

March 9, 2006

TO WHOM IT MAY CONCERN:

Re: Bid No. 19 2005/2006 – Warrington Campus Sign – Warrington Campus

Dear Sir/Madam:

You are hereby, cordially invited to submit a bid on the above referenced project, in accordance with the contract documents, drawings, specifications and general conditions pertaining thereto, prepared by and available through the Office of the Architect:

Heffernan Holland Morgan, Architecture  
312 South Alcaniz Street  
Pensacola, FL 32502  
(850) 433-2799  
Fax (850) 433-3109

Sealed bids will be received by the District Board of Trustees, Pensacola Junior College, in Building 7, Room 736, 1000 College Boulevard, Pensacola, Florida 32504-8998, until 2:00 P.M. Local Time, March 30, 2006, at which time and place all bids will be publicly opened and read aloud.

An evaluation committee meeting, in accordance with FS286.011(1), is scheduled to be held on April 3, 2006, at 2:00 P.M., in the Barfield Administration Building No. 7, Room 737, 1000 College Boulevard, Pensacola, FL 32504-8998.

Any early bids submitted (prior to 1:50 P.M., on the bid opening date) shall be delivered to the College Purchasing and Auxiliary Services Office, Building 7, Room 737, on the Pensacola Campus of Pensacola Junior College.

Any bids received after the stipulated time of bid opening will be returned unopened.

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In the case of discrepancies occurring in stated amounts in the Contractor's Bid, the Owner (District Board of Trustees, Pensacola Junior College) reserves the right to adopt prices written in words, or to reject the bid.

Contract documents, including drawings, specifications and general conditions pertaining thereto, may be inspected in the Office of the Architect, by general contractors, and prime bidders who provide bids.

Drawings and specifications may be obtained from the Architect as follows:

**DEPOSIT:** A \$50.00 deposit per each set of contract documents is required with a limit of two (2) sets per general contractor or prime bidder only. Individual sheets of drawings and individual specifications shall not be issued. Checks shall be made payable to the Architect.

**REFUNDS:** Deposit(s) will be refunded only to general contractor(s), and prime bidder(s), submitting bids on the prescribed bid form and then only upon return of contract documents to the Architect in good condition, unmarked, and suitable for reuse. To receive refund, contract documents must be returned not later than ten (10) calendar days after award of contract or rejection of all bids. No refunds will be made to prospective subcontractors or suppliers of materials or equipment.

Each bid must be fully completed (on the Bid Form as furnished by the Architect), and must be submitted in strict accordance with the contract documents, drawings, specifications, and general conditions, which may be examined and obtained at the office of the Architect, as previously listed herein.

A bid bond or deposit, in the amount of five percent (5%) of the base bid will be required to accompany each bid, as guarantee that the successful bidder, will enter into a contract with the Owner, if desired by same. Any bid deposit must be in the form of a Certified Check, or a Cashier's Check. The bid bond or deposit will be held as liquidated damages, in the event that the successful bidder refuses to enter into a contract with the Owner. In addition, the successful bidder shall provide a one hundred percent (100%) Performance Bond and one hundred percent (100%) Labor and Material Payment Bond(s), with a surety insurer authorized to do business in the State of Florida as surety, satisfactory to the Owner.

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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 protest must be delivered to the Director of Purchasing and Auxiliary Services, Pensacola Junior College, 1000 College Boulevard, Pensacola, FL. 32504-8998, within the time prescribed in Chapter 120, Florida Statutes to be considered valid.

The Owner (District Board of Trustees, Pensacola Junior College) reserves the rights to reject any and all bids, to waive informalities in the bidding, and to accept the bid that embraces such combination of proposals and alternates as may promote the best interest of the Owner.

The bid shall remain in force for thirty (30) days after the time of opening.

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 Office of the Director of Purchasing and Auxiliary Services, at least seventy-two (72) hours in advance of the scheduled bid opening deadline.

We look forward to hearing from you soon.

Sincerely,

Angie C. Jones  
Director of Purchasing  
And Auxiliary Services

ACJ/ws

c: Director, Facilities Planning and Construction  
Director, Physical Plant