



Each Child, Every Day

March 12, 2025

Empire Coach Line, Inc.
1161 Spruce Avenue
Orlando, FL 32824

Attn: Edde Serrano

Subject: Notice of Award for Invitation to Bid (ITB) 25-11 Charter Bus Services

Contract Term: The initial term contract shall commence on April 14, 2025, through April 13, 2026, with (3) additional one year renewal periods

Dear Mr. Serrano,

This is to advise you that on March 11, 2025, the School Board of St. Lucie County, Florida accepted the recommendation to award your firm for Invitation to Bid (ITB) 25-11 Charter Bus Services. This acceptance is subject to Invitation to Bid (ITB) 25-11 Charter Bus Services in compliance with contract terms and conditions and all pertinent laws of the State of Florida and instructions as determined by the General Counsel for the School Board.

Please visit St. Lucie Public Schools website at <https://www.stlucie.k12.fl.us/>, Departments, Business Services, and Purchasing and complete our online vendor application.

Please provide a certificate of insurance as required per contract terms and conditions of the Invitation to Bid (ITB) 25-11 Charter Bus Services. Your insurance company is required to have the St. Lucie Public Schools, 9461 Brandywine Lane, Port St. Lucie, Florida 34986, named as an additional insured, no work shall commence until the certificate is received by the School Board Purchasing Department. Please be sure to advise your insurance carrier.

Purchase orders will be issued to ensure the encumbrance of funds for payment of services of the awarded contract. Do not proceed with services until you have a purchase order. Failure to do so may result in non-payment.

Thank you for your continued interest in working with St. Lucie Public Schools.

Sincerely,

Shannon Dunbar

Shannon Dunbar
Purchasing Specialist