



# District School Board of Pasco County

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Heather Fiorentino, Superintendent

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Department of Purchasing  
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October 7, 2008

## **MEMORANDUM**

**TO:** Honorable School Board Members

**FROM:** Kendra Goodman, CPPB, Purchasing Agent

**RE:** Third Year Renewal of Three-Year Contract  
Bid #07-062-MK Classroom Supplies "Catalog Discount"  
AFP Industries, Classic School Supply, Schoolhouse, Inc., School Specialty, and The Learning Station

On November 21, 2006, official action (attached) was taken to award the Classroom Supplies "Catalog Discount" bid to the above-referenced vendors. This bid is a three-year contract, renewable annually based upon mutual consent of all parties. The second year of the contract will expire on December 31, 2008.

Considering services have been satisfactory, the vendors were contacted to verify their willingness to enter the third year of the contract. Five out of the six vendors have indicated in writing (attached) their willingness to do so. The six vendor, The Learning Depot, is no longer in business.

At this time, it is my recommendation to enter into the third year of the contract with the vendors noted above. The third year of the contract will cover the period of January 1, 2009 through December 31, 2009.

Should you have any questions regarding this matter, or if I can be of further assistance, please contact me at your earliest convenience.

KDG/ne

Attachments

DATE/TIME:

October 1, 2008;

10:30:00

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## Bid Recommendation

<b>Bid Title</b>	Classroom Supplies "Catalog Discount"		<b>Number of Vendors Notified</b>	142
<b>Bid Number</b>	07-062-MK		<b>Number of Bids Distributed</b>	65
<b>Date Solicited</b>	8/30/2006		<b>Number of Vendors Bidding</b>	37
<b>Date Opened</b>	9/27/2006		<b>Number of Formal "No Bid" Responses</b>	3
<b>Date Board Presentation</b>	11/21/2006		<b>Funding Source</b>	101 General Funds
<b>Total Savings</b>	\$23,000		<b>Grand Total of Bid</b>	\$350,000

**Recommendation:**

Recommend acceptance of bids as noted on the attached tabulation sheet as lowest and best bids meeting written specifications.

**Term of Contract:**

This is a three year contract, renewable annually by mutual agreement of all parties. The first year of the contract will commence on January 1, 2007 and expire on December 31, 2007.

**Notations and Exceptions:**

This is a multi-awarded bid (up to six vendors) based upon a weighted point system. The weighted point criteria, was based upon the following: Discounts (6); Warehouse Inventory (3); Store Inventory (4); Vendor Location (4); References (3). As per bid specifications a maximum of six companies were awarded the bid; AFP Industries, Classic School Supply, Schoolhouse Inc., School Specialty, The Learning Depot, and The Learning Station. Estimated annual expenditures will vary depending upon need. However, discounts will remain firm for the duration of the contract. Vendors are permitted to provide new catalogs in January and July.

A total of 28 of the most commonly used bid items were selected from various new elementary, middle and high school orders. Vendors who could supply 80% of these items were considered for award. Bids noted with an asterisk (\*) were not considered as their catalogs were either not a general classroom supply catalog or were specific catalogs that are awarded on other District bids.

Offers from the 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.

**Bids Evaluated By:**

Nicole Ellis, Buyer Assistant  
Vickie Stephens, Purchasing Assistant

**Bids Prepared By:**

Mina Kaeding, CPPB, Buyer

**Reviewed and Authorized By:**

Kendra Goodman, CPPB, Purchasing Agent















