



June 6, 2017

To Whom It May Concern,

Colby Community College is currently seeking competitive bids to purchase new furniture for the Living Center East-North Dormitory. The bids and specs are enclosed with this letter. We are seeking these bids 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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Colby Community College-Furniture Request

Colby Community College is looking to purchase the following pieces of furniture:

- 48 Desktop or Study Chairs
- 7 Love Seats
- 7 Couches

*Color preference will be given to darker and matching furniture

If available, please provide pricing information for mid-range to more expensive furniture. It is imperative the furniture be durable to withstand the demands of our students. Thank you for your review and we look forward to reviewing your bid proposal.