

Savannah-Chatham County Public School System

208 Bull Street / Savannah, Georgia 31401 / 912.395.5600

VIA FAX: (620) 365-3627

September 17, 2015

Herff Jones, Inc.
Attention: Kimberly Myer
2502 N. State, P.O. Box 707
Iola, KS 66749

Subject: Bid 15-71 Diploma Inserts (Annual Contract)

Enclosure: (1) Memorandum of Agreement (Contract)

Dear Ms. Myer:


I am pleased to inform you that Herff Jones, Inc. has been selected to receive award of **Bid 15-71 Diploma Inserts**. Provided no protest regarding this award is received prior to **5:00 p.m., Thursday, September 24, 2015**, it is the intent of the Board of Education to enter into a contract with your firm for the items as set forth in the solicitation.

The enclosed Memorandum of Agreement, once authorized by both parties will serve as the contract. The executed document should be returned to my attention by **5:00 p.m., Thursday, September 24, 2015**. Please forward a current certificate of insurance, naming the Board as insured and certificate holder. This contract will be conditional upon the ability to comply with requirements set forth in the bid documents. Any contract is contingent upon formal approval by the Board of Education.

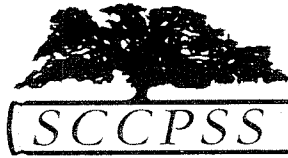
Vendors purchasing equipment and supplies prior to the issuance of a purchase order do so at their own risk and the school district shall not be held liable.

Thank you for your interest in doing business with our school district and we look forward to working with your firm.

Sincerely,


Sabrina L. Scales, CPPB
Purchasing Director

cc: A. Rhone-Bush, Academic Affairs
file



Savannah-Chatham County Public School System

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VIA FAX: (404) 244-5141

September 17, 2015

Georgia Correctional Industries
Attention: Joseph Ifebi
2984 Clifton Springs Road
Decatur, GA 30034

Subject: Bid 15-71 Diploma Inserts (Annual Contract)

Dear Mr. Ifebi:

This letter is to inform you that the Savannah-Chatham County Public School System intends to award its Bid 15-71 Diploma Inserts to the firm of Herff Jones. The bid submitted by their firm was determined to be the most responsive to all the specifications as stated in our solicitation.

I am enclosing a copy of the tab sheet for your review. Any concerns regarding this award should be addressed in writing and faxed to (912) 201-7648 prior to **2:00 p.m. Thursday, September 24, 2015.**

We thank you very much for your bid and the time and effort involved in its preparation.

Again, thank you for your interest in the Savannah-Chatham County Board of Public Education.

Sincerely,


Sabrina L. Scales, CPPB
Purchasing Director

cc: file