



# 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](http://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](mailto:kgoodman@pasco.k12.fl.us)

May 5, 2009

## MEMORANDUM

TO: Honorable School Board Members

FROM: Kendra Goodman, CPPB, Purchasing Agent

RE: Second Year Renewal of Three-Year Contract  
RFP #08-126-LR, Family and Consumer Science  
Nasco and Sax Arts and Crafts

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 May 20, 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 May 21, 2009 through May 20, 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 School Board of Pasco County

## Bid Recommendation

<b>Bid Title</b>	Family & Consumer Science Catalog Discount		<b>Number of Vendors Notified</b>	166
<b>Bid Number</b>	08-126-LR		<b>Number of Bids Distributed</b>	17
<b>Date Solicited</b>	March 27, 2008		<b>Number of Vendors Bidding</b>	2
<b>Date Opened</b>	May 2, 2008		<b>Number of Formal "No Bid" Responses</b>	0
<b>Date Board Presentation</b>	June 17, 2008		<b>Funding Source</b>	General, Capital and Internal Funds
<b>Total Savings</b>	<b>\$3,750.00</b> (First-Year Estimate)		<b>Grand Total of Bid</b>	<b>\$25,000</b> (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 family & consumer science 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 May 20, 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 three vendors) based upon the highest average scores. The evaluation consisted of a selection review committee, made up of representatives from Community, Career and Technical Education, one middle school and one high school. 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.

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:**

Gail Stout, Supervisor of Community, Career and Technical Education  
Christine Hartmann, Family & Consumer Science Teacher, Zephyrhills High School  
Faye Falzone, Family & Consumer Science Teacher, Gulf Middle 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: May 2, 2008 @ 2:30 PM	Nasco	Sax Arts & Crafts
BID TITLE: Family & Consumer Science Catalog Discount	901 Janesville Avenue	PO Box 510710
BID # 08-126-LR	Fort Atkinson, WI 53538	New Berlin, WI 53151
<b>**Board Meeting 6/17/08**</b>		
DESCRIPTION	TOTAL PRICE	TOTAL PRICE
Catalog Name	2008 Nasco Family & Consumer Sciences	2008 Sax Family & Consumer Sciences
Discount	10%	20%
<b>RFP Score</b>	<b>85.50</b>	<b>80.17</b>