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**NOTICE OF AWARD**

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May 15, 2020

**TO: All Relevant Awarded Vendors**

**Re: Bid # 20-057 Technology Equipment, Software & Services Catalog Discount**

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The School Board of Collier County, Florida, meeting in official session on May 12, 2020, voted to approve the award of the above referenced Bid, to your company per the attached bid tabulation sheet. Prior to the commencement, a purchase order will be issued to your company for any orders or upcoming services. We ask once you receive this document, to coordinate all work scheduling with the Technology Department 239-377-0410.

At this time, Collier County Public Schools is requesting the following **Administrative Requirements** be satisfied within fifteen (15) working days of receipt of this letter:

- **Employee fingerprints & Badging (if not already fulfilled)** - Please note that any employee who is not fingerprinted and badged per our requirements will be dismissed from any District site.
- **Current State or County license [MAY NOT NEED TO LIST THIS ITEM AS MOST LICENSES ARE SUBMITTED WITH BID]**
- **Current General, Automobile and Excess or Umbrella Liability Insurance\* (\$1,000,000 per occurrence) certificates**
- **Current worker's compensation insurance\* certificate**
- **Other certificates or licenses that were required in the bid** (i.e. fire inspector, spray, special certification etc....)

*\* Please note all Certificates of Insurance (COI) MUST have 30-day cancellation notice. Furthermore, the School Board will be listed as the certificate holder / additional insured as follows:*

*The District School Board of Collier County, FL  
5775 Osceola Trail  
Naples, FL 34109.*

All fingerprint & badging information may be obtained at the District's website <http://www.collierschools.com/hr> under the heading "Fingerprinting & ID Badges". Any and all paperwork shall be submitted to: Purchasing Department, Attn: Ms. Emily Bordner, by email [Purchasing@collierschools.com](mailto:Purchasing@collierschools.com) if desired. **ALL CORRESPONDENCES SUBMITTED SHALL REFERENCE THE BID #.** Any and all badges may not be released until all pertinent documentation has been received. Failure to meet these requirements within the allotted time listed above or maintain for the duration of the contract may result in the termination of contract.

Thank you and congratulations on this award. Your interest in Collier County Public Schools is appreciated.

Sincerely,



David Nara  
Director of Purchasing