

## Sample Protest Standard Response Letter

Month, xx, Year

Name Title

Company Name

Street Address

City, State, Zip Code

RE: Solicitation Title (Solicitation #)

Dear \_\_\_\_\_:

This is to acknowledge receipt of your Month, Day, Year e-mail Notice of Protest letter to Florida Community College at Jacksonville (FCCJ) regarding Invitation to Bid # Solicitation # and Title. The College is reviewing your letter of protest and would like to schedule a meeting with you this week to discuss your concerns.

You are hereby advised sections 120.57(3), and 255.0516, Florida Statutes governs the bid protest procedures for the College. As such, any bid protest packages must comply with the requirements of these sections and must be filed no later than 10 business days after the date of Company's Name Notice of Protest dated Month, Day, Year.

**“Failure to file a protest within the time prescribed in section 120.57 (3), Florida Statutes, or failure to post the bond or other security required by law within the time allowed for filing a bond shall constitute a waiver of proceedings under chapter 120, Florida Statutes.”** Section 120.57 (3) (a), Florida Statutes, (2008).

Please contact Buyer's Name at (904) 632- phone number to schedule a meeting time.

Sincerely,

Laurence I. Snell, C.P.I.M.  
Associate Vice President of  
Purchasing and Business Services

cc: Steve Bowers  
Jeanne Miller, esq.  
File Solicitation #