



Housing & Energy Services

Judith Barris
Executive Director

David Speelman
Board Chairperson

Marlo Millard
Director of Housing and Energy

INVITATION TO BID

The Ashtabula County Community Action Agency (ACCAA) is accepting bids for the following: (Qty -2) ½ Ton Cargo Vans , (Qty -2) Box Trucks, (Qty -1) Minivan and (Qty-2) Light Cargo Vans for the Weatherization Enhancement Program which serves Ashtabula, Lake, and Geauga Counties. This will be a sealed bid process and at the time of opening you/or a representative from your dealership may present to review the bids. These quotes shall be made on NEW vehicles. Bids must set forth full, accurate, and complete information as required by this invitation for bids. The penalty for making false statements in bids is prescribed in 18 U.S.C. 1001.

All bids shall be mailed to:

Ashtabula County Community Action Agency
PO Box 2610
Ashtabula, OH 44005-2610

Or hand delivered to:

Ashtabula County Community Action Agency
6920 Austinburg Road
Ashtabula, OH 44004

Please submit in a sealed envelope that is clearly marked with **Bids for Vehicles**. All bids must be received in our office no later than **January 17, 2022 at 9:00 am EST**. The Bid Opening will occur at that time, or as soon as we receive a bid from all contacted vendors (whichever comes first), at the office location listed above. If the Bid Opening is scheduled prior to the date and time listed, you will be notified of the newly scheduled Bid Opening.

Once ACCAA receives the competitive bids they will be reviewed on the basis of price, quality, utility, and availability. ACCAA also reserves the right to accept or reject any or all parts of any and all bids. Once the winning bid is confirmed, ACCAA will then request approval from its grantor to purchase the vehicle. Contingent on ACCAA receiving approval from its grantor, the dealership with the winning bid will be notified and the transaction completed. The vehicle must be on the dealership's lot available for pick up or delivery upon notification of the Bid Award no later than June 1, 2022 or the bid will be disqualified, and the Bid will be awarded to the next most qualified bidder.

Please remember that ACCAA is a tax-exempt, 501 c 3, non-profit organization and you/your dealership shall include any discounts for a non-profit agency. For any questions regarding our non-profit status please contact Renee Sherman, Monday through Friday between the hours of 8:00 am and 4:30 pm at (440) 997-5957.

6920 Austinburg Road, PO Box 2610, Ashtabula, OH 44005-2610

P:(440) 997-5957

www.accaa.org

F:(440) 992-3319

This Agency is an equal provider of services and an equal employment opportunity employer. Civil rights Act 1964 (CRA)

BID SPECIFICATIONS

ACCAA is requesting bids for the below listed vehicles:

Please Provide A Lease vs Purchase Analysis For Each Vehicle Bid**

Vehicle Category 1

(Qty -2) New ½ Ton Cargo Van

Required Specifications

- 6 Cylinder (gas)
- Automatic Transmission
- Air Conditioning
- Tilt Wheel
- Cruise Control
- Minimum AM/FM Radio
- White Exterior Paint
- Sliding Side Doors (NO GLASS)
- 50/50 Hinged Rear Door (fixed glass)

Vehicle Category 2

(Qty -2) New 1-Ton Box Truck

Required Specifications:

- V8 (Indicate engine size by liter)
- Minimum Box Dimensions are 16' long, 8' wide, 7' high with a roll up rear door
- Attic over cab
- White Exterior Paint
- Automatic Transmission w/ Overdrive
- Cruise Control
- Air Conditioning
- Minimum AM/FM Radio
- All Season Tires
- Rear Step Bumper

Vehicle Category 3

(Qty -2) New Light Cargo Van

Required Specifications:

- 4 Cylinder Engines (gas)
- Front Wheel Drive
- 180 Degree Swing Out Rear Cargo Door
- Fixed Glass in Rear Doors
- No Glass on the Sides of the Van Body or on the Sliding Door
- Air Conditioning
- Tilt Wheel
- Cruise Control
- Minimum AM/FM Radio
- White Exterior Paint



Housing & Energy Services

Judith Barris

Executive Director

David Speelman

Board Chairperson

Marlo Millard

Director of Housing and Energy

Vehicle Category 4

(Qty-1) New Minivan

Required Specifications:

- (7) Passenger Minimum
- 4 or 6 Cylinder (gas)
- Rear Lift Gate
- Air Conditioning
- Tilt Wheel
- Cruise Control
- Minimum AM/FM Radio
- White Exterior Paint

Accessories beyond those listed are discouraged and luxury options, regardless of cost, are inappropriate.

6920 Austinburg Road, PO Box 2610, Ashtabula, OH 44005-2610

P:(440) 997-5957

www.accaa.org

F:(440) 992-3319

This Agency is an equal provider of services and an equal employment opportunity employer. Civil rights Act 1964 (CRA)

BID FORMAT

Business/Seller Information- Please submit the following:

- Legal Name and Address of Business/Seller
- Business or Contact Phone Number
- Tax ID#
- Email Address of Designated Contact

Vehicle Information- Please submit the following:

- Price of Vehicle
- Model, Year, Make
- Estimated MPG
- All Warranty information that would pertain to the Vehicle
- Discounts applied
- Assurance of Availability (within the two [2] day requirement)
- Quantity available at the quoted price
- Lease vs. purchase analysis

Bidders may bid on one, all, or any combination of vehicles but must designate the above "Vehicle Information" separately for each category of vehicle.

Bids may be deemed "Non-Responsive" for failure to complete required information, or for offering products of lesser quality than specified. Any bid not received by **January 17, 2022 at 9:00 am EST** will be deemed "Non-Responsive" and thereby disqualified.

ACCAA reserves the right to reject any and all bids for sound business reasons.

If you have any questions or need additional information concerning the specifications on the listed Vehicle, you may contact Chris Hanson, Monday through Thursday between the hours of 8:00 am to 3:30 pm at 440-997-5957 ext. 552.