



THE SCHOOL DISTRICT OF ESCAMBIA COUNTY
PURCHASING DEPARTMENT
75 North Pace Blvd.
Pensacola, FL 32505

BID AWARD NOTICE

DATE:
June 3, 2015

BID TITLE & REFERENCE:
Travel Agency Services, RFP #153303

DESCRIPTION OF PURCHASE:

An annual agreement to provide travel agency services for District employees. The agreement will be for a period of twelve (12) months with the right to terminate or to renew the agreement for four (4) more successive one (1) year periods (July 1 – June 30) by written mutual consent of the District and the awardee and approval by the School Board. Award to the highest rated responder based on responder's written proposal, pricing, and customer service history with other school districts and educational institutions. This award is contingent on the awardee's completion of the Sellers of Travel Registration Package as required by the State of Florida.

Effective Dates: July 1, 2015 through June 30, 2016.

REQUESTED BY:

Travel Department

SUPPLIER NAME:

Sun Travel, El Paso, TX

AMOUNT OF PURCHASE:

As needed

FUNDING SOURCE:

Various funds, will not be known until work is assigned.

METHOD OF PROCUREMENT:

ECSD RFP

Responses Received: 2

DATE AND TIME POSTED:

June 3, 2015, 10:15 am Central Time

**THE SCHOOL DISTRICT OF ESCAMBIA COUNTY
PURCHASING DEPARTMENT
75 NORTH PACE BOULEVARD
PENSACOLA, FLORIDA 32505
BID TABULATION**

DATE: May 27, 2015
RFP NBR: 153303
RFP TITLE: Travel Agency Services

Awarded firm is highlighted

Evaluation Criteria	Maximum Points Possible	Springdale Travel	Sun Travel
Company Background and Written Proposal	40	40	35
Cost/Rate Schedule	60	46	60
Total	100	86	95

Cost/Rate Points given on the basis of the fee charged to issue or exchange a ticket		
	Springdale Travel	Sun Travel
Vendor Fees for Services		
Ticket issued using Purchasing Card	\$ 35.00	\$ 27.00

BID TABULATION, RECOMMENDATIONS, AND PROTEST

Bid tabulations with award recommendations are posted for 72 hours in the Purchasing Department Office and are also posted to the School District's website address at: <http://ecsd-fl.schoolloop.com/purchasing/bids>.

Failure to file a protest within the time prescribed in Section 120.57(3) Florida Statutes, and School Board Rules shall constitute a waiver of proceedings. Bid tabulations or recommendations will be distributed solely through the Purchasing website address. Notices will not be automatically mailed.

I hereby certify that the prices and bidders reflected herein are valid, and have been received in compliance to Escambia County School Board Rules and Florida Law.

John Dombroskie, Director
Purchasing Department