



REQUEST FOR PROPOSAL (RFP): PURCHASE OF PASSENGER MINIVAN

RFP NUMBER: RFP-2026-MINIVAN

SUBMISSION DEADLINE: October 21, 2026, 5:00 PM EST

EMCC is seeking competitive proposals from qualified automotive dealerships to provide one (1) new or used passenger minivan.

To meet program requirements, the vehicle must be a **Toyota Sienna** (or a strictly equivalent hybrid-powertrain minivan) meeting or exceeding the following minimum criteria:

- **Year/Condition:** New or used model (2026 to 2027).
- **Powertrain:** Hybrid engine (gas/electric) to optimize institutional fuel economy.
- **Drivetrain:** Front-Wheel Drive (FWD) or All-Wheel Drive (AWD).
- **Capacity:** Minimum 7-passenger or 8-passenger seating configuration.
- **Safety Features:** Must include an advanced driver-assistance package (e.g., Toyota Safety Sense), pre-collision warning, automatic emergency braking, lane-keep assist, and a backup camera.
- **Interior:** Durable, easy-to-clean seating material; multi-zone climate control; fold-flat or easily reconfigurable rear seating for cargo versatility.
- **Warranty:** Standard manufacturer bumper-to-bumper and powertrain warranties must be included.

Interested vendors must submit the following items by the deadline:

1. **Cost Proposal:** Itemized breakdown including base vehicle price, destination charges, title/registration fees (educational/municipal plates), and any institutional discounts.
2. **Vehicle Specification Sheet:** Detailed documentation proving the vehicle meets all specifications in Section 2.
3. **Delivery Timeline:** Estimated date of delivery to the college campus.

All questions regarding this RFP must be submitted to:

Name: Cindy Kasprzak

Title: Director of Finance

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