



mid michigan
COMMUNITY
Action

"Helping People, Changing Lives."

Administrative Office
1574 E Washington Road
P.O. Box 768
Farwell, MI 48622
Phone: 989.386.3805
Fax: 989.386.3277
www.mmcaa.org

Request for Proposal

One (1) ½ Ton Crew Cab Pickup Truck

Organization requesting Proposal:

Mid Michigan Community Action Agency
1574 E. Washington Rd.
P.O. Box 768
Farwell, MI 48622

Prepared 2/13/2026

TO: Prospective Vendors

FROM: Mark Polega, Executive Director
Mid Michigan Community Action Agency

DATE: February 13, 2026

RE: Request for Proposals: One (1) ½ Ton Crew Cab Pickup Truck

We invite you to submit written proposals in response to the "Request for Proposal: One (1) ½ Ton Crew Cab Pickup Truck. A hard copy of the information is attached, or it can be found on our website at www.mmcaa.org.

If you choose to respond, proposals must be submitted in accordance with the guidelines provided. **An original and one (1) copy** of the complete proposal, as outlined, should be submitted by mail, email or hand delivered to:

Mid Michigan Community Action Agency
Attn: Johnny Mills, Weatherization Director
RE: Vehicle Bid
1574 E. Washington Rd.
P.O. Box 768
Farwell, MI 48622
jmills@mmcaa.org

If you have any questions, please contact Johnny Mills at 989-572-6461 or jmills@mmcaa.org. Thank you in advance for your interest in this opportunity.

Sincerely,



Mark Polega, Executive Director

Request for Proposals: One (1) ½ Ton Crew Cab Pickup Truck

1) Requesting Entity

This request for Proposal is made by Mid Michigan Community Action Agency, Clare County, Michigan, having its principal office located at 1574 E. Washington Rd, Farwell, MI 48622. All inquiries for clarification in connection with the equipment to be purchased under this proposal shall be made to the Weatherization Director of Mid Michigan Community Action Agency identified below:

Mid Michigan Community Action Agency
Attn: Johnny Mills
1574 E. Washington Rd
P.O. Box 768
Farwell, MI 48622
989-572-6461
jmills@mmcaa.org

2) Standard Terminology

For convenience of reference, the words, terms, and phrases defined below and elsewhere in this document shall have the meaning respectively ascribed to them for all purposes of this bid, to include the following:

“Vendor” means the prospective vendor, which includes any contractor, consultant, firm, offeror, or proposer who submits a bid in connection with this proposal.

“Equipment” means One (1) ½ Ton Crew Cab Pickup Truck.

3) Purpose of Request

Mid Michigan Community Action Agency is determined to **purchase One (1) ½ Ton Crew Cab Pickup Truck.**

4) Specifications for Pickup Trucks

- Automatic Transmission

- Crew Cab
- V-8 Engine or Equivalent
- Four Wheel Drive
- Color: Fleet White preferred, other colors may be considered based on availability
- Air Conditioning
- Cruise Control
- American Made preferred or high percentage made in America
- New model preferred, previous model year may be considered based on availability
- Required availability of vehicle on or before 6/30/2026
- Trailer Hitch/Towing Package

5) Proposal

All proposals must be accompanied by warranties, and other pertinent product literature. The proposal must be submitted in conformity with, be based upon and be subject to all the terms, conditions, and obligations of the proposed documents. Mid Michigan Community Action Agency Reserves the right to waive minor defects or variations from exact requirements of this proposal. If insufficient information is submitted by any vendor to properly evaluate the proposal submitted, Mid Michigan Community Action Agency further reserves the right to request such additional information as it may deem necessary.

6) Number of Proposals to Submit

Provide at least one (1) original and one (1) copy of the proposal along with two (2) copies of additional documentation if any. The original, together with each copy shall be securely bounded and submitted as a package clearly identified on the outside of the envelope with the words "**Vehicle Proposal**". Each such submittal shall display the name, address, telephone number, fax number, and email address of the vendor submitting the proposal.

7) Closing Date

Any proposal submitted shall be received by Mid Michigan Community Action Agency no later than May1, 2026, at 4:00 pm. Any bid not submitted by the vendor by this date/time will not be considered and will be returned unopened. The proposals will be opened on the following business day, 5/4/2026 and a final decision made promptly.

8) Place of Submission

The bid shall be submitted to the following location:

Mid Michigan Community Action Agency
Attn: Johnny Mills
1574 E Washington Rd
Farwell, MI 48622

Or Emailed to jmills@mmcaa.org

9) Proposal Guarantee

Any proposal submitted in response to this request shall be irrevocable for a period of 45 days from the due date of the proposal and may not be withdrawn by any vendor during such period. After such period of 45 days, the proposal may be withdrawn by a vendor at such vendor's request if such vendor's proposal has not been selected prior to any such request to withdraw.

10) Evaluation Criteria

An award shall be made to the lowest responsible vendor as determined by the sole discretion of Mid Michigan Community Action Agency. In Determining the lowest responsible vendor, Mid Michigan Community Action Agency will consider the following criteria:

- The capacity of the vendor to perform the work promptly or within the time specified.
- The number and scope of any conditions made a part of the proposal by the vendor.
- The ability of the vendor to perform any future maintenance, service or work for the use of the program, including guarantees.
- The quality of performance by the vendor on any previous work performed for the agency, if any.
- The total price for the equipment to be purchased.
- The fuel efficiency proposed for the equipment to be purchased.
- American made product or percentage American made thereof.
- Warranties provided with purchase of equipment.
- Local vendor (i.e. having a place of business which employs at least one permanent employee at a location determined in the following order of priority: A) Bay, Clare, Gladwin, Lake, Mason, Mecosta, Midland, Muskegon, Newago, Oceana, Osceola, or Saginaw Counties; or B) State of Michigan.