



THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

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SUPPLY MANAGEMENT & LOGISTICS
CAROL BARKER, CPPB - ACTING DIRECTOR
www.browardschools.com

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NOVEMBER 26, 2013

SimplexGrinnell, LP
10550 Commerce Parkway
Miramar, FL 33025

Renewal Acceptance Letter and Request for Certificate of Insurance
ITB Number: 29-053T
ITB Title: Inspection and Repair of Fire Sprinkler Systems
Contract Renewal Term: July 1, 2014 through June 30, 2015

Dear Ms. Graves:

As Acting Director of Supply Management & Logistics Department for The School Board of Broward County, Florida (SBBC), I have been authorized to renew contracts on behalf of the School Board. This letter is to advise you that I am accepting your offer to continue to provide inspection and repair services for **Items 1 and 2**, in accordance with the terms and conditions of the above-referenced ITB.

Your Certificate of Insurance form must be on file in the office of the **Risk Management Department** within fifteen (15) days of this notification.

It is important that you notify your insurance agent for general liability insurance that the insurance requirements attached to the above ITB requires that **The School Board of Broward County, Florida, be included as an additionally named insured under the General Liability Policy**. This information must be specifically stated on the Certificate of Insurance submitted by your insurance agent in order for the Certificate to be acceptable. The above ITB number and date must appear on the certificate submitted.

No Purchase Orders will be processed until your company's Certificate of Insurance form is received and approved by the Risk Management Department.

The completed Certificate of Insurance must have the stated address on the certificate: RISK MANAGEMENT DEPARTMENT, The School Board of Broward County, Florida, 600 S.E. 3rd Avenue, 11th Floor, Ft. Lauderdale, FL 33301. Any questions about your insurance certificate should be emailed to Suet Cheung at suet.cheung@browardschools.com. Please put the ITB Title/Number/Vendor Name in the subject line of your email. The certificate of insurance **must be faxed to TrackCertsNow at 1-866-897-0424 OR** you may upload your certificate directly to the following link: <https://www.trackcertsnow.com/tcn/faxUpload/faxUpload.jsp>. **DO NOT EMAIL OR MAIL A COPY OF THE CERTIFICATE TO THE RISK MANAGEMENT DEPARTMENT.**

A condition of your renewal with SBBC requires that your firm's employees, subcontractors or agents who will be entering onto School Board property as a result of this renewal, wear a photo identification badge issued by SBBC. The renewal application process and form can be found at this link: <http://www.broward.k12.fl.us/supply/vendors/index.htm>.

Sincerely,


Carol Barker, CPPB, Acting Director
Supply Management & Logistics

cc: Suet Cheung
Attachments