



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
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March 16, 2009

MEMORANDUM

TO: Honorable School Board Members

FROM: Kendra Goodman, CPPB, Purchasing Agent

RE: Second Year Renewal of Three-Year Contract
RFP #08-101-LR, Library Material & Supplies
Brodart Company, Gaylord Brothers, Highsmith and School Specialty

On June 17, 2008, official action (attached) was taken to award the above-referenced RFP to the vendors noted. This RFP is a three-year contract, renewable annually based upon mutual consent of both parties. The first year of the agreement will expire on April 22, 2009.

Considering services have been satisfactory, the vendors were contacted to verify their willingness to enter into the second year of the agreement. They have agreed in writing (attached), to enter into the second year of the contract.

Therefore, at this time, it is my recommendation to enter into the second year of the agreement with the vendors noted above. The second year of the contract will cover the period of April 23, 2009 through April 22, 2010. 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/cc

Attachments

District Wide Accreditation • Southern Association of Colleges and Schools

Date/Time: March 10, 2009; 11:01:00

District School Board of Pasco County

Bid Recommendation

Bid Title	Library Materials & Supplies Catalog Discount		Number of Vendors Notified	209
Bid Number	08-101-SN		Number of Bids Distributed	43
Date Solicited	February 21, 2008		Number of Vendors Bidding	16
Date Opened	March 20, 2008		Number of Formal "No Bid" Responses	0
Date Board Presentation	June 17, 2008		Funding Source	General and Internal Funds
Total Savings	\$32,625.00 (First-Year Estimate)		Grand Total of Bid	\$225,000.00 (First-Year Estimate)

Recommendation:

Recommend acceptance of RFPs as noted on the attached tabulation sheet as having the highest average scores and best RFPs meeting written specifications.

Term of Contract:

This contract is for library materials and supplies to be purchased throughout the District. This is a three-year contract renewable annually based upon mutual agreement of both parties. The first year of this contract shall be effective from June 18, 2008 to April 22, 2009. The items in this contract will be ordered on an "as needed" basis during the contract period. Discounts will remain firm and in effect throughout the term of the contract.

Notations and Exceptions:

This is a multi-award bid (up to four vendors) based upon the highest average scores. The evaluation consisted of a selection review committee, made up of representatives from three school's media specialist (1-elementary, 1-middle, 1-high). Each RFP was evaluated according to a weighted point system (i.e. Vendor Location 4, Discount Offered 6, References 5) as outlined in the specifications with scores totaled and then averaged to obtain the respondents with the highest average scores. Copies of the evaluation forms are on file in the Purchasing Department. A maximum of four vendors could be awarded as outlined in the RFP specifications.

Recommend rejection of Accu-Cut, BMI Educational Services, Border's, Inc., Camcor, Inc., Ellison Educational Equipment, Kaplan Early Learning Co., Learning Services and Long's Electronics as their products did not meet the types of materials and supplies as specified in the bid document (i.e., bookends, label makers, desk organizers, bookmarks, hanging bags, book mobiles, book pockets, pamphlet racks, book repair tape, etc.).

Offers from the vendors listed herein are the only offers received timely 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:

Rhoda Cribbs, Media Specialist, Trinity Elementary School
 Anna Condoleon, Media Specialist, Charles S. Rushe Middle School
 Lisa Hidalgo, Media Specialist, Land O' Lakes High School

Bids Prepared By:

Laurie Roberts, CPPB, Buyer, Purchasing Department

Reviewed and Authorized By:

Kendra Goodman, CPPB, Purchasing Agent

DISTRICT SCHOOL BOARD OF PASCO COUNTY BID TABULATION

DATE OF OPENING: March 20, 2008 @ 2:30 PM	Accu-Cut	BMI Educational Services	Border's Inc.
BID TITLE: Library Materials & Supplies Catalog Discount	1035 East Dodge Street	PO Box 800	100 Phoenix Drive
BID # 08-101-SN	Fremont, NE 68025	Dayton, NJ 08810	Ann Arbor, MI 48108
Board Meeting 6/17/08			
DESCRIPTION	TOTAL PRICE	TOTAL PRICE	TOTAL PRICE
Catalog Name	08-09 Education Catalog & Idea Book	2008 PreK-8	Disqualified
Discount	20%	0%	
Catalog Name	2008 Spring Education Mini Catalog	2008 7-12	
Discount	20%	0%	
Catalog Name		2008 Teacher's Guide PreK-8	
Discount		0%	
Catalog Name		2008 Teacher's Guide 7-12	
Discount		0%	
Bid Reference Number:	EQX03		
Exclusions:			
Shipping Notes:		8% Shipping or Free if over \$2500.00	
RFP Score	Disqualified	Disqualified	Disqualified

DISTRICT SCHOOL BOARD OF PASCO COUNTY BID TABULATION

DATE OF OPENING: March 20, 2008 @ 2:30 PM	Brodart Company	Camcor, Inc.	Classic School Supply	
BID TITLE: Library Materials & Supplies Catalog Discount	100 North Road	2273 S Church Street	PO Box 178	
BID # 08-101-SN	McElhattan, PA 17748	Burlington, NC 27216	Waynesboro, VA 22980	
Board Meeting 6/17/08				
DESCRIPTION	TOTAL PRICE	TOTAL PRICE	TOTAL PRICE	
Catalog Name	2008 Brodart Supplies & Furnishings	2007/2008 AV Catalog	2007 Classic School Supply	
Discount		15%	5%	30%
Catalog Name				
Discount				
Catalog Name				
Discount				
Catalog Name				
Discount				
Catalog Name				
Discount				
Bid Reference Number:				
Exclusions:		ImageMouse, Scan Pro, ScanPro 1000, Security Systems and Accessories, Books, Automation Division Products	Large items will require freight charges	Furniture and Equipment Items that have a product number beginning with a "D"
Shipping Notes:			Free Shipping over \$100	
RFP Score		85.92	Disqualified	67.41

DISTRICT SCHOOL BOARD OF PASCO COUNTY BID TABULATION

DATE OF OPENING: March 20, 2008 @ 2:30 PM	Discount School Supply	EAI Education
BID TITLE: Library Materials & Supplies Catalog Discount	2 Lower Ragsdale, #200	PO Box 7046
BID # 08-101-SN	Monterey, CA 93940	Oakland, NJ 07436
Board Meeting 6/17/08		
DESCRIPTION	TOTAL PRICE	TOTAL PRICE
Catalog Name	2008 March Discount School Supply - exp 6/29/08	2008 Spring K-12 Math
Discount	15%	15%
Catalog Name		2008 Spring K-6 Reading & Math
Discount		15%
Catalog Name		
Discount		
Catalog Name		
Discount		
Bid Reference Number:		
Exclusions:		Calculators & peripherals, CBLs, CBRs, probes, Navigator Sytems, Stopwatches, Overhead Projectors
Shipping Notes:		\$100.00 minimum for free shipping
RFP Score	57.07	68.46

DISTRICT SCHOOL BOARD OF PASCO COUNTY BID TABULATION

DATE OF OPENING: March 20, 2008 @ 2:30 PM	Ellison Educational Equipment	Gaylord Brothers	Highsmith
BID TITLE: Library Materials & Supplies Catalog Discount	25862 Commercentre Drive	Box 4901	W5527 State Road 106
BID # 08-101-SN	Lake Forest, CA 92630	Syracuse, NY 13221	Ft. Atkinson, WI 53538-0800
Board Meeting 6/17/08			
DESCRIPTION	TOTAL PRICE	TOTAL PRICE	TOTAL PRICE
Catalog Name	2008 Spring Ellison Shaping Education	2008 General Reference Catalog 10% Furniture/Equipment 15% Supplies	2007/2008 Highsmith L91
Discount	15%		8%
Catalog Name	2007/2008 Ellison Shaping Education		2008 March School Products S9B
Discount	15%		8%
Catalog Name			2008 Upstart K96
Discount			8%
Catalog Name			
Discount			
Bid Reference Number:			#52849
Exclusions:	Wall Rack, the Ellison Storage Center, Bins, Custom Dies, gift certificates		Edupress, Mindsparks, Interact, Learning Well Brands, 3M Security Products
Shipping Notes:	6% freight fee, minimum \$6.00 charge and additional shipping charges on 76-slot storage carousel, multi-purpose cart, cart accessories and 60-slot wall rack	Free over \$200.00 - Additional charges for inside delivery and gate delivery	
RFP Score	Disqualified	79.50	82.54

DISTRICT SCHOOL BOARD OF PASCO COUNTY BID TABULATION

DATE OF OPENING: March 20, 2008 @ 2:30 PM	Kaplan Early Learning Co	Lakeshore Learning Materials	Learning Services
BID TITLE: Library Materials & Supplies Catalog Discount	1310 Lewisville-Clemmons Road	2695 E. Dominguez Street	PO Box 10636
BID # 08-101-SN	Lewisville, NC 27023	Carson, CA 90895	Eugene, OR 97440
Board Meeting 6/17/08			
DESCRIPTION	TOTAL PRICE	TOTAL PRICE	TOTAL PRICE
Catalog Name	2008 Early Childhood Edition	2008 Lakeshore	2007/2008 Learning Services
Discount	15%	5%	10% Software 3% Balance of Line
Catalog Name	2008 K-5 Kaplan	2008/2009 Lakeshore Elementary	
Discount	15%	5%	
Catalog Name			
Discount			
Catalog Name			
Discount			
Bid Reference Number:		Per Bid #08-101	FL34638
Exclusions:			
Shipping Notes:	\$100.00 Minimum for free shipping		Free Shipping for software on a \$150.00 minimum order. All other orders will be charges shipping.
RFP Score	Disqualified	68.20	Disqualified

DISTRICT SCHOOL BOARD OF PASCO COUNTY BID TABULATION

DATE OF OPENING: March 20, 2008 @ 2:30 PM	Long's Electronics	School Specialty
BID TITLE: Library Materials & Supplies Catalog Discount	2630 5th Avenue South	PO Box 1579
BID # 08-101-SN	Irondale, AL 35210	Appleton, WI 54912
Board Meeting 6/17/08		
DESCRIPTION	TOTAL PRICE	TOTAL PRICE
Catalog Name	2008 Audio/Visual Catalog #770	2008 Education Catalog 25% Supplies 12% Furniture/Equipment
Discount	5%	
Catalog Name		
Discount		
Catalog Name		
Discount		
Catalog Name		
Discount		
Catalog Name		
Discount		
Bid Reference Number:	Attention: Special Markets Dept.	2008184997SS
Exclusions:		
Shipping Notes:	\$100 Minimum	
RFP Score	Disqualified	71.92