



ESSEX COUNTY PURCHASING

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Linda M. Wolf, CPA
Purchasing Agent

January 16, 2014

Re: Notice to Bidders – Bid Opening December 6, 2014.

We have awarded the Bid for a Multi-Function Copier to Office Systems, Inc. of Plattsburgh, NY in the amount of \$2,179.00.

This Notice of Bid/RFP Award is subject to execution of a written contract and, as a result, this Notice does not constitute the formation of a contract between the parties. The vendor shall not have any legal or equitable rights until a contract that is acceptable to Essex County is executed. If the apparent successful vendor fails to negotiate and execute a contract which includes the terms contained in the bid or RFP and such additional terms as are reasonably required by Essex County, Essex County may revoke the award and award the contract to the next lowest/responsible bidder or proposer or withdraw the bid/proposal. Essex County reserves the right to cancel the award at any time prior to the execution of a written contract.

A contract will be provided shortly.

Thank you for your participation.

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

Sincerely,

Linda M. Wolf, CPA
Purchasing Agent

