

(ATTACHMENT 1) REQUEST TO WAIVE ADMINISTRATIVE POLICY 3.09(9)(E) AND TO EXTEND A CONTRACT WITH OLIVER PACKAGING AND EQUIPMENT COMPANY



**MILWAUKEE
PUBLIC SCHOOLS**

Office of Finance
Department of Procurement & Risk Management
5225 W. Vliet Street, Milwaukee, WI 53208
(414) 475-8880 • mps.milwaukee.k12.wi.us
Fax (414) 475-8387

July 8, 2019

Oliver Packaging and Equipment Co.
3236 Wilson Drive NW
Walker, MI 49534

Dear Mr. Floria:

Subject to approval by Milwaukee Public Schools' (MPS) Administration and the Milwaukee Board of School Directors, your firm has been awarded a blanket contract for Heat Seal Fiber Trays and Polyester Heat Sealable Film, in accordance with MPS's Request for Bid (RFB) 5772 and your firm's response thereto.

This blanket contract covers all items listed in Group B in the RFB and shall be for a one-year period from August 1, 2019 through June 30, 2020. Following the initial term, the contract may be extended if certain performance measures incorporated in the RFB are met. The estimated value for the initial term is \$80,000.

MPS staff will place orders with your firm by in accordance with the ordering procedures listed in the RFB.

By signing below and returning this letter, you acknowledge that you agree to the blanket contract as set forth in the RFB and this letter.

Signature: *Mitch Summerfield*

Print Name & Title: Mitch Summerfield, President

Date: 7/8/2019

If you have any questions, please feel free to contact me. We look forward to a mutually beneficial business relationship with your firm.

Sincerely,

Adria D. Maddaleni, J.D.
Director, Procurement & Risk Management
rivaad@milwaukee.k12.wi.us

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