



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