



# **ESSEX COUNTY**

## **OFFICE OF THE MANAGER**

7551 Court Street · P.O. Box 217 · Elizabethtown, New York 12932  
Telephone (518) 873-3332 · Fax (518) 873-3339

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Linda M. Wolf, CPA  
Purchasing Agent

February 25, 2021

Adirondack Auto Service Inc  
7440 US Route 9  
Elizabethtown NY 12932  
ATTN: Charles Huttig

Re: Notice to Bidders – MID SIZE SUVs

Dear Mr. Huttig:

We have awarded one of the above mentioned SUVs to your company in the amount of \$25,982.00.

This Notice of Bid/RFP Award is subject to the terms and conditions of Appendix D – Standard Clauses for Essex County Contracts and Appendix E – General Specifications for Procurement Contracts in the bid document. The vendor shall not have any legal or equitable rights until a Purchase Order that is acceptable to Essex County is provided to you.

A copy of the Tally Sheet and Award are available on our website at: [www.co.essex.ny.us](http://www.co.essex.ny.us).

A Purchase Order will be provided to you shortly.

As per the requirements of the bid document, please provide a copy of your Certificate of Insurance to this office.

Thank you for your participation.

If you have any questions about the above, please call me at 518-873-3332.

Sincerely,

Donna Thompson  
Assistant Purchasing Agent

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