



May 3, 2018

To Whom It May Concern,

Colby Community College is currently seeking competitive bids to purchase one pre-owned or new, 7-passenger van. The bids and specs are enclosed with this letter. In addition, the college will be trading in a van. Bids must be received by 5:00 p.m. June 12, 2018, and a vendor will be selected at the June 18 Board of Trustees meeting. If you have any questions or concerns, please do not hesitate to contact me directly. Thank you for your time and considerations.

Respectfully,

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



## **Specifications**

- Automatic Transmission
- Air Conditioner/Heater
- Cruise Control/Tilt
- Front Wheel Drive
- 7-Passenger
- Keyless Entry (required)
- Power Locks (required)
- Power Windows (required)
- White Color Preferred
- Secondary colors: silver, tan, blue, red (in that order)
- Good tires and mechanical condition
- Clear, unbranded title
- Model Year (2016-2018)
- Preference will be given to newer vehicles (preferably new)
- Less than 10,000 miles (will consider comparable mileage)
- Price not to exceed \$23,500 (individually)

*The Colby Community College Board of Trustees reserves the right to reject any and all bids per the Colby Community College Policy Manual. We encourage all vendors to physically inspect the property and take dimensions.*