

To: All Potential Vehicle Bidders

From: John Burt, Otsego County Administrator

Date: September 6, 2016

Subj: New Vehicle Purchase

Otsego County is seeking bids for a new small- to mid-size SUV for its Airport. 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 other than black

Tinted Glass as allowed

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, September 22 at noon** local time. Bids must be sealed and have Bid 2016-08 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, September 22 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 on bid process can be directed to John Burt at 989-731-7520.