

District School Board of Pasco County

Bid Recommendation

RFP Title	Office Supplies Non-Stock "As-needed basis"		Number of Vendors Notified	158
RFP Number	10-020-SN		Number of Proposals Distributed	41
Date Solicited	March 31, 2009		Number of Vendors Proposing	3
Date Opened	May 14, 2009		Number of Formal "No Bid" Responses	4
Date Board Presentation	June 2, 2009		Funding Source	General, Internal, Special Revenue, Internal Service, Enterprise
Total Savings	1 st year est. \$57,000		Grand Total of Proposal	1 st year est. \$900,000

Recommendation:

Recommend acceptance of proposal from Office Depot per the attached tabulation sheet as the highest scoring, responsive, responsible proposer meeting written specifications.

Term of Contract:

This RFP is a three-year contract, renewable annually at the mutual agreement of both parties with one supplier for office supplies, small machines, miscellaneous accessories and laser printers/copiers supplies on an "as-needed" basis. The first year term of the contract will begin on July 1, 2009 and continue through June 30, 2010.

Notations and Exceptions:

The award is based upon the following criteria outlined in the RFP:
Contract incentives (10 point max), reporting/website (20 point max), quality measurements (5 point max), overall net pricing by discount offered (25 point max), generic item pricing (15 point max) number of generic products offered (20 point max), references (5 point max).

Proposals Evaluated By:

Susan Green, Bookkeeper Denham Oaks Elementary
Colleen Kittelson, Bookkeeper J. W. Mitchell High School
DeEtte Parrish, Bookkeeping Resource Assistant, District Office
John Simon, Finance Services Manager, District Office

Proposal Prepared By:

Stephanie Noble, Buyer, Purchasing Department

Reviewed and Authorized By:

Kendra Goodman, CPPB, Purchasing Agent

Notations and Exceptions:

Benefits of this award to Office Depot are as follows:

- 1.) Out of the District's 500 most commonly used items, the District will be saving on 66% of the items in comparison to the State Contract/US Communities Contract.
- 2.) Discounts are applied to an entire catalog verses a limited core list.
- 3.) Daily deliveries will be made to each school/department.
- 4.) The website will be customized for the District.
- 5.) There are no minimum orders or service charges.
- 6.) A 1% rebate will be given to items purchased using the District's procurement card. Based upon last year's historical data, the rebate is estimated to be \$7,500 (revenue back to the District).
- 7.) Unlike the current State Contract/US Communities Contract, the District will be able to control the time frame for the vendor to update pricers (based upon the specifications catalogs can be updated every six (6) months.)

Savings were calculated using the average pricing from all vendors for the 500 item list minus the recommended vendors total, then multiplied by the value of the contract to find the savings. The one percent (1%) estimated rebate offered for procurement card transactions by Office Depot was also factored into estimate the savings.

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

DISTRICT SCHOOL BOARD OF PASCO COUNTY RFP TABULATION

DATE OF OPENING: May 14, 2009 @ 2:30 p.m.	Ernie Morris Enterprises	Office Depot	Office Max
PROPOSAL TITLE: Office Supplies Non-Stock	232 Main Street PO Box 818	5345 Oakbrook Parkway	1801 Cypress Lake Drive
RFP # 10-020-SN	Bushnell, FL 33513	Norcross, GA 30093	Orlando, FL 32837
A. Overall Net Discount Pricing by Discount Offered (25 max points)	20.17	24.18	25.00
B. Generic Item Pricing by Discount Offered (15 max points)	14.18	15.00	0.00
C. Generic Products Offered (20 max points)	20.00	13.33	6.66
D. Contract Incentives (10 max points)	2.00	10.00	6.00
E. References (5 max points)	4.67	4.67	4.00
F. Reporting/Website (20 max points)	14.33	20.00	20.00
G. Quality Measurements (5 max points)	4.00	5.00	4.33
Bonus Points- Vendor Retail Location (5 max points)	4.00	5.00	4.00
TOTAL POINTS (Total max points 105)	83.35	97.18	69.99