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Dr. Jon R. Prince
9461 Brandywine Lane
Port St. Lucie, FL 34986
772.429.3600
www.stlucieschools.org



October 24, 2024

Parts Town, LLC
1200 Greenbriar Dr.
Addison, IL 60101
Attention: Sabrina Lytle

Subject: Notice of Award for Invitation to Bid (ITB) 25-04 HVAC Supplies, Parts and Equipment

Contract Term: Initial term contract November 10, 2024 through November 7, 2025 with (3) additional one year renewal periods

Dear Ms. Lytle,

This is to advise you that on October 22, 2024 the School Board of St. Lucie County, Florida accepted the recommendation to award your firm for Request for Invitation to Bid (ITB) 25-04 HVAC Supplies, Parts and Equipment. This acceptance is subject to request Invitation to Bid (ITB) 25-04 in 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 Invitation to Bid ITB 24-04.

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
Purchasing Specialist

