



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

Linda M. Wolf, CPA
Purchasing Agent

February 11, 2016

Offtech of Maine Inc
One Karen Drive
Westbrook ME 04092
ATTN: Richard Page

Re: Notice to Bidders – PAPER CUTTER

Dear Mr. Page:

We have awarded the above mentioned bid to your company in the total amount of \$11,995.00.

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.

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,

Linda M. Wolf, CPA
Purchasing Agent

LMW/dt
Encl