



# District School Board of Pasco County

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Heather Fiorentino, Superintendent

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Department of Purchasing

Kendra Goodman, CPPB, Purchasing Agent

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July 8, 2008

## MEMORANDUM

**TO:** Honorable School Board Members

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

**SUBJECT:** State Contract # 250-00-03-1  
Ikon Office Solutions – Canon IR110 Copier  
Blanket Request \$68,184

On July 10, 2007, official action was taken (attached) to award the above-referenced one-year renewal to IKON Office Solutions utilizing State Contract No. #250-000-03-1. The one-year renewal set forth by State Contract will expire on July 31, 2008. The copier brought in under this contract is a multi-year agreement. Nancy Alfonso, School Board Attorney, concurs that the District's original commitment must be honored until the machine completes its five year contract.

The Graphic Services Department is requesting permission to place a purchase order for a 12-month lease for equipment and software. The unit price will remain firm for a period of 12-months and the total cost will vary depending on total number of copies made. This request is being made in order to meet the needs and requirements for the District's Graphic Services Department. It is estimated that total expenditures for the 2008-2009 fiscal year will be approximately \$68,184. This usage will cover July 1, 2008 through June 30, 2009.

Should you have any questions or concerns, please contact me at your earliest convenience.

KDG/sn

Attachments