



INVITATION TO BID (Request for Proposal)

March 23, 2026

PROJECT

Subaru Outback

PROJECT DESCRIPTION

The Topeka and Shawnee County Public Library is seeking proposals for a new Subaru Outback to be used for in-city/neighborhood deliveries of library materials.

The Topeka and Shawnee County Public Library is a political subdivision of the State of Kansas, eligible for government contract prices, and is exempt for the Kansas Retailers' Sales Tax Act and Kansas Compensating Tax Act under the provisions of Kansas Statutes Annotated (K.S.A.) Supplement 79-3606(b).

TIMELINE OF BID PROCESS

RFP Issued:	Monday March 23, 2023
Bid Receiving:	Friday April 3rd, 2026, 1:00 pm
Bid Opening:	Friday April 3rd, 2026, 1:00 pm Menninger room 206
Board Consideration of Award	Thursday April 16 th , 2026; 4:00 pm CST; (bidders do not need to be present at the Board Meeting)
Notification of Decision to Bidders:	Friday April 17th, 2026

*bidder questions must be submitted to the Project Coordinator in writing, preferably by email

OWNER

Topeka & Shawnee County Public Library
1515 S.W. 10th Avenue
Topeka, KS 66604-1374

BID PREPARATION

A single bid will be received for the purchase of one Subaru Outback.

Bids shall be made upon the BID FORM included with these specifications. Fill in all blanks on the BID FORM clearly with typewriter or ink. Erasures or other changes in a bid must be explained or noted over the signature of the Bidder. Signature shall be in longhand by a principal duly authorized to sign contracts. Bids shall contain no alterations or recapitulation of the work.

The Owner reserves the right to: (1) waive any informalities or minor defects in the bids or bidding procedures; (2) reject any or all bids; (3) rebid the project at a later date if bids are rejected; and (4) accept the bid that, in the judgment of the Topeka and Shawnee County Public Library, will be in the best interest of the Library, whether or not said bid is the lowest bid.

Bidders may not use omissions or errors in the Specifications or other contract documents to their advantage. The Owner reserves the right to issue new instructions correcting any such errors or omissions, which new instructions shall be treated as if originally included.

The Owner may make any investigation it deems necessary to determine the ability of the Bidder to perform the work. Bidders shall furnish information for this purpose to the Owner upon request. The Owner reserves the right to reject any bid if the evidence submitted by, or other investigation of, the Bidder fails to satisfy the Owner that the Bidder has the proper qualifications, experience, equipment, manpower, or financial and managerial capability to carry out the obligations of the contract agreement or to perform the work as specified.

The Bidder shall be paid shall be in accordance with contract agreement upon award.

Bids shall be prepared and submitted in accordance with these INSTRUCTIONS TO BIDDERS.

Email the BID FORM to:

Joe Hobbs
Facilities Director
TOPEKA & SHAWNEE COUNTY PUBLIC
LIBRARY
1515 S.W. 10th Avenue
Topeka, KS 66604-1374
Jhobbs@tscpl.org

COORDINATOR: The Coordinator shall assume general coordination and direction of the project. The Coordinator is:

Joe Hobbs
Facilities Director
Voice: 785-580-4506
E-Mail: jhobbs@tscpl.org

AWARD OF CONTRACT:

The approved bidder must be prepared to provide a service/purchase contract upon notification of bid approval. A contract will be awarded as soon as possible to the responsible Bidder submitting the lowest acceptable bid, provided:

1. Evidence of the experience, qualifications and fiscal responsibility of the Bidder and the time of completion are all acceptable to the Owner.
2. The total of acceptable bids is within the Owner's financial budget for the project.
3. The contract is legally acceptable.

REJECTION OF BIDS:

The Bidder acknowledges the Owner's right to reject any and all bids and to waive any formality or irregularity in any bid received. The Bidder recognizes the Owner's right to reject any bid, which fails to submit the data required by the bidding documents, or is in any way incomplete or irregular. An award to the lowest Bidder is not required.

PROPOSED SCOPE OF WORK:

A new Subaru Outback to be used for or in-city/neighborhood deliveries of library materials

SPECIFICATIONS:

Minimum Requirements:

Brand new Subaru Outback (current model year unless otherwise specified)

Automatic rear hatch / power liftgate

Power door locks

Power windows all doors

Transmission: Automatic

Steering: Power rack and pinion steering

Brakes: 4 wheel anti-lock disc brake

Exterior Color: Single solid color white preferred

Interior Colors: dark colors preferred, but not required. Carpet/Mats to match.

Seats: 4 way adjustable seats for driver and passenger, dark colored cloth preferred

Load height: Not to exceed 30 inches

AC/Heater: AC and Heat

Radio: AM/FM radio

Mirrors: Outside mirrors – one left, one right preferably foldable. Inside review mirror.

Windshield Wipers: Intermittent with washer

Air Bags: Driver and front passenger airbags

Tires: All Weather tread, sized by manufacturer's recommendations. Full-size spare tire with dimensions and tread that exactly match tires on the vehicle and inflated, ready to use.

Cargo Space: Heavy duty cargo flooring preferably with a non-slip finish

Cargo height: Interior height of at least 72 inches

Cargo length: Interior length of at least 120 inches.

Safety: Back-up camera

Miscellaneous Requirements:

License tag brackets and bolts: Vehicle will be equipped with license tag bracket and sufficient bolts and fasteners shall be furnished to properly apply license tags on back of the vehicle.

Keys: Three complete sets of keys are to be furnished with the vehicle. All key operability must be verified by dealer prior to delivery. (Payment may be delayed if any key provided is found to be inoperable)

Service: Vehicle shall be serviced (prior to delivery) including all fluids at proper levels. All doors, hatch covers (or trunk covers) and hood shall be properly adjusted. All fittings and attachments shall be accounted for. All mechanical adjustments (throttle linkage, headlights, front end) shall be made. There shall be at least a ¼ tank of fuel in the fuel tank upon delivery. Engine shall be protected with antifreeze rated at -20 degrees below zero. Windshield washer fluid shall be full of winter strength solution to prevent freezing. Vehicle shall be cleaned interior and exterior.

Vehicle packet is to be delivered with the vehicle and shall contain: (1) Three sets of operable keys; (2) odometer statement; (3) operators manual; (4) warranty standard; and (5) tire warranty.

BID FORM--Single Contract

Owner: Topeka & Shawnee County Public Library
1515 S.W. 10th Avenue
Topeka, KS 66604-1374

Bidder Name: _____

In compliance with the invitation and instructions to Bidders, the undersigned proposes to provide a Subaru Outback Price to include Itemized vehicle price, any applicable discounts or incentives, documentation fees, destination/delivery charges, sales tax (not applicable) **Total out-the-door price.**

. **Optional Information (If Available)** Trim level, Available solid color options, estimated delivery timeline, any included dealer add-ons (must be clearly identified and priced separately).

	Quantity	Unit Cost	Total
A. {This may include descriptions}	_____	---	---
B.	_____	---	---
C.	_____	---	---
D.	_____	---	---
TOTAL BASE BID			

TIME OF Delivery

The undersigned agrees to deliver the specified vehicle within _____ calendar days from the date of the award of Contract. It is the Owner's desire that the project be completed rapidly. Time of Completion will be given strong consideration during the evaluation of bids.

DECLARATION

The undersigned hereby declares the bid specifications have been carefully examined and this proposal is submitted in compliance therewith. The undersigned understands that competence and responsibility, time of completion, as well as any other factors of interest to the Owner may be a consideration in making the award. The Owner reserves the right to reject any or all proposals, to accept or reject alternate proposals and unit prices, and waive technicalities concerning the bid proposals received as it may be in the Owner's best interest to do so.

Authorized Representative's Signature

Date

Title

Telephone

Company

Fax

Street Address

E-Mail

City/State/Zip

