

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.

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.