



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
813/ 794-2221 Fax: 813/ 794-2111
727/ 774-2221 TDD: 813/ 794-2484
352/ 524-2221 e-mail: kgoodman@pasco.k12.fl.us

January 29, 2008

MEMORANDUM

TO: Honorable School Board Members

FROM: Kendra Goodman, CPPB, Purchasing Agent

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

On January 23, 2007 the Board approved a one-year agreement with Office Depot utilizing State Contract #618-001-07-01 for non-stocked office supplies.

At this time, it is my recommendation to enter another 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 an anticipated \$925,000 between February 5, 2008 and January 31, 2009. 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 feel free to contact me at your earliest convenience.

KDG/vs

Attachments



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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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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