



District School Board of Pasco County

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Heather Fiorentino, Superintendent

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Department of Purchasing
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January 20, 2009

MEMORANDUM

TO: Honorable School Board Members

FROM: Kendra Goodman, CPPB, Purchasing Agent

RE: Office Depot/US Communities – 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 29, 2008 the Board approved a one-year agreement with Office Depot/US Communities utilizing State Contract #618-001-07-01 for non-stocked office supplies.

At this time, it is my recommendation to enter another agreement with Office Depot/US Communities utilizing State Contract #618-001-07-01 through June 30, 2009. It is estimated the District will spend an estimated \$385,000 between February 1, 2009 and June 30, 2009. During this period, the Purchasing Department will be analyzing the best office supply options, including the solicitation of a District bid for these commodities.

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/vj

DATE/TIME: January 14, 2009; 08:53:00