

THE DISTRICT BOARD OF TRUSTEES OF  
PENSACOLA JUNIOR COLLEGE, FLORIDA  
1000 COLLEGE BOULEVARD  
PENSACOLA, FL 32504-8998

May 29, 2008

BID NO. 8, 2007/2008

**INVITATION TO BID (ITB) ON VEHICLE**  
**FOR**  
**PENSACOLA JUNIOR COLLEGE**

The District Board of Trustees of Pensacola Junior College, Florida hereby extends an Invitation to Bid (ITB) on Vehicle for Pensacola Junior College, as specified in this bid request.

All terms and conditions included hereafter are part of this bid request. Any bid failing to comply with all of these terms and conditions may not be accepted. Rights are reserved to reject any and all bids and to waive any and all technicalities.

Directions for submitting bids include the following:

1. **All bids must be mailed or delivered to the attention of the Director of Purchasing and Auxiliary Services, and be received in the Purchasing and Auxiliary Services Office, Pensacola Junior College, Building 7, Room 737, 1000 College Boulevard, Pensacola, Florida 32504-8998, or delivered to the bid opening site, not later than 10:00 A.M., local time, Tuesday, June 10, 2008 and shall be clearly marked "SEALED ITB NO. 8 2007/2008 – Vehicle for Pensacola Junior College."** Due to the requirement of sealed bidding, facsimile bids will not be acceptable as valid bid responses. All bids shall be submitted on the bid form, herein included, and shall be properly signed by an authorized representative of the firm or entity submitting the bid, with delivery or completion date clearly indicated, in order to be considered. Attach all amplifying instructions and documents to this bid form. In the event that you are unable to submit a bid, written notification should be submitted to the Purchasing and Auxiliary Services Office in order for your firm's name to remain on the mailing list.

An evaluation committee meeting, in accordance with FS 286.011(1), is scheduled to be held on **Wednesday, June 11, 2008, at 2:00 P.M.** in the Barfield Administration Building No. 7, Room 737, 1000 College Boulevard, Pensacola, Florida 32504-8998. Bid tabulations and award recommendations will be posted in the Purchasing Department, Pensacola Junior College and PJC's website [www.pjc.edu/adminstration/purchasing](http://www.pjc.edu/adminstration/purchasing). Posting normally occurs within 10 days of bid opening date.

2. In accordance with Florida Statute 287.133, a person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid on a contract to provide any goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in F.S. 287.017, for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list. Your signature on the bid price sheet certifies that your firm has not committed any public entity crime as specified.
3. Any person(s) requiring reasonable accommodations, in accordance with the provisions of the American With Disabilities Act for attendance at the scheduled bid opening shall contact the Office of the Director of Purchasing and Auxiliary Services, at least seventy-two (72) hours in advance of the scheduled bid opening deadline as indicated on Page 1, herein.
4. Price, quality, specifications and time of guaranteed delivery will be the determining factors in the award of the bid.
5. All prices shall be firm until order is placed, unless otherwise specified herein or indicated by bidder.
6. **All bid prices shall be FOB Pensacola Junior College, 1000 College Boulevard, Pensacola, FL, 32504-8998.**
7. Failure to file a protest within the time prescribed in F.S. 120.57(3), or failure to post the bond or other security as required by F.S. 287.042(2) (c) shall constitute a waiver of proceedings under Chapter 120, Florida Statutes. All protests must be delivered to the Director of Purchasing & Auxiliary Services, Pensacola Junior College, 1000 College Blvd., Pensacola, FL, 32504 within the time prescribed in Chapter 120, Florida Statutes to be considered valid.
8. Unless otherwise indicated herein, when manufacturer's names, trade names, and/or catalog numbers are listed in a specification, they are provided for information and are not intended to limit competition. The bidder may offer any brand for which he/she is an authorized representative which meets or exceeds the specification(s) for any item(s). If equivalent products are offered, the manufacturer's name and model number shall be clearly indicated on the bid form. Any item(s) offered as equivalent to that which is specified must be equivalent in quality of materials, workmanship, and effect and shall be corresponding in function and performance. Descriptive literature and/or complete specifications shall be included for any item(s) offered as approved equivalent(s). Bids lacking any written indication of intent to bid an alternate product or brand will be considered to be in complete compliance with the specifications of the bid form. Pensacola Junior College shall retain the right to determine the acceptability of any item(s) offered as equivalent to any item(s) specified.
9. In the event of an error in extending the total cost of any item, the unit price submitted will prevail.
10. **With the consent and agreement of the successful bidder(s)** purchases may be made under this ITB by other community colleges, state universities, district school boards and by other educational institutions within the state of Florida. Such purchases shall be governed

by the same terms and conditions stated in the proposal solicitation as provided in State Board of Education Rule 6A14.0734(2) (c). If the period of time is not defined within the solicitation, the prices, terms and conditions shall be firm for 120 days from the date of award. Bidders shall note exceptions to the above paragraph, if any.

11. Bids may be awarded or rejected, item-by-item, in sub-group(s) or in whole, at the discretion of Pensacola Junior College. Also, minor irregularity or technicality may be waived.
12. Public Record: Any material submitted in response to this invitation to bid will become a public document pursuant to Section 1119.07, F.S. This includes material the responding bidder might consider to be confidential or a trade secret. Any claim of confidentiality is waived upon submission, effective after the opening pursuant to Section 119.07, F.S.

We look forward to your participation in submitting a proposal for consideration. Any questions or concerns should be addressed within a reasonable timeframe to the Director, Purchasing and Auxiliary Services at (850) 484-1794.

Angie C. Jones  
Director of Purchasing  
and Auxiliary Services

**SPECIAL CONDITIONS/SPECIFICATIONS**

The intent of this bid is to purchase, purchase with a trade-in, or lease a 2008 Buick Lucerne, CXL Special Edition V6. The vehicle shall include:

1. **Engine:** Gasoline engine, minimum 3.8L 3800 Series III V6
2. **Transmission:** Automatic transmission, four-speed electronically controlled.
3. **Axles:** Standard axle ratio (2.86) for specific engine/transmission combination.
4. **Audio:** Single – CD/MP3 player, AM/FM stereo, RDS display, auto-tone control, speed-compensated volume, auxiliary audio input jack and six speakers; XM® Radio – three month trial at no obligation.
5. **Safety Items:** Standard air bags, driver and passenger; front outboard and rear lap/shoulder safety belts; PASS-Key® III theft-deterrent system; OnStar® with one year Directions & Connections Plan
6. **Wheels & Tires:** 17” aluminum wheels, premium sterling silver finish, P235/55R17 all season tires.
7. **Interior:** Driver information center w/compass and trip computer; power windows with driver express-down feature; programmable power door locks; programmable remote keyless entry; QuietTuning®; steering wheel-mounted audio and cruise controls; single-zone manual climate control; tilt and telescope steering column
8. **Exterior:** Halogen headlamps with daytime running lamps and Twilight Sentinel®; black-painted grille with chrome surround; intermittent windshield wipers, power exterior mirrors
9. **Mechanical:** Ride and handling, four-wheel independent suspension with automatic rear level control; traction control, full range with powertrain and brake modulation; anti-lock brakes, four-wheel disc; power rack-and-pinion steering; tire pressure monitor system
10. **Seating:** Perforated leather-appointed seating; 5-passenger seating: column shift controls;
11. **Equipment Package:** Additional Feature -“Luxury”
12. **Preferred vehicle color:** Exterior – Ming Blue Metallic; Interior – Titanium Leather
13. **Warranty:** Standard four (4) years/50,000 miles and five (5) year/100,000 power train warranty

Bidder shall provide a manufacturer’s printout to verify vehicle bid meets all specifications of this bid.

**OPTION 1: PURCHASE**

1	1 Each	2008 Buick Lucerne	\$ _____
1	Each	Extended Warranty:	\$ _____

\_\_\_\_\_

Specify extended warranty

Estimated delivery time after receipt of order (ARO) \_\_\_\_\_

**OPTION 2 – PURCHASE WITH TRADE-IN**

Trade-in is a 2006 Ford Expedition with Eddie Bauer Package. There is approximately 57,000 miles on the vehicle. Please call for a time to inspect the vehicle. An extended warranty of 100,000/6 years was purchased with the vehicle also.

1	Each	2008 Buick Lucerne	\$_____
1	Each	Extended Warranty:	\$_____
		_____	
		Specify extended warranty	
1	Each	Trade in on a 2006 Ford Expedition with an Eddie Bauer package. Approximately 57,000 miles	\$ (_____)
		Total	\$_____
		Estimated delivery time after receipt of order (ARO)	_____

**OPTION 3 – 2 OR 3 YEAR LEASE**

We are also considering the lease option. The same specifications as above are required. It is anticipated that an allowance of 30,000 miles per year for general transportation purposes will be necessary.

24	Months	Lease	\$_____/month
36	Months	Lease	\$_____/month
1	Lot	Mileage fee for miles in excess of allowance specified	\$_____/mile
1	Lot	First payment due _____ of	\$_____
1	Each	Trade in on a 2006 Ford Expedition with an Eddie Bauer package. Approximately 57,000 miles	\$ (_____)
		Total	\$_____
		Estimated delivery time after receipt of order (ARO)	_____

Please submit any literature/documentation necessary for review for the options.

**CERTIFICATION OF DRUG-FREE WORKPLACE PROGRAM**

**IDENTICAL TIE BIDS** - Whenever two or more bids which are equal with respect to price, quality, and service are received by the State or by any political subdivision for the procurement of commodities or contractual services, a bid received from a business that certifies that it has implemented a drug-free workplace program shall be given preference in the award process. Established procedures for processing tie bids will be followed if none of the tied vendors have a drug-free workplace program, or if all of the tied vendors have drug-free workplace programs. In order to have a drug-free workplace program a business shall:

- (1) Publish a 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.
- (2) 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.
- (3) Give each employee engaged in providing the commodities or contractual services that are under bid a copy of the statement specified in subsection (1).
- (4) 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.
- (5) Impose a sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community, by any employee who is so convicted.
- (6) 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.**

SIGNATURE OF VENDOR REPRESENTATIVE: \_\_\_\_\_

TYPED OR PRINTED NAME OF VENDOR REPRESENTATIVE: \_\_\_\_\_

BIDDING FIRM OR ENTITY NAME: \_\_\_\_\_

**BID SUBMITTED BY:**

\_\_\_\_\_  
FEDERAL TAX I.D. NUMBER

\_\_\_\_\_  
FIRM OR ENTITY NAME

\_\_\_\_\_  
ADDRESS

\_\_\_\_\_  
CITY, STATE & ZIP CODE

\_\_\_\_\_  
TELEPHONE NUMBER /FAX NUMBER

TYPED OR PRINTED NAME  
OF REPRESENTATIVE: \_\_\_\_\_

**SIGNATURE OF REPRESENTATIVE:** \_\_\_\_\_

DATE: \_\_\_\_\_