

To: All Potential Vehicle Bidders

From: John Burt, Otsego County Administrator

Date: July 5, 2016

Subj: New Vehicle Purchase

Otsego County is seeking bids for a new small- to mid-size SUV. A small-SUV is preferred. 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 grey in color, otherwise another dark color  
Cloth interior  
Power Steering  
Remote Start  
Tilt Steering Wheel  
Power Anti-Lock Brakes  
Power Windows & Door Locks  
Air Conditioning  
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 Thursday, July 14 at noon** local time. Bids must be sealed and have Bid 2016-05 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 Thursday, July 14 at 1:30 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 989-731-7520.