



Housing & Energy Services

Alissa Holdson
Executive Director

Ron C Loos
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-1) Full-Size Pick-Up Truck 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 **February 9, 2026 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 on or before June 1, 2026; or the bid will be disqualified, and the Bid will be awarded to the next most qualified bidder. Please note that any vehicles winning the bid are subject to inspection. During inspection if the specifications provided have not been met, the winning bid award will be rescinded.

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:

Vehicle Category 1

(Qty -1) Full-Size Pick-Up Truck

Required Specifications

- 4 Door Cab
- 6 ½ ft. Pick-Up Box
- 6 or 8 Cylinder Engine (indicate engine size by liter) (gas)
- Automatic Transmission
- Four Wheel Drive
- Air Conditioning
- Tilt Wheel
- Cruise Control
- White Exterior Paint
- AM / FM Radio (minimum)
- Vinyl Floor Covering
- Standard Safety Package

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

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
- Quantity available at the quoted price
- Lease vs. purchase analysis



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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 **February 9, 2026 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 James Flack, Monday through Thursday between the hours of 7:00 am to 5:30 pm at 440-997-5957 ext. 556.

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