



**FLORIDA POLYTECHNIC  
UNIVERSITY**

**DEPARTMENT OF UNIVERSITY PROCUREMENT  
NOTICE OF AWARD OF CONTRACT  
CHARTER BUS SERVICES**

Supplier: Windstar Lines  
Address: 9572 Sidney Hayes Rd  
City, State; Zip: Orlando, Fl 32824  
Phone #: 407-351-8868  
Authorized Representative: Cheryl Gannon  
Email: [cheryl@gowindstar.com](mailto:cheryl@gowindstar.com)

Contract#: PC-23-075-0624-4  
Date: April 4<sup>th</sup>, 2023  
Solicitation: RFQ-23-056  
Contract Period: Effective Date: 02/24/2023  
Expires: 06/30/2023  
Contract Manager: Andy Farrington  
Email: [afarrington@floridapoly.edu](mailto:afarrington@floridapoly.edu)  
Procurement Official: Andy Farrington  
Email: [afarrington@floridapoly.edu](mailto:afarrington@floridapoly.edu)

**ADVICE OF CHANGE**

You are awarded this contract to furnish items or service(s) listed below as required by Florida Polytechnic University for use WITH AN OPTION TO RENEW by Florida Poly for four (4) additional one (1) year periods. Cancellation - by either party upon 30 days written notice. This contract is in accordance with the terms, conditions, and specifications contained in bid RFQ 23-056, all associated addenda, the response submitted by Windstar Lines and opened on March 3<sup>rd</sup>, 2023, and under the general terms and conditions of the University: Purchase Order Terms And Conditions Florida Polytechnic University. No work shall be performed prior to the issuance of an official purchase order from Florida Polytechnic university. At no time during the life of the contract can the total amount for services exceed \$75,000

Item No.	Description	Unit	Total Price
1	25 Passenger Motorcoach 56 Passenger Motorcoach	Per Mile	\$6.00
2	25 Passenger Motorcoach 56 Passenger Motorcoach	Per Hour	\$130
3	Fuel Surcharge	If the price paid per gallon at the time of the trip is \$3.48 to \$3.98, there will be a 3% surcharge, if, between \$3.99 and \$4.48, there will be a 6% surcharge, if, between \$4.49 and \$4.98, there will be a 9% surcharge, if between \$4.99 and \$5.48, there will be a 12% surcharge, and the same percentage increase every \$0.50 increase in cost.	

x Cheryl Gannon GM 4/4/23  
Supplier Authorized Representative Signature Title Date

x Andy Farrington Senior Buyer, University Procurement 4/12/2023  
Florida Poly Authorized Contract Manager Title Date

x Andrea Cashell Director of University Procurement 4/12/2023  
Director of Procurement Title Date

