



THE SCHOOL DISTRICT
OF PALM BEACH COUNTY, FLORIDA

SHARON SWAN
DIRECTOR

MICHAEL J. BURKE
CHIEF OPERATING OFFICER

Purchasing Department
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June 24, 2015

Dean Mitchell Group
3725 Investment Lane
Riviera Beach, FL 33404
Attn: Anthony D'Amato
Email: info@deanmitchellgroup.com

Subject: Letter of Agreement
Bid Number: 15C-006A
Title: Indoor Air Quality and Infectious Disease Services
Contract Term: June 18, 2015 through June 17, 2018

Dear Mr. D'Amato:

This is to advise you that the School Board of Palm Beach County, Florida, has accepted your offer to provide Indoor Air quality and Infectious Disease Services. This acceptance is subject to compliance with RFP specifications, terms and conditions, and all pertinent laws of the State of Florida and instructions as determined by the General Counsel for the School Board.

An original Certificate of Insurance as per special condition "27.0", "Insurance Requirements" (see attachment), must be emailed to insurancecertificate@palmbeachschools.org, or faxed to 561-963-3823 within seven (7) days of this notification. Your insurance company is required to have the School Board of Palm Beach County, Florida, NAMED AS AN ADDITIONAL INSURED. No services shall commence until we receive the Certificate of Insurance and it must reference the above RFP Number. Please be sure to advise your insurance carrier.

Purchase orders may be issued to cover services as the need arises and will be your notification to proceed with fulfilling the School Boards request. Providing services without proper authorization may result in nonpayment. If you have not previously completed Vendor Record & W9 forms please do so and return along with your Certificate of Insurance.

If you have any questions, please do not hesitate to call my office at **561-434-8172**. Thank you for your proposal. We are looking forward to doing business with you and your company.

Sincerely,

Sharon Swan, C.P.M., Director
Purchasing Department

CC: RFP file
Morris Simpson, Purchasing Agent

The School District of Palm Beach County, Florida
A Top-Rated District by the Florida Department of Education Since 2005
An Equal Education Opportunity Provider and Employer