grab Handle</li> <li>• Back-up Camera and Reverse Sensors</li> <li>• Electric doors, windows, power mirrors and Air Conditioning</li> <li>• Cargo tie-downs</li> <li>• Carpeted floor / Vinyl behind back row</li> <li>• Sliding Passenger-side Cargo Door</li> <li>• Minimum 120" Wheel base</li> <li>• 1 Extra Key (total 3)</li> <li>• Color: White</li> <li>• Include all standard equipment</li> </ul> |

All quotes should also include warranty and service plan options, and any additional costs associated with each of the options.

Both the 2020 and 2021 models are acceptable for proposal purposes. Please list each separately if providing multiple years for either or both vehicle 1 and 2, specifying the model year and availability for each.

10. Questions should be directed to Lori Tomlin, Stewardship and Governance Officer, no later than October 1, at Evansville Vanderburgh Public Library, 200 SE Martin Luther King Jr. Blvd., Evansville, IN 47713, 812-428-8213, or [lorit@evpl.org](mailto:lorit@evpl.org).