



THE SCHOOL DISTRICT  
OF PALM BEACH COUNTY, FLORIDA

SHARON SWAN  
DIRECTOR

MICHAEL J. BURKE  
CHIEF OPERATING OFFICER

Purchasing Department  
3300 Forest Hill Boulevard, Suite A-323  
West Palm Beach, FL 33406-5813  
Phone: (561) 434-8214 Fax: (561) 963-3823  
[www.palmbeachschools.org/purchasing](http://www.palmbeachschools.org/purchasing)

March 18, 2016

Holb Sierra Corporation  
2045 Sherman Street  
Hollywood, FL 33020

Attn: Marcos Vidal  
[mvidal@holbsierra.com](mailto:mvidal@holbsierra.com)

Subject: Letter of Agreement  
Bid Number: 14C-33W  
Title: Card Access, Equipment, Installation and Service  
Contract Term: April 22, 2016 through April 21, 2017  
Contact Information: Jackie Walsh, [Jackie.Walsh@palmbeachschools.org](mailto:Jackie.Walsh@palmbeachschools.org)

Dear Mr. Vidal:

The School District of Palm Beach County, Florida, has accepted your offer to renew Bid Number 14C-33W to furnish equipment and services for the contract of Card Access, Equipment, Installation and Service. This acceptance is subject to compliance with the bid specifications, terms and conditions, all pertinent laws of the State of Florida and instructions as determined by the General Counsel for the School District.

Please check your certificate of insurance (See Special Condition "O" "INSURANCE REQUIREMENTS") to confirm that it is current. If it is not current, please email us an updated original certificate of insurance to [insurancecertificate@palmbeachschools.org](mailto:insurancecertificate@palmbeachschools.org), or fax 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 AND MUST REFERENCE THE ABOVE BID NUMBER.

Purchase orders may be issued to cover equipment and services as the need arises. Purchase orders are your notification to proceed with fulfilling the School Districts request for equipment and services. Shipment without proper authorization may result in nonpayment.

If you have any questions, please do not hesitate to call my office at 561-963-3804. Thank you for renewing your bid and we are looking forward to doing business with you and your company.

Sincerely,

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

CC: bid file  
Jackie Walsh CPPB, Purchasing Agent

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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*