

Tallahassee Community College

Request for Proposal for:

RFP 2013 – 01

Athletics Charter Bus Services



RFP Due – August 10, 2012 @ 1:45 p.m. EDST

RFP Opening – August 10, 2012 @ 2:00 p.m. EDST

<http://www.tcc.fl.edu/purchasing>

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2. Bid and Contact Information

Submit Bids To:

Tallahassee Community College
Purchasing Department
Administration building, Room 113
444 Appleyard Drive
Tallahassee, FL 32304-2895

Contact Information:

Bobby Hinson, Purchasing Manager, CPPB, FCPM, FCPA
E-mail: (hinsonb@tcc.fl.edu)
Phone: 850-201-6071

Jenny Shuler, Purchasing Technician
E-mail: (shulerj@tcc.fl.edu)
Phone: 850-201-6069

General Information:

ITB Title:	<u>Athletics Charter Bus Service</u>
ITB No.:	<u>RFP 2013 - 01</u>
Commodity Code:	<u>991-840</u>
Bid Due Date and Time:	<u>August 10, 2012 @ 1:45 p.m. EST.</u>
Issue Date:	<u>July 16, 2012@ 10:00 a.m. EST.</u>

3. TCC Purchasing Department's Website

<http://www.tcc.fl.edu/purchasing>

The screenshot shows the TCC Purchasing Department website. At the top left is the TCC logo and name. A navigation bar includes links for Future Students, Students, Faculty & Staff, Alumni, Workforce/Public Safety, and Community. Below this is a secondary navigation bar with links for About TCC, Areas of Study, Board of Trustees, Employment, Giving to TCC, and Online Access. On the right, there are search and quick links sections. The main content area features a breadcrumb trail: TCC Home :: About TCC :: Administrative Services :: Purchasing Department. The heading is 'PURCHASING DEPARTMENT'. The text welcomes visitors and describes the department's role in managing the acquisition of commodities and services. A graphic shows a hand shaking over a globe with dollar signs. The text states the department's purpose is to ensure compliance with TCC's policies and to obtain quality commodities and services. A final paragraph states the department's commitment to an effective partnership.

The screenshot shows the TCC Purchasing Department website's current bid information page. The breadcrumb trail is: TCC Home :: About TCC :: Administrative Services :: Purchasing Department :: Current Bid Information. The heading is 'CURRENT BID INFORMATION'. The text states that the following bids are advertised on this site and the State of Florida's Vendor Bid System (VBS), with a link to http://vbs.dms.state.fl.us/vbs/main_menu. It notes that to obtain solicitation documents, one must contact the TCC Purchasing Department at (850) 201-8520 or download files listed below. A section titled '***OPEN BIDS***' indicates 'None at this time.' A section titled '**CLOSED BIDS**' lists several items: ITB 2011-13 - Pat Thomas Boulevard Outdoor Lighting Improvements (CLOSED-See Bid Awards), ITB-Invitation to Bid (pdf 1.14 MB), VBS Advertisement (pdf 400.53 kB), List of Pre-Qualified Contractors (pdf 25.83 kB), Addendum 1 Acknowledgement Form (pdf 303.40 kB), Addendum 2 Acknowledgement Form (pdf 250.73 kB), Bid Due - Monday, July 25, 2011 @ 1:45 p.m. EDST, and Bid Opening - Monday, July 25, 2011 @ 2:00 p.m. EDST.

4. Calendar of Events

Listed below are the important actions and dates/times by which the actions shall be taken or completed. If the College finds it necessary to change any of these dates/times, it will be accomplished by an addendum. All listed times are local Eastern Standard Time.

Calendar of Events

DATE	TIME	ACTION
July 16, 2012	10:00 am	Release of RFP to Public, Post on VBS
July 26, 2012	5:00 pm	Last day for written inquiries, Notice of intent to bid
July 30, 2012	5:00 pm	Anticipated date that answers to written inquiries will be posted on TCC's website
August 10, 2012	1:45 pm	Bids due
August 10, 2012	2:00 pm	Bid opening, including review of mandatory responsiveness requirement (fatal criteria)
August 13, 2012	n/a	Anticipated commencement of bid evaluations
September 1, 2012	n/a	Anticipated commencement of contract

5. Definitions

- a. **Breach of Contract**: The condition of the relationship between the College and the Contractor which exists when the Contractor fails to perform under the terms and conditions of the Contract which may result from this RFP.
- b. **Bid**: An offer in response to an RFP.
- c. **Bidder**: Company/person, which submits a bid. An Offeror.
- d. **CD/CD-R**: A recordable compact disc format.
- e. **Construction Documents**: The plans and/or written specifications for the project being bid.
- f. **Contract Non-Compliance**: Failure to meet or comply with any requirement or term of the Contract.
- g. **Contract Services**: Where used herein, refers to those services provided by a private contractor to the College, as described in this RFP document and pursuant to an executed contract.
- h. **Contract**: The agreement resulting from this RFP between the Successful Bidder and the College.
- i. **Contractor**: The organizational entity serving as the primary Contractor with whom a contract will be executed for this bid. The term Contractor shall include all employees, subcontractors, if applicable, agents, volunteers, and anyone acting on behalf of, in the interest of, or for, the Contractor.
- j. **College**: Tallahassee Community College referred to in this RFP document as “TCC”, “College” or “the College.”
- k. **Desirable Conditions**: The use of the words “should” or “may” in this RFP indicate desirable attributes or conditions, but are permissive in nature. Deviation from, or omission of, such a desirable feature, will not in itself cause rejection of a Bid.
- l. **Evaluation Team**: Identified by the Vice President of Administrative Services and Chief Financial Officer to evaluate the responses and make a recommendation for award in the best interest of the College.
- m. **RFP**: Request for Proposal. A formal request soliciting bids. Includes specifications or Scope of Work and all contractual terms and conditions.
- n. **Mandatory Responsiveness Requirements/Fatal Criteria**: Terms, conditions or requirements that shall be met by the Bidder to be responsive to this RFP. These responsiveness requirements are mandatory. Failure to meet these responsiveness requirements will cause rejection of a bid. Any bid rejected for failure to meet mandatory responsiveness requirements will not be further evaluated.
- o. **Minor Irregularity**: A variation from the RFP terms and conditions which does not affect the price proposed or gives the bidder an advantage or benefit not enjoyed by the other bidders or does not adversely impact the interests of the College.
- p. **PDF**: Portable Document Format (PDF) is a file format created by Adobe Systems.
- q. **Subcontract**: An agreement entered into by the Contractor with any other person or organization that agrees to perform any performance obligation for the Contractor specifically related to securing or fulfilling the Contractor's obligations to the College under the terms of the Contract resulting from this RFP. **Also Sub-Contractor.**
- r. **Successful Bidder/Contractor**: The entity that will be performing as the contractor under any contract resulting from this RFP.
- s. **Vendor, Offeror, Bidder or Contractor**: A legally qualified corporation, partnership or other entity submitting a bid to the College pursuant to this RFP that will be performing as the Contractor under any resultant contract.

6. General Conditions, Instructions & Information for Bidders

6.1 Contact

Any questions concerning this RFP shall be directed to Bobby Hinson at (hinsonb@tcc.fl.edu) and Jenny Shuler at (shulerj@tcc.fl.edu) of the TCC Purchasing Department as indicated in Section 2 - Bid and Contact Information page. To ensure prospective bidders are presented the same information, all bidders are hereby instructed to contact only the staff members designated as resources for this RFP in Section 2 – Bid and Contact Information. Any other staff contact could create confusion or misinformation and may be cause for disqualification. Responses to inquiries, if they change or clarify the RFP in a substantial manner, will be forwarded by addenda to all parties that have received a copy of the RFP. The College will not be bound by oral responses to inquiries or written responses other than by addenda.

Note: All bidders must be on TCC’s approved vendors list. An application is provided.

6.2 Bid Submission

The College will receive bids at the address listed in Section 2 - Bids and Contact Information page. The outside of the sealed envelope/container must be identified as follows:

- ✓ Bidder’s name
- ✓ Return address
- ✓ ITB number and title
- ✓ Due date and time

Any bidders wishing to submit a bid for this solicitation must attend the Mandatory Pre-Bid Conference as shown in the Calendar of Events. Bids received from vendors that fail to attend will not be opened or considered for an award.

All documentation produced as part of this bid shall become the exclusive property of the College and may not be removed by the Bidder or returned to its agents. The College shall have the right to use any or all ideas or adaptations of the ideas presented in any bids. Selection or rejection of a bid shall not affect this right.

All bids must be typewritten or filled in with pen and ink, and must be signed in ink by an officer or employee having authority to bind the company or firm. Errors, corrections or changes on any document must be initialed by the signatory of the bid.

NOTE: Tabs are to be set up in the bid for specific documents as section separators, (Example: “Tab A Bid Quotation Form” page 21) such that the Evaluation Committee can easily turn to “Tabbed” sections during the evaluation process. Failure to have all copies properly “tabbed” makes it difficult for the College to evaluate the bid.

6.3 Number of Copies

Bidders shall submit **one (1) original hardcopy and three (3) USB Flash Drives in PDF Format** of the complete bid, with all supporting documentation in a sealed envelope/container marked as noted above.

6.4 Due Date/Time

The time and date will be scrupulously observed. Bids must be received in the College Purchasing Department by the deadline. **Bids and unsolicited amendments to bids received after the specified time and date shall not be evaluated.** The College will not be responsible for late deliveries or delayed mail. The time clock located at the Purchasing Department shall serve as the official authority to determine lateness of any bid. Normal business hours are 8:00 a.m. to 5:00 p.m., Monday through Friday, Eastern Daylight Savings Time. The bidder may submit the bid in person or by mail/courier service. Faxed or electronically sent bids will not be accepted. **Bidders are cautioned that all incoming mail to the College is received by the College's Central Mail Department prior to its distribution to the individual departments. Therefore, at least a 24-hour distribution delay should be considered when mailing the bid. The College cautions bidders to assure actual delivery of mail or hand-delivered bids prior to the deadline set for receiving bids.** Telephone confirmation of timely receipt of the bid may be made by calling The Purchasing Department at (850) 201-8520.

6.5 Bidder's Email Registration

Bidders should register their e-mail address with the Purchasing Department. ***An email sent to the names listed in Section 2 – Bid and Contact Information referencing this bid will serve as officially registering.*** The College shall not be responsible for providing addendum to bidders who receive RFP documents from other sources. Failure to register as a prospective Bidder may cause your bid to be rejected as non-responsive if you have submitted a bid without an addendum acknowledgement form (**see TAB K, Addendum Acknowledgement Form**) for the most current addendum.

6.6 Bid Documents

To obtain the RFP documents in order to respond to this RFP, contact Bobby Hinson or Jenny Shuler, (Purchasing Department) at hinsonb@tcc.fl.edu and shulerj@tcc.fl.edu, or by phone at (850) 201-6069 or online at: <http://www.tcc.fl.edu/purchasing>. **If you download the proposal online, please contact the Purchasing Department at (850) 201-6069 and provide your contact information.**

6.7 Public Opening

Bids shall be received by the Purchasing Department by the specified time and date. Bids will be reviewed by the College staff to determine if they comply with the mandatory responsiveness requirements/fatal criteria listed in this RFP. This will be a yes/no review and costs recording, conducted by the College staff, to determine if all requirements have been met. Failure to meet any of these mandatory responsiveness requirements will render a bid non-responsive and result in rejection of the entire bid.

A public opening of the bids for this RFP will occur as listed in Section 4 - Calendar of Events in **Room 115 (Eagle Conference Room) of the Hinson Administration Building.** Persons with disabilities needing assistance to participate in the public opening should call the Purchasing Department at least 48 hours in advance of the public opening.

6.8 No Bid

If not submitting a bid, vendors should submit a **Statement of No Bid Submittal**, see **TAB P**, and give the reason(s) in the space provided. Failure to submit either a bid or a Statement of No Bid Submittal may be cause for removal of the Bidder from the mailing list.

6.9 Delays

The College, at its sole discretion, may delay the scheduled due dates indicated above if it is to the advantage of the College to do so. The College will notify bidders of all changes in scheduled due dates by written addendum.

6.10 Bid Withdrawal

Bidders may withdraw their bids by notifying the Purchasing Department in writing at any time prior to the time set for the bid deadline. Bidders may withdraw their bids in person or through an authorized representative. Bidders and authorized representatives must disclose their identity (company business card and driver's license) and provide a signed receipt for the bid. Once opened, bids become the property of The College and will not be returned to the bidders.

6.11 Additional Information

No additional information may be submitted, or follow-up performed by any Bidder after the stated due date unless specifically requested by the College.

6.12 Inquires

All bidders shall carefully examine the RFP documents. Any ambiguities or inconsistencies shall be brought to the attention of the Purchasing Department in writing by the Calendar of Events, Last Day for Written Inquiries; failure to do so, on the part of the bidder, will constitute an acceptance by the bidder of any subsequent decision. Any inquiries or questions concerning the intent, meaning and interpretations of this RFP shall be requested in writing, to be received by the contact person in the Purchasing Department, by the date listed in the Calendar of Events, Last day for Written Inquiries and Notice of Intent. An addendum with answers on all received questions will be mailed or emailed to the Bidder by or on the date listed in the Calendar of Events, Anticipated Date that Answers to Written Inquiries will be posted on the College's Website.

6.13 Addendum

Should any revisions/clarifications/supplemental instructions be needed, The Purchasing Department will issue a written addendum (**see TAB K, – Addendum Acknowledgement Form**) to all bidders who received an RFP package. It is the bidders' responsibility to check with the Purchasing Department prior to submitting a bid to make sure they have not missed any issued addendums.

6.14 Posting of Recommendation for Award

Recommendation for award will be posted on the TCC Purchasing website and on the State of Florida's Vendor Bid System for review by interested parties prior to submission through the appropriate approval process to the District Board of Trustees for final approval of award, and will remain posted for a period of at least 72 hours - three (3) working days.

6.15 Posting of Award

The College anticipates award to the Bidder(s) who submits the bid judged by the College to be the most advantageous to the College. Final approval of the bid shall be by TCC's District Board of Trustees at a regularly scheduled public meeting. The Bidder understands that this RFP does not constitute an agreement or a contract with the Bidder. An official contract or agreement is not binding until bids are reviewed and accepted by appointed staff, approved by the appropriate level of authority within the College, and executed by both parties. Posting of the award will remain posted for a period of at least 72 hours - three (3) working days.

6.16 Responses

The College prefers to receive a minimum of three (3) responses to bids for commodities and services. Therefore, if three responses are not received by the deadline, the deadline may be extended, or the solicitation for bids may be reinitiated.

6.17 Termination

If the awarded contract is terminated or cancelled, the College may elect to negotiate and award the bid to the next ranked bidder or to issue a new RFP, whichever is determined to be in the best interest of the College. If the provider is not performing within the terms and conditions set forth by Tallahassee Community College, the Vice President of Administrative Services and Chief Financial Officer will notify the provider that the contract will be terminated as instructed below. The obligations of the College under this award are subject to the terms and conditions established by the Legislature of the State of Florida.

6.17.1 Termination at Will

The Contract resulting from this RFP may be terminated by the College upon no less than sixty (60) calendar days' notice and by the Contractor upon no less than one hundred twenty (120) days' notice, without cause, unless a lesser time is mutually agreed upon by both parties. Notice shall be delivered by certified mail (return receipt requested), by other method of delivery whereby an original signature is obtained, or in-person with proof of delivery.

6.17.2 Termination because of Lack of Funds

In the event funds to finance the Contract resulting from this RFP become unavailable, the College may terminate the Contract upon no less than twenty-four (24) hours' notice in writing to the Contractor. Notice shall be delivered by certified mail (return receipt requested), facsimile, by other method of delivery whereby an original signature is obtained, or in-person with proof of delivery. The College shall be the final authority as to the availability of funds.

6.17.3 Termination for Cause

The integrity, reliability and qualifications of a bidder or proposer, with regard to the capability in all respects to perform fully the contract requirements, shall be determined by the College prior to the award of the contract and shall be monitored by the College throughout the contract term.

Default – If a vendor is in default on any contract awarded, the College shall follow the procedures contained herein:

(a) The College shall notify, in writing, any vendor who fails to adhere to contract terms and conditions. This notice shall state the nature of the failure to perform and provide a time certain for correcting the failure.

(b) Unless the vendor corrects its failure to perform within the time provided, or unless the College determines on its own investigation that the vendor's failure is legally excusable, the College shall find the vendor in default and shall issue a second notice stating (i) the reasons the vendor is considered in default, (ii) that the College will take whatever action necessary to correct the problem or complete the project using the balance of the contract to cover costs. The foregoing provisions do not limit, waive or exclude the College's remedies against the defaulting contractor at law or in equity.

6.17.4 Termination for Unauthorized Employment

Violation of the provisions of Section 274A of the Immigration and Nationality Act shall be grounds for unilateral cancellation of the Contract resulting from this RFP.

6.18 Minority and Women Owned Businesses

Minority and Women Owned Businesses are encouraged to participate in all solicitations for responses conducted by the College. Category definitions may be reviewed in Chapter 288.703 of the Florida Statutes. Penalties for falsification and/or discrimination may be reviewed in Chapter 287.094. **See TAB F, Minority and Women Owned Business Declaration Form.**

6.19 RFP Preparation Costs

Neither the College nor its representatives shall be liable for any expenses incurred in connection with the preparation of a bid. Bidders should prepare their bids simply and economically, providing a straightforward and concise description of the bidder's ability to meet the requirements of the RFP. Bidding firms shall pay all costs associated with the preparation of the bids including the cost of any visits to the campus.

6.20 Accuracy of Bidder Information

Any bidder, which submits in its bid to the College any information, which is determined to be substantially inaccurate, misleading, exaggerated, or incorrect, shall be disqualified from consideration.

6.21 Disqualification

The College reserves the right to disqualify bids, before or after opening, upon evidence that the bidder is not qualified by experience, is not in a position to do work specified and in the time allotted, or upon evidence of collusion with intent to defraud, or other unethical or illegal practice. The College also reserves the right to disqualify bids from firms or individuals who have in the past failed to meet the specifications, requirements, or expectations of past or present agreements, contracts, or awards for products and/or services.

6.22 Attorney's Fee

In the event the bidder breaches the contract between the bidder and the College or the specifications of this RFP, and the College is required to take legal action to resolve the breach, or to recover any monies which may be due hereunder, then, and in those events, the bidder shall pay all costs for such legal action or collection, including reasonable attorney's fees, court costs, discovery costs and any other costs related to this action.

6.23 Public Entity Crimes

Award will not be made to any person or affiliate identified on the Department of Management Services' "Convicted Vendor List". This list is defined as consisting of persons and affiliates who are disqualified from public contracting and the purchasing process because they have been found guilty of a public entity crime. No public entity shall award any contract to, or transact any business in excess of the threshold amount provided in Section 287.017 Florida Statutes for Category Two (currently \$35,000.00) with any person or affiliate on the "Convicted Vendor List" for a period of thirty-six (36) months from the date that person or affiliate was placed on the "Convicted Vendor List" unless that person or affiliate has been removed from the list. By signing and submitting the bid forms, bidders attest that they have not been placed on the "Convicted Vendor List".

6.24 Public Records

All bids/solicitations become "public records" and shall be subject to public disclosure consistent with Chapter 119.071 (1)(b) and Chapter 119.071 (1)(c), Florida Statutes. Bidders are cautioned that Florida law generously defines what constitutes a public record; see, for example, section 119.07 of the Florida Statutes.

NOTE: If a bidder believes any of their material(s) are exempt from disclosure and public records, they must identify specifically any information contained in their bid, clearly segregate and mark that information, specify the Florida Statute which they consider to be exempt from disclosure, citing specifically the applicable exemption law and briefly describe in writing the grounds for claiming exemption from the public records law. A general notation that information is "Confidential" will not be sufficient. Any material submitted in response to this bid will become a public document pursuant to Section 119.07, Florida Statutes **if not** identified as noted above. This includes material that the responding bidder might consider to be confidential or a trade secret. Any claim of confidentiality is waived upon submission, effective after opening pursuant to Section 119.07, Florida Statutes. In no event shall the College or any of its employees or agents be liable for disclosing, or otherwise failing to protect the confidentiality of, information submitted in response to this bid.

6.25 Acceptance/Rejection

The College reserves the right to reject all bids, to waive any informalities and technicalities, and to solicit and re-advertise for new bids, or to abandon the project in its entirety. The College reserves the right to make the award to that bidder who, in the opinion of the College, will be in the best interest of and/or the most advantageous to the College. The College reserves the right to reject the bid of any vendor who has previously failed in the proper performance of an award or to deliver on time contracts, or who in the College's opinion, is not in a position to perform properly under the award. The College reserves the right to inspect all facilities of bidders in order to make a determination as to the foregoing.

6.26 Joint Ventures

Bids submitted by firms under "joint venture" arrangements or other multi-party agreements **must** submit a power of attorney delegating authority to one principal with authority to negotiate and execute any/all contract documents resulting from negotiations/award of this ITB.

6.27 Protests

Any notice of protest or formal written protest to the award or intended award which is filed before the bid tabulation posting, is null and void. To be considered, a notice of protest or formal written protest must be filed within the time limits set forth in Section 120.57(3)(b), Florida Statutes.

Failure to file a protest within the time prescribed in 120.57(3), Florida Statutes, shall constitute a waiver of proceedings under Chapter 120, Florida Statutes.

6.28 Compliance with Laws

All bidders are required to comply with all Federal, State and Local laws, codes, rules and regulations controlling the action or operation of this RFP. Relevant laws may include, but are not limited to: The Americans with Disabilities Act of 1990, Office of Education 6A-14, State Requirements for Educational Facilities (SREF), Florida Statute 1013 (K-20 Education Code – Educational Facilities), OSHA regulations, all Civil Rights legislation, Florida Building Code (FBC), National Electric Code (NEC) and all employment and minimum wage laws.

6.29 EEO Statement

Tallahassee Community College does not discriminate on the basis of race, color, ethnicity, genetic information, national origin, sex, disability, or age in its programs and activities. Inquiries regarding the non-discrimination policies may be directed to: Renae Tolson, Equity Officer, Room 146 Administration Building, 444 Appleyard Drive, Tallahassee, FL 32304-2895 (850) 201-8510, tolsonr@tcc.fl.edu.

6.30 Conflict of Interest

All bidders must disclose with the bid the name of any officer, director, agent who is also an employee of TCC or member of TCC's District Board of Trustees. All bidders must disclose the name of any TCC employee or member of TCC's District Board of Trustees employee who owns, directly or indirectly, an interest of five percent (5%) or more in the bidder's firm.

6.31 Affirmation

By submission of a bid, bidders affirms that his/her bid is made without prior understanding, agreement or connection with any corporation, firm, or person submitting a bid for the same materials, supplies, equipment or services, and is in all respects fair and without collusion or fraud. Bidder agrees to abide by all conditions of this RFP and the resulting contract. **See TAB I, – Vendor Signature Sheet.**

6.32 RFP Terms

By submitting a bid, the bidder acknowledges that he/she has read this RFP, understands it, and agrees to be bound by its terms and conditions. Bids must be made in the official name of the firm or individual under which the business is conducted, signed by a person authorized to sign contracts on behalf of the firm and submitted with the completed RFP. Each responding firm shall submit only one bid. All bids received shall remain firm for a period of 90 days after the date specified for the receipt of the bids. **See TAB I, – Vendor Signature Sheet.**

6.33 Licenses

It shall be the sole responsibility of the contractor to obtain and maintain, at no additional cost to the College, any and all licenses as required by all federal, state, county, municipal and local governments.

6.34 Indemnification

The vendor agrees to indemnify, defend and save harmless Tallahassee Community College (the College) and the TCC's District Board of Trustees, against any and all claims or actions of any nature whatsoever, including, but not limited to, damages to property, injuries, or death arising out of any of the operations of the vendor.

The successful bidder agrees, by accepting the award of this RFP, to the following hold harmless agreement:

During the term of this contract, the vendor shall indemnify, hold harmless, and defend the District Board of Trustees of Tallahassee Community College and Tallahassee Community College, from any and all costs and expenses, including but not limited to, attorney's fees, reasonable investigative and discovery costs, court costs, and all other sums which the Board, its agents, servants and employees may pay or become obligated to pay on account of any, all and every claim or demand, or assertion of liability, or any claim or action founded, thereon, arising or alleged to have arisen out of the products or goods, installing equipment, or otherwise transacting business, whether such claim or claims be for damages, injury or death to a person, group or organization, whether employed by the vendor or by Tallahassee Community College.

6.35 Authority to Practice

The contractor hereby warrants that it has and will continue to maintain all licenses and approvals required for conducting its business, and that it will at all times conduct its business activities in a reputable manner. The contractor will and hereby does warrant and guarantee that he/she will perform the work required by this contract in a workmanlike manner. The quality of work performed under this contract will equal or exceed the norm for the trade.

6.36 Compliance with Laws

In performance of the services, the vendor will comply with all applicable regulatory requirements including federal, state, and local laws, rules, regulations, orders, codes, criteria and standards.

6.37 Federal and State Taxes

Tallahassee Community College is exempt from Federal Tax and State Sales and Use Tax. Upon request, the College will provide an exemption certificate to the vendor. The vendor shall not be exempt from paying sales tax to its suppliers for inventory, materials, supplies, equipment, and services to fulfill contractual obligations with the College, nor shall the vendor be authorized to use the College's Tax Exemption Number in securing such inventory, materials, supplies, equipment, and services. The vendor shall be responsible for all associated taxes. The vendor shall be responsible for payment of its own and its share of its employee's payroll, payroll taxes and benefits.

6.38 Mandatory Responsiveness Requirements/Fatal Criteria

The College shall reject any and all bids that do not meet mandatory responsiveness requirements as defined below:

Mandatory Responsiveness Requirements are those terms, conditions or requirements that shall be met by the Bidder to be responsive to this RFP. These responsiveness requirements are mandatory. Failure to meet these responsiveness requirements will cause rejection of a bid. Any bid rejected for failure to meet mandatory responsiveness requirements will not be further evaluated.

6.39 Right to Reject Bid Submissions and Waiver of Minor Irregularities

The College reserves the right to reject any and all Statement of Qualifications and/or Technical Response/Service Delivery Narrative or to waive minor irregularities when to do so would be in the best interest of the College. Minor irregularities are defined as a variation from the RFP terms and conditions which does not affect the price proposed, or give the Bidder advantage or benefit not enjoyed by other bidders, or does not adversely impact the interests of the College. At its option, the College may correct minor irregularities but is under no obligation to do so whatsoever.

6.40 Notice of Intent to Bid

In order to plan for a timely and efficient review process, Notice of Intent (NOI) to propose is requested by the date specified in Section 4 - Calendar of Events. The College understands that the submission of a NOI is non-mandatory, or a commitment to a bid, nor is information contained therein considered binding on the submitter. Bidders are requested to submit a letter, email or fax to the Contact persons listed in Section 2 – Bid and Contact Information. Please provide the following information:

- ✓ **Your company's name, contact person(s), physical mailing address, phone & fax numbers, and E-mail address with a note stating you plan to submit a bid.**

Note: Although a proposal may be submitted without an NOI, proposers should be aware that any revisions/clarifications/supplemental instructions to this RFP will be issued in a written addendum(s) to the proposers who have returned NOIs.

6.41 College Required Scope Changes

During the term of the Contract, the College may unilaterally require, by written notice, changes altering, adding to, or deducting from the Contract specifications, provided that such changes are within the general scope of the Contract. The College may make an equitable adjustment, (i.e. increase or decrease in rate, reimbursement for costs, etc.) if the change affects the cost or service delivery. The Contractor will be required to expeditiously execute an amendment to effect such changes, which execution shall not be unreasonably withheld. The College shall endeavor to provide written notice to the Contractor thirty (30) days in advance of any College-required changes to the technical specifications and/or scope of service that affect the Contractor's ability to provide the services as specified herein.

6.42 Other Requested Changes

In addition to changes in State or Federal laws, rules and regulations, College policies, rules and regulations may change. Such changes may impact the College's service delivery in terms of materially increasing or decreasing the Contractor's cost of providing services. There is no way to anticipate what those changes will be nor is there any way to anticipate the costs associated with such changes. Either party shall have ninety (90) days from the date such change is implemented to request an increase or decrease in compensation or the applicant party will be considered to have waived this right. Full, written justification with documentation sufficient for audit will be required to authorize an increase in compensation. It is specifically agreed that any changes to payment will be effective the date the changed scope of services is approved, in writing, and implemented.

6.43 Behavior

The contractor shall conduct its operations in an orderly manner so as not to annoy, disturb, or be offensive to patrons or other visitors in the facility where the contractor is providing services.

It is understood and agreed between the College and contractor that the intent of this agreement is that the contractor shall provide a service. In providing this service, the College requires that the contractor's employees, sub-contractors and agents conduct themselves in a manner that does not discredit the College.

The contractor shall immediately remove any of its agents, sub-contractors, and employees from the College's premises when requested to do so by the College's representative. Any and all such removals shall be in the name of the contractor and the responsibility, therefore, shall be assumed by the contractor.

6.44 Discriminate

The contractor shall not discriminate against any employee or applicant for employment because of race, creed, color, sex, age, or national origin.

6.45 Laws, Ordinances, Rules, Regulations, Permits and Licenses

The contractor shall observe and obey all the laws, ordinances, rules, regulations and policies of the District Board of Trustees of Tallahassee Community College, Florida and the Federal and state governments, which may be applicable to the contractor's operation at Tallahassee Community College, and shall, at the sole cost of the contractor, obtain and maintain all permits and licenses necessary to comply with such requirements and standards.

6.46 Signs

The contractor shall not erect, maintain, or display any signs or any advertising material without prior written approval of the College.

6.47 Availability of Records

The contractor shall maintain, during the term of the contract, cash collection records and normal information which would be customarily used in order to document accordance with accepted accounting practice and standards. The College representative or designee shall be permitted to examine and audit, during ordinary business hours, those portions of such records and books of accounts pertaining or related to the gross receipts of the contractor from the

Tallahassee Community College operation. The contractor shall not be required to maintain such records and books of accounts pertaining to transactions occurring during any annual period for more than three (3) years after the end of each annual period.

6.48 Default

If, after having received written notice from the College of default of any of its contractual obligations, the contractor does not fully remedy said default within fifteen (15) days of such notice, then the College may, by written notice to the contractor, terminate the agreement in its entirety in sixty (60) days.

6.49 Debts and Encumbrances

The College shall not be liable or be required to pay any debts, claims, and encumbrances of the bidder or bidder's company incurred prior to the effective date of the possession by the contractor, nor during the term of this agreement.

6.50 Credits

The contractor further covenants and agrees it will not in any manner use the credit of the College in connection with its said business or affairs. The contractor further covenants and agrees it will purchase goods and sign contracts only in its own name and at its own cost and expense. The contractor further agrees that its purchases shall be against its own credit and that it will promptly make full payment therefore in accordance with the terms of the purchase.

6.51 Administrative Purposes

For administrative purposes throughout this document, the College is referring to a vendor, offeror, bidder or proposer as "Contractor" and any contract to be issued as a result of this ITB as "the Contract" or "this Contract". This does not mean or imply that any person or firm submitting a bid to the RFP as a vendor, offeror, bidder or proposer will ultimately be awarded a contract or otherwise become a Contractor as that term is commonly understood. By utilizing the term "Contractor" and "this Contract" or "the Contract" throughout this ITB, the College will be able to more quickly and efficiently transfer terms and conditions from this ITB document into a Contract document.

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7. Scope of Services Sought

7.1 Statement of Purpose

The intent of this RFP is to solicit bids from qualified charter bus firms to establish an annual indefinite quantity contract for use by Tallahassee Community College (TCC) for use by the athletic teams, student activity organizations, and educational departments as needed. The term charter bus is defined as a 27 (plus) passenger charter bus (licensed by D.O.T.) with air conditioning, comfortable seating, overhead storage, and lavatory facilities on board.

TCC through Federal, State, and local grants fund numerous College sponsored activities each year that provides ground transportation. They range from athletic travel (both in state and out of state); student and staff travel to seminars in state for professional development.

This RFP includes athletic travel ONLY for:

- Men's Basketball
- Women's Basketball
- Softball
- Baseball

7.2 Marketing

Marketing opportunities available with Tallahassee Community College Athletics.

7.3 Term of Contract

A College evaluation committee will review all responsive bids and evaluate each against the criteria matrix (See Section 10.0). The Bidder with the highest total value as deemed by the College will be considered for award of an annual contract for the initial term of September 1, 2012 through August 31, 2013. This contract will have the option of up to five (5) additional one (1) year contract terms, renewal based on annual review of satisfactory performance, competitive rates, same terms and conditions.

TCC shall have the right to termination of contract, without cause or cost upon serving 30-days written notice.

7.4 Specifications for Travel Requirements

See **Attachments J and K** for athletic team travel schedules for the period beginning September 1, 2012 through August 31, 2013 requiring charter bus services.

To be responsive include in your bid a response to the following under **Tab L**:

- A.** Equipment – Prefers equipment that is five (5) years old or less. Equipment purchased by the company after 2006 would be preferred. Buses proposed for TCC will be newer than 2006? ___ **Yes** ___ **No**
- B.** Maintenance of Equipment – Prefers a company that demonstrates in their bid an excellent maintenance record and trained maintenance staff.
Evidence attached? ___ **Yes** ___ **No**

- C. Safety – Prefers a company with an excellent safety record and includes evidence of certifications and licenses. The bidder should have a good rating for safety and low incidence of accidents. Evidence attached? **Yes** **No**

- D. Prefers drivers to be uniformed and to have professional appearance and demeanor. Drivers will be uniformed? **Yes** **No**

- E. Prefers a charter bus company that can provide (without the use of a subcontractor) charter bus service in Florida and other states primarily in the Southeast. Your company has available equipment in these states? **Yes** **No**

- F. Prefers a company that can provide replacement equipment from the same company within an hour of notification of a breakdown of original equipment on a trip. Agree? **Yes** **No**

- G. Prefers a company that will guarantee providing equipment from their company on exact known scheduled dates (**see Attachments J & K**). If your company cannot meet “all” Attachment J & K known trips, define in your bid which ones it cannot. The College requires all trips be with the same charter bus company. Does your bid include a guarantee that “all” Attachment J & K known trips will be serviced? **Yes** **No**

- H. Prefers a company that will provide, for TCC, 27 passengers to 56 passenger buses that are restroom equipped on the larger buses and have thermostatic temperature control. Agree? **Yes** **No**

- I. Prefers a company that will use, for TCC, equipment with both proper on board safety equipment, large storage compartments, video equipment, and window shades or window tinting for each window. Agree? **Yes** **No**

- J. Prefers a company that will allow for TCC request for certain drivers. Agree? **Yes** **No**

- K. Requires a company with auto liability limits of \$4 million for interstate, general liability insurance coverage at \$1,000,000 combined single limit and worker compensation insurance. Evidence Attached? **Yes** **No**

- L. Prefers a company that provides for the meal expense of drivers on trips. Agree? **Yes** **No**

- M. Prefers a company that provides for the bus and the driver to stay with the team at all times during the known trip. Comply? **Yes** **No**

- N. Prefers a company that will allow for the TCC coach or administrator to inspect equipment and request certain type of equipment. Agree? **Yes** **No**

- O. Prefers buses equipped with Wi-Fi and Satellite TV. Agree? **Yes** **No**

8. Bid Evaluation Criteria

Each bid submitted against this RFP shall include a written response to each of the following criteria under **Tab M**.

8.1 Equipment:

A. Is the charter bus equipment proposed to be used for TCC owned by your company?
___ **Yes** ___ **No**

B. Sizes?

- 56 passenger ___ **Yes** ___ **No**
- 54 passenger ___ **Yes** ___ **No**
- 47 passenger ___ **Yes** ___ **No**
- 35 passenger ___ **Yes** ___ **No**
- 27 passenger ___ **Yes** ___ **No**

C. Number of charter bus vehicles/size of your fleet? Provide a list of each vehicle, age, size, etc.

D. Air Conditioning? ___ **Yes** ___ **No**

E. Restroom facilities on each charter bus? ___ **Yes** ___ **No**

F. What safety equipment is carried on each charter bus? (i.e.: first aid kits, fire extinguisher, escape hatches, escape windows, etc.)

G. Windows tinted? ___ **Yes** ___ **No**

H. Luggage storage under chassis, or where?

I. Please attach a copy of D.O.T. certificate. DOT # _____ ICC# _____

J. Please define handicap access features in each vehicle.

K. Other equipment/definition.

8.2 Drivers:

A. How many licensed drivers do your firm employ? Please define if they are full-time or part-time and what on-going training your company provides or requires drivers to take?

B. Please provide a list (or resumes, if possible) on each driver, including their education, where the drivers reside within the state (i.e. cities/ counties), experience, vocational training, traffic violations and safety record (to include any traffic violations/ accident each have had over the past 3 years). Copies Attached? **Yes** **No**

C. Does each driver have a valid CDL license? **Yes** **No**

D. Will the College have the right to select specific drivers for College use, based on prior trip experience(s)? **Yes** **No**

E. Are all drivers uniformed and easy to identify? **Yes** **No**

8.3 References:

A. Each bidder shall provide company name, contact person and phone number for at least five (5) related references your firm has done business with for intrastate and/or interstate travel for at least the past three (3) years.

Company Name & Address	Contact Person	Telephone No. / Email Address

8.4 Company:

A. What is your company's cancellation policy?

1) Example: What if a trip is cancelled during route? What cost would the College be charged?

2) Example: A trip has been cancelled and reschedule for a different date and time. Would the original trip cost be honor or would there be a different charge?

B. Please define the location of your home office?

C. What is your company's policy on the number of days of advance notice required to reserve service?

D. Please describe your company's safety record? (Include a list of any traffic violations issued to your company over the past three years).

E. Please describe your company's road assistance program, in the case of equipment failure. (i.e. intrastate and interstate with your company's "sister" or relief company equipment or competitor's equipment.) Please define the maximum number of hours GCCC passengers would need to wait for assistance. Hrs. _____

- F.** Do you display on each vehicle your DOT certificates and ICC numbers? ___ **Yes** ___ **No**
- G.** What are the interstate and intrastate regulations for drivers and passengers in regards to smoking?

- H.** What time periods are not available for service?

- I.** What is your current policy for lodging and meals for your drivers? (i.e. does your cost per trip/per mile include such cost?)

- J.** Includes lodging (overnight)? ___ **Yes** ___ **No**
- K.** Includes meals? ___ **Yes** ___ **No**
- L.** Does your company policy allow/encourage an inspection of your facilities/equipment by the Colleges evaluation committee? (Please define phone numbers and contact person to call to make an appointment?)

- M.** Is your company a member of the "American Bus Association", or any other?

- N.** Please provide a statement as to your company's financial strength/credit rating and a copy of your financial statements for the past three (3) years.

- O.** Please list below any reorganizations/bankruptcies your company has filed within the past 5-10 years.

P. Please clearly define below the scope of your company's operational authority in regard to which states or portion of states/countries you are licensed to transport passengers.

Q. What guarantees does your bus company provide to assure satisfactory performance against this contract (i.e. what remedies would the College(s) have if you buses arrive one hour late, such as a specific financial/penalty deduction would be taken from your invoice, etc.).

8.5 Athletic Travel Schedules:

See **Attachments J & K** for athletic trips known at this time, where the services of a charter bus are required. NOTE: These dates and times are subject to change.

8.6 Rates:

Please note on **Attachments J & K** the rates for each item that are "firm" for the initial one (1) year contract period.

For those trips "not" identified at this time, the following quoted discounted rates (firm for the initial year) would prevail.

27-35 Passenger		47 - 56 Passenger	
Live Rate/Mile	Live Rate/Day	Live Rate on a \$/mile basis	Live Rate on a per day basis
\$___/Mile	\$___/Day	\$___/Mile	\$___/Day
\$___/Mile	\$___/Day	\$___/Mile	\$___/Day

NOTE: Each company must describe, with their bid how the following two (2) examples would be cost-out using this section 8.6 discounted rates.

Example #1: (47 - 56 passenger bus)

Depart Tallahassee, Destination Panama City, and return to Tallahassee.

Total trip 48 hours

\$___/trip

Example #2: (47 - 56 passenger bus)

Depart Tallahassee, Destination Pensacola, and return to Tallahassee.

Total trip, same day

\$___/trip

A College evaluation committee will review all responsive bids and evaluate each against the criteria matrix (See Section 10.0). The Bidder with the highest total value as deemed by the College will be considered for award of an annual contract for the initial term of September 1, 2012 through August 31, 2013. This contract will have the option of up to five (5) additional one (1) year contract terms, renewal based on annual review of satisfactory performance, competitive rates, same terms and conditions.

Failure to submit required documentation will result in disqualification from the selection process.

9. Instructions for Preparing Bids

Bids are due at the time and date specified in the Calendar of Events in Section 4, Bids Due/Bid Opening, Including Review of Mandatory Responsiveness Requirements (Fatal Criteria) and shall be submitted to Tallahassee Community College, Purchasing Department, 444 Appleyard Drive, Tallahassee, FL 32304. Bids received late will not be considered and no modification by the bidder of submitted bids will be allowed. No College staff will be held responsible for the inadvertent opening of a bid not properly sealed, addressed or identified.

Before award, the College reserves the right to seek clarifications or request any information deemed necessary for proper review of submissions from any bidder deemed eligible for contract award. Failure to provide requested information may result in rejection of the bid.

The College shall not be obligated to pay for information obtained from or through any bidder prior to entering into a contract with the successful bidder. Once opened, bids become the property of the College and will not be returned to the bidders.

9.1 Bid Format (Mandatory)

It is mandatory each attachment be filled out and included whether applicable or not. It is also mandatory the bid be submitted in the following order with each attachment tabbed as follows:

TAB – A Transmittal Letter with Executive Summary

The Proposal shall include a Transmittal Letter with Executive Summary (narrative) synopsis of the proposer's method of delivering the required services in compliance with the minimum requirements and Scope of Service outlined in the RFP. The synopsis shall contain sufficient detail addressing all elements of the required services and shall be prepared in such a manner that will clearly indicate the proposer's understanding of, and intent to comply with, the requirements set forth in the RFP. The Transmittal Letter with Executive Summary shall be signed by a representative of the proposer authorized to bind the corporate entity submitting the proposal and shall be inserted under **Tab A** of the Proposal.

The Transmittal Letter with Executive Summary shall also contain information addressing each of the following requirements:

- 1) Information indicating that the Proposer is a corporation or other legal entity, if applicable.

- 2) Information indicating whether the Proposer intends to utilize subcontractors and if so, the name, component/type of work to be performed and FEID number of all subcontractors that will be utilized (for other than direct service delivery) shall be submitted with the proposal document. Use of subcontractors must be in accordance with this Proposal.
- 3) Information on the proposed project team identifying each team member, skills, background, technical achievements and experiences.

The proposer shall also provide the following:

- 4) A statement from any proposed subcontractor acknowledging acceptance of and intent to be bound by the Contract terms to be included in the College's Contract should the proposer be awarded a Contract resulting from this RFP. The statement shall bear an original signature from a person authorized to legally bind the subcontractor.
- 5) Proof that the Proposer is registered to do business in Florida, evidenced by Articles of Incorporation or Fictitious Name Registration or Business License and, if applicable, a copy of the most recent Certification of Good Standing. (This information may be obtained from the State of Florida's, Secretary of State's Office). In addition, the Proposer's document number or fictitious name file number, if applicable, must be provided as well as assurances that, if necessary, any subcontractors proposed will also be licensed to do business in Florida.
- 6) The Proposer's federal tax identification number or social security number, as applicable to the legal entity that will be performing the services under the Contract.
- 7) A statement disclosing the name of any officer, director, employee or other agent who is an employee of TCC or a member of TCC's District Board of Trustees who owns, directly or indirectly, an interest of five percent (5%) or more in the Proposer or its affiliates, including parent corporations. If no, a statement to that effect, as applicable, shall be provided.
- 8) A statement affirmatively certifying that the Proposer has no interest and shall not acquire any interest that shall conflict in any manner or degree with the performance of the services required under this RFP.
- 9) The Proposer's e-mail address or a statement certifying that an e-mail address will be available for the Contractor's Representative by the start date of any contract resulting from this RFP.
- 10) The proposer shall provide for both the Contractor and Contractor's personnel, copies of any and all documents regarding complaints filed (civil, criminal and/or regulatory), investigations made, warning letters or inspection reports issued, or any disciplinary action imposed by Federal or State oversight agencies within the past ten (10) years.

- 11) Proposer shall also indicate whether Contractor or Contractor's personnel have ever been convicted of fraud or of deceit or unlawful business dealings whether related to the services contemplated by this RFP or not, or entered into any type of settlement agreement concerning such findings or other charges of fraud, or any other type of dealings contrary to federal, state, or other regulatory agency regulations. Proposer shall provide copies of all records in this regard and shall identify the amount of any payments made as part of any settlement agreement, consent order or conviction.

TAB – B Proposer's Business/Corporate Background

The Proposal shall include a (narrative) synopsis of the Proposer's Business/Corporate background and past education and experience addressing the following requirements and insert under **Tab B** of this Proposal.

- 1) Narrative of Past Experience, including details of the Proposer's experience that meet this requirement shall be provided in narrative form and in sufficient detail so that the College is able to judge its complexity and relevance.
- 2) Summary of any exemplary or qualitative findings, recommendations, or other validations, demonstrating operation experience (i.e., specialized accreditations, grant awards, etc.).

Note: The College reserves the right to use all information provided in determining responsibility of vendor, as well as any other information the College may obtain through any means that bears on the issue of responsibility.

TAB – C Proposal Price Sheet – Attachment A

TAB – D Questionnaire – Attachment B

TAB – E Drug-free work place form – Attachment C

TAB – F Minority and Woman Owned Business Declaration – Attachment D

TAB – G W9 Request Taxpayer ID Number and Certification – Attachment E

TAB – H TCC's Vendor Application Form – Attachment F

TAB – I Vendor Signature Sheet – Attachment G

TAB – J Staffing and Personnel – Mandatory

The Proposal shall include a consolidated personnel/staffing plan that includes, but is not limited to:

- ✓ Brief job profiles and descriptions for staff members who will serve this account.
- ✓ Resumes for proposed site management team for this account. Also include resumes for the District or Area Manager and any other local area/regional managers with responsibility or support functions with this account.

The proposer shall include the Staffing and Personnel and insert under **Tab J** of the Proposal.

- TAB – K **Addendum Acknowledgement Form – Attachment H**
- TAB – L **Specifications for Travel Requirements – Mandatory**
- TAB – M **Bid Evaluation Criteria – Mandatory**
- TAB – N **Basketball Travel Schedule Pricing – Attachment J**
- TAB – O **Baseball/Softball Travel Schedule Pricing – Attachment K**
- TAB – P **Statement of No Bid Submittal (if applicable) – Attachment I**

Note: The College reserves the right to use all information provided in determining responsibility of the contractor, as well as any other information the College may obtain through any means that bears on the issue of responsibility.

Bid prices should be submitted with the most favorable terms the bidder can offer. The College may reject any and all bids that are conditional, incomplete or which contain irregularities, as these will be deemed to be a counteroffer. By submitting an offer under this RFP, each bidder warrants its agreement to the prices submitted. Any qualifications, counter offers, deviations, or challenges shall render the entire bid non-responsive. All Price Bids shall identify the name of the Bidder and date of submission, and shall bear the signature of a Business/Corporate Representative authorized to bind the Bidder to the prices bid. All price table calculations will be verified for accuracy by the Purchasing Department staff assigned by the College.

Should any revisions/clarifications/supplemental instructions be needed, the College will issue a written addendum to all bidders who received an RFP package. It is the bidders' responsibility to check with the Purchasing Department prior to submitting a bid to make sure they have not missed any issued addendums.

The College will also post all addenda and materials relative to this procurement on the Purchasing website: <http://www.tcc.fl.edu/purchasing>. Interested parties are responsible for monitoring this site for new or changing information relative to this procurement.

It is **mandatory** that the bidder complete and return all **Addendum Acknowledgement Form(s)** if issued for this RFP.

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10. Evaluation of Bids

10.1 Evaluation Criteria for Proposals:

TCC Athletic Charter Bus Services Criteria Matrix		
	Points Possible	Actual
Company's Qualifications (including having equipment in place in states of Florida, and other Southeastern states)	20.0	
Drivers Qualification	25.0	
Rates	25.0	
Equipment	25.0	
Safety Record	25.0	
Insurance Limits	20.0	
References (Finalist)	15.0	
Replacement Capabilities	15.0	
Total	170.0	

A. Company Qualifications:

The College evaluation committee will review responsive written bids submitted including reference to your company's past experience and unique qualifications including, having equipment in defined other states. The committee will assign up to 20 points to proposers based on the degree of their prior "related" experience. (0 - 20 points)

B. Drivers Qualifications:

The evaluation committee will review responsive bids and evidence provided with it that demonstrates the qualifications of drivers. The committee will assign up to 25 points based on the degree of related experience. (0 – 25 points)

C. Rates:

The evaluation committee will review responsive bids and the rates proposed. The committee will assign 25 points to the lowest overall grand total bidder and calculate the score of other proposers on a percentage basis. (0 - 25 points)

D. Equipment:

The evaluation committee will review responsive bids and evidence provided with it that demonstrates the age, location, condition, features, maintenance and size of fleet the equipment. The committee will assign up to 25 points based on the degree of related experience. (0 – 25 points)

E. Safety Record:

The evaluation committee will review responsive bids and evidence provided with it that demonstrates the safety record of the drivers. The committee will assign up to 25 points based on safety evidence/record provided. (0 – 25 points)

F. Insurance Limits:

The evaluation committee will review responsive bids and evidence provided with it that demonstrates the level of proposed insurance limits. The committee will assign up to 20 points based on the proposed insurance with 20 points being assigned if the ITB stated insurance limits proposed are provided. (0 – 20 points)

G. References

The evaluation committee will review and contact references provided to quantify if the reference is truly related to this ITB Scope of Services as well as the quality of the reference as to your clients satisfaction with services provided to date. The evaluation committee will assign up to 15 points for exceptional references. (0 - 15 points)

H. Replacement Capabilities:

The evaluation committee will review responsive bids and evidence provided with it that demonstrates capability and commitment/guarantee to timely replace the equipment that may fail. The committee will assign up to 15 points based on the evidence provided. (0 – 15 points)

Other factors that may be used in the evaluation of this bid will be: (1) administrative costs incurred by the College in association with the discharge of any subsequent award; (2) alternative payment terms; (3) Bidder’s past performance. The College reserves the right to evaluate by lot, by partial lot, or by item, and to accept or reject any bid in its entirety or in part, and to waive minor irregularities if the bid is otherwise valid. The College has sole discretion in determining testing and evaluation methods.

Bid tabulations will be posted for review by interested parties on the State of Florida’s Vendor Bid System (VBS) and the bulletin board at Tallahassee Community College, Purchasing Office, Hinson Administration Building, Room 113, Tallahassee, Florida 32304. The tabulation will remain posted for a period of seventy-two (72) hours.

10.2 Identical or Tie Scores

In the event two (2) or more Bidders are deemed equal during the evaluation process, the following criteria, in order of importance, shall be used to break said tie:

1. Drug Free Work Place,
2. Bidder’s place of business is within Gadsden, Leon, and Wakulla Counties
3. Bidder’s place of business is within the State of Florida,
4. Flip coin.

11. Attachments - Mandatory

Some of the following attachments contain information for your viewing while some **shall** be completed and returned with your bid to fulfill the requirements of this RFP. If additional space is needed in order to accurately complete these forms, duplicates of the forms may be made.

Attachment A – Proposal Price Sheet

Attachment B – Questionnaire

Attachment C – Drug-Free Work Place Form

Attachment D – Minority & Woman Owned Business Declaration Form

Attachment E – W-9, Request for Taxpayer Identification Number and Certification

Attachment F – TCC’s Vendor Application Form

Attachment G – Vendor Signature Sheet

Attachment H – Addendum Acknowledgement Form

Attachment I – Statement of No Bid Submitted (If applicable)

Attachment J – 2012-13 Basketball Travel Schedules

Attachment K – 2012-13 Baseball & Softball Travel Schedules

Special Notes:

Bidders must organize their bid in the order as it appears in the RFP in 3 ring binders or booklets with raised, labeled tabs.

Attachment A – Proposal Price Sheet - Tab C

Price Sheet

Attachments	Athletic Team	Team Total Travel Cost
J	2012-13 Athletic Men’s Basketball Travel Schedule	\$ _____ **
J	2012-13 Athletic Women’s Basketball Travel Schedule	\$ _____ **
K	2012-13 Athletic Softball Travel Schedule	\$ _____ **
K	2012-13 Athletic Baseball Travel Schedule	\$ _____ **
	Total Cost:	\$ _____

****These amounts from Travel Schedule Attachments J & K.**

I certify that this proposal is made without prior understanding, agreement or in connection with any corporation, firm, or person submitting a proposal for the same materials, supplies, or equipment and is in all respects, fair and without collusion or fraud. I agree to abide by all conditions of this proposal and certify that I am authorized to sign this proposal for the firm submitting the proposal.

Name of proposer _____

Signature _____

Title _____ Date _____

*This form **must** be completed, signed and returned under Tab C with your proposal to fulfill the requirements of this RFP.*

Attachment B – Questionnaire – Tab D

VENDOR QUESTIONNAIRE

Please provide written responses to the following questions. If the answer to any of the questions is `Yes`, Vendor shall describe fully the circumstances, reasons therefore, the current status, and ultimate disposition of each matter that is the subject of this inquiry.

Has the Contractor been declared in default of any contract? Yes No

Has Contractor forfeited any payment of performance bond issued by a surety company on any contract? Yes No

Has an uncompleted contract been assigned by Contractor's surety company on any payment of performance bond issued to Vendor arising from its failure to fully discharge all contractual obligations hereunder? Yes No

Within the past three years, has Contractor filed for reorganization, protection from creditors, or dissolution under the bankruptcy statutes? Yes No

Is Contractor now the subject of any litigation in which an adverse decision might result in a material change in the firm's financial position or future viability? Yes No

Name of Bidder _____

*This form **must** be completed, signed and returned under Tab D with your proposal to fulfill the requirements of this RFP.*

Attachment C - Drug-Free Work Place Form – Tab E

Drug-Free Work Place: Yes _____ N/A _____

If **Yes** please complete the form.

The undersigned vendor in accordance with Florida Statute 287.087 hereby certifies that

_____ does:
(Name of Business)

Publish statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.

Inform employees about the dangers of drug abuse in the workplace, the business’s policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.

Give each employee engaged in providing the commodities or contractual services that are proposed a copy of the statement specified in subsection (1).

In the statement specified in subsection (1), notify the employees that, as a condition of working on the commodities or contractual services that are under bid, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of Chapter 893 or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction.

Impose a sanction on, or required the satisfactory participation in a drug abuse assistance or rehabilitation program is such is available in the employee’s community, by any employee who is so convicted.

Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

As the person authorized to sign the statement, I certify that this firm complies fully with the above requirements.

Bidder’s Signature

Date

*This form **must** be completed, signed and inserted under Tab E of the RFP.*

Attachment D - Minority and Woman Owned Business Declaration – Tab F

Minority/Woman Owned Business: Yes _____ N/A _____

If **Yes** please complete the form.

Minority and Woman Owned Business Declaration Form

Bidder hereby declares that it is a Minority/Woman Owned Business Enterprises, as defined by section 288.703, Florida Statutes, by virtue of the following:

Type of Business (check applicable area):

- () African American
- () Hispanic American
- () Native Americans
- () Asian American
- () American Woman

Note: Minority Business Enterprises, Small Businesses, and Minority Businesses terms are defined in Chapter 288.703, Florida Statutes, and are included below. Chapter 287.094, Florida Statutes, states that it is unlawful for any individual to falsely represent any entity as a minority business enterprise. A person in violation of 287.094, Florida Statutes, is guilty of a felony of the second degree.

Bidder:
Certified by (Name of Public Entity, if applicable):
Certificate Number/Attach Copy:
Signature & Date:

Florida Statues 288.703 definitions – As used in section 288.703, the following words and terms shall have the following meanings unless the content shall indicate another meaning or intent:

- (1) “Small business” means an independently owned and operated business concern that employe 200 or fewer permanent full-time employees and that, together with its affiliates, ahs a net worth of not more than \$5 million or any firm based in this state which has a Small Business Administration 8(a) certification. As applicable to sole proprietorships, the \$5 million net worth requirement shall include both personal and business investments.
- (2) “Minority Business Enterprises” means any small business concern as defined in subsection (1) which is organized to engage in commercial transactions, which is domiciled in Florida, and which is at least 51% owned by minority persons who are members of an insular group that is of a particular racial, ethnic, or gender make-up or national origin, which has been subjected historically to disparate treatment due to identification in and with that group resulting in an under-representation of commercial enterprises under

the group’s control, and whose management and daily operations are controlled by such persons. A minority business enterprise may primarily involve the practice of a profession. Ownership by a minority person does not include ownership which is the result of a transfer from a nonminority person to a minority person within a related immediate family group if the combined total net asset value of all members of such family group exceeds \$1 million. For purposes of this subsection, the term “related immediate family group” means one or more children less than 16 years of age and a parent of such children or the spouse of such parent residing in the same house or living unit.

- (3) “Minority person” means a lawful, permanent resident of Florida who is:
 - a. An African American, a person having origins in any of the black racial groups of the African Diaspora, regardless of cultural origin.
 - b. A Hispanic American, a person of Spanish or Portuguese culture with origins in Spain, Portugal, Mexico, South America, Central America, or the Caribbean, regardless of race.
 - c. An Asian American, a person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands, including the Hawaiian Islands prior to 1778.
 - d. A Native American, a person who has origins in any of the Indian Tribes of North America prior to 1835, upon presentation of proper documentation thereof as established by rule of the Department of Management Services.
 - e. An American woman.
- (4) “Certified minority business enterprise” means a business which has been certified by the certifying organization or jurisdiction in accordance with s. [287.0943](#)(1) and (2).
- (5) “Department” means the Department of Management Services.
- (6) “Ombudsman” means an office or individual whose responsibilities include coordinating with the Office of Supplier Diversity for the interests of and providing assistance to small and minority business enterprises in dealing with governmental agencies and in developing bids for changes in state agency rules.
- (7) “Financial institution” means any bank, trust company, insurance company, savings and loan association, credit union, federal lending agency, or foundation.
- (8) “Secretary” means the secretary of the Department of Management Services.

It is unlawful for any individual to falsely claim to be a minority business enterprise for purposes of qualifying for certification with any governmental certifying organization as a minority business enterprise in order to participate under a program of a state agency which is designed to assist certified minority business enterprises in the receipt of contracts with the agency for the provision of goods or services. The certification of any contractor, firm, or individual obtained by such false representation shall be permanently revoked, and the entity shall be barred from doing business with state government for a period of 36 months. Any person who violates this section is guilty of a felony of the second degree, punishable as provided in s. [775.082](#), s. [775.083](#), or s. [775.084](#).

Bidder’s Signature

Date

*This form **must** be completed, signed and inserted under Tab F of your Bid to fulfill the requirements of this RFP.*

Attachment E – W9, Request for Taxpayer Identification Number and Certification – Tab G

Form W-9 (Rev. October 2007) Department of the Treasury Internal Revenue Service	<h2 style="margin:0;">Request for Taxpayer Identification Number and Certification</h2>	Give form to the requester. Do not send to the IRS.
Print or type See Specific Instructions on page 2.	Name (as shown on your income tax return)	
	Business name, if different from above	
	Check appropriate box: <input type="checkbox"/> Individual/Sole proprietor <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Limited liability company. Enter the tax classification (D=disregarded entity, C=corporation, P=partnership) ▶ <input type="checkbox"/> Exempt payee <input type="checkbox"/> Other (see instructions) ▶	
	Address (number, street, and apt. or suite no.)	Requester's name and address (optional)
	City, state, and ZIP code	
List account number(s) here (optional)		

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on Line 1 to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Social security number : : : : : :
OR : : : : : :
Employer identification number : : : : : :

Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
3. I am a U.S. citizen or other U.S. person (defined below).

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN. See the instructions on page 4.

Sign Here	Signature of U.S. person ▶	Date ▶
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General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

Note. If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.

The person who gives Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States is in the following cases:

- The U.S. owner of a disregarded entity and not the entity,

*This form **must** be completed, signed and inserted under Tab G your bid to fulfill the requirements of this RFP.*

Attachment F – TCC’s Vendor Application Form – Tab H



Tallahassee Community College

Vendor Application

Company Name

FEIN/SSN:

If SSN, please provide copy of Business License. If provided, the SSN will be recorded and used for IRS (form 1099 reporting) purposes only.

Contact Information:

() Initial Application () Application Revision

Name

Title

Phone Number

Fax Number

Email

Organized as: (check one)

- () Individual () Partnership
- () Corporation () Non-Profit
- () Sole Proprietorship
- *1099 required? () Yes () No

Type of Business:

- () Professional Services () Manufacturer
- () Regular Dealer (type 1) () Construction
- () Regular Dealer (type 2) () Printing Firm

State of Florida Commodity Code, if known:

Mailing Address:

Attention

Suite/PO Box

Street

City State/ZIP

Note: If your company has more than one mailing address, please indicate on a separate sheet.

Remittance Address:

(If different from mailing address)

Attention

Suite/PO Box

Street

City State/ZIP

Note: If your company desires to receive payments via electronic forms transfer (EFT), please indicate here () and provide your banking info below.

ABA - Account -

Vendor Status:

Is company certified as a "Minority Business Enterprise"? () Yes () No
If 'Yes', attach copy of current MBE/WBE certification.

- If 'Yes', which check applicable category.
- () Black American () Native American
 - () Hispanic American () Asian American
 - () American Woman () Other

Company Officers, Owners or Partners

Name Title

Name Title

Vendor Requirements:

- All vendors providing goods and/or services to TCC must complete this Vendor Application prior to issuance of a college purchase order.
- Unless directed otherwise by purchasing department personnel, all items must be shipped to the following address:

**Tallahassee Community College
Receiving Department
444 Appleyard Drive
Tallahassee, Florida 32304-2895**

- Goods or services shall not be provided to college without an approved college purchase order.

If you desire to be added to the College's vendor bid list, please describe your primary business activity or description of commodities sold:

Certification:

I certify that the information supplied herein (including all attachments) is correct to the best of my knowledge. I further certify that in doing business with the state of Florida, my company is in compliance with Florida Statutes, ch # 112.313 (Conflicts of Interest) and that I have disclosed the name of any officer, director or partner who owns, directly or indirectly, an interest of five percent or more in the above company or any of its branches.

Authorized Signature Date

Printed Name & Title of Authorized Person

Please complete, sign and return application. The application may also be faxed to (850)201-8506, or emailed to davis@tcc.fl.edu.

Attachment G – Vendor Signature Sheet – Tab I

Vendor Signature Sheet

I, the undersigned, having the authority to bind my company for this bid, hereby certify that I understand and accept the conditions as set forth in this invitation to bid.

Further, I certify that this bid is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting a bid for the same service, and is in all respects fair and without collusion or fraud. I agree to abide by all conditions of these bid specifications and I certify that I am authorized to sign this bid.

BIDDER'S LEGAL NAME _____

FEDERAL ID NUMBER _____

CITY, STATE AND ZIP CODE _____

TELEPHONE # (____) _____ FAX # (____) _____

BY SIGNATURE (Manual) _____

BY SIGNATURE (Printed) _____

TITLE: _____ DATE _____

Section XXXI. Affirmation

By submission of a bid, bidders affirms that his/her bid is made without prior understanding, agreement or connection with any corporation, firm, or person submitting a bid for the same materials, supplies, equipment or services, and is in all respects fair and without collusion or fraud. Bidder agrees to abide by all conditions of this ITB and the resulting contract. See Attachment G – Vendor Signature Sheet.

Section XXXII. Invitation to Bid Terms

By submitting a bid, the bidder acknowledges that he/she has read this Invitation to Bid, understands it, and agrees to be bound by its terms and conditions. Bids must be made in the official name of the firm or individual under which the business is conducted, signed by a person authorized to sign contracts on behalf of the firm and submitted with the completed ITB. Each responding firm shall submit only one bid. All bids received shall remain firm for a period of one (1) year after the date specified for the receipt of the bids. See Attachment G – Vendor Signature Sheet.

*This form **must** be completed, signed and inserted under Tab I of your bid to fulfill the requirements of this RFP.*

Attachment H – Addendum Acknowledgement Form – Tab K

ADDENDUM ACKNOWLEDGEMENT FORM

RFP # _____

ADDENDUM #1

TALLAHASSEE COMMUNITY COLLEGE

444 Appleyard Drive

Tallahassee, Florida 32304-2895

850.201.8520

www.tcc.fl.edu

Sample

Bid No: RFP # _____

Bid Title: _____

Opening Date: _____

ADDENDUM NO: One (1) Date: _____

PLEASE BE ADVISED THAT THE FOLLOWING CHANGES ARE APPLICABLE TO THE ORIGINAL SPECIFICATIONS OF THE ABOVE-REFERENCED RFP:

This addendum includes the following:

THIS ADDENDUM NOW BECOMES A PART OF THE ORIGINAL RFP.

THE ADDENDUM ACKNOWLEDGMENT FORM SHALL BE SIGNED BY AN AUTHORIZED COMPANY REPRESENTATIVE, DATED AND RETURNED WITH THE RESPONSE.

RESPONDENT: _____ BY: _____

ADDRESS: _____ PHONE: _____

CITY, STATE: _____ DATE: _____

AUTHORIZED SIGNATURE

This sample Addendum must be completed, signed and inserted under Tab K of your bid to fulfill the requirements of this RFP.

Attachment I – Statement of No Bid Submittal – Tab P

Statement of No Bid Submittal

If your company does not intend to bid on this procurement, please complete and return this form prior to the date shown for receipt of bids to:

Tallahassee Community College
Purchasing Department
444 Appleyard Drive
Tallahassee, Florida 32304-2895

We, the undersigned, have declined to bid on the above referenced Invitation to Bid for the following reason(s):

- Scope of Services of Terms and Conditions are too "restrictive." *(Please explain below)*
- Unable to meet requirements
- ITB was unclear (please explain below)
- Insufficient time to respond
- We do not offer this type of service or equivalent
- Unable to meet bond or insurance requirements
- Other *(please explain below)*

Remarks: _____

- Remove us from your "Bidder List"

_____	_____
Company Name	Telephone
_____	_____
Signature	Fax
_____	_____
Title	Typed or Printed Name

Address, City, State & Zip Code

E-Mail Address and Website

If applicable, this form must be completed, signed and returned under Tab P.

Attachment J – 2012-13 Basketball Travel Schedules – Tab N

2012-13 Athletic Travel Schedule – MEN’S BASKETBALL

DEPARTURE DATE	RETURN DATE	SCHOOL	CITY	STATE	Cost for 27-35 Passenger Bus	Cost for 47-56 Passenger Bus
11/9/12	Same Day	Santa Fe College	Gainesville	FL		
11/12/12	Same Day	Florida State College at Jax	Jacksonville	FL		
11/16/12	11/17/12	St. Petersburg College/ Daytona State College	St. Petersburg/ Daytona Beach	FL		
11/27/12	Same Day	Gordon College	Barnesville	GA		
11/30/12	Same Day	Chipola College	Marianna	FL		
12/1/12	Same Day	Chipola College	Marianna	FL		
12/8/12	12/9/12	College of Central Florida	Ocala	FL		
1/5/13	Same Day	Chipola College	Marianna	FL		
1/19/13	Same Day	Pensacola State College	Pensacola	FL		
1/30/13	Same Day	Gulf Coast State College	Panama City	FL		
2/2/13	Same Day	Northwest FL State College	Niceville	FL		
2/9/13	Same Day	Chipola College	Marianna	FL		
2/23/13	Same Day	Pensacola State College	Pensacola	FL		
**TOTAL COST FOR MEN’S BASKETBALL						

2012-13 Athletic Travel Schedule – WOMEN’S BASKETBALL

DEPARTURE DATE	RETURN DATE	SCHOOL	CITY	STATE	Cost for 27-35 Passenger Bus	Cost for 47-56 Passenger Bus
11/9/12	Same Day	Chipola College	Marianna	FL		
11/10/12	Same Day	Chipola College	Marianna	FL		
11/16/12	11/17/12	College of Central Florida	Ocala	FL		
11/30/12	12/1/12	Santa Fe College	Gainesville	FL		
12/7/12	12/8/12	St. Petersburg College/ Indian River State College	St. Petersburg/ Ft. Pierce	FL		
1/5/13	Same Day	Chipola College	Marianna	FL		
1/19/13	Same Day	Pensacola State College	Pensacola	FL		
1/30/13	Same Day	Gulf Coast State College	Panama City	FL		
2/2/13	Same Day	Northwest FL State College	Niceville	FL		
2/9/13	Same Day	Chipola College	Marianna	FL		
2/23/13	Same Day	Pensacola State College	Pensacola	FL		
**TOTAL COST FOR WOMEN’S BASKETBALL						

All of the above dates and times are subject to change.

****Insert this amount on Proposal Price Sheet Attachment A.**

*This form **must** be completed, signed and inserted under Tab N of your bid to fulfill the requirements of this RFP.*

Attachment K – 2012-13 Baseball & Softball Travel Schedules – Tab O

2012-13 Athletic Travel Schedule – BASEBALL

DEPARTURE DATE	RETURN DATE	SCHOOL	CITY	STATE	Cost for 27-35 Passenger Bus	Cost for 47-56 Passenger Bus
9/14/12	Same Day	Chipola College	Marianna	FL		
9/26/12	Same Day	Darton College	Albany	GA		
10/12/12	Same Day	Gulf Coast State College	Panama City	FL		
10/26/12	Same Day	Northwest FL State College	Niceville	FL		
1/25/13	1/27/13	Gulf Coast State College	Panama City	FL		
1/29/13	Same Day	South Georgia College	Douglas	GA		
2/3/13	Same Day	Abraham Baldwin AC	Tifton	GA		
2/15/13	2/16/13	State College of Florida	Bradenton	FL		
3/1/13	Same Day	Thomas University	Thomasville	GA		
3/7/13	Same Day	St. Johns River State College	Palatka	FL		
TBA	Same Day	Florida State College at Jax	Jacksonville	FL		
TBA	Same Day	Pensacola State College	Pensacola	FL		
TBA	Same Day	Pensacola State College	Pensacola	FL		
TBA	Same Day	Pensacola State College	Pensacola	FL		
TBA	Same Day	Chipola College	Marianna	FL		
TBA	Same Day	Chipola College	Marianna	FL		
TBA	Same Day	Northwest FL State College	Niceville	FL		
TBA	Same Day	Northwest FL State College	Niceville	FL		
TBA	Same Day	Northwest FL State College	Niceville	FL		
TBA	Same Day	Gulf Coast State College	Panama City	FL		
TBA	Same Day	Gulf Coast State College	Panama City	FL		
**TOTAL COST FOR BASEBALL						

2012-13 Athletic Travel Schedule – SOFTBALL

DEPARTURE DATE	RETURN DATE	SCHOOL	CITY	STATE	Cost for 27-35 Passenger Bus	Cost for 47-56 Passenger Bus
3/28/13	Same Day	Northwest FL State College	Niceville	FL		
4/5/13	Same Day	Pensacola State College	Pensacola	FL		
4/11/13	Same Day	Gulf Coast State College	Panama City	FL		
4/18/13	Same Day	Chipola College	Marianna	FL		
**TOTAL COST FOR SOFTBALL						

All of the above dates and times are subject to change.

****Insert this amount on Proposal Price Sheet Attachment A.**

*This form **must** be completed, signed and inserted under Tab O of your bid to fulfill the requirements of this RFP.*