



June 6, 2017

To Whom It May Concern,

Colby Community College is currently seeking competitive bids to purchase one pre-owned, 15 passenger van. The bids and specs are enclosed with this letter. We are seeking this bid by June 30, 2017, and a vendor will be selected at the July 17 Board of Trustees meeting. If you have any questions or concerns, please do not hesitate to contact me directly.

Colby Community College reserves the right to reject any and all bids if the Board of Trustees deems it necessary.

Thank you for your time and considerations.

Respectfully,

Seth Macon Carter  
President, Colby Community College  
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Direct Line: (785) 460-5400



### **Van Bid Specs**

- Automatic Transmission
- Air Conditioner/Heater
- Cruise Control/Tilt
- Rear Wheel Drive
- 15-Passenger
- 3.7L Engine or larger
- Keyless Entry (preferred)
- Power Locks (preferred)
- Power Windows (preferred)
- Ford Model (Preferred)
- White Color Preferred
- Secondary colors: silver, tan, blue, red (in that order)
- Good tires and mechanical condition
- Clear, unbranded title
- Model Year (2014-2016)-Preference provided to newer models
- Less than 30,000 miles (will consider comparable mileage)
- Price not to exceed \$25,000

\*Preference will be given to the van that closely matches the specs, with special consideration of price.