



# 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, CPPO, 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)

February 2, 2010

## MEMORANDUM

TO: Honorable School Board Members

FROM: Kendra Goodman, CPPO, CPPB, Purchasing Agent 

RE: Second Year Renewal of Three-Year Contract  
Bid #09-121-LR, Carrier A/C Parts – Maintenance Department  
Cortez Heating and Air Conditioning, Inc.

On March 16, 2009, official action (attached) was taken to award the above-referenced bid to Cortez Heating and Air Conditioning, Inc. This bid is a three-year contract, renewable annually based upon mutual consent of both parties. The first year of the agreement will expire on March 3, 2010.

Considering services have been satisfactory, Dan Snider, Service Manager was contacted to verify his willingness to enter into the second year of the agreement. As such, Dan Snider has 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 Cortez Heating and Air Conditioning, Inc. The second year of the contract will cover the period of March 4, 2010 through March 3, 2011. 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/lr

Attachments

12/15/2009 16:35 FAX 352 588 0845

DSBPC\_Purchasing Dept

0002/0002



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### BID RENEWAL REQUEST BID # 09-121-LR BID TITLE: Carrier A/C Parts

X

Yes, I agree to renew Bid # 09-121-LR under the same terms and conditions as the existing bid. The second year period shall be from March 4, 2009 through March 3, 2010.

No, I do not agree to renew Bid # 09-121-LR.

COMPANY NAME: Cortez Heating + AC, Inc  
SIGNATURE: [Signature]  
TYPED NAME AND TITLE: A.P. / Service Manager  
TELEPHONE (WITH AREA CODE): 863-712-6159  
FAX NUMBER (WITH AREA CODE): 941-758-4210  
E-MAIL: Dancortezac@mac.com  
DATE: December 11, 2009

The prospective bidder certifies, by submission and signature of this bid renewal form, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction per the provisions of Florida Statute 287.133(2)(a).

PLEASE FAX BACK TO: DISTRICT SCHOOL BOARD OF PASCO COUNTY.  
ATTENTION: Deb Mateo, Buyer Assistant  
PURCHASING DEPARTMENT  
20430 GATOR LANE  
LAND O' LAKES, FL 34638  
(813) 794-2234 (PHONE)  
(813) 794-2111 (FAX)

## District School Board of Pasco County Bid Recommendation

<b>Bid Title</b>	Carrier A/C Parts Maintenance Department	<b>Number of Vendors Notified</b>	344
<b>Bid Number</b>	09-121-LR	<b>Number of Bids Distributed</b>	23
<b>Date Solicited</b>	February 11, 2009	<b>Number of Vendors Bidding</b>	2
<b>Date Opened</b>	March 5, 2009	<b>Number of Formal "No Bid" Responses</b>	0
<b>Date Board Presentation</b>	March 16, 2009	<b>Funding Source</b>	General
<b>Total Savings</b>	\$2,000.00	<b>Grand Total of Bid</b>	\$80,000.00

**Recommendation:**

Recommend acceptance of bid from Cortez Heating and Air Conditioning, Inc., as noted on the attached bid tabulation sheet, as lowest and best (i.e. largest discount), responsive and responsible "all-or-none" bid meeting written specifications.

**Term of Contract:**

This bid is for Carrier air conditioner parts "as needed" by the Maintenance Department for use 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 March 17, 2009 to March 3, 2010. Discount percentage for parts is firm and fixed and will remain in effect for the term of the bid; however, pricer may be updated not to exceed twice a year.

**Notations and Exceptions:**

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.

Savings were determined by averaging all bids submitted and subtracting the recommended vendor's price.

**Bids Evaluated By:**

Richard McInnis, Assistant Crew Chief, Maintenance Department

**Bids Prepared By:**

Laurie Roberts, CPPB, Buyer, Purchasing Department

**Reviewed and Authorized By:**

Kendra Goodman, CPPB, Purchasing Agent *KG*

District School Board  
of Pasco County

MAR 16 2009

Board Approved

DISTRICT SCHOOL BOARD OF PASCO COUNTY BID TABULATION

DATE OF OPENING: March 5, 2009 @ 2:30 PM	Carrier Building Systems and Services	Cortez Heating and Air Conditioning, Inc
BID TITLE: Carrier A/C Parts - Maintenance Dept.	8656 Elm Fair Blvd	5928 21st St E
BID # 09-121-LR	Tampa, FL 33610	Bradenton, FL 34203
<b>**Board Meeting 3/16/09**</b>		
DESCRIPTION	DISCOUNT % -	DISCOUNT % -
Carrier A/C Parts	35%	40%

District School Board  
of Pasco County

MAR 16 2009

Board Approved