

TO: Dr. Laurie Borowicz
President

FROM: David J. Dammon
Executive Director of Campus Operations

DATE: November 4th, 2019

RE: Approval of Bid Recommendation for a Campus Vehicle/ Truck

On October 15th, 2019 a Request for Proposals (RFP) was circulated for the following summary of professional equipment:

1. Acceptable models include: Ford F-250, Dodge 2500, Chevy 2500 HD or equivalent
2. New Vehicle - Model Years 2019 or 2020 only will be acceptable

Interested companies/dealerships were invited to submit (a) a statement concerning their company history and the qualifications of their key personnel, (b) references, (c) a separate offer of pricing statement.

The bid opening was held Friday November 1st, 2019 at 1:00 p.m. Two companies submitted bids. The low bidder, Joe Cotton Ford, had bid of \$34,585.00 for a Ford F250 Truck. The company had excellent references and the bid was within estimates of the project.

Approval of the Joe Cotton Ford bid is recommended.