

Letters of Interest

Vendors interested in providing goods and services to the Agency have the option of being placed on file for request of bids and notification of requests for proposals. To be placed on file, please write a letter of interest to Director of Finance and Administration at the address listed below indicating the following:

- Company name, your name, address, phone number, fax number, and email address
- List of products and/or services provided by your company
- Additional information about your company:
 - Years in business
 - Area customers, including non-profits
 - References (optional)

As appropriate, the Agency purchases from women/minority owned and small businesses. Letters of interest from such vendors are welcomed. Please indicate your status as a women/minority owned or small business in your letter of interest.

Letters of interest should be addressed in writing to:

Vendor Letter of Interest
C/O Director of Finance and Administration
P.O. Box 245
Lorain, Ohio 44052-0245

AS A MATTER OF COURTESY, PLEASE DO NOT CALL OR EMAIL THE DIRECTOR OF FINANCE ON AN UNSOLICITED BASIS.

Request for Bids (Price Quotes)

- The Agency routinely seeks written price quotes for good/services in order to determine best value. It also seeks written bids for equipment purchases with unit costs of \$5,000 or greater.

Requests for Proposals

- Request for proposals are posted to our website (www.lccaa.net/About Us/Doing Business with LCCAA).

Advertised Opportunities

- As required by funders, advertisements will be placed in a major local newspaper; generally speaking, The Chronicle Telegram and The Morning Journal.

LCCAA as a Customer

- Purchases require a purchase order number.
- The Agency pays by invoice (proposals, quotes and estimates may not be used as request for payment).
- Our payment terms are net 30 following receipt of goods or services.
- The Agency is exempt from sales tax.
- Material Data Safety Sheets (MSDS) must be provided for products upon request.

Letters of Interest will remain on file for two years. In the event a vendor submits an updated or revised letter of interest, the latest contact information provided will be used. Please note, only letters of interest mailed as indicated above will be placed on file. General solicitations do not qualify.