



Each Child, Every Day

May 15, 2025

Quill, LLC

300 Tri-State International Drive, Suite 300

Lincolnshire, IL 60069

Email: bid@quill.com

Attn: Sarah Sherman

Subject: Notice of Award for Invitation to Bid (ITB) 25-13 Instructional Materials Supplies and Equipment Catalog Bid

Contract Term: The initial term contract shall commence on May 16, 2025, through May 15, 2026, with (3) additional one-year renewal periods

Dear Sarah,

This is to advise you that on May 13, 2025, the School Board of St. Lucie County, Florida accepted the recommendation to award your firm for Invitation to Bid (ITB) 25-11 25-13 Instructional Materials Supplies and Equipment Catalog Bid. This acceptance is subject to Invitation to Bid (ITB) 25-13 Instructional Materials Supplies and Equipment Catalog Bid 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 <https://www.stlucie.k12.fl.us/>, 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 Invitation to Bid (ITB) 25-13 Instructional Materials Supplies and Equipment Catalog Bid. 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,

Shannon Dunbar

Shannon Dunbar

Purchasing Specialist