



# District School Board of Pasco County

20430 Gator Lane • Land O' Lakes, Florida 34638 • 813/ 794-2221

Heather Fiorentino, Superintendent

[www.pasco.k12.fl.us](http://www.pasco.k12.fl.us)

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Department of Purchasing  
Kendra Goodman, CPPB, Purchasing Agent  
813/ 794-2221 Fax: 813/ 794-2111  
727/ 774-2221 TDD: 813/ 794-2484  
352/ 524-2221 e-mail: [kgoodman@pasco.k12.fl.us](mailto:kgoodman@pasco.k12.fl.us)

December 22, 2006

## MEMORANDUM

**TO:** Board Members

**FROM:** Kendra Goodman, CPPB, Purchasing Agent

**RE:** Bid # 618-001-07-01 State Contract Non-Stocked Office Supplies  
Requesting Approval of Expenditures and Use of State Contract #618-001-07-01

On December 19, 2006 the Board approved a one-month extension of State Contract #618-001-04-1 for non-stocked office supplies with Office Depot to fall in line with the current State Contract expiration time-frame. The current State Contract will expire on January 31, 2007.

At this time, it is my recommendation to enter into a one-year agreement with Office Depot utilizing State Contract #618-001-07-01 for non-stocked office supplies. It is estimated that the District will spend \$925,000 between February 1, 2007 and January 31, 2008. As always the Purchasing Department will monitor the purchase orders for this agreement.

Should you have any questions regarding this matter, or if I can be of further assistance, please contact me at your earliest convenience.

KDG/mk  
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