



St. Charles City-County
Library

Request for Bid

St. Charles City-County Library District

One (1) New 2024 or 2025 Ford Cargo Transit Van

Tuesday, December 10, 2024

ST. CHARLES CITY-COUNTY LIBRARY DISTRICT
Request for Bid
One (1) New 2024 or 2025 Ford Cargo Transit Van

BID SCHEDULE

RFB Issue Date:	Tuesday, December 10, 2024
Description:	The St. Charles City-County Library is accepting bids pursuant to this Request for Bid from qualified businesses for One (1) New 2024 or 2025 Ford Cargo Transit Van
Website address:	https://stchlibrary.org/bids-and-rfps
Bid Delivery Address: (by mail or hand delivered)	St. Charles City-County Library District Ms. Chris Donnelly Purchasing & Building Project Manager 77 Boone Hills Drive St. Peters, MO 63376 <i>RFBs hand delivered to the Library's Central Services Office should be placed in the package drop box located on the building's delivery dock</i>
Bid Administrator:	Ms. Chris Donnelly, Purchasing & Building Project Manager 636-441-2300 x1564 cdonnelly@stchlibrary.org
Written Questions Due:	Friday, December 20, 2024 by 10:00 am CT Email questions to: Tauquincy Logan, Facilities & Logistics Manager tlogan@stchlibrary.org
Response to Questions Issued by Addendum:	Tuesday, January 7, 2025 by 10:00 am CT Issued by Addendum and available at https://stchlibrary.org/bids-and-rfps
Bids Due:	Tuesday, January 14, 2025 by 10:00 am CT
Public Bid Opening:	Tuesday, January 14, 2025 at 10:15 am CT St. Charles City-County Library Central Services Office 77 Boone Hills Drive Saint Peters, MO 63376
Notice of Award:	Upon Board of Trustees Approval

ST. CHARLES CITY-COUNTY LIBRARY DISTRICT
Request for Bid
One (1) New 2024 or 2025 Ford Cargo Transit Van

Purpose of Request

The St. Charles City-County Library District is requesting bids for One (1) new 2024 or 2025 Ford Transit Cargo Van.

2024 or 2025 New Ford Transit, 250 Medium Roof Cargo, AWD, 148 Inch Wheelbase Van, Preferred Equipment Package. 101A

The specifications and requirements are outlined in the following Request for Bid (RFB).

Time Schedule

See the "Bid Schedule" on Page 1 for the Library's time schedule.

Instructions to Bidders

All questions must be submitted to Tauquincy Logan, Facilities & Logistics Manager, by email at tlogan@stchlibrary.org by Friday, December 20, 2024, no later than 10:00 am CT

All bids must be received by 10:00 am CT on Tuesday, January 14, 2025. Bids may be sent by mail or hand delivered* to:

Ms. Chris Donnelly
Purchasing & Building Project Manager
St. Charles City-County Library District
Central Services Building
77 Boone Hills Drive
P.O. Box 529
St. Peters, MO 63376

*Bids hand delivered to the Library's Central Services Building should be placed in the 24-hour package drop box located on the building's delivery dock.

Bids should be prepared simply and economically, providing a straightforward, concise description of provider capabilities to satisfy the requirements of the request. Special bindings, colored displays, promotional materials, etc., are not desired. Emphasis should be on completeness and clarity of content.

The District reserves the right to reject any and all proposals and to waive any irregularities in the bid process.

The District reserves the right to request clarification of information submitted and to request additional information from the vendor.

The District reserves the right to award the contract to the next most qualified vendor if the successful vendor does not execute a contract within thirty (30) days of contract award date.

The District is a Missouri governmental entity and tax exempt. Do not include tax in the bid price.

ST. CHARLES CITY-COUNTY LIBRARY DISTRICT
Request for Bid
One (1) New 2024 or 2025 Ford Cargo Transit Van

The Library will not consider alternatives to the Make and Model of vehicle but will accept alternate options on approval.

The van is to be delivered by the dealership to the St. Charles City-County Central Services Building located at 77 Boone Hills Drive, St. Peters, MO 63376.

**ST. CHARLES CITY-COUNTY LIBRARY DISTRICT
Request for Bid
One (1) New 2024 or 2025 Ford Cargo Transit Van**

Bid Due Date: 10:00 am CT – Tuesday, January 14, 2025
 Bid Opening: 10:15 am CT – Tuesday, January 14, 2025 at the Library Central Services Building
 located at 77 Boone Hills Drive, Saint Peters, Missouri 63376

Dealership _____
 Contact Name _____
 Phone Number _____
 Email _____
 Street Address _____
 City/State/Zip _____

Make & Model: 2024 or 2025 New Ford Transit, 250 Medium Roof Cargo, AWD, 148 Inch Wheelbase Van, Preferred Equipment Package. 101A

Required Specifications	<i>Included (X)</i>	<i>Aftermarket Price \$</i>
Oxford White		N/A
Select One by Circling: 3.5L EcoBoost V6 Engine or 3.5L PFDI V6 Engine		N/A
Select One by Circling: Interior Upgrade Package - Cargo or Load Area Protection Package or Heavy Duty Cargo Floor		For Heavy Duty Cargo Floor Only \$
Bulkhead with Lockable Door		\$
Running Board-Passenger Side		\$
Rear Cargo Compartment Lighting		\$

Bid Price \$ _____

Signature: _____

Printed Name: _____