



St. Charles City-County
Library

Request for Bid

St. Charles City-County Library District

Two (2) New 2025 Vehicles

**New 2025 Summit White Chevy Equinox EV
or**

**New 2025 Oxford White or Star White Metallic Tri-Coat
Ford Escape Hybrid**

Thursday, May 22, 2025

ST. CHARLES CITY-COUNTY LIBRARY DISTRICT

**Request for Bid
Two (2) New 2025 Vehicles**

**New 2025 New 2025 Summit White Chevy Equinox EV
or
New 2025 Oxford White or Star White Metallic Tri-Coat Ford Escape Hybrid**

BID SCHEDULE

RFB Issue Date:	Thursday, May 22, 2025
Description:	<p>The St. Charles City-County Library is accepting bids pursuant to this Request for Bid from qualified businesses for Two (2) New 2025 Vehicles:</p> <ul style="list-style-type: none">• New 2025 Summit White Chevy Equinox EV or• New 2025 Oxford White or Star White Metallic Tri-Coat Ford Escape Hybrid
Website address:	https://stchlibrary.org/bids-and-rfps
Bid Delivery Address: (by mail or hand delivered)	<p>St. Charles City-County Library District Ms. Chris Donnelly Purchasing & Building Project Manager 77 Boone Hills Drive St. Peters, MO 63376</p> <p><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></p>
Bid Administrator:	<p>Ms. Chris Donnelly, Purchasing & Building Project Manager 636-441-2300 x1564 cdonnelly@stchlibrary.org</p>
Written Questions Due:	<p>Wednesday, May 28, 2025 by 10:00 am CT Email questions to: Tauquincy Logan, Facilities & Logistics Manager tlogan@stchlibrary.org</p>
Response to Questions Issued by Addendum:	<p>Friday, May 30, 2025 by 3:00 pm CT Issued by Addendum and available at https://stchlibrary.org/bids-and-rfps</p>
Bids Due:	Thursday, June 5, 2025 by 10:00 am CT

Public Bid Opening:	Thursday, June 5, 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, June 17, 2025

ST. CHARLES CITY-COUNTY LIBRARY DISTRICT
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or
New 2025 Oxford White or Star White Metallic Tri-Coat Ford Escape Hybrid

Purpose of Request

The St. Charles City-County Library District is requesting bids to purchase Two (2) New 2025 Vehicles.

Each vehicle must be either a:

- New 2025 Summit White Chevy Equinox EV
or
- New 2025 Oxford White or Star White Metallic Tri-Coat Ford Escape Hybrid

Must be delivered by Thursday, June 26, 2025 to St. Charles City-County Library, Central Services Office, 77 Boone Hills Dr., St. Peters, Mo 63376

Must include window stickers.

Time Schedule

See the "Bid Schedule" on Pages 1 and 2.

Instructions to Bidders

All questions must be submitted to Tauquincy Logan, Facilities & Logistics Manager, by email at tlogan@stchlibrary.org by Wednesday, May 28, 2025, no later than 10:00 am CT

All bids must be received by 10:00 am CT on Thursday, June 5, 2025. Bids must 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.

Award

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.

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

The Board of Trustees reserves the right to split awards, make multiple awards and to reject any and all Bids.

The vehicles are to be delivered by Thursday, June 26, 2025 by the dealership to the St. Charles City-County Library Central Services Building located at 77 Boone Hills Drive, St. Peters, MO 63376.

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Vehicle 1

CIRCLE ONE:

New 2025 Summit White Chevy Equinox EV

or

New 2025 Oxford White or Star White Metallic Tri-Coat Ford Escape Hybrid

☐ **Window Sticker Included**

Dealership_____

Contact Name_____

Phone Number_____

Email_____

Street Address_____

City/State/Zip_____

Bid Price: _____

Signature: _____

Printed Name: _____

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Vehicle 2

CIRCLE ONE:

New 2025 Summit White Chevy Equinox EV

or

New 2025 Oxford White or Star White Metallic Tri-Coat Ford Escape Hybrid

☐ **Window Sticker Included**

Dealership_____

Contact Name_____

Phone Number_____

Email_____

Street Address_____

City/State/Zip_____

Bid Price: _____

Signature: _____

Printed Name: _____