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 MARY CATHERINE COKER, DIRECTOR

www.BrowardSchools.com/PWS

The School Board of Broward County, Florida

Donna P. Korn, Chair Dr. Rosalind Osgood, Vice Chair

> Lori Alhadeff Robin Bartleman Patricia Good Heather P. Brinkworth Laurie Rich Levinson Ann Murray Nora Rupert

Robert W. Runcie Superintendent of Schools

6/8/2020

Reference:

RFP 16-158C - Miscellaneous Environmental Consulting Services

Subject: Renewal of RFP

Dear Vendor:

The above-referenced contract expires on 11/30/2020. In accordance with General Information #2.4 in Section 2 of the RFP, this contract may, by mutual agreement and upon School Board approval, be renewed for an additional year from 12/1/2020 through 11/30/2021. This letter does not constitute the actual renewal or contract offer.

Please indicate below your willingness to renew this RFP award, which shall be considered by the School District for renewal of your award premised upon your combined agreement to all terms and conditions of the awarded RFP and your agreement maintain.

X	Yes,	I offe	r to r	enew the cu	urrent	contract	award	at the	current	awarded	l price(s).	,
_		1										

Yes, loffer to renew the current contract award at a lower price(s) contained on the attached page(s).

□ No, I do not wish to renew the current contract award.

In accordance with General Information #2.5 in Section 2 of the RFP, this contract may, by mutual agreement and upon School Board approval, renewed with a price adjustment.

Please sign and date this document in the space provided below and return it to my attention no later than 6/15/2020. If you fail to respond by this date, the School District will not consider the renewal of your award. The School District will notify you if, and when, your contract is renewed by the School Board.

Thank you for your prompt attention to this matter.

Sincerely,

Edgar Lugo

Edgar Lugo Purchasing Agent **VENDOR RESPONSE**

Vendor Name Partner Assessment Corporation

Signature/Date - Authorized Representative

Frank S. Romeo, Jr., President June 9, 2020

Printed Name - Authorized Representative

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

Supplier/Product Evaluation Form

The purpose of this evaluation form is to rate a supplier's performance. This form will aid the Procurement & Warehousing Services Department in determining the quality of goods and/or services purchased for the District. Your input will be used in the evaluation of future bids or proposals submitted by this supplier.

Please return completed evaluation forms to:

Procurement & Warehousing Services Department (TSSC Building) 7720 West Oakland Park Boulevard, Suite 323 Sunrise, Florida 33351

For assistance with this form contact us at

(754) 321-0505 or CLICK HERE to send us an email (include the words Supplier/Product Evaluation Form in the subject)

	GENERAL	INFORMA	TION				
Bid #: 16-158C Bid							
Purchase Order #:		Produc	t/Service Pro	ovided:			
Supplier (Company) Na	me: Gallagher Bassett Services,	Inc.					
Contact Name:		Conta	ct Phone #: ()	-		
	SECTION 1: SUI	PPLIER EV	ALUATION				
1.) How would you rate	e the supplier in the followin	ng areas?					
		1	2	3	4	5	
		Poor	Fair	Good	Very Good	Excellent	
Overall customer service	:e			abla			
Delivery as scheduled o	or promised	П	П		П		
		1			_		
		Not	Somewhar		3	4 C-4:-6:1	
	S	atisfied	Satisfied	Sa	tisfied Ver	y Satisfied	
2.) How satisfied are ye	ou with the supplier?		abla				
3.) Will you use this su	pplier again?	Yes	□ No			e	
	SECTION 2: PRODUC	ш		ON			
4 \ Based on the areas		The second leading to the last leading	August Service Service State Control of the Control	Will Company of the C	with this Did?		
4.) based on the areas	below, how would you rate	tne produ	A200	0200	with this Bia?		
		Poor	2 Fair	3 Good	4 Very Good	5 Excellent	
Compliance with specifi	ications		[7]				
56 589 25		H	N N	片	=	H	
PA SI ASSI	similar products/services	Ш	ᆜ	$\overline{\mathbf{A}}$	旦	닏	
Prices as compared to s	similar products/services			\checkmark		Ш	
			1	2	3	4	
			Unlikely	Unlikely	Probably	Definitely	
5.) Would you purchas	e this product/service again?	?	Ш	Ш	\checkmark		
	SECTION 3: EN	D LISER CO	MMENTS	Mary and Company			
Please share any addition	SECTION 3: EN	7 7 7 7 7	The State of the S	services	provided. If this	supplier's	
	SECTION 3: EN onal information regarding this s s unsatisfactory, please tell us w	supplier or	the products /		11/1/19 10/19/19/19/19/19/19/19/19/19/19/19/19/19/		
	onal information regarding this	supplier or	the products /		11/1/19 10/19/19/19/19/19/19/19/19/19/19/19/19/19/		
	onal information regarding this	supplier or	the products /		11/1/19 10/19/19/19/19/19/19/19/19/19/19/19/19/19/		
	onal information regarding this s s unsatisfactory, please tell us w	supplier or vhy. You ma	the products / ay attach an ad		11/1/19 10/19/19/19/19/19/19/19/19/19/19/19/19/19/		
performance is	onal information regarding this s s unsatisfactory, please tell us w EVALUATION FO	supplier or vhy. You ma	the products / ay attach an ad PLETED BY:	dditional s	heet if necessary	y .	
	onal information regarding this s s unsatisfactory, please tell us w	supplier or vhy. You ma	the products / ay attach an ad PLETED BY:	dditional s	11/1/19 10/19/19/19/19/19/19/19/19/19/19/19/19/19/	y .	
performance is Name: Carol Gagnon	onal information regarding this s s unsatisfactory, please tell us w EVALUATION FO	supplier or vhy. You ma	the products / ay attach an ad PLETED BY:	dditional s	heet if necessary	y .	

02.2017. V. PWS #1 Page 1 of 1

PROCUREMENT & WAREHOUSING SERVICES THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

Supplier/Product Evaluation Form

The purpose of this evaluation form is to rate a supplier's performance. This form will aid the Procurement & Warehousing Services Department in determining the quality of goods and/or services purchased for the District. Your input will be used in the evaluation of future bids or proposals submitted by this supplier.

Please return completed evaluation forms to:

Procurement & Warehousing Services Department (TSSC Building) 7720 West Oakland Park Boulevard, Suite 323 Sunrise, Florida 33351

For assistance with this form contact us at

(754) 321-0505 or CLICK HERE to send us an email (include the words Supplier/Product Evaluation Form in the subject)

(734) 321-0303 01	CLICK HERE to send us an email (include the w	oras Supplier,	Product Ev	aluation Form II	n the subject)		
	GENERA	AL INFORMA	ATION					
Bid #: 16-158C	6-158C Bid Title: Miscellaneous Environmental Consulting Services							
Purchase Order #:	rurchase Order #: Product/Service Provided:							
Supplier (Company) Name: Partner Assessment Corporation dba Eco Advisors, LLC								
Contact Name:	•		ct Phone #:	DAMES DESK	•			
	SECTION 1: S			in minu				
1.) How would you	rate the supplier in the follow	A STATE OF THE PARTY OF THE PAR						
		1	2	3	4	5		
		Poor	Fair	Good	Very Good	Excellent		
Overall customer se	ervice	П						
Delivery as schedule	ed or promised	\Box	\vdash	Ħ	岗	Ħ		
DELENSOR NE EXILEMENT	ou or promiseu	ᆜ	ᆨ	ш	IX_I	ш		
		Not	Somewha	•	3	4		
		Satisfied	Satisfied	Sat	isfied Ver	y Satisfied		
2.) How satisfied a	e you with the supplier?			ı		[7]		
3.) Will you use this	9500					IX.		
or, will you use this	5050 8 50	√Yes	☐ No					
	SECTION 2: PRODI		Name and Address of the Owner, where the Parket of the Owner, where the Owner, which is the Owne					
4.) Based on the ar	eas below, how would you rat	te the produ	cts/services	provided	with this Bid?			
		1	2	3	4	5		
		Poor	Fair	Good	Very Good	Excellent		
Compliance with sp	ecifications					abla		
Quality as compared	d to similar products/services	П		\Box	团	\Box		
Prices as compared	to similar products/services	Ħ	Ħ	Ħ	呂	Ħ		
r rices as compared	to similar products/services		,⊔	Ļ	الح	Ļ		
		Vor	/ Unlikely	Unlikely	3 Drobobly	Pofinitalu		
5.) Would you purc	hase this product/service agai			Officely	Probably	Definitely		
-,, pane	producty service again		ш	ш		I ✓		
	SECTION 3: E	ND USER CO	MMENTS		FE 200 51			
Please share any ad	ditional information regarding th	is supplier or	the products	/ services p	rovided. If this s	supplier's		
performan	ce is unsatisfactory, please tell us	why. You ma	ay attach an a	dditional sh	eet if necessary	1.		
	EVALUATION	CODM COM	DI ETER RV					
Name: Carol Gagnon	EVALUATION			antact DL	ma # . /a = .\	205 6 111		
CONTROL OF THE CONTRO	Title: Project Man	1000		ontact Pho	one #: (954) (595 - 3432		
School/Department	Environmental Health and Safety	У						
Participant's Signatu	ire: al		Da	ate: 08/17/	2020			

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

Supplier/Product Evaluation Form

The purpose of this evaluation form is to rate a supplier's performance. This form will aid the Procurement & Warehousing Services Department in determining the quality of goods and/or services purchased for the District. Your input will be used in the evaluation of future bids or proposals submitted by this supplier.

Please return completed evaluation forms to:

Procurement & Warehousing Services Department (TSSC Building) 7720 West Oakland Park Boulevard, Suite 323 Sunrise, Florida 33351

For assistance with this form contact us at

(754) 321-0505 or CLICK HERE to send us an email (ir	nclude the wo	ras supplier/P	roduct E	valuation rollin	tric subject
GENERA	L INFORMA	TION			
Bid #: 16-158C Bid Title: Miscellaneous Environ	nmental Cons	ulting Services			
Purchase Order #:	Produc	t/Service Pro	vided:		
Supplier (Company) Name: Gallagher Bassett Service	es, Inc.				
Contact Name:	Conta	ct Phone #: ()	-	
SECTION 1: S	UPPLIER EV	ALUATION			
1.) How would you rate the supplier in the follow	ing areas?				
	1	2	3	4	5
	Poor	Fair	Good	Very Good	Excellent
Overall customer service		~			
Delivery as scheduled or promised			V		
	1	2		_	
	Not	Somewhat		3 atisfied Ver	y Satisfied
	Satisfied	Satisfied	30	atistieu vei	y Satisfied
2.) How satisfied are you with the supplier?		~			
3.) Will you use this supplier again?	Yes	No			
SECTION 2: PRODU	JCT / SERVI	CE EVALUATI	ON		
4.) Based on the areas below, how would you rat				d with this Bid?	
The state of the dieds selent, now would you rate	1	2	3	4	5
	Poor	Fair	Good	Very Good	Excellent
Compliance with specifications			~		
Quality as compared to similar products/services	H		H	H	H
	H		H	H	
Prices as compared to similar products/services	Ш		Ū	Ļ	Ļ
	Vam	1 . Unlikalı	2 Unlikeli	3 Drahahlu	4 Definitely
5.) Would you purchase this product/service again		y Unlikely	Unlikel	y Probably	Definitely
5.) Would you purchase this product/service again	1111	1 1	1 1	10/1	1 1
		Ш			
SECTION 3: E	ND USER CO	OMMENTS			 _
SECTION 3: E Please share any additional information regarding th			services	provided. <u>If this s</u>	supplier's
	is supplier or	the products /	114		
Please share any additional information regarding th	is supplier or	the products /	114		
Please share any additional information regarding th	is supplier or	the products /	114		
Please share any additional information regarding th performance is unsatisfactory, please tell us	is supplier or <u>s why.</u> You m	the products / ay attach an a	114		
Please share any additional information regarding th performance is unsatisfactory, please tell use EVALUATION	is supplier or s why. You m FORM COM	the products / ay attach an ad IPLETED BY:	dditional	sheet if necessary	<i>,</i> .
Please share any additional information regarding the performance is unsatisfactory, please tell use EVALUATION Name: William Wiley Title: Project Ma	is supplier or s why. You m FORM COM	the products / ay attach an ad IPLETED BY:	dditional		<i>,</i> .
Please share any additional information regarding th performance is unsatisfactory, please tell use EVALUATION	is supplier or s why. You m FORM COM	the products / ay attach an ad IPLETED BY:	dditional	sheet if necessary	<i>,</i> .

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

Supplier/Product Evaluation Form

The purpose of this evaluation form is to rate a supplier's performance. This form will aid the Procurement & Warehousing Services Department in determining the quality of goods and/or services purchased for the District. Your input will be used in the evaluation of future bids or proposals submitted by this supplier.

Please return completed evaluation forms to:

Procurement & Warehousing Services Department (TSSC Building) 7720 West Oakland Park Boulevard, Suite 323 Sunrise, Florida 33351

For assistance with this form contact us at

(754) 321-0505 or <u>CLICK HERE</u> to send us an email	(include the words Sup	olier/Product Ev	aluation Form	n the subject)
GENER	RAL INFORMATION			
Bid #: 16-158C Bid Title: Miscellaneous Envir	onmental Consulting Se	rvices		
Purchase Order #:	Product/Servi	ce Provided:		
Supplier (Company) Name: Partner Assessment Co	rporation dba Eco Advis	sors, LLC		
Contact Name:	Contact Phon	e #: ()	-	
SECTION 1:	SUPPLIER EVALUATI	ON		
1.) How would you rate the supplier in the follo	wing areas?			
	1 2	3	4	5
	Poor Fair	Good	Very Good	Excellent
Overall customer service				V
Delivery as scheduled or promised			V	
	1	2	_	4
	Not Some	what Sat	3 cisfied Ve	ry Satisfied
	Satisfied Sati	sfied	ve	y Satisfied
2.) How satisfied are you with the supplier?				V
3.) Will you use this supplier again?	Yes N	lo		
SECTION 2: PROI	DUCT / SERVICE EVAL	UATION		
4.) Based on the areas below, how would you r			with this Bid?	
	1 2	3	4	5
	Poor Fair	Good	Very Good	Excellent
Compliance with specifications				V
Quality as compared to similar products/service		H		
		H		H
Prices as compared to similar products/services	Innered Innered	Ļ		با
	1 Very Unlike	ly Unlikely	3 Probably	4 Definitely
5.) Would you purchase this product/service ag	The second secon	iy Onlikely	FIGURE	-
or, trouve you par on and trime product, sorrise ag				~
SECTION 3:	END USER COMMEN	ITS		
Please share any additional information regarding				
performance is unsatisfactory, please tell	us why. You may attack	n an additional s	heet if necessar	у.
-				
* .				
EVALUATIO	N FORM COMPLETED	BY:		
Name: William Wiley Title: Project M			one #: (754)	332 -4204
,			7.547	7207
School/Department: Environmental Health & Safet	V			
Participant's Signature:				

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

Supplier/Product Evaluation Form

The purpose of this evaluation form is to rate a supplier's performance. This form will aid the Procurement & Warehousing Services Department in determining the quality of goods and/or services purchased for the District. Your input will be used in the evaluation of future bids or proposals submitted by this supplier.

Please return completed evaluation forms to:

Procurement & Warehousing Services Department (TSSC Building)
7720 West Oakland Park Boulevard, Suite 323
Sunrise, Florida 33351

For assistance with this form contact us at

(754) 321-0505 or CLICK HERE to send us an email (include the words Supplier/Product Evaluation Form in the subject)

(754) 321-0505 or <u>CLICK HERE</u> to send us an email			Product Eva	iluation Form in	trie subject)
GENER	AL INFORMA	TION			
Bid #: 16-158C Bid Title: Miscellaneous Enviro	onmental Consu	ulting Service	S		
Purchase Order #:	Produc	t/Service Pr	ovided:		
Supplier (Company) Name: Partner Assessment Con	rporation dba E	co Advisors,	LLC		
Contact Name:	Conta	ct Phone #:	()	•11	
SECTION 1:	SUPPLIER EV	ALUATION			
1.) How would you rate the supplier in the follo	wing areas?				
	1	2	3	4	5
	Poor	Fair	Good	Very Good	Excellent
Overall customer service					\checkmark
Delivery as scheduled or promised	\Box	П		7	
,	1			14.1	
	Not	Somewha	at	3	4
	Satisfied	Satisfied	Sat	isfied Ver	y Satisfied
2.) How satisfied are you with the supplier?	П		Ī		[Z]
3.) Will you use this supplier again?	√ Yes	□ No			
			ion		
SECTION 2: PROD	AND DESCRIPTION OF THE PROPERTY OF THE PROPERT				
4.) Based on the areas below, how would you ra	ate the produ		provided	with this Bid?	
	1	2	3	4	5
	Poor	Fair	Good	Very Good	Excellent
Compliance with specifications				\checkmark	
Quality as compared to similar products/service	s			\checkmark	
Prices as compared to similar products/services		П			J
		1	2	3	4
	Very	Unlikely	Unlikely	Probably	Definitely
5.) Would you purchase this product/service ag	V		П		J
				اسما	
	END USER CO				
Please share any additional information regarding					
performance is unsatisfactory, please tell	us wny. You m	ay attach an	auditional S	neet ii necessar	у.
EVALUATIO	N FORM CON	PLETED BY:			
Name: Alison Witoshynsky Title: Coordinat	or, Envir Comp	liance	Contact Ph	one #: (754)	321 - 4200
School/Department: Environmental Health & Safet					
Participant's Signature: Alund With sh	11	F	ate: 06/18	/2020	

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

Supplier/Product Evaluation Form

The purpose of this evaluation form is to rate a supplier's performance. This form will aid the Procurement & Warehousing Services Department in determining the quality of goods and/or services purchased for the District. Your input will be used in the evaluation of future bids or proposals submitted by this supplier.

Please return completed evaluation forms to:

Procurement & Warehousing Services Department (TSSC Building) 7720 West Oakland Park Boulevard, Suite 323 Sunrise, Florida 33351

For assistance with this form contact us at

	cidac tile vve	i as cappiner,	i i oddet Evi	aluation Form in	the subject)
GENERAL	INFORMA	TION			
Bid #: 16-158C Bid Title: Miscellaneous Environn	mental Cons	ulting Service	s		
Purchase Order #:	Produc	t/Service Pr	ovided:		
Supplier (Company) Name: Gallagher Bassett Services	, Inc.				
Contact Name:	Conta	ct Phone #:	()	-	
SECTION 1: SL	IPPLIER EV	ALUATION			
1.) How would you rate the supplier in the followi	ng areas?				
	1	2	3	4	5
	Poor	Fair	Good	Very Good	Excellent
Overall customer service			\checkmark		
Delivery as scheduled or promised			1	П	П
	1	2			
	Not	Somewha	t sat	3 cisfied Ver	y Satisfied
	Satisfied	Satisfied	Jac	.isiieu vei	y Jansheu
2.) How satisfied are you with the supplier?				\checkmark	
3.) Will you use this supplier again?	√ Yes	No			
SECTION 2: PRODU	CT / SERVI	CE EVALUAT	ION		
4.) Based on the areas below, how would you rate			A CONTRACTOR OF THE PARTY OF TH	with this Bid?	
, ,, , , , , , , , , , , , , , ,	1	2	3	4	5
	-	-	9		_
	Poor	Fair	Good	Very Good	Excellent
Compliance with specifications	Poor	Fair	Good	Very Good	Excellent
Compliance with specifications Ouglity as compared to similar products/services	Poor	Fair	Good	Very Good	Excellent
Quality as compared to similar products/services	Poor	Fair	Good	Very Good	Excellent
	Poor		\checkmark	Very Good	Excellent
Quality as compared to similar products/services				3	
Quality as compared to similar products/services Prices as compared to similar products/services	Ven		\checkmark	Very Good 3 Probably	Excellent
Quality as compared to similar products/services	Ven			3	
Quality as compared to similar products/services Prices as compared to similar products/services	Very	1 Unlikely		3	
Quality as compared to similar products/services Prices as compared to similar products/services 5.) Would you purchase this product/service again SECTION 3: En Please share any additional information regarding this	Very	1 y Unlikely DMMENTS the products	Unlikely / services p	3 Probably	Definitely
Quality as compared to similar products/services Prices as compared to similar products/services 5.) Would you purchase this product/service again SECTION 3: EN	Very	1 y Unlikely DMMENTS the products	Unlikely / services p	3 Probably	Definitely
Quality as compared to similar products/services Prices as compared to similar products/services 5.) Would you purchase this product/service again SECTION 3: En Please share any additional information regarding this	Very	1 y Unlikely DMMENTS the products	Unlikely / services p	3 Probably	Definitely
Quality as compared to similar products/services Prices as compared to similar products/services 5.) Would you purchase this product/service again SECTION 3: En Please share any additional information regarding this	Very	1 y Unlikely DMMENTS the products	Unlikely / services p	3 Probably	Definitely
Quality as compared to similar products/services Prices as compared to similar products/services 5.) Would you purchase this product/service again SECTION 3: En Please share any additional information regarding this	Very ND USER CO s supplier or why. You m	1 y Unlikely DMMENTS the products ay attach an a	Unlikely / services p	3 Probably	Definitely
Quality as compared to similar products/services Prices as compared to similar products/services 5.) Would you purchase this product/service again SECTION 3: En Please share any additional information regarding this performance is unsatisfactory, please tell us	Very ND USER CO supplier or why. You m	1 y Unlikely DMMENTS the products ay attach an a	Unlikely / services padditional s	3 Probably	Definitely supplier's
Quality as compared to similar products/services Prices as compared to similar products/services 5.) Would you purchase this product/service again SECTION 3: En Please share any additional information regarding this performance is unsatisfactory, please tell us EVALUATION I Name: Alison Witoshynsky Title: Coordinator,	Very ND USER CO supplier or why. You m	1 y Unlikely DMMENTS the products ay attach an a	Unlikely / services padditional s	3 Probably orovided. If this sheet if necessary	Definitely supplier's
Quality as compared to similar products/services Prices as compared to similar products/services 5.) Would you purchase this product/service again SECTION 3: En Please share any additional information regarding this performance is unsatisfactory, please tell us	Very ND USER CO supplier or why. You m FORM CON Envir. Comp	1 y Unlikely DMMENTS the products ay attach an a	Unlikely / services padditional s	Probably Provided. If this sheet if necessary	Definitely supplier's

02.2017. V. PWS #1 Page 1 of 1

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 MARY CATHERINE COKER, DIRECTOR

www.BrowardSchools.com/PWS

The School Board of Broward County, Florida

Donna P. Korn, Chair Dr. Rosalind Osgood, Vice Chair

> Lori Alhadeff Robin Bartleman Patricia Good Heather P. Brinkworth Laurie Rich Levinson Ann Murray Nora Rupert

Robert W. Runcie Superintendent of Schools

6/8/2020

Reference:

RFP 16-158C – Miscellaneous Environmental Consulting Services

Subject:

Renewal of RFP

Dear Vendor:

The above-referenced contract expires on 11/30/2020. In accordance with General Information #2.4 in Section 2 of the RFP, this contract may, by mutual agreement and upon School Board approval, be renewed for an additional year from 12/1/2020 through 11/30/2021. This letter does not constitute the actual renewal or contract offer.

Please indicate below your willingness to renew this RFP award, which shall be considered by the School District for renewal of your award premised upon your combined agreement to all terms and conditions of the awarded RFP and your agreement maintain.

X	Yes, I offer to renew the current contract award at the current awarded price(s).
	Yes, loffer to renew the current contract award at a lower price(s) contained on the attached page(s).
	No, I do not wish to renew the current contract award.

In accordance with General Information #2.5 in Section 2 of the RFP, this contract may, by mutual agreement and upon School Board approval, renewed with a price adjustment.

Please sign and date this document in the space provided below and return it to my attention no later than 6/15/2020. If you fail to respond by this date, the School District will not consider the renewal of your award. The School District will notify you if, and when, your contract is renewed by the School Board.

Thank you for your prompt attention to this matter.

Sincerely,

Edgar Lugo

Edgar Lugo Purchasing Agent **VENDOR RESPONSE**

Vendor Name Gallagher Bassett Services, Inc.

Gignature/Date - Authorized Representative

Carolyn Bailey, Florida Regional Manager

Printed Name - Authorized Representative