

February 2, 2026



## Invitation for Bid

NOTICE IS HEREBY GIVEN that LEADS Community Action Agency ("LEADS") is seeking bids for the purchase of one (1) new cargo van intended to be used as a maintenance vehicle for its Head Start and Early Head Start programs.

Vendors may submit bids for more than one make or model; however, each vehicle must be submitted as a separate bid.

### Bid Submission Information

BIDS DUE: By 5:00 PM on February 13, 2026. Bids may be delivered, mailed, or emailed to:

Nathan Keirns, Chief Executive Officer  
LEADS Head Start & Early Head Start  
159 Wilson St.  
Newark, Ohio 43055

Questions regarding this Invitation for Bid must be submitted in writing by email to: [nkeirns@leadscaa.org](mailto:nkeirns@leadscaa.org).

### Minimum Specifications

- Automatic transmission
- Cargo area capable of being securely locked, with limited windows to deter theft
- All-weather floor mats (driver and front passenger)
- Headache rack/partition between cargo area and driver cab
- Equipped for towing, including hitch with 2" receiver and 4-pin trailer wiring connector
- Back-up camera and/or parking sensors
- Power steering, door locks, and windows
- Four-wheel disc brakes with ABS
- AM/FM stereo
- Manufacturer's warranty of at least 36 months / 36,000 miles

### Additional Requirements

- LEADS is a 501(c)(3) nonprofit organization and is exempt from sales tax
- Used, demonstrator, or previously titled vehicles will not be considered
- Accessories or luxury upgrades beyond the minimum specifications are discouraged and will not be favored in evaluation
- Warranty coverage and service availability will be considered as part of the bid evaluation
- Purchase is contingent upon the availability of funds, which may include federal Head Start and/or Early Head Start funding
- LEADS reserves the right to reject any or all bids, to waive minor informalities, and to accept the bid deemed to be in the best interest of the agency.
- Bids must include full, accurate, and complete information as required by this Invitation for Bids, including:
  1. Vehicle make, model, and model year
  2. Total purchase price (LEADS is exempt from sales tax)
  3. Estimated delivery date
  4. Warranty information
  5. Description of included equipment and options

### Evaluation Criteria

- Compliance with specifications
- Total cost
- Warranty terms
- Delivery timeline
- Vendor reliability and service availability

### Anticipated Purchase Date

On or before March 31, 2026.