

THE SCHOOL DISTRICT
OF PALM BEACH COUNTY, FLORIDA

DARCI GARBACZ
DIRECTOR

HEATHER FREDERICK, CPA
CHIEF FINANCIAL 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

September 23, 2022

Papico Construction, Inc.
3520 SW Armellini Ave, Bay E
Palm City, FL 34991

Attn: Amy Ojeda Pappas
Email: papicosports@gmail.com

Subject: Letter of Agreement
Solicitation Number: 23C-5L
Title: Acrylic Coating for Sports Surfaces
Contract Term: October 18, 2022 through October 17, 2025

Dear Mrs. Pappas,

This is to advise you that the School District of Palm Beach County, Florida, has accepted your offer to furnish services for Acrylic Coating for Sports Surfaces. This acceptance is subject to compliance with solicitation specifications, terms and conditions, all pertinent laws of the State of Florida and instructions as determined by the General Counsel for the School District.

A Certificate of Insurance as per special condition "S", "Insurance Requirements" must be emailed to insurancecertificate@palmbeachschools.org, or faxed to [561-963-3823](tel: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. No work shall commence until we receive the Certificate of Insurance and it must reference the above Bid Number. Please be sure to advise your insurance carrier.

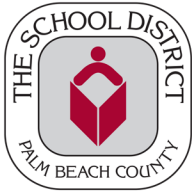
Purchase orders may be issued to cover services as the need arises and will be your notification to proceed with fulfilling the School Districts request. Shipment without proper authorization may result in nonpayment. If you have not previously completed Vendor Record & W9 forms please do so and return along with your Certificate of Insurance.

If you have any questions, please do not hesitate to call my office at **561-434-8507**. Thank you for your bid and we are looking forward to doing business with you and your company.

Sincerely,

Darci Garbacz, C.P.M., Director
Purchasing Department

CC: Solicitation File
Michael Callahan, Purchasing Agent



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FINGERPRINTING INSTRUCTIONS

Vendors, Contractors and Consultants will be required to have all contracted workers schedule a fingerprinting appointment before any work commences on school/department sites. Individuals who do not show up for their scheduled appointment time will be charged a Rescheduling Fee of \$12.00 by Fieldprint Inc.

Vendors, Contractors and Consultants will schedule their fingerprinting appointment by following these instructions:

1. Visit www.fieldprintflorida.com
2. Enter an email address under "New Users/Sign Up" and click the "Sign Up" button. Follow the instructions for creating a Password and Security Question and then click "Sign Up and Continue".

Enter the Fieldprint Code: FPPBCVENP

3. Enter the contact and demographic information required by the FBI and schedule a fingerprint appointment at the location of their choosing.
4. At the end of the process, Vendors, Contractors and Consultants should print and take the Confirmation Page with them to their fingerprint appointment, along with two forms of identification.
5. Any questions or problems may be directed to the Fieldprint Customer Service Team at 877-614-4364 or customerservice@fieldprint.com.

If a Vendor, Contractor or Consultant would like to set up an account with Fieldprint so they can pay for the fingerprint fee on the behalf of their employees, please email one of the following individuals listed:

Thomas Harrison, National Sales Executive
Fieldprint Inc.
(888) 472-8918 extension 2192 (Office)
tharrison@fieldprint.com

or

Suzanne Sorge, National Account Executive
Fieldprint Inc.
(888) 472-8918 extension 2411 (Office)
ssorge@fieldprint.com

The Vendor, Contractor or Consultant will have to complete a standard agreement and an account set up form. Upon the completion and submission of the forms, Fieldprint will set up the vendor's fingerprint account.

Fingerprinting costs are per individual and is the responsibility of the individual scheduling the appointment and payable online when the appointment is scheduled. The badge pickup will be available during the hours of 7:30 a.m. - 4:30 p.m., Monday through Friday, except on designated School District holidays.

Badge pick up location:

The Fulton Holland Educational Services Center
School Police Department
3300 Forest Hill Boulevard
West Palm Beach, FL 33406

