



## REQUEST FOR QUOTES (RFQ-PWDB-10- PPFC-01)

The Polk County Workforce Development Board, Inc. (POLK WORKS) is seeking vendors to issue prepaid fuel cards that will be used by its participants.

The minimum requirements for the prepaid fuel cards:

- Must be issued at a minimum of \$25.00 each;
- Must be available at the offered price until June 30, 2011;
- Must retain their value for, at least, one year from date of activation; and
- Preferred to be restricted to *fuel purchases* only.

POLK WORKS reserves its rights to reject any and all proposals made against this solicitation and to award the bid to one or multiple vendors, whatever is most advantageous to POLK WORKS.

POLK WORKS anticipates the purchase of approximately **\$150,000** of fuel cards prior to June 30, 2011. Depending on its needs, POLK WORKS reserves the right to purchase a lesser/greater amount.

Any vendor desiring to enter a bid against this Invitation to Bid must submit one (1) completed original copy, of the required attached "**PROPOSAL TO PROVIDE PREPAID FUEL CARDS**", and any addendum thereto prior to 12 NOON, EST, on August 3, 2010 to:

Mark V. Thomas  
Vice President of Operations  
Polk County Workforce Development Board, Inc.  
600 North Broadway, Suite B  
Bartow, Florida 33830

Electronic Proposal submittals will not be considered.

All Bids will be publicly opened and read at 12:30 PM, EST, on August 3, 2010.

Anyone wishing to protest any part of this process should file a written protest within three (3) days of any alleged occurrence according to the following procedure:

Any entity that submits a proposal to the Board for consideration will be given fair and unbiased consideration. Should such an entity not receive approval and contends that the bid process was flawed, that organization may protest the decision to the President & CEO of Polk Works. The President & CEO will attempt to resolve all such disputes in a reasonable manner. If the dispute cannot be resolved, the protesting organization can appeal to the Executive Committee of the Board. Any entity who remains dissatisfied after its appeal to the Executive Committee, may file a grievance pursuant to Chapter 120, Florida's Administrative Procedures Act and the state's grievance policy, WDP 99-104.

