

To: All Potential Vehicle Bidders

From: John Burt, Otsego County Administrator

Date: April 16, 2014

Subj: Land Use Services Vehicle

Otsego County is seeking bids for a new small- to mid-size SUV for its Land Use Services Dept. All bids are to be based on the following minimum equipment standards:

One (1) All wheel drive small- to mid-size SUV
4-Door
preferred black in color, otherwise another dark color
Cloth interior
Power Steering
Tilt Steering Wheel
Power Anti-Lock Brakes
Power Windows & Door Locks
Air Conditioning
Tinted Glass as allowed by law
Standard Engine
Automatic Transmission
Horn/Convenience Light Group
Traction Control
Intermittent windshield wipers
Floors Carpet with front all-weather mats
AM-FM CD Radio/Cigarette lighter
Cruise Control

Bids are **due by Friday, May 2 at noon** local time. Bids must be sealed and have Bid 2014-02 marked on the exterior. Bids can be mailed/dropped off at 225 W. Main Street, Room 203, Gaylord, MI 49735. There will be a public bid opening on Friday, May 2 at 1:00 pm at 225 W. Main Street in Room 212.

The County of Otsego reserves the right to accept, reject or negotiate any or all bids to waive or not waive informalities or irregularities in the bids or bidding procedures and to accept any bid determined by the County to be in the best interest of the County, regardless of price. Vendors located in Otsego County receive a 5% cost variance for low bid determination.

Questions can be directed to John Burt at 989-731-7527.