



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

Department of Purchasing
Kendra Goodman, CPPB, Purchasing Agent
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January 30, 2008

MEMORANDUM

TO: Honorable School Board Members

FROM: Kendra Goodman, CPPB, Purchasing Agent

RE: One Year Extension of Three-Year Contract
Bid #05-073-SS Incidental/Novelty – Classroom Incentives
Oriental Trading Company

On February 1, 2005, the above-referenced bid was awarded to Oriental Trading Company for classroom incentives. This is a three-year contract newable annually with the option to extend the bid for up to one additional year. This bid will be used on an “as needed” basis and is utilized by various school and departments. The third year of the agreement will expire on February 5, 2008.

Considering services have been satisfactory, Joan Squire, Sales Representative with Oriental Trading Company was contacted to verify their willingness to enter an additional one-year period of the agreement as allowed and has agreed to do so – see attached.

At this time it is my recommendation to enter into one additional year of the agreement as allowed under the general terms and conditions of the bid. This year will commence on February 6, 2008 and expire on February 5, 2009.

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

KDG/vs

Attachments (14)



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October 20, 2006

MEMORANDUM

TO: Honorable School Board Members

FROM: Kendra Goodman, CPPB, Purchasing Agent

RE: Third Year Renewal of Three-Year Contract
Bid #05-073-SS
Incidental/Novelty Classroom Incentives

On October 18, 2005 official action (attached) was taken to award the above-referenced bid to Oriental Trading Company. This is a three-year contract renewable annually based upon mutual consent of both parties. The second year of the agreement will expire on February 5, 2007.

At this time, it is my recommendation to enter into the third year of the agreement. Megan Kipling, Customer Acquisition Manager, Oriental Trading Company, has agreed in writing to enter into the third year of the contract (see attached). The third year of the contract will cover the period of February 6, 2007 through February 5, 2008.

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

KDG/mk

Attachments (10)

DATE/TIME: November 29, 2006 09:55:00



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September 20, 2005

MEMORANDUM

TO: Honorable Board Members

FROM: Kendra Goodman, CPPB, Purchasing Agent

RE: Second Year Renewal of Three-Year Contract
Bid # 05-073-SS Incidental/Novelty – Classroom Incentives
Oriental Trading Company

On February 1, 2005, the above-referenced bid was awarded to Oriental Trading Company for classroom incentives. This is a three-year contract renewable annually by mutual consent of all parties on an “as needed” basis. The first year of the agreement will expire on February 5, 2006.

Considering services have been satisfactory, Oriental Trading Company was contacted to verify their willingness to enter the second-year of the agreement. They have agreed to do so- see attached.

At this time it is my recommendation to enter into the second year of the agreement which will commence on February 6, 2006 and expire on February 5, 2007.

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

KDG/sw

Attachments (7)

Date/Time:

District School Board of Pasco County

Bid Recommendation

Bid Title	Incidental/Novelty – Classroom Incentives		Number of Vendors Notified	119
Bid Number	05-073-SS		Number of Bids Distributed	34
Date Solicited	November 11, 2004		Number of Vendors Responding	14
Date Opened	December 8, 2004 @ 2:30 P.M.		Number of Vendors Not Bidding	1
Date Board Presentation	February 1, 2005		Number of Vendors Bidding	13
Total Savings	\$2,500.00		Grand Total of Bid	\$25,000.00 (Estimate)

Recommendation: Recommend acceptance of bids as noted on the attached tabulation sheet.

Term of Contract: This is the first year of a three-year contract, renewable annually by mutual agreement of all parties. This contract will commence on February 6, 2005 and expire on February 5, 2006.

Notations and Exceptions: This bid was designed as a multi-awarded bid with up to three vendors for incidental novelty items. Estimated yearly expenditures for this contract are \$25,000.

Discounts will remain the same; however, vendors may update catalogs on a semi-annual basis.

Bids were awarded on a weighted point system: Discount/Net Costs (9pts.); Inventory (4pts.); Location (3pts.); and Past Service (2pts.). Bids from ABC School Supply, Childcraft, Authentic Promotions, Hammond & Stephens, Highsmith, Kaplan Early Learning, Lakeshore Learning Materials, Nienhuis Montessori, Renaissance Learning, S & S Worldwide, School Specialty and Teacher's Discovery could not be considered as vendors did not have sufficient incidental novelty items listed in catalogs to meet the District's requirements.

Offers from the vendors listed herein are the only offers received as of the specified opening date and time. All other offers submitted in response to this solicitation, if any, are hereby rejected as late.

Bids Evaluated By:

Sherry Wooten, Buyer Assistant

Bids Prepared By:

Sharon Shirmohammad, Buyer, CPPB

Reviewed and Authorized By:

Kendra Goodman, CPPB, Purchasing Agent

DISTRICT SCHOOL BOARD OF PASCO COUNTY BID TABULATION

DATE OF OPENING: December 8, 2004 @ 2:30 P.M.		ABC School Supply	Childcraft Education	Authentic Promotions
TITLE:Incidental/Novelty Classroom Incentives		P.O. Box 369	P.O. Box 3239	3024 Paragon Way
BID #: 05-073-SS		Landisville, PA 17538	Lancaster, PA 17604	Carmichael, CA 95608
		800-669-4222	800-631-5652	800-497-7765
ITEM #	QTY.	DESCRIPTION	TOTAL PRICE	TOTAL PRICE
		Discount %	18%	10%
		Quote #		23-35%
		Catalog Names	Early Learning	Pre-K to Grade 3
			Elementary k-6	Early Childhood Direct
		Exclusions	Excludes all drop ship items indicated with a truck icon includes playground equip. sale flyers & internet orders	Excludes all factory direct items indicated with an *, sales items, and internet orders.
				3% maximum shipping charge per purchase.

DISTRICT SCHOOL BOARD OF PASCO COUNTY BID TABULATION

DATE OF OPENING: December 8, 2004 @ 2:30 P.M.		Hammond & Stephens	Highsmith, Inc.	Kaplan Early Learning
TITLE:Incidental/Novelty Classroom Incentives		P.O. Box 629	W5527 State Rd 106	P.O. Box 609
BID #: 05-073-SS		Frfemont, NE 68026	Fort Atkinson, WI 53538	Lewisville, NC 27023
		800-228-9875	800-543-2180	800-334-2014
ITEM #	QTY.	DESCRIPTION	TOTAL PRICE	TOTAL PRICE
		Discount %	5%	8%
		Quote #		219199
				C-191
		Catalog Names	Achieve & Reward	Upstart
				Early Childhood
				Primary Learning
		Exclusions	Shipping will be prepaid	Minimum order is \$50.
			and added at 10-15%	Sale catalogs, Library
			of order.	Sparks Magazine
				Free shipping on orders
				over \$100. See bid
				documents for exc.

DISTRICT SCHOOL BOARD OF PASCO COUNTY BID TABULATION

DATE OF OPENING: December 8, 2004 @ 2:30 P.M.			Lakeshore Learning Materials	Nienhuis Montessori USA	Oriental Trading Company 5455 S 90th Street Omaha, NE 68127 800-526-7400
TITLE:Incidental/Novelty Classroom Incentives			2695 E. Dominguez St.	140 E. Dana Street	
BID #: 05-073-SS			Carson, CA 90810	Mountain View, CA 94041	
			800-421-5354	650-964-2735	
ITEM #	QTY.	DESCRIPTION	TOTAL PRICE	TOTAL PRICE	TOTAL PRICE
		Discount %	5%	20%	10%
		Quote #			MS0510980 Excluded from bid are promotional items. Orders under \$60 on promotional items, shipping will be pre-paid and added to invoice See bid document for prices
		Catalog Names	Lakeshore Learning Materials	Nienhuis Montessori	
			Lakeshore Elementary	Toys For Life	
				Curriculum Support Materials	
		Exclusions	Basic and Beyond catalog		

DISTRICT SCHOOL BOARD OF PASCO COUNTY BID TABULATION

DATE OF OPENING: December 8, 2004 @ 2:30 P.M.			Renaissance Learning, Inc.	S & S Worldwide, Inc.	School Specialty
TITLE:Incidental/Novelty Classroom Incentives			2911 Peach Street	75 Mill Street	100 Paragon Parkway
BID #: 05-073-SS			Wisconsin Rapids, WI 54495	Colchester, CT 06415	Mansfield, OH 44903
			715-424-3636	800-243-9232	888-388-3224
ITEM #	QTY.	DESCRIPTION	TOTAL PRICE	TOTAL PRICE	TOTAL PRICE
		Discount %	Does not meet intent of bid	10%	25%-12% Furniture
		Quote #			C-605758-P5
		Catalog Names		Sally	School Specialty
		Exclusions		Items labeled F.O.B./	Orders under \$50 for
				Drop Ship will be pre-	instock items will have
				paid & added to invoice	\$5.95 charge added to
					invoice.

DISTRICT SCHOOL BOARD OF PASCO COUNTY BID TABULATION

DATE OF OPENING: December 8, 2004 @ 2:30 P.M.			Teacher's Discovery
TITLE:Incidental/Novelty Classroom Incentives			2741 Paldan Drive
BID #: 05-073-SS			Alburn Hills, MI 48326
			800-8322437
ITEM #	QTY.	DESCRIPTION	TOTAL PRICE
		Discount %	0%
		Quote #	
		Catalog Names	Spanish Elementary
			German Classroom Materials
			Teacher's Discovery French
			Teacher's Discovery Spanish
		Exclusions	No Samples, shipping and handling apply to all orders.