



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

*Each Child, Every Day*

June 21, 2021

Orange Tree Staffing, LLC  
111 E Fairbanks Ave.  
Winter Park, FL 32789  
Attention: Mardly Smith

Subject: Notice of Award for Request for Proposal (RFP 21-20)  
Speech-Language Therapy & Audiology Services

Contract Term: Initial term contract: 07/01/2021 through 06/30/2022 with (3) additional one year renewal periods

Dear Mr. Smith,

This is to advise you that on June 8, 2021 the School Board of St. Lucie County, Florida accepted the recommendation to award your firm a contract for Request for Proposal (RFP 21-20). This acceptance is subject to 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](http://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