

Procurement & Warehousing Services

Mary C. Coker, Director

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**The School Board of
Broward County, Florida**

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6/27/2023

Greg Duggan
AccuAir, Inc.
2900 West Orange Ave., Suite 130
Apopka, FL 32703

Email: greg@accuaironline.com
Phone: 305-712-6653

Subject: Letter of Award and Request for Certificate Insurance
ITB #: FY24-044
ITB Title: HVAC-R Equipment, Parts, and Supplies
Contract Term: July 1, 2023 through June 30, 2026

Dear Mr.Duggan:

The School Board of Broward County, Florida has accepted the above-referenced ITB. Please note that this is not a notice to proceed, as a Purchase Orders or Purchase Orders will be issued to your firm.

To issue a Purchase Order, your firm must be a registered vendor. Use the link below to register and/or update your registration: <http://schoolboardofbrowardcounty.supplier.ariba.com/register>

Proof of insurance must be submitted to the insurance tracking system within fifteen (15) days of this notification. You will receive a system-generated email within three (3) business days of this letter with insurance requirements and a unique link to upload your certificate of insurance (located at the bottom of the email as a blue box labeled Upload COI). **YOU MUST RECEIVE A NOTICE OF COMPLIANCE.**

All employees (including subcontractors and agents) who will be entering onto SBBC property must be fingerprinted and wear a SBBC issued photo identification badge at all times while on SBBC property. Part of the registration requires a PIN Number. Vendor must send an email direct to: fieldprint@browardschools.com to request a PIN Number WITH a copy of this award letter attached to the email. Information about the process can be found at this link: <https://www.browardschools.com/Page/40551> If you have questions pertaining to identification badges, please contact the Security Clearance Department at (754) 321-2374.

Please note, an identification badge will not be issued and no work can commence until insurance form(s) are approved, and a written purchase order is released.

Any service provided or merchandise delivered prior to the receipt of the Purchase Order (PO) is at the full risk of the seller. SBBC is not responsible for the payment of any service or merchandise before issuing the corresponding PO.

Sincerely,

Edgar Lugo

Edgar Lugo
Manager, Construction Sourcing

ATTACHMENT: Insurance requirements

INSURANCE PROVISIONS:

Insurance Requirements. *Vendor* shall comply with the following insurance requirements throughout the term of this Agreement:

- a. **General Liability.** *Vendor* shall maintain General Liability insurance during the term of this Agreement with limits not less than \$1,000,000 per occurrence for Bodily Injury/ Property Damage; \$1,000,000 General Aggregate; and limits not less than \$1,000,000 for Products/Completed Operations Aggregate.
- b. **Workers' Compensation.** In accordance with Chapter 440, Florida Statutes, *Vendor* shall have and maintain Workers' Compensation insurance and Employer's Liability limits of not less than \$100,000/\$100,000/\$500,000 (each accident/disease-each employee/disease-policy limit).
- c. **Auto Liability.** *Vendor* shall have and maintain Owned, Non-Owned and Hired Auto Liability insurance with Bodily Injury and Property Damage with limits of not less than \$1,000,000 Combined Single Limit. If *Vendor* does not own any vehicles, it shall have and maintain hired and non-owned automobile liability coverage in the amount of \$1,000,000. In addition, an affidavit signed by *Vendor* must be furnished to SBBC stating the following: "*Vendor* does not own any vehicles. If *Vendor* acquires any vehicles during the term of the Agreement, *Vendor* agrees to provide of proof of "Any Auto" coverage effective as of the date of vehicle acquisition."
- d. **Acceptability of Insurance Carriers.** The insurance policies required under this Agreement shall be issued by companies qualified to do business in the State of Florida and having a rating of at least A- VI by AM Best or Aa3 by Moody's Investor Service.
- e. **Verification of Coverage.** Proof of the required insurance must be furnished by *Vendor* to SBBC's Risk Management Department by Certificate of Insurance within fifteen (15) days of the date of this Agreement. To streamline this process, SBBC has partnered with EXIGIS Risk Management Services to collect and verify insurance documentation. All certificates (and any required documents) must be received and approved by SBBC's Risk Management Department before any work commences to permit *Vendor* to remedy any deficiencies. *Vendor* must verify its account information and provide contact details for its Insurance Agent via the link provided to it by email.
- f. **Required Conditions.** Liability policies must include the following terms on the Certificate of Insurance:
 - 1.The School Board of Broward County, Florida, its members, officers, employees and agents are added as additional insured.
 - 2.All liability policies are primary of all other valid and collectable coverage maintained by The School Board of Broward County, Florida.
 - 3.Certificate Holder: The School Board of Broward County, Florida, c/o EXIGIS Risk Management Services, P.O. Box 4668-ECM, New York, New York 10163-4668.
- h. **Cancellation of Insurance.** *Vendor* is prohibited from providing services under this Agreement with SBBC without first obtaining the minimum required insurance coverage and must notify SBBC within two (2) business days if required insurance is cancelled.
- i. SBBC reserves the right to review, reject or accept any required policies of insurance, including limits, coverage or endorsements, herein throughout the term of this Agreement.