



Purchasing Department
9461 Brandywine Lane
Port St. Lucie , Florida 34986
Voice – (772) 429-3980

Each Child, Every Day

May 12, 2021

Coughlan Companies LLC dba Capstone
1710 Roe Crest Drive
North Mankato, MN 56003
Attn: Doug Smith

Subject: Notice of Award for Invitation to Bid (ITB) 21-19
Instructional Supplies and Equipment (Catalog Discounts)

Contract Term: Initial term contract: May 15, 2021 through May 15, 2022 with (3) additional one year renewal periods

Dear Mr.Smith,

This is to advise you that on May 12, 2021 the School Board of St. Lucie County, Florida accepted the recommendation to award your firm for Invitation to Bid (ITB) 21-19 Instructional Supplies and Equipment (Catalog Discounts). This acceptance is subject to Invitation to Bid (ITB) 21-19 compliance with contract terms and conditions and all pertinent laws of the State of Florida and instructions as determined by the General Counsel for the School Board.

Please visit St. Lucie Public Schools website at www.stluciepublicschools.com, Departments, Business Services, and Purchasing and complete our online vendor application.

Please provide a certificate of insurance as required per contract terms and conditions of the Request for Qualifications. Your insurance company is required to have the St. Lucie Public Schools, 9461 Brandywine Lane, Port St. Lucie, Florida 34986, **named as an additional insured, no work shall commence until the certificate is received by the School Board Purchasing Department. Please be sure to advise your insurance carrier.**

Purchase orders will be issued to ensure the encumbrance of funds for payment of services of the awarded contract. Do not proceed with services until you have a purchase order. Failure to do so may result in non-payment.

Thank you for your continued interest in working with St. Lucie Public Schools.

Sincerely,

Pamela Brown

Pamela Brown
Purchasing Specialist