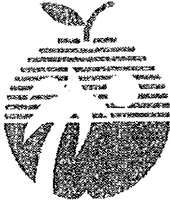


# THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

7720 WEST OAKLAND PARK BOULEVARD, SUITE 323, SUNRISE, FLORIDA 33351 • TEL 754-321-0505 • FAX 754-321-0936



PROCUREMENT & WAREHOUSING SERVICES  
RUBY CRENSHAW, CPPO, DIRECTOR  
[www.browardschools.com](http://www.browardschools.com)

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*Superintendent of Schools*

June 9, 2015

Debbie Insuasti  
Dade Paper & Bag Co.  
9601 NW 112<sup>th</sup> Ave  
Miami, FL 33178

Phone: 800-226-3233  
Fax: 305-883-9363  
Email: [www.dadepaper.com](http://www.dadepaper.com)

RE: Termination Letter for ITB No. 15-104B Hand Sanitizer Foam with Dispenser and Stand

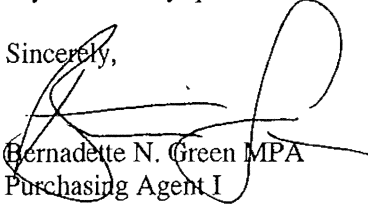
Dear Ms. Induasti:

In accordance with General Condition 57, Termination of ITB 15-104B, states, "This Bid may be canceled with or without cause by SBBC during the term hereof upon thirty (30) days written notice to the other parties of its desire to terminate this Bid."




This letter is to notify your company of the thirty (30) day written notice to terminate this contract. At the July 28, 2015, School Board Meeting, the School Board approved the termination of the above referenced contract. The termination date will be effective on August 28, 2015 to allow transition to the new contract.

If you have any questions, please contact me at: [bernadette.green@browardschools.com](mailto:bernadette.green@browardschools.com).

Sincerely,

  
Bernadette N. Green MPA  
Purchasing Agent I

---

From:  **Bernadette N. Green**   
Subject: Re(2): Bid 15-104b  
To:  Melissa Rizo <mrojas@dadepaper.com>  
Cc:

---

**Melissa Rizo <mrojas@dadepaper.com> on Friday, April 10, 2015 at 11:55 AM -0400 wrote:**  
Bernadette,

Unfortunately we cannot sell this item at half price because it would be way below our cost. I suggest we take off the bid and re send as a regular quote.

Will you be sending out an actual bid again just for this item or directly to us to quote direct for the term?

*Regards,*  
*Melissa Rizo*  
*Assistant Bid Coordinator*  
*9601 NW 112th Ave*  
*Miami, FL 33178*  
*Office: 305.805.2672*  
*[mrizo@dadepaper.com](mailto:mrizo@dadepaper.com)*

**From:** Bernadette N. Green [mailto:bernadette.green@browardschools.com]  
**Sent:** Friday, April 10, 2015 9:24 AM  
**To:** Melissa Rizo  
**Cc:** ann.simpson@browardschools.com; charles.high@browardschools.com  
**Subject:** Re: Bid 15-104b

Good Morning Melissa,

Based on your Bid Summary Sheet (which I've attached to this email), your bid was \$22.38 per package and each package contained two refills. We cannot accept a change to \$44.76 per package (or \$23.38 for each refill).

As stated in the previous email, because the Bid has been awarded, bidders cannot change the price that they quoted. Also, according the Special Condition 4: 15 - Price Adjustments, "Price offered shall remain firm through contract expiration date."

**Melissa Rizo <[mrojas@dadepaper.com](mailto:mrojas@dadepaper.com)> on Thursday, April 09, 2015 at 8:23 PM -0400 wrote:**

Hi Bernadette,  
Thank you for your response . Are you saying we can't change from \$22.38 to \$23.38 per each ? If we leave at \$22.38 case price would be \$44.76 since we quoted per each refill as we have done in previous bid for this item . Please confirm so I may take it up to management for a decision . Please and thank you ! Have a great evening

Sent from my iPhone

> On Apr 9, 2015, at 4:59 PM, Bernadette N. Green <[bernadette.green@browardschools.com](mailto:bernadette.green@browardschools.com)> wrote:

>

> Good Afternoon Melissa,

>

> Unfortunately, the Bid has already been awarded at the current price and price changes are not allowed. In the bid packet (attached), please see Section 3, General Conditions, 2: Prices Quoted and 2: Price Quoted-b. Mistakes. Please also see Section 4, Special Conditions, 15. Price Adjustments.

>

> Florida State Statutes also states that a bidder is not allowed to change the prices once the bid has been opened.

>

> If you are not able to provide the commodity at the current price, we will have to cancel the item (Item 1A) and re-bid as a Quote.

>

> Please let me know if you have any questions or concerns.

>

> Bernadette N. Green, MPA

> Purchasing Agent I

> School Board of Broward County

> Procurement & Warehousing Services

> Phone: 754-321-0524, Direct ext 3128

> Fax: 754-321-0534

>

> Under Florida law, e-mail addresses, and all communications, including e-mail communications, made or received in connection with the transaction of School Board business are public records, which must be retained as required by law and must be disclosed upon receipt of a public records request, except as may be excluded by federal or state laws. If you do not want your e-mail address released in response to a public records request, do not send electronic mail to this entity. Instead, contact this office by phone or in writing.

>

> The School Board of Broward County, Florida expressly prohibits bullying, including cyberbullying, by or towards any student or employee. See Policy 5.9: Anti-Bullying for additional Information.

>

> Melissa Rizo <[mrojas@dadepaper.com](mailto:mrojas@dadepaper.com)<<mailto:mrojas@dadepaper.com>>> on Thursday, April 09, 2015 at 12:01 PM -0400 wrote:

> Hi Bernadette,  
>  
> A pricing issue has come to my attention with the Purell Hand  
Sanitizer on this bid. Please note that I made a small error on the  
price per each. I submitted \$22.38 each when the correct price is  
\$23.38 each ( Case pack is \$46.75) . Ann submitted an order at \$22.38  
for the whole case and is unable to send a revised PO for the \$46.75  
as you are the one who authorizes the change.  
>  
> We have bidded ,pricing it out by the refill in the past including  
last year's term and have always been awarded by the case price (  
each price X's 2 ).  
>  
> Can you please make the change of your each price to \$23.38 and  
assure PO's are coming over at \$46.75 per case?  
>  
> Please advise as there is an order pending . I apologize for my  
mistake in each price  
>  
>  
>  
> Regards,  
> Melissa Rizo  
> Assistant Bid Coordinator  
> 9601 NW 112th Ave  
> Miami, Fl 33178  
> Office: 305.805.2672  
> [mrizo@dadepaper.com](mailto:mrizo@dadepaper.com)<blocked:: <mailto:mrizo@dadepaper.com>>  
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> <15-104B Hand Sanitizer Foam with Dispenser and Stand.pdf>

***Bernadette N. Green, MPA***  
***Purchasing Agent I***

School Board of Broward County  
Procurement & Warehousing Services  
Phone: 754-321-0524, Direct ext 3128  
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***Bernadette N. Green, MPA***  
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