

ACTION ON MONTHLY FINANCE MATTERS; AUTHORIZATION TO MAKE PURCHASES REPORT ON CHANGE ORDERS IN EXCESS OF \$25,000 AND CUMULATIVE PURCHASES IN EXCESS OF \$50,000; ACCEPTANCE OF THE REPORT ON REVENUES AND EXPENSES; MONTHLY EXPENDITURE CONTROL REPORT; REPORT ON SCHOOL FUND TRANSFERS; REPORT ON CONTRACTS UNDER \$50,000 AND CUMULATIVE TOTAL REPORT; REPORT ON MONTHLY GRANT AWARDS; ACCEPTANCE OF DONATIONS



**MILWAUKEE  
PUBLIC SCHOOLS**

**Office of Finance**  
Department of Procurement & Risk Management  
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(414) 475-8880 • [mps.milwaukee.k12.wi.us](http://mps.milwaukee.k12.wi.us)  
Fax (414) 475-8387

February 16, 2021

Best Ed, LLC dba Best Ed Business  
10936 N Port Washington Road, Ste 269  
Mequon, WI 53092

Dear Ms. Perry-Stevens:

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 Surgical N95 Respirators, in accordance with MPS's Request for Bid (RFB) 5792 and your firm's response thereto.

This blanket contract covers Small and Regular size Surgical N95 Respirators and shall be for March 1, 2021 through February 28, 2022. (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 \$1,000,000.00.

MPS staff will place orders with your firm by faxing or emailing you a purchase order each time they wish to place an order. The quantities will be determined on a month-by-month basis, which shall be determined upon the needs of the District, with consideration of the current health criteria in line with the federal, state, and local guidance as appropriate.

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: June Perry - Stevens

Print Name & Title. June Perry-Stevens, Owner

Date. February 17, 2021

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

Sincerely,

**Janine M. Adamczyk  
Procurement Manager**

Department of Procurement & Risk Management  
[adamczj@Milwaukee.k12.wi.us](mailto:adamczj@Milwaukee.k12.wi.us)