



## McCracken County Public Library

555 Washington Street

Paducah, KY 42003

[www.mclib.net](http://www.mclib.net)

270-442-2510

# Request for Quotes (RFQ)

Library Outreach Vehicle

Issue Date: April 14<sup>th</sup>, 2026

Proposal Deadline: May 5<sup>th</sup>, 2026

## 1. Summary

The McCracken County Public Library (MCPL), located in Paducah, Kentucky, is soliciting quotes from qualified vendors for a passenger vehicle to transport people and cargo.

## 2. Specifications

MCPL requires a van, minivan, or SUV that meets the following qualifications:

- A gasoline engine – no fully electric or diesel vehicles
- Automatic transmission
- Front wheel drive
- Air conditioning
- Power locks/windows
- Bluetooth enabled
- Cruise control
- ABS
- Rearview camera
- Advanced crash protection
- LED headlights
- Seats approximately 7-10 passengers (no 15-passenger cargo vans)
- A third row of seats that fold flat to accommodate cargo

MCPL will give preference to vehicles that offer the following qualifications:

- 4 cylinder engine
- White exterior paint
- Hybrid options (no plug-in hybrids)
- Rubberized or hard plastic mats in the back of the vehicle for cargo/easy cleanup
- Less than 23 feet in length

### **3. Quote Requirements**

Each quote should contain the following information:

- Base price of the vehicle
- A list of the additional costs for each requested option
- Price of the vehicle with requested options
- A list of all applicable fees
- Total cost of the vehicle
- Warranty information
- Gas Type
- Estimated MPH (Street and Highway)
- Any maintenance/warranty plans and any associated costs
- Any other amenities or perks (free washes, oil changes, etc)

### **4. Evaluation of Quotes**

Evaluation shall be based on all factors having a bearing on price and performance of the vehicle. Compliance with all quote requirements and needs of the Library are considered in evaluating quotes. The Library reserves the right to contact any vendor to clarify, verify, or require information with regard to this quote.

### **5. Quote Submittal Instructions**

Quotes must be submitted using the attached form, which can be downloaded from [mclib.net](http://mclib.net). Please prepare a separate quote for each vehicle proposed.

All quotes must be sealed in an envelope, labeled as “McCracken County Public Library Outreach Vehicle Quote,” and delivered in person or via mail to:

Justin Brasher  
McCracken County Public Library  
555 Washington Street  
Paducah, KY 42003

All quotes must be submitted no later than 3:00 p.m. on May 5<sup>th</sup>, 2026. Late quotes will not be accepted. Quotes will be opened at approximately 3:01 p.m. in the Director's Office at the McCracken County Public Library at 555 Washington Street. Evaluation of quotes may take up to one week.

## **6. Notice of Tax Exemption**

The McCracken County Public Library is a Kentucky Special Purpose Government Entity and therefore is certified by the Kentucky Department of Revenue to be tax exempt. (Tax Exemption number SD-073-004)

## **7. Evaluation Criteria**

- Base Price- 30%
- Product quality - 25%
- Warranty - 25%
- Options and fees - 15%
- Amenities/Misc - 5%

## **8. Questions**

Questions can be directed to:  
Justin Brasher, Library Director

jbrasher@mclib.net

270-442-2510 ext. 135

## **VENDOR QUOTE FORM**

Outreach Vehicle

Proposal format should be itemized. All features should be considered a line item. If a line item is included in the unit base price it must be noted in the unit price as "included." Vendors may include their own formatted itemized quote and/or attach additional documents as long as the stated requirements are met.

Company Name	
Contact Name	
Phone Number	
Email Address	

Base Price	
Itemized Options	
Base Price + Options	
Itemized Fees	
Total Cost	
Warranty Information	