



429 Montague Avenue • Caro, MI 48723
PH. (989) 673-4121 • Fax (989) 673-2031

- **BAD AXE** PH. (989) 269-9502
Fax (989) 269-6166
- **LAPEER** PH. (810) 969-4107
Fax (810) 660-7640
- **SANDUSKY** PH. (810) 648-4497
Fax (810) 648-5422

June 2, 2025

Subject: Request for Bids – Used Ford Transit 250 Cargo Van or Similar

Dear [Dealership Name],

The Human Development Commission (HDC) is soliciting bids from local dealerships for the purchase of a used Ford Transit 250 Cargo Van or comparable vehicle to support our home-delivered meals program.

Vehicle Requirements:

- Make/Model: Ford Transit 250 Cargo Van or similar
- Mileage: Under 100,000 miles
- Condition: Used, in good mechanical condition, no major cosmetic damage
- Configuration: Cargo van suitable for meal transportation
- Model Year: 2017 or newer preferred

Bids must include the following:

- Vehicle details: year, make, model, VIN, mileage, and overall condition
- Photos of the vehicle (interior and exterior)
- Final purchase price, including all applicable fees and taxes

Submission Deadline:

All bids must be received by Close of Business (COB) on June 19, 2025.
Bids may be submitted via mail or email.

Mail:

Kristy Sutherland
Senior Services Director
Human Development Commission
429 Montague Ave
Caro, MI 48723

Email:

Kristy Sutherland, Senior Services Director
kristys@hdc-caro.org

If you have any questions regarding this request, please contact Kristy Sutherland at the email above or by phone at 1-800-843-6394.

Thank you for your time and interest. We look forward to reviewing your proposal.

Sincerely,

Kristy Sutherland
Senior Services Director
Human Development Commission