



District School Board of Pasco County

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Heather Fiorentino, Superintendent

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December 15, 2006

MEMORANDUM

TO: Honorable Board Members

FROM: Kendra Goodman, CPPB, Purchasing Agent

RE: Office Depot – One-Month Extension of State Contract
#618-001-04-01 for Non-Stock Office Supplies

On April 4, 2006 The Board approved a six-month extension of State Contract #618-001-04-1 for non-stock office supplies with Office Depot. The request for a six-month extension was to allow the District's contract to align with the expiration of the State Contract's time-frame.

Unfortunately, the State Contract Specialist notified us yesterday that the new State Contract would not take effect until February 1, 2007. In the meantime, the State Contract Department has extended Office Depot's agreement for another 30-day period. At this time, we are requesting a one-month extension of State Contract #618-0001-04-01. We anticipate expenditures will not exceed \$50,000. As always, the Purchasing Department will monitor purchase orders to make sure that the threshold is not exceeded.

The delay in receiving the information from the State Contract Office did not allow time for this information to be included in the distribution of the regular Board packet. Due to the rescheduling of the January Board meetings, it is imperative that this information be included for Board action as a "hand-carried" item at the December 19th meeting to prevent a lapse in ordering and receiving non-stock office supplies.

Should you require additional information or clarification, please contact me at extension 42222. Thank you for your consideration.

Date/Time: 08:52:00