



Savannah-Chatham County Public School System

208 Bull Street / Savannah, Georgia 31401 / 912.395.5600

VIA Email: Allison.Lewis1@Staples.com

July 29, 2021

Staples Contract & Commercial, LLC
Attn: Ms. Allison Lewis
500 Staples Drive
Framingham, MA 01702

Subject: Bid 22-05 Copy Paper and 3 Hole Punch Paper (Six (6) Month Contract)

Dear Ms. Lewis,

Please be advised pending Board approval on August 11, 2021, that the Savannah-Chatham County Public School System intends to execute a contract for services under Bid 22-05 Copy Paper and 3 Hole Punch Paper (Six (6) Month Contract). Provided no protest regarding this award is received prior to 2:00 p.m., Friday, August 6, 2021.

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 Monday, August 9, 2021. The contract will be conditional upon the vendor's ability to comply with the 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, NIGP, CPP, CPPB
Purchasing Director

cc: Carl Eller, Senior Director, Information Technology