



NORTHWEST
REGIONAL DEVELOPMENT
COMMISSION

Request For Quotes (RFQ) Notice

Date of Request Notification: April 1, 2026

RFQ for Purposes of: Procurement of a Six-Passenger Neighborhood Electric Vehicle (NEV) for *The Pony Express* Pilot Program

RFQ Overview

The Northwest Regional Development Commission (NWRDC) is requesting quotes for the purpose of determining the preferred vendor that provides the best value for meeting project needs. All vendors who complete the attached Request for Quotes form will be considered.

Project Background and Purpose

NWRDC, through the Northwest Regional Transportation Coordinating Council (RTCC), is implementing The Pony Express, a community-based volunteer driver pilot program serving older adults and individuals with disabilities in the City of Warren, Minnesota.

The purpose of this RFQ is to procure one six-passenger, street-legal Neighborhood Electric Vehicle (NEV) to support short, local transportation trips for medical appointments, grocery shopping, and social activities.

Vehicle Requirements

- One (1) front-facing six-passenger, street-legal Neighborhood Electric Vehicle (NEV)
- New vehicle (current or recent model year)
- Capable of legal operation on local streets
- Seating capacity for a minimum of six passengers
- Equipped with standard safety features (e.g., seatbelts, lighting, mirrors)
- Suitable for short-distance, low-speed community travel

Deliverables

- Delivery of the vehicle to NWRDC or another mutually agreed-upon location
- Manufacturer warranty information
- Documentation required for registration and operation
- Basic operational or user documentation

Vendor Qualifications

- Demonstrated experience selling NEVs or comparable vehicles
- Ability to meet delivery timelines
- Compliance with all applicable state requirements

The project timeline is expected to be completed by **June 30, 2027**. Final delivery timelines will be determined in coordination with the selected vendor.

Submit all questions related to specific project requirements by **4:00 PM on April 10, 2026**.

All questions should be submitted via email to **Tim Finseth** at **Tim@nwrdc.org**.

Submittal of Request for Quote forms and any additional documentation is to be sent to:

Northwest Regional Development Commission

Attn: **Tim Finseth, Transportation Director**

109 South Minnesota Street

Warren, MN 56762


Email: **Tim@nwrdc.org**

Phone number: **(218) 745-6733**

The deadline for RFQ submittals is **4:00 PM on April 24, 2026**.

Attachments:

B: RFQ Pricing Form

REQUEST FOR QUOTATION (THIS IS NOT AN ORDER)		THIS RFQ <input type="checkbox"/> IS <input checked="" type="checkbox"/> IS NOT A SMALL BUSINESS SET-ASIDE		PAGE OF PAGES	
1. REQUEST NO.		2. DATE ISSUED		3. REQUISITION/PURCHASE REQUEST NO.	
4a. ISSUED BY: Northwest Regional Development Commission 109 South Minnesota Street Warren, MN 56762				6. DELIVER BY (Date): Within 30-60 days of award	
4b. FOR INFORMATION CALL: Tim Finseth				7. DELIVERY <input checked="" type="checkbox"/> FOB DESTINATION <input type="checkbox"/> OTHER (See #10)	
NAME: Tim Finseth-Transportation Director		TELEPHONE NUMBER			
		AREA CODE 218	NUMBER 745-6733		
5. TO:				8. DESTINATION: NWRDC 109 South Minnesota Street Warren, MN 56762	
a. NAME		b. COMPANY		a. NAME OF CONSIGNEE	
				b. STREET ADDRESS	
c. STREET ADDRESS				c. CITY	
d. CITY		e. STATE	f. ZIP	d. STATE	e. ZIP
9. PLEASE FURNISH QUOTATIONS TO THE ISSUING OFFICE IN BLOCK 4a ON OR BEFORE CLOSE OF BUSINESS ON (Date) : 04/24/2026		IMPORTANT: This is a request for information and quotations furnished are not offers. If you are unable to quote, please indicate on this form and return it to the address in Block 4a. This request does not constitute a commitment to pay any costs incurred in the preparation of the submission of this quotation or to contract for supplies or service. Supplies are of domestic origin unless otherwise indicated by quoter. Any representation and/or certifications attached to this Request for Quotation must be completed by the quoter.			
10. SCHEDULE (Include applicable Federal, State and local taxes)					
ITEM NO. (a)	SUPPLIES/SERVICES (b)	QUANTITY (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)
1	Six-passenger, street-legal Neighborhood Electric Vehicle (NEV)	1	Each		
11. DISCOUNT FOR PROMPT PAYMENT 		a. 10 CALENDAR DAYS (%)	b. 20 CALENDAR DAYS (%)	c. 30 CALENDAR DAYS (%)	d. CALENDAR DAYS NUMBER
					%
NOTE: Additional provision sand representations <input type="checkbox"/> are <input type="checkbox"/> are not attached.					
12. NAME AND ADDRESS OF QUOTER			13. SIGNATURE OR PERSON AUTHORIZED TO SIGN QUOTATION		14. DATE OF QUOTATION
a. NAME OF QUOTER					
b. STREET ADDRESS			15. SIGNER		
			a. NAME (Type or Print)		b. TELEPHONE

c. COUNTY			b.	AREA CODE
d. CITY	e. STATE	f. ZIP	c. TITE (Type or Print)	NUMBER