



**ADDENDUM NO. 2**  
**RFP#1-2014/2015 Athletics Charter Bus Services**

Addendum for GCSC Athletics Charter Bus Services RFP#1-2014/2015 is amended in the following particulars and in these particulars only. All provisions of the original documents shall remain in force, except as specifically modified or changed herein or by other Addenda issued by GCSC. This Addendum is hereby made part of the Contract Documents of the RFP.

**RESPONSE TO WRITTEN QUESTIONS RECEIVED:**

**A question was asked in addendum #1 about providing an example of past proposals. I provided only one example. IFB# 09-10-02 had only three bidders submit bids, Kincaid Coach Lines, Inc, Kingdom Coach, LLC which was not opened and Coastal Coach Lines. The college has decided to release the other bid in an effort to provide all information.**

February 23, 2015 at 4:00PM was the last date and time vendor can submit questions on this project. All vendors are responsible for receiving and reading Addendums on project. All Addendums will be post at [gulfcoast.edu/procurement](http://gulfcoast.edu/procurement).

Fred Brown, Procurement Director

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Signature



# Gulf Coast Community College

5230 West U.S. Highway 98  
Panama City, Florida 32401-1058

(850) 769-1551

## INVITATION TO BID BIDDER ACKNOWLEDGEMENT

July 24, 2009

**Submit Bid To:**

Gulf Coast Community College  
Attn: Tonia E. Lawson, CPPB  
Associate Director of Procurement  
Administration Building, Room 126  
5230 West U.S. Highway 98  
Panama City, Florida 32401-1058

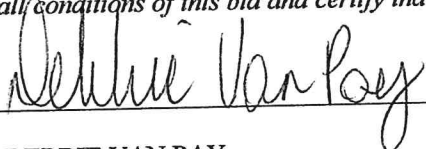
**BID TITLE: Athletic Charter Bus Service** **Bid: #09-10-02**

BIDS will be received by the Associate Director of Procurement in Room 126 of the Administration Building, 5230 West U.S. Highway 98, Panama City, Florida 3240-1058, on or before **2:00 PM CST, Thursday, August 20, 2009**; the bid opening will follow the 2:00 PM deadline in Room 238.

Firm or Entity Name: B. FRANZ CHARTER DBA COASTAL COACH LINES \_\_\_\_\_  
Address: 7151 W. HWY 98 \_\_\_\_\_ Telephone #: 850-588-8338  
City, State, Zip: PANAMA CITY BEACH, FL. 32407 \_\_\_\_\_ Fax #: 850-588-8346  
Web Address: DESIGNING Federal Tax I.D. #: 59-3571622

Minority Business Enterprise Type N  
H-African American, I-Hispanic, J-Asian/Hawaiian, K-Native American, M-Women, N-Non-Minority  
Filing a false misrepresentation of MBE/WBE status is considered a felony of the second degree pursuant to Florida Statute 287.094.

*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 materials, supplies, or equipment, and is in all respects fair and without collusion or fraud. I agree to abide by all conditions of this bid and certify that I am authorized to sign this bid for the bidder.*

Authorized Signature (manual)   
Authorized Signature (typed/printed) DEBBIE VAN PAY

Reason for no bid: \_\_\_\_\_

Posting of bid/proposal tabulation of intent to award will be available for review by interested parties at on or about August 27, 2009 and will remain posted for a period of 72 hours. Failure to file a protest within the time prescribed in Section 120.57(3) shall constitute a waiver of proceedings under Chapter 120, F.S.

**BID TITLE: Athletic Charter Bus Service** **Bid: #09-10-02**

## GENERAL CONDITIONS

1. **Execution of Bid:** Sealed bids must be executed and submitted in a sealed envelope. The face of the envelope will contain, in addition to the bid address, the date and time of the bid opening, the bid number, and the bidder's name and address. Submit bids to:

Tonia E. Lawson, CPPB  
Associate Director of Procurement  
Administration Building Room 126  
Gulf Coast Community College  
5230 West U. S. Highway 98  
Panama City, FL 32401-1058

The bid must contain a manual signature of authorized representative in the space provided and all bid documents submitted in a sealed envelope. Bid must be typed or printed in ink. Use of erasable ink is not permitted, and all corrections made by bidder must be initialed. Complete ordering instructions must be submitted with the bid package. All bids are subject to the conditions specified herein; bids not complying with these conditions are subject to rejection.

2. **No Bid:** If not submitting a bid, respond by returning the first page of the bid package and marking it "NO BID" and briefly explain the reason in the space provided.
3. **Bid Opening:** The public bid opening shall be held at the time and date specified in this bid. The clock in the Procurement Office is the official time. It is the bidder's responsibility to assure that the bid is delivered at the proper time and place stated in the bid. Bids, which for any reason are not delivered, will not be considered. Offers by telegram, facsimile, or telephone are not acceptable. A bid may not be altered after it is opened.
4. **Prices, Terms, and Payment:** Firm prices shall be bid and include all packing, handling, shipping, and delivery charges FOB Gulf Coast Community College, Panama City, Florida. Unless otherwise specified, bid prices are assumed to be firm for a minimum period of 120 days after the date of opening. The college reserves the right to make award to the next lowest responsible bidder if prices are not firm.
  - (a) **Taxes:** The College does not pay federal excise and sales taxes on direct purchases of tangible personal property. The exemption number is printed on the face of all college purchase orders. This exemption does not apply to purchases of tangible personal property made by contractors who use the tangible personal property in the performance of contracts for the improvement of state-owned real property as defined in Chapter 192 F.S.
  - (b) **Cash Discounts:** Cash discounts for prompt payment shall not be considered in determining the lowest net cost for bid evaluation purposes.
  - (c) **Mistakes:** Bidders are expected to examine the specifications, delivery schedule, bid prices, and all instructions pertaining to supplies and services. Failure to do so will be at the bidders' risk. In case of mistake in extension, the unit price will govern. All corrections shall be initialed.
  - (d) **Condition and Packaging:** It is understood and agreed that any item offered or shipped as a result of this bid shall be a new, current standard production model and available at the time of this bid. All containers shall be suitable for storage or shipment, and all prices shall include standard commercial packaging.
  - (e) **Safety Standards:** Unless otherwise stipulated in the bid, all manufactured items and fabricated assemblies shall comply with applicable requirements of Occupational Safety and Health Act and any standards there under.
  - (f) **Invoicing/Payment:** Payment will be made by the college after the items awarded to a bidder have been received, inspected, and found to comply with award specifications, free of damage or defect and properly invoiced. All invoices, bills of lading, packages, cases, delivery list, and correspondence shall bear the purchase order number. Payment for partial shipments shall not be made unless specified in the bid. An original and one (1) copy of the invoice shall be submitted. Failure to follow these instructions may result in delay in processing invoices for payment.

5. **Delivery:** Unless an actual date of delivery is specified (or if specified delivery cannot be met), show number of days required to make delivery after receipt of purchase order in the provided space. Delivery time may become a basis for making an award (see Special Conditions). Delivery shall be within the normal working hours of the college, Monday through Friday, 8 a.m. until 3 p.m., excluding college holidays, unless otherwise specified.
6. **Addition or Deletion of Terms or Conditions:** No addition or deletion of the terms or conditions included with the bid response shall be evaluated or considered and any and all such revisions shall have no force and effect and are inapplicable to this bid. If submitted either purposely through intent or design or inadvertently appearing separately in transmittal letters, specifications, literature, price lists or warranties, it is understood and agreed the general and special conditions in the bid solicitation are the only conditions applicable to this bid and authorized signature affixed to the bid acknowledgment form attests to this.
7. **Manufacturers' Name and Approved Equivalents:** Any manufacturers' names, trade names, brand names, and/or catalog numbers listed in a specification are intended to be descriptive and not restrictive and to indicate the quality and characteristics of the product or products that will be satisfactory. The bidder may offer any brand for which he or she is an authorized representative and that meets or exceeds the specifications for any item(s). (Measurements: Customary measurements appearing in the specifications are not intended to preclude bids for commodities with metric measurements.) If bids are based on equivalent products, indicate on the bid form the manufacturers' name, model number, etc. Bidders shall submit with bid cuts, sketches, and descriptive literature, and/or complete specifications. References to literature submitted with a previous bid will not satisfy this provision. The information provided must be sufficient for the college to determine whether the offered product meets the requirements and to establish exactly what the bidder proposes to furnish and what the college would be purchasing by making the award. The college reserves the right to determine acceptance of item(s) as an approved equivalent and will base its decision on the information provided by each bidder. Bids not complying with these requirements are subject to rejection. Bids lacking any written indication of intent to bid an alternate item will be received and considered in complete compliance with the specifications as listed on the bid form. The college is to be notified of any proposed changes in (a) materials used, (b) manufacturing process, or (c) construction. However, changes shall not be binding upon the college unless evidenced by the college's change notice.
8. **Interpretations/Disputes:** Any questions concerning conditions and specifications shall be directed in writing to this office for receipt no later than 10 calendar days prior to the bid opening. Inquires must reference the date of bid opening and bid number. No interpretation shall be considered binding unless provided in writing by the Procurement Office in response to requests in full compliance with this provision. In case of any doubt or difference of opinion as to the items to be furnished hereunder, the decision of the college shall be final and binding on both parties.
9. **Notice of Bid Protest Bonding Requirement:** Any protest concerning this solicitation shall be made in accordance with sections 120.57(3) and 287.042(2) of the Florida Statutes. Any person who files an action protesting a decision or intended decision pertaining to contracts administered by the college pursuant to s. 120.57(3) shall post with the coordinator of purchasing at the time of filing the formal written protest a bond payable to Gulf Coast Community College in an amount equal to 1 percent of the estimated contract amount. The college will provide the estimated contract amount to the bidder within 72 hours, excluding Saturdays, Sundays, and college holidays, after the filing of the notice of protest by the bidder. The estimated contract amount is not subject to protest. Failure to comply with the law shall constitute a waiver of the protest.
10. **Conflict of Interest:** The award hereunder is subject to the provisions of Chapter 112, F.S. All bidders must disclose with their bid the name of any officer, director, or agent who is also an employee of the college. Further all bidders must disclose the name of any state employee who owns, directly or indirectly, an interest in 5 percent or more in the bidder's firm or any of its branches.
11. **Award:** In the best interest of the college, the right is reserved to make an award(s) by individual item, group of items, all, none, or a combination thereof, to reject any and all bids, or waive any minor irregularity or technicality in bids received. The issuance of a purchase order



constitutes a binding contract. All awards made as a result of this bid shall conform to applicable Florida Statutes.

12. **Tie Bids:** The decision for award of tie bids shall be made after a careful review of the circumstances surrounding the tie, with preference being given to bidders within the State of Florida, secondly to drug free State of Florida bidders, or finally by flip of coin, when all other factors are equal.
13. **Eligible Users:** The vendor may honor stated bid prices to any other community college or public entity who may wish to utilize this bid for the purpose of obtaining the same equipment.
14. **Service and Warranty:** Unless otherwise specified, the bidder shall define any warranty service and replacements that will be provided during the contract. Bidders must explain on an attached sheet to what extent warranty and service facilities are provided. Any special warranty requirements of the college will be stipulated in the "Special Conditions."
15. **Samples:** Samples of items, when called for, must be furnished free of expense, on or before the bid opening time and date, and if not destroyed may, upon request, be returned at the bidder's expense. Each individual sample must be labeled with bidder's name, manufacturer's brand name and number, bid number, and item reference. Request for return of samples shall be accompanied by instructions that include shipping authorization and name of carrier, and must be received with the bid. If instructions are not received, the college will dispose of the sample(s).
16. **Nonconformance to Contract Conditions:** Items may be tested for compliance with specifications. For nonconforming test items, the college may require bidder to reimburse the college for costs incurred in connection with the examination or testing of the commodity including costs relating to transporting the commodity samples to the testing site, actual test costs, personnel costs, and other applicable costs. The data derived from any tests for compliance with specifications are public record and open to examination thereto in accordance with Chapter 119 F.S. Items delivered not conforming to specifications may be rejected and returned at bidder's expense. These items and items not delivered as per delivery date in bid and/or purchase order may result in bidder being found in default in which event any and all procurement costs may be charged against the defaulting contractor. Any violation of these stipulations may also result in the bidder's name being removed from the bidder mailing list.
17. **Inspection, Acceptance, and Title:** Inspection and acceptance will be at destination, unless otherwise provided. Title and risk of loss or damage to all items shall be the responsibility of the contract supplier until accepted by the college, unless loss or damage results from negligence by the college. The contract supplier shall be responsible for filing, processing, and collecting all damage claims. To assist the bidder in the expeditious handling of damage claims, the college will: (a) record any evidence of visible damage on all copies of the delivery carrier's bill of lading, (b) report damage, visible and concealed, including inner packing material, until inspection is performed by the carrier, and disposition given by the contract supplier, (c) provide the contract supplier with a copy of the carrier's bill of lading and damage inspection report.
18. **Governmental Restrictions:** In the event any governmental restrictions may be imposed which would necessitate alteration of the material, quality, workmanship, or performance of the items offered on this proposal prior to their delivery, it shall be the responsibility of the successful bidder to notify the college at once, indicating the specific regulation requiring an alteration. The college reserves the right to accept any such price adjustments occasioned thereby, or to cancel the contract at no expense to the college.
19. **Legal Requirements:** Applicable provision of all federal, state, county, and local laws, and of all ordinances, rules, and regulations shall govern development, submittal, and evaluation of all bids received in response hereto and shall govern any and all claims and disputes which may arise between the person(s) submitting a bid response hereto and the college, by and through its officers, employees, and authorized representatives, or any other person, natural or otherwise; and lack of knowledge by any bidder shall not constitute a cognizable defense against the legal effect thereof.
20. **Public Entity Crime:** In accordance with Florida Statutes 287.133, a person or affiliate who has been placed on the convicted vendor list following a conviction for 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 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 Section 287.017 for Category Two for a period of 36 months from the date of being placed on the convicted vendor list.

21. **Discrimination:** In accordance with Section 287.134, Florida Statutes, an entity or affiliate who has been placed on the discriminatory vendor list may not submit a bid on a contract to provide 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 lease of real property to a public entity, may not award or perform work as a contractor, subcontractor, or consultant under contract with any public entity, and may not transact business with any public entity.
22. **Advertising:** In submitting a bid, a bidder agrees not to use the results there from as a part of any commercial advertising.
23. **Assignment:** Any purchase order issued pursuant to this bid invitation and the monies which may become due hereunder are not assignable except with the prior written approval of the college.
24. **Liability:** The supplier shall hold and save the college, its officers, agents, and employees harmless from liability of any kind in performance of this contract.
25. **Patents and Royalties:** The bidder, without exception, shall indemnify and save harmless the college and its employees from liability of any nature or kind, including cost and expenses for or on account of any copyrighted, patented, or unpatented invention, process, or an article manufactured or used in the performance of the contract, including its use by the college. If the bidder uses any design, devices, or materials covered by letters, patent, or copyright, it is mutually agreed and understood without exception that the bid prices shall include all royalties or costs arising from the use of such design, device, or materials in any way involved in the work.
26. **Addition/Deletion of Item(s):** The College reserves the right to add to or delete any item from this bid or resulting contract when deemed to be in its best interest.
27. **Public Record:** Any material submitted in response to this invitation to bid will become a public document pursuant to Section 119.07, 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.
28. **Reasonable Accommodations:** Any person(s) requiring reasonable accommodations, in accordance with the provisions of the Americans with Disabilities Act, for attendance at the scheduled bid opening, shall contact the Procurement Office at least 72 hours in advance of the scheduled bid opening deadline, as indicated in this bid (see Page 1.)

NOTE: Any and all special conditions attached hereto which vary from the general conditions shall have precedence. This sheet and the accompanying bid constitute an offer from the bidder.

## 1.00 INTRODUCTION

- 1.10 The intent of this invitation to bid is to solicit bids from qualified charter bus firms to establish an annual indefinite quantity contract for use by Gulf Coast Community College (GCCC) for use by the athletic teams, student activity organizations, and educational department as needed. The term charter bus is defined as a 47 (plus) passenger charter bus (licensed by D.O.T.) with air conditioning, comfortable seating, overhead storage, and lavatory facilities on board.
- 1.20 GCCC 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.
- 1.30 This invitation to bid includes athletic travel ONLY for:
- Volleyball
  - Men's Basketball
  - Women's Basketball
  - Softball
  - Baseball

### 1.31 GCCC team athletic travel requirements.

See Attachments A-E for athletic team travel schedules for the period of October 1, 2009 through June 30, 2010 requiring charter bus services.

Specifications for Bus Travel - To be responsive include in your bid a response to the following:

1. Equipment – Prefers equipment that is less than seven (7) years old. Equipment purchased by the company after 2002 would be preferred. Buses proposed for GCCC will be newer than 1995?  
 Yes  No
2. Maintenance of Equipment – Prefers a company that demonstrates in their bid an excellent maintenance record and trained maintenance staff. Evidence attached?  Yes  No
3. 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
4. Prefers drivers to be uniformed and to have professional appearance and demeanor. Drivers will be uniformed?  
 Yes  No
5. Prefers a charter bus company that can provide (without the use of a subcontractor) charter bus service in the states of Florida, Alabama, Georgia, Louisiana, and South Carolina). Your company has available equipment in these states?  Yes  No

6. Prefers a company that can provide replacement equipment from the same company within an hour of notification of a break down of original equipment on a trip. Agree?  Yes  No
  7. Prefers a company that will guarantee providing equipment from their company on exact known scheduled dates (see Attachment A-E). If your company cannot meet "all" Attachment A-E 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 A-E known trips will be serviced?  Yes  No
  8. Prefers a company that will provide, for GCCC, 47 passengers to 54 passenger buses that are restroom equipped and have thermostatic temperature control. Agree?  Yes  No
  9. Prefers a company that will use, for GCCC, 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
  10. Prefers a company that will allow for GCCC request for certain drivers. Agree?  Yes  No
  11. 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
  12. Prefers a company that provides for the meal expense of drivers on trips. Agree?  Yes  No
  13. 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
  14. Prefers a company that will allow for the GCCC coach or administrator to inspect equipment and request certain type of equipment. Agree?  Yes  No
- 1.40 Responses to this solicitation #09-10-02 must be delivered to Procurement Office no later than **2:00 PM CST, August 20, 2009** to be considered. Bids received after such time will be returned unopened.
- 1.50 A College evaluation committee will review all responsive bids and evaluate each against the criteria matrix (See Section 7.0). 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 **October 1, 2009 through June 30, 2010**. 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.

- 1.60 GCCC shall have the right to termination of contract, without cause or cost upon serving 30-days written notice.
- 1.70 GCCC reserves the right to reject any portion of a bid or all bids and to resolicit bids or not, and to waive informalities as deemed in the best interest of the College.

**2.00 INTEROGATORIES**

Each bid submitted against this ITB shall include a written response of each of the following criteria.

**2.10 EQUIPMENT:**

2.11 Is the charter bus equipment proposed to be used for GCCC owned by your company?   X   Yes    No

2.12 Sizes?

- 54 passenger   X   Yes    No
- 47 passenger    Yes    No
- 27 passenger    Yes    No

*• 37 pass. X*

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

2.14 Air Conditioning?   X   Yes    No

2.15 Restroom facilities on each charter bus?   X   Yes    No

2.16 What safety equipment is carried on each charter bus? (i.e.: first aid kits, fire extinguisher, escape hatches, escape windows, etc.)  
ALL LISTED ABOVE \_\_\_\_\_

2.17 Windows tinted?   X   Yes    No

2.18 Luggage storage under chassis, or where?  
\_\_\_\_\_ UNDER CHASSIS \_\_\_\_\_

2.19 Please attach a copy of D.O.T. certificate.

DOT #650430            ICC# \_\_\_\_\_

2.20 Please define handicap access features in each vehicle.  
\_\_\_\_\_ ARRIVING 2010 \_\_\_\_\_

2.21 Other equipment/definition.  
\_\_\_\_\_ MINI COACH – 37 PASSENGER \_\_\_\_\_

**2.30 MINORITY BUSINESS EVALUATION:**



- 2.31 What is the total number of employees in your firm? 15
- 2.32 What is the total number of employees that are minorities and/or woman within your firm? 5
- 2.33 Is your firm minority or woman owned? Yes  No  
 Definition: Is greater than 51% of the company owned and controlled by a certified minority (as defined by the State of Florida) or woman? Please attach a copy of any State of Florida certification.
- 2.34 Does your firm have an affirmative action/equal employment opportunity program?  Yes  No

Please attach evidence of your AA/EEOC program/ statement.

**2.40 DRIVERS:**

- 2.41 How many licensed drivers does 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?  
 12 TOTAL – 8 FULL TIME - 4 PART TIME  
 DRIVERS MUST RE-CERTIFY EVERY YEAR WITH SAFETY MEETINGS MONTHLY
- 2.42 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
- 2.43 Does each driver have a valid CDL license?  Yes  No
- 2.44 Will the College have the right to select specific drivers for College use, based on prior trip experience(s)?  Yes  No
- 2.45 Are all drivers uniformed and easy to identify?  Yes  No

**2.50 REFERENCES:**

- 2.51 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	Contract Person	Telephone No. / Email Address
ATTACHED		


**2.60 COMPANY:**

2.61 What is your company's cancellation policy?  
 \_\_\_\_\_ 14 DAYS \_\_\_\_\_

2.611 Example: What if a trip is cancelled during route? What cost would the College be charged?  
 MILEAGE WILL BE CHARGED BASED ON LOCATION OF CANCELATION \_\_\_\_\_

2.612 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?  
 \_\_\_ ORIGINAL TRIP WILL BE HONORED \_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

2.62 Please define the location of your home office?  
 7151 W. HWY. 98, PANAMA CITY BEACH, FL.  
 \_\_\_\_\_  
 \_\_\_\_\_

2.63 What is your company's policy on the number of days of advance notice required to reserve service?  
 \_\_\_\_\_  
 \_\_\_\_\_

2.63 Please describe your company's safety record? (Include a list of any traffic violations issued to your company over the past three years).  
 COMPANY HAS A SATISFACTORY RATING  
 \_\_\_\_\_  
 \_\_\_\_\_

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2.64 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 2

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2.65 Do you display on each vehicle your DOT certificates and ICC numbers?  
 Yes  No

2.66 What are the interstate and intrastate regulations for drivers and passengers regarding smoking?  
NON SMOKING BY LAW

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2.67 What time periods are not available for service?  
ALL PERIODS ARE ALL AVAILABLE

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2.68 What is your current policy for lodging and meals for your drivers? (i.e. does your cost per trip/per mile include such cost?)  
RESPONSIBLE FOR LODGING BUT NOT MEALS ROOM NOT INCLUDED IN BID

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Includes lodging (overnight)?  Yes  No

Includes meals?  Yes  No

2.69 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?)  
YES – JD WILSON 588-8338

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2.70 Is your company a member of the "American Bus Association", or any other?  
YES, ALSO A MEMBER FLORIDA MOTORCOACH ASSOCIATION

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2.71 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.  
COMPANY FINANCIALS ARE STRONG WITH EXCELLENT CREDIT RATING. CAN SUPPLY FINANCIALS AT LATER DATE.

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

NONE

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2.72 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.

ALL STATES INCLUDING CANADA

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2.74 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).

WE WILL PROVIDE PROMPT SERVICE, IF A COACH IS LATE (1 HR OR MORE) WE WILL REFUND \$100.00

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**3.00 KNOWN TRIP LIST:**

3.01 See Attachments A-E 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.

**Attachment A**

**2009-10 Athletic Volleyball Travel Schedule**

Date	Departure	Return	School	City, ST	Trip Cost
<del>8/28/09</del>	<del>7:00a</del>		<del>2-day tournament</del>	<del>Jacksonville, FL</del>	
<del>8/29/09</del>		<del>10:00p</del>			
<del>9/4/09</del>	<del>5:00a</del>		<del>2-day tournament</del>	<del>Tampa, FL</del>	
<del>9/5/09</del>		<del>10:00p</del>			
<del>9/11/09</del>	<del>9:00a</del>		<del>2-day tournament</del>	<del>Milton, FL</del>	

<del>9/12/09</del>		<del>10:00p</del>			
<del>9/22/09</del>	2:00p	<del>10:00p</del>	<del>Pensacola Junior College</del>	<del>Pensacola, FL</del>	
10/2/09	5:00a		2-day tournament	Avon Park, FL	2400.00
10/3/09		10:00p			-
10/9/09	5:00a		2-day tournament	Leesburg, FL	2100.00
10/10/09		10:00p			-
10/13/09	2:00p	10:00p	Pensacola Junior College	Pensacola, FL	750.00
10/20/09	2:00p	10:00p	TBA	Brewton, FL (AL)	800.00
10/22/09	12:00p		2-day tournament	Hanceville, AL	2100.00
10/24		10:00p			

**\*Total Cost: \$\_\_8,150.00**

**The above dates and times are subject to change.**

\*This amount goes on the price sheet (see last page).

**Attachment B**

**2009-10 Athletic Men's Basketball Travel Schedule**

<b>Date</b>	<b>Departure</b>	<b>Return</b>	<b>School</b>	<b>City, ST</b>	<b>Trip Cost</b>
11/5/09	2:00p		3-day tournament	Aiken, SC	3200.00
11/6/07				Aiken, SC	-
11/7/09		11:59p		Aiken, SC	-
11/13/09	9:00a		2-day Albany Tech	Americus, GA	1800.00
11/14/09		10:00p			



11/20/09	3:00p	8:30p	Cape Fear Community College	Niceville, FL	650.00
11/21/09	3:00p	8:30p	Atlanta Metro	Niceville, FL	650.00
12/3/09	TBA	TBA	Panhandle Classic	Marianna, FL	650.00
12/4/09	TBA	TBA	Panhandle Classic	Marianna, FL	650.00
12/5/09	TBA	TBA	Panhandle Classic	Marianna, FL	650.00
12/12/09	8:00a		2-day JUCO Shootout	Gainesville, FL	1650.00
12/13/09		8:00p			-
1/9/10	4:30p	11:00p	Chipola College	Marianna, FL	650.00
1/20/10	4:30p	11:00p	Northwest Florida State College	Niceville, FL	650.00
1/23/10	4:30p	11:00p	Tallahassee Community College	Tallahassee, FL	775.00
2/3/10	4:30p	11:00p	Pensacola Junior College	Pensacola, FL	750.00
2/13/10	4:30p	11:00p	Chipola College	Marianna, FL	650.00
2/20/10	4:30p	11:00p	Northwest Florida State College	Niceville, FL	650.00

**\*Total Cost: \$\_\_14,025.00**

**The above dates and times are subject to change.**

\*This amount goes on the price sheet (see last page).

**Attachment C**

**2009-10 Athletic Women's Basketball Travel Schedule**

<b>Date</b>	<b>Departure</b>	<b>Return</b>	<b>School</b>	<b>City, ST</b>	<b>Trip Cost</b>
10/24/09	6:30a	7:00p		Andalusia, AL	775.00
10/31/09	6:00a	7:00p		Tallahassee, FL	775.00
11/06/09	TBA	TBA	Tournament	Marianna, FL	650.00
11/7/09	TBA	TBA	Tournament	Marianna, FL	650.00
11/13/09	TBA	TBA	Tournament	Marianna, FL	650.00

11/14/09	TBA	TBA	Tournament	Marianna, FL	650.00
11/15/09	TBA	TBA	Tournament	Marianna, FL	650.00
12/4/09	TBA	TBA	2-day tournament	Gainesville or Ocala, FL	1650.00
12/5/09		11:45p			
12/12/09	6:00a	11:45p	Georgia Perimeter	Atlanta, GA	1950.00
12/29/09	TBA		2-day tournament	Gainesville, FL	1950.00
12/30/09		11:45p			-
1/9/10	2:15p	10:00p	Chipola College	Marianna, FL	650.00
1/20/10	2:15p	10:00p	Northwest Florida State College	Niceville, FL	650.00
1/23/10	2:15	10:00p	Tallahassee Community College	Tallahassee, FL	775.00
2/3/10	2:15p	10:00p	Pensacola Junior College	Pensacola, FL	750.00

**\*Total Cost: \$\_\_11,225.00**

**The above dates and times are subject to change.**

\*This amount goes on the price sheet (see last page).

**Attachment D**

**2009-10 Athletic Softball Travel Schedule**

<b>Date</b>	<b>Departure</b>	<b>Return</b>	<b>School</b>	<b>City, ST</b>	<b>Trip Cost</b>
9/19/09	5:00a	9:00p	2-day tournament	Trussville, AL	1850.00
9/20/09		9:00p			-
10/3/09	7:00a	7:00p	Florida State University	Tallahassee, FL	775.00

TBA			University of West Florida	Pensacola, FL	750.00
10/16/09	12:00p		2-day tournament	Deland, FL	2400.00
10/17/09		10:00p		Deland, FL	-
	9:00a	11:00p	University of Mobile	Mobile, AL	1000.00
1/29/10	5:00a		2-day tournament	Clearwater, FL	2200.00
1/31/10		7:00p			-
2/5/10	9:00a		2-day tournament	St. Augustine, FL	1925.00
2/7/10		7:00p			-
2/19/10	5:00a		2-day tournament	Clearwater, FL	2200.00
2/21/10		7:00p			-
TBA	TBA	TBA	3-day Tournament	Ft. Pierce, FL	2050.00
TBA	8:00a	8:00p	Wallace Dothan	Dothan, AL	650.00
TBA	8:00a	11:00p	Darton College	Albany, GA	1000.00
TBA	6:00a	10:00p	ABAC	Tifton, GA	1200.00
3/17/10	1:00p	10:00p	Chipola College	Marianna, FL	650.00
3/23/10	11:30a	11:30p	Pensacola Junior College	Pensacola, FL	750.00
4/14/10	1:00p	10:00p	Northwest Florida State College	Niceville, FL	650.00
4/16/10	11:00a	11:00p	Tallahassee Community College	Tallahassee, FL	775.00

**\*Total Cost: \$ \_20,825.00**

**The above dates and times are subject to change.**

\*This amount goes on the price sheet (see last page).

**Attachment E**

**2009-10 Athletic Baseball Travel Schedule**

<b>Date</b>	<b>Departure</b>	<b>Return</b>	<b>School</b>	<b>City, ST</b>	<b>Trip Cost</b>
9/12/09	6:00a	9:00a	Alabama Southern	Monroeville, AL	1100.00
9/20/09	10:00a	6:00p	Chipola College	Marianna, FL	650.00
9/25/09	12:00p		Fall All Star Game	Winter Haven, FL	2500.00
9/26/09		11:59p	Fall All Star Game	Winter Haven, FL	-
10/1/09	9:00a	9:00p	Pensacola Junior	Pensacola, FL	750.00

			College		
10/8/09	12:00p	9:00p	Chipola College	Marianna, FL	650.00
10/24/09	8:00a	8:00p	Tallahassee Community College	Tallahassee, FL	775.00
2/12/09	7:00a		3-day Tournament	St. Petersburg, FL	2400.00
12/14/09		9:00p			-
2/24/10	9:30a	7:30p	Wallace Dothan	Dothan, AL	650.00
2/26/10	7:00a		2-day tournament	New Orleans, LA	2000.00
2/27/10		10:00p			-
3/13/09	9:00a	7:00p	Northwest Florida State College	Niceville, FL	650.00
3/17/10	1:00p	11:00p	Northwest Florida State College	Niceville, FL	650.00
3/20/10	9:00a	7:00p	Chipola College	Marianna, FL	650.00
3/26/10	12:00p	10:00p	Tallahassee Community College	Tallahassee, FL	775.00
3/29/10	12:00p	10:00p	Pensacola Junior College	Pensacola, FL	750.00
4/2/10	9:00a	7:00p	Pensacola Junior College	Pensacola, FL	750.00
4/10/10	9:00a	7:00p	Northwest Florida State College	Niceville, FL	650.00
4/14/10	1:00p	10:00p	Chipola College	Marianna, FL	650.00
4/17/10	9:00a	7:00p	Chipola College	Marianna, FL	650.00
4/19/10	12:00p	10:00p	Tallahassee Community College	Tallahassee, FL	775.00
4/23/10	12:00p	10:00p	Tallahassee Community College	Tallahassee, FL	775.00
4/26/10	12:00p	10:00p	Pensacola Junior College	Pensacola, FL	750.00

**\*Total Cost: \$19,950.00**

**The above dates and times are subject to change.**

\*This amount goes on the price sheet (see last page).

**4.00 RATES:**

Please note on Attachments A-E the rates for each item that are "firm" for the initial one (1) year contract period.

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

27 Passenger	47 - 54 Passenger
--------------	-------------------

Live Rate/Mile	Live Rate/Day	Live Rate on a \$/mile basis	Live Rate on a per day basis
\$ <u>2.85</u> /Mile	\$ <u>500.00</u> /Day	\$ <u>3.30</u> /Mile	\$ <u>650.00</u> /Day
\$ <u>    </u> /Mile	\$ <u>    </u> /Day	\$ <u>    </u> /Mile	\$ <u>    </u> /Day

**NOTE:** Each company must describe, with their bid how the following two (2) examples would be cost-out using this section 4.01 discounted rates.

**Example #1:** (47 - 54 passenger bus)

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

Total trip 48 hours

\$ 1400.00 /trip

**Example #2:** (47 - 54 passenger bus)

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

Total trip, same day

\$ 750.00 /trip

A College evaluation committee will review all responsive bids and evaluate each against the criteria matrix (See Section 7.0). 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 October 1, 2009 through June 30, 2010. 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.

**5.00 ADDITIONAL GENERAL CONDITIONS**

- a) It is the intent of this bid to provide a means by which GCCC athletic teams may charter bus services for scheduled known travel and unknown travel by other college groups at this time.
- b) The individuals, sole proprietor, partnership or corporation submitting a bid in accordance with these specifications (hereafter referred to as the Bidder), is responsible for reading, understanding, and complying with the requirements and the specifications of the items submitted. The Bidder is also responsible for the timely delivery of their bid to the above location. The requirements/specifications to this bid cannot be changed except by addendum and made part of this solicitation.
- c) One (1) original and five (5) copies of your bid are required. Your bid should be returned in a sealed envelope with the face of the envelope marked with the bidder's name, the solicitation #09-10-02, the solicitation title, and the date and time of the bid opening.
- d) The deletion, addition, modification, and/or failure to propose on any known



for the timely delivery of their bid to the above location. The requirements/specifications to this bid cannot be changed except by addendum and made part of this solicitation.

- c) One (1) original and five (5) copies of your bid are required. Your bid should be returned in a sealed envelope with the face of the envelope marked with the bidder's name, the solicitation #09-10-02, the solicitation title, and the date and time of the bid opening.
- d) The deletion, addition, modification, and/or failure to propose on any known trip or part of the requirements may result in your bid being considered "non-responsive" bid. If the Bidder elects not to submit a bid for certain known trips, please state the reason(s).
- e) Your bid must contain a manual signature of an authorized representative from you firm. An unsigned bid is considered "non-responsive".
- f) Bids having any erasures or corrections must be initialed by the Bidder in ink.
- g) All Bidders must give exact net price per known trip. After acceptance of your bid, no amount may be added whatsoever.
- h) No bid may be withdrawn for 45 days after the opening date and time of the bid unless requested in writing with justification and approved by the Associate Director of Procurement or authorized delegate of the College.
- i) If you are not submitting a bid, please explain your reason for the "NO BID" and return to the College. If no response is received, GCCC will assume you are not interested in submitting bids and you will be removed from the GCCC list of potential bidders for future bids.
- j) The Bidder shall hold and save the GCCC District Board of Trustees, its officers, agents, and employees harmless against claims by third parties resulting from the Bidder's employees, agents or subcontractor's negligence or breach of this contract.
- k) Gulf Coast Community College is exempt from Federal excise and State sales tax.
- l) Bidder warrants he or she will disclose with their bid the name of any officer, director or agent who is an employee of any college involved and disclose the name of any employee who owns directly or indirectly an interest of 5% or more in Bidder's firm, affiliates or wholly owned subdivisions.
- m) In the event another Florida Community College uses this contract with your mutual consent, each community college will be solely responsible for their own issuing of purchase orders, for order placement, accounting of merchandise received, providing tax exemption certificates, and payment invoices.

**6.00 SOLE POINT OF CONTACT**

Sole point of contact for all matters relating to this bidder:

Procurement Office  
Gulf Coast Community College  
5230 West US Highway 98  
Panama City, FL 32401

Tonia E. Lawson, CPPB  
Associate Director of Procurement  
850.872.3843  
850.873.3531 fax  
[tlawson@gulfcoast.edu](mailto:tlawson@gulfcoast.edu)

Confidentiality: From the date of issuance of this ITB, the Bidder must not make available or discuss its bid, or any part thereof, with any employee of GCCC, unless permitted by the Associate Director of Procurement, in writing, for purposes of clarification only, as set forth herein.

Questions regarding the ITB document should be in writing and submitted to the Sole Point of Contact no later than **2:00 PM CST, Thursday, August 13, 2009**. No oral communications shall be considered as a change to the ITB. GCCC may respond to questions deemed to be material in nature via a written addendum. Interpretation of the wording of this document shall be the responsibility of GCCC and that interpretation shall be final. Written responses will be emailed to ALL bidders no later than **3:00 PM CST, Friday, August 14, 2009**.

**7.00 Criteria Matrix**

GCCC Athletic Charter Bus Services Evaluation Criteria Matrix		
	Points	
Company's Qualifications (including having equipment in place in states of Florida, Alabama, Georgia, Louisiana and South Carolina)	20.0	
Drivers Qualification	25.0	
Rates	25.0	
W/MBE Ownership and Control	5.0	
Affirmative Action/EEOC Program in Place	2.5	
Percent Women/Minority Employment in Your Firm	2.5	
Equipment	25.0	
Safety Record	25.0	
Insurance Limits	20.0	
References (Finalist)	15.0	
Replacement Capabilities	15.0	
<b>Total</b>	<b>180.0</b>	

- 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)
- 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)
- 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)
- MBE/WBE Ownership:**  
 If the proposing firm is > 51% owned and controlled by a woman or minority the evaluation committee will assign 5.0 points. (0 or 5.0 points)

- Affirmative Action Program in Place:  
The evaluation committee will assign 2.5 points to those firms who have an in-place affirmative action program “and” include evidence of the program in your bid. (0 or 2.5 points)
- Percent Staff Women or Minority:  
The evaluation committee will evaluate responsive bids and assign points as follows based on the percent of the proposer’s staff that are women or minority.
 

0 – 50%	0	points
51 – 75%	1.25	points
76 – 100%	2.5	points
- 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)
- 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)
- 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)
- 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)
- 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)

## DRUG-FREE WORKPLACE FORM

The undersigned vendor in accordance with Florida Statute 287.087 hereby certifies that COASTAL COACH LINES/DBA B. FRANZ CHARTERS does:  
(Name of Business)

1. Publish a statement notifying employees that the unlawful manufacturer, 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 employees 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 1893 or of any controlled substance law of the United State or any state, for a violation occurring in the workplace no later than five 95) days after such conviction.
5. Impose a sanction on, or require 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.
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.

  
Bidder's Signature  
8/19/09  
Date



SWORN STATEMENT PURSUANT TO SECTION 287.133(3)(a),  
FLORIDA STATUTES, ON PUBLIC ENTITY CRIMES

**THIS FORM MUST BE SIGNED AND SWORN TO IN THE PRESENCE OF A NOTARY PUBLIC OR OFFICER OFFICIAL AUTHORIZED TO ADMINISTER OATHES.**

1. This sworn statement is submitted to \_\_\_\_\_ **GULF COAST COMMUNITY COLLEGE**  
(print name of the public entity)

by \_\_\_\_\_ **DEBBIE VAN PAY** \_\_\_\_\_  
(print individual's name and title)

for \_\_\_\_\_ **B. FRANZ CHARTERS DBA COASTAL COACH LINES** \_\_\_\_\_  
(print name of entity submitting sworn statement)

whose business address is: \_\_\_\_\_ **7151 W. HWY. 98** \_\_\_\_\_

\_\_\_\_\_ **PANAMA CITY BEACH, FL. 32407** \_\_\_\_\_

and (if applicable its Federal Employer Identification Number (FEIN) is 59-3571622. (If the entity has no FEIN, include the Social Security Number of the individual signing this sworn statement:

\_\_\_\_\_.)

2. I understand that a "public entity crime" as defined in Paragraph 287.133(1)(g), F.S., means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or of the United States, including, but no limited to, any bid or contract for goods or services to be provided to any public entity or an agency or political subdivision of any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy or material misrepresentation.
3. I understand that "convicted" or "conviction" as defined in Paragraph 287.133(1)(b), F.S., means a finding of guilt or a conviction of a public entity crime, with or without an adjudication of guilt, in any federal or state trial court or record relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, nonjury trial, or entry of a plea of guilty or nolo contendere.
4. I understand that an "affiliate" as defined in Paragraph 287.133(1)(a), F.S., means:
  - a. A predecessor or successor of a person convicted of a public entity; or
  - b. An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term "affiliate" includes those officers, directors, executives, partners, shareholders, employees, members and agents who are active in the management of an affiliate. The ownership by one person of shares constituting a controlling interest in another person, or a pooling of equipment or income among persons when not for fair market value under an arm's length agreement, shall be a prima facie case that one person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months shall be considered an affiliate.
5. I understand that a "person" as defined in Paragraph 287.133(1)(e), F.S., means any natural person or entity organized under the laws of any state or of the United States with the legal power to enter into a binding contract and which bids or applies to bid on contracts for the provision of goods or services let

binding contract and which bids or applies to bid on contracts for the provision of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, directors, executives, partners, shareholders, employees, members and agents who are active in management of an entity.

6. Based on information and belief, the statement which I have marked below is true in relation to the entity submitting this sworn statement. **(Indicate which statement applies).**

X Neither the entity submitting this sworn statement, nor any of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, or an affiliate of the entity has been charged with an convicted of a public entity crime subsequent to July 1, 1989.

\_\_\_\_\_ The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989. However, there has been a subsequent proceeding before a Hearing Officer of the State of Florida, Division of Administrative Hearings and the Final Order entered by the Hearing Officer determined that it was not in the public interest to place the entity submitting this sworn statement on the convicted vendor list. **(Attach a copy of the final order).**

**I UNDERSTAND THAT THE SUBMISSION OF THIS FORM TO THE CONTRACTING OFFICER FOR THE PUBLIC ENTITY IDENTIFIED IN PARAGRAPH 1 (ONE) ABOVE IS FOR THAT PUBLIC ENTITY ONLY AND THAT THIS FORM IS VALID THROUGH DECEMBER 31 OF THE CALENDAR YEAR IN WHICH IT IS FILED. I ALSO UNDERSTAND THAT I AM REQUIRED TO INFORM THE PUBLIC ENTITY PRIOR TO ENTERING INTO A CONTRACT IN EXCESS OF THE THRESHOLD AMOUNT PROVIDED IN SECTION 297017, FLORIDA STATUTES FOR CATEGORY TWO OF ANY CHANGE IN THE INFORMATION CONTAINED IN THIS FORM.**

*Debbie Van Poy*  
Signature

Sworn to and subscribed before me this 20<sup>th</sup> day of Aug, 2009.

Personally know  \_\_\_\_\_

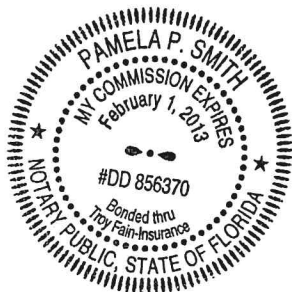
OR Produced identification \_\_\_\_\_

\_\_\_\_\_  
Type of Identification

Notary Public – State of Fla.

My commission expires 2-1-13

*Pam Smith*  
Printed, type or stamped commissioned  
Name of notary public.



Form PUR 7068 (Rev. 06/18/92)

**Request for Taxpayer  
Identification Number and Certification**

Give form to the requester. Do not send to the IRS.

**Name (as shown on your income tax return)**

**Business name, if different from above**  
B. Franz Charters DBA Coastal Coach Lines

Check appropriate box:  Individual/Sole proprietor  Corporation  Partnership  
 Limited liability company. Enter the tax classification (D=disregarded entity, C=corporation, P=partnership) ▶ -----  Exempt payee  
 Other (see instructions) ▶

**Address (number, street, and apt. or suite no.)**  
7151 W. Hwy 98

**City, state, and ZIP code**  
Panama City Beach, Fl. 32407

**Requester's name and address (optional)**

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**

59 : 3571622

**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:

- 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
- 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
- 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 ▶

*[Handwritten Signature]*

Date ▶

8/19/09

**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:

- Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
- Certify that you are not subject to backup withholding, or
- 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,

## **MAINTENANCE VERIFICATION**

Coastal Coach Lines' mechanic has been working on buses for 9 years and has an excellent record. He also has a preventive maintenance program for all the coaches. He has been a mechanic for 40 years and is very experienced at keeping all systems in the coaches in excellent working condition.



# American Trucking Associations



# North American Transportation Management Institute

## Member Certificate

*This certifies that*

***Jimmy D. Wilson***

*is a member of the North American Transportation Management Institute.  
This membership signifies a commitment to professionalism through education  
and training in the transportation industry.*

*Sei Shudo* 1/98  
Executive Director, NATMI      Date

*Phil Stogerson, CAS* 7/98  
Chairman, NATMI      Date

INDIANA UNIVERSITY OF PENNSYLVANIA  
SCHOOL OF CONTINUING EDUCATION

*certifies that*

**J. D. Wilson**

*has completed*

**National Committee Course  
Advanced Motor Fleet Safety for Supervisors**

*for a total of 24 clock hours 2.4 Continuing Education Units*

*from June 2, 1997 to June 4, 1997*

*Allen Robinson*  
Allen Robinson, Certification Secretary

*Nicholas Kolb*

Nicholas Kolb, Dean School of Continuing Education



**INDIANA UNIVERSITY OF PENNSYLVANIA**  
**SCHOOL OF CONTINUING EDUCATION**

*certifies that*

**J. D. Wilson**

*has completed*

**National Committee Course  
Motor Fleet Safety for Supervisors**

*for a total of 24 clock hours 2.4 Continuing Education Units  
from March 11, 1997 to March 13, 1997*

*Allen Robinson*  
Allen Robinson, Certification Secretary

*Nicholas Kolb*  
Nicholas Kolb, Dean School of Continuing Education





**INDIANA UNIVERSITY OF PENNSYLVANIA**  
**SCHOOL OF CONTINUING EDUCATION**

*certifies that*

*J. D. Wilson*

*has completed*

*National Committee Course  
Accident Investigation*

*for a total of 24 clock hours 2.4 Continuing Education Units  
from May 13, 1997 to May 15, 1997*

*Allen Robinson*  
Allen Robinson, Certification Secretary

*Nicholas Kolb*  
Nicholas Kolb, Dean School of Continuing Education



**# : References from other colleges and/or professional  
Sports Teams**

a. Tallahassee Community College  
850-224-8116  
Contact: Ms. Barbara Boone

b. Albany State  
229-430-4609  
Contact: Mr. Robert Batten

c. Florida A&M University  
850-599-3868  
Contact: Ms. Robin Wallace

d. Collette University  
401-727-9000  
Contact: Ms. Mary A. Vitale

e. University of Washington  
206-685-0100  
Contact: Ms. Mary Ryles

f. Florida State University  
850-644-6850  
Contact: Ms. Nancy Milburn

DRIVER/VEHICLE EXAMINATION REPORT

0421



Florida Department of Transportation  
Motor Carrier Compliance Office - Bldg. K  
325 John Knox Road  
Tallahassee, FL 32303  
Phone: (850)245-7900 Fax: (850)245-7901

Report Number: FL0672002253  
Inspection Date: 11/18/2008  
Start Time: 10:15 AM End Time: 10:27 AM  
Inspection Level: II - Walk-Around  
HM Inspection Type: None

Company Copy

B-FRANZ CHARTERS INC  
P O BOX 1966  
QUINCY, FL 32353  
USDOT#: 00650430  
MC/MX#: 306708  
State#:   
Location: QUINCY  
Highway: HIGH BRIDGE ROAD  
County: GADSDEN, FL

Phone#: (850)627-3807  
Fax#:   
MilePost:   
Origin: QUINCY, FL  
Destination: QUINCY, FL

Driver: HAMILTON, EDDIE L  
License#: H543-212-39-449-0 State: FL  
Date of Birth: 12/09/1939  
CoDriver:   
License#: State:   
Date of Birth:   
Shipper: S.A.C.  
Bill of Lading: N/A  
Cargo: EMPTY

VEHICLE IDENTIFICATION

Unit	Type	Make	Year	State	Plate #	Company #	VIN	GVWR	CVSA #	CVSA Issued #	OOS Sticker
1	MC	PREO	2006	FL	T569TC	0421	2PCH3349461010421	52,080			

BRAKE ADJUSTMENTS: No Brake Measurements Required For Level 2

VIOLATIONS

Section Code	Type	Unit	OOS	Citation #	Verify	Crash	Violations Discovered
393.9(a)	F	1	N		N	N	leftside rear turn signal half of the lamp bulbs inoperable.

HazMat: No HM Transported.

Placard: No Cargo Tank:

Special Checks: Traffic Enforcement

I certify that all violations noted on this report have been corrected and action has been taken to assure compliance with the Federal Motor Carrier Safety and Hazardous Material Regulations and Florida Statute 316.302, insofar as they are applicable to motor carrier and driver.

Signature Of Repairer X: \_\_\_\_\_ Facility: \_\_\_\_\_ Date: \_\_\_\_\_

\* CARRIER CERTIFICATION: The undersigned certifies that all violations on this report have been corrected and action taken to assure compliance with the Motor Carrier Safety and Hazardous Materials Regulations and Florida Statute 316.302, insofar as they are applicable to motor carriers and drivers. Please sign the below certification and return this report to the address which appears at the top of this report WITHIN FIFTEEN (15) DAYS. Violations other than Out Of Service shall be repaired / corrected before vehicle(s) are re-dispatched.

Signature Of Motor Carrier X: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

Report Prepared By:  
OFCR. W. EVERS

Badge #: 672 Copy Received By:  
EDDIE HAMILTON



William Evers

Eddie Hamilton

DRIVER/VEHICLE EXAMINATION REPORT

551



Florida Department of Transportation  
 Motor Carrier Compliance Office - Bldg. K  
 325 John Knox Road  
 Tallahassee, FL 32303  
 Phone: (850)245-7900 Fax: (850)245-7901

Company Copy

Report Number: FL0672002251  
 Inspection Date: 11/18/2008  
 Start Time: 09:40 AM End Time: 09:55 AM  
 Inspection Level: II - Walk-Around  
 HM Inspection Type: None

B-FRANZ CHARTERS INC  
 P O BOX 1966  
 QUINCY, FL 32353  
 USDOT#: 00650430  
 MC/MX#: 308708  
 State#:

Phone#: (850)627-3807  
 Fax#:

Location: QUINCY  
 Highway: HIGH BRIDGE ROAD  
 County: GADSDEN, FL

MilePost:  
 Origin: QUINCY, FL  
 Destination: QUINCY, FL

Driver: HAMILTON, EDDIE L  
 License#: H543-212-39-449-0 State: FL  
 Date of Birth: 12/09/1939  
 CoDriver:  
 License#: State:  
 Date of Birth:  
 Shipper: S.A.C.  
 Bill of Lading: N/A  
 Cargo: EMPTY

VEHICLE IDENTIFICATION

Unit	Type	Make	Year	State	Plate #	Company #	VIN	GVWR	CVSA #	CVSA Issued #	OOS Sticker
1	MC	INTL	2007	FL	V629VI	551	1HBVTAAL97H305438	28,000			

BRAKE ADJUSTMENTS: No Brake Measurements Required For Level 2

VIOLATIONS

Section Code	Type	Unit	OOS	Citation #	Verify	Crash	Violations Discovered
393.9(a)	F	1	N		N	N	Inoperable required leftside reverse backup lamp.

HazMat: No HM Transported.

Placard: No Cargo Tank:

Special Checks: Traffic Enforcement

I certify that all violations noted on this report have been corrected and action has been taken to assure compliance with the Federal Motor Carrier Safety and Hazardous Material Regulations and Florida Statute 316.302, insofar as they are applicable to motor carrier and driver.

Signature Of Repairer X: \_\_\_\_\_ Facility: \_\_\_\_\_ Date: \_\_\_\_\_

\* CARRIER CERTIFICATION: The undersigned certifies that all violations on this report have been corrected and action taken to assure compliance with the Motor Carrier Safety and Hazardous Materials Regulations and Florida Statute 316.302, insofar as they are applicable to motor carriers and drivers. Please sign the below certification and return this report to the address which appears at the top of this report WITHIN FIFTEEN (15) DAYS. Violations other than Out Of Service shall be repaired / corrected before vehicle(s) are re-dispatched.

Signature Of Motor Carrier X: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

Report Prepared By:  
 OFCR. W. EVERS

*William Evers*

Badge #:  
 872

Copy Received By:  
 EDDIE HAMILTON

*Eddie Hamilton*

Page 1 of 1



B-FRCHA-01 SCDO

<b>ACORD CERTIFICATE OF LIABILITY INSURANCE</b>		DATE (MM/DD/YYYY) <b>8/19/2009</b>
PRODUCER <b>American Highways Insurance Agency, Inc.</b> 3250 Interstate Drive Richfield, OH 44286	THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.	
INSURED <b>B-Franz Charters Inc.</b> PO BOX 1988 Quincy, FL 32353-	INSURERS AFFORDING COVERAGE	NAIC #
	INSURER A <b>National Interstate Insurance Company</b>	<b>32620</b>
	INSURER B	
	INSURER C	
	INSURER D	
INSURER E		

**COVERAGES**

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR	MODL	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YYYY)	POLICY EXPIRATION DATE (MM/DD/YYYY)	LIMITS
A		GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY CLAIMS MADE <input checked="" type="checkbox"/> OCCUR	GLR0137008-02	11/29/2008	11/29/2009	EACH OCCURRENCE \$ <b>1,000,000</b>
		GENL AGGREGATE LIMIT APPLIES PER <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC				LIABILITY TO RENTED PREMISES (Ea occurrence) \$ <b>Excluded</b> MED EXP (Any one person) \$ <b>Excluded</b> PERSONAL & ADV INJURY \$ <b>1,000,000</b> GENERAL AGGREGATE \$ <b>1,000,000</b> PRODUCTS - COMP/OP AGG \$ <b>Excluded</b>
A		AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input checked="" type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS	CAR0137008-03	11/29/2008	11/29/2009	COMBINED SINGLE LIMIT (Ea accident) \$ <b>5,000,000</b>
		GARAGE LIABILITY <input type="checkbox"/> ANY AUTO				BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
		EXCESS/UMBRELLA LIABILITY <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE DEDUCTIBLE RETENTION \$				AUTO ONLY - EA ACCIDENT \$ OTHER THAN AUTO ONLY EA ACC \$ AGG \$
		WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? If yes, describe under SPECIAL PROVISIONS below				WC STATUTORY LIMITS OTHER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
A		OTHER Physical Damage	CAR0137008-03	11/29/2008	11/29/2009	Spec Perils/Col \$5,000 Ded

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS

The entity(ies) identified on certificates of insurance on file with the company are additional insureds under this policy as respects the operations of the named insured, but only with respect to the named insured's liability arising out of the ownership, maintenance or use of a "covered auto" and coverage shall not be broader than coverage afforded the named insured.

<b>CERTIFICATE HOLDER</b>  Gulf Coast Community College Attn: Tonia Lawson 5230 W. U.S. Highway 98 Panama City, FL 32401-	<b>CANCELLATION</b>  SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL <u>30</u> DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES.  AUTHORIZED REPRESENTATIVE
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## Price Sheet

	<b>Sports Team</b>	<b>Team Total Travel Cost</b>
Attachment A	2009-10 Athletic <b>Volleyball</b> Travel Schedule	\$8150.00
Attachment B	2009-10 Athletic <b>Men's Basketball</b> Travel Schedule	\$14,025.00
Attachment C	2009-10 Athletic <b>Women's Basketball</b> Travel Schedule	\$11,225.00
Attachment D	2009-10 Athletic <b>Softball</b> Travel Schedule	\$20,825.00
Attachment E	2009-10 Athletic <b>Baseball</b> Travel Schedule	\$19,950.00
	<b>Total Solicitation Cost:</b>	<b>\$74,175.00</b>