

**Invitation to Bid
Selling of MCI Bus
ITB 1-2025/2026**



PENSACOLA
STATE COLLEGE

Due: September 18, 2025 @ 2:00 PM, Local Time

The District Board of Trustees of Pensacola State College, Florida hereby extends an Invitation to Bid for the above referenced project for Pensacola State College, as specified in this proposal request.

Please review and deliver your formal bid as the original, two copies and a digital file by the date and time shown on the Bid Form to:

SEALED BID # ITB 1 - 2025/2026
Clark Puckett, Director of Purchasing
1000 College Blvd.
Pensacola, FL 32504

Indicate the bid number on the outside of your sealed bid envelope to assist in identifying your bid.

Public bid opening: Pensacola State College will conduct a Public bid opening and evaluation immediately following on the date and time listed above at Pensacola State College Board Room, 1000 College Blvd. Pensacola, FL 32504 Room 736. The College may choose to only open the individual bids and publicly announce from whom a bid was received. The actual bid prices submitted will not be a public record until the date of posting or the number of days as defined in FS 119.071. Immediately following the bid opening, the Bid Evaluation Committee will evaluate the bids. This may require additional review by the committee or representative.

Timeline

The following timeline is a general guideline for issuance, evaluation, ranking and recommendation for award of this invitation to bid. The College reserves the right to change the dates of any events listed.

DATE

August 11, 2025
Week of September 1 – 5, 2025
September 9, 2025 By 2Pm
September 18, 2025 By 2pm

EVENT

ITB issue date
Site Visit by Appointment
Deadline for questions and requests for clarifications
Bids due

State College is a political subdivision of the State of Florida and, as such, is exempt from all Federal and State taxes. Pensacola State College reserves the right to reject any portion or all bids, to re-solicit bids or not, and to waive informalities as deemed in the best interest of Pensacola State College. The bid shall remain in force for thirty (30) days after the time of opening.

ANTI-COLLUSION STATEMENT: The Bidder by signing and submitting a bid has "not" divulged to, discussed, or compared his/her bid with any other Bidders and has not colluded with any other Bidders or parties to a bid whatsoever. (NOTE: Including there have been no premiums, rebates, or gratuities paid or permitted either with, prior to, or after any delivery or personal contact. Any such violation will result in the cancellation of the award of any resulting contract from this bid and the Bidder being debarred for not less than three (3) years from doing business with Pensacola State College.)

1.0 OVERVIEW

Pensacola State College is soliciting bids from individuals or firms to purchase a 1985 MCI Bus as provided in Appendix A of this bid.

1.1 COMMUNICATION

In order to maintain a fair and impartial competitive process, Pensacola State College shall avoid any oral communication with prospective bidders other than through the purchasing office during the bid process. However, all solicited bidders will be provided a copy of all written questions submitted and Pensacola State College's responses to them, unless the written inquiry pertained to an administrative or procedural matter. **Send all inquiries to purchasing@pensacolastate.edu. All written questions and inquiries are due no later than 2:00PM, local time, September 19, 2025.**

1.2 ADDENDA

Any addenda issued prior to the opening of the ITB for the purpose of changing the specifications of this request for proposal or related documents, or clarifying the meaning of the same, shall be binding in the same way as if originally written in the ITB specifications and related documents. Since all addenda are available to proposers at the office of the Pensacola State College Director of Purchasing and Auxiliary Services, it is each bidder's responsibility to check with the issuing office and immediately secure all addenda before submitting their bid. The Pensacola State College Director of Purchasing and Auxiliary Services emails addenda to all known prospective bidders, but no guarantee can be made that addenda will be received.

1.3 LAWS

The bidder is assumed to be familiar with all Federal, State of Florida, and local laws, ordinances, rules, and regulations that in any manner affect the work. Ignorance on the part of the proposer will in no way relieve you from your contractual responsibility. Any resultant award shall include requirements that the resultant contract shall be governed by the laws of the State of Florida. Pensacola State College is a political subdivision of the State of Florida and, as such, is exempt from all Federal and State taxes.

1.4 AWARD

As deemed in the College's best interest, the College reserves the right to:

1. Reject any or all bids submitted.
2. To re-solicit bids or not.
3. To award any portion(s) of this ITB.
4. To waive informalities.
5. To issue to all responsive bidders request for information (RFI's).
6. To issue requests to negotiate with the finalist and solicit best and final offers.
7. To evaluate to determine technical equivalents.
8. To award this ITB on a Lot by Lot basis to the responsive low bidder meeting specifications.
9. To award on an outright purchase or lease basis.

1.5 QUALIFICATIONS

This Bid has no special qualification requirements.

1.6 LICENSE

In accordance with Chapter 489.113, Florida Statutes, all individuals or entities engaging in and providing services shall be licensed in the State of Florida for that activity (if applicable).

1.7 MODIFICATION OF BID

Bid modifications will be accepted from Bidders if addressed to the Owner at the place where Bids are to be received and if received prior to the opening of the Bids. Modifications may be in written or electronic form. Modifications will be acknowledged by the Owner before the opening of formal Bids.

1.8 WITHDRAWAL OF BIDS

Bids may be withdrawn by written or electronic request received from Bidders prior to the time fixed for opening. Negligence on the part of the Bidder in preparing the Bid confers no right for the withdrawal of the Bid after it has been opened.

1.9 TABULATIONS

Bid tabulations with recommended awards will be posted on the purchasing web page <http://www.pensacolastate.edu/business-psc/> Unless changed by addendum, and will remain posted for a period of 72 hours (not including Saturdays, Sundays and legal holidays). Any notice of protest of award or recommendation of award shall be filed in writing to the Director of Purchasing, within 72 hours after the posting of the ITB/RFP/RFQ bid tabulation. "Failure to file a protest within the time prescribed in section 120.57 (3), Florida statutes shall constitute a waiver of proceedings under chapter 120, Florida Statutes." A formal written protest must be filed within 10 days after the date the notice of protest was filed. The formal written protest shall state with particularity the facts and law upon which the protest is based upon. Failure to file a formal written protest within the time prescribed shall constitute a waiver of proceedings under chapter 120.57(3) Florida Statutes. Inspection or examination of sealed bids or proposals is available for inspection during normal working hours by appointment, upon notice of a decision or intended decision, or 10 days after the invitation to bid or proposal public opening, whichever is earlier.

2.00 Specifications

See Appendix A.

- 3.00 Pensacola State College reserves the right to reject any or all ITBs/proposals received, to re-solicit or not, and to waive informalities as deemed in the best interests of the College.
- 3.01 Pensacola State College reserves the right to award an individual lot or a combination of lots; reject any or all lots, whatever seems in the best interest of the College.
- 4.00 Site Visit
Inspection of the bus will be by appointment only. To schedule a visit during the week of September 1st through September 5th, please call Richard Derrick, at (850) 484-1947.

BID FORM

Total Lump Sum Price for item in, Appendix A as specified \$ _____

Minimum Bid Price of \$4000.00.

Name		DBA Name (if applicable)	
Address	Street/PO Box		City
	State		Zip
	Email Address		
Remit to Address	Street/PO Box		City
	State		Zip
	Email Address		
Contact Person	Name		Phone #
	Email Address		
Address of Parent Company (if applicable)	Street/PO Box		City
	State		Zip
<hr/> Name _____ Signature _____ Date _____			

Appendix A—Specification

1.1 SUMMARY

Basic facts regarding the 1985 MCI Bus:

Detroit Diesel Engine, V6, replaced in/around 2004, approximately 200,000 miles since replacement.

Bus was converted from manual transmission to automatic transmission in/around 2004.

Body of bus is original, with over 1,000,000 miles

Working bathroom

Air Conditioning Systems, primary and secondary.

VCR/TV's throughout the bus cabin

Has new fuel pump (System will need to be primed)

24-volt Electrical System

1.2 DELIVERY, STORAGE, AND HANDLING.

Purchaser must arrange for pick-up and/or transportation of the bus; Pensacola State will not be responsible for delivery of the bus to the successful bidder. The purchaser must take possession of the bus and remove it from Pensacola State property within 30 days of the purchase. Purchaser may negotiate for a longer time for removal with the College if special circumstances exist/arise.

1.3 WARRANTY

General Warranty: The bus is sold as is. There is no warranty expressed or implied.





















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