



April 13, 2017

To Whom It May Concern,

The Adult Education program with Colby Community College is currently seeking competitive bids to purchase one new or used SUV/Van. The bid specifications are enclosed with this letter. Bids must be received by 5:00 p.m. on May 1, 2017, and a vendor will be selected at the May 15 Board of Trustees meeting. If you have 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)



SUV/Van Bid Specs

- Adjustable Lumbar Support
- Automatic Transmission
- Air Conditioner/Heater
- Backup Camera
- Clear, unbranded title
- Cruise Control/Tilt
- Dual Air
- Good tires/mechanical condition
- Interior Dome Lights
- Keyless Entry
- Power Locks
- Power Windows
- Power Outlet
- Preferred colors: silver, tan, blue, red (in that order)
- Model Year (2014-2017)
- Less than 20,000 miles (will consider comparable mileage)

Preferred Options:

- Automatic Start
- Dual Power Seats
- Leather Seats (dual)
- Light interior opposed to darker
- Power Lift gate/Hands free foot activated lift