



District School Board of Pasco County

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Heather Fiorentino, Superintendent

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Department of Purchasing
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April 2, 2010

MEMORANDUM

TO: Honorable School Board Members

FROM: Kendra Goodman, CPPO, CPPB, Purchasing Agent

RE: 11-020-SN Non-Stocked Office Supplies
Office Depot-Addendum

On June 2, 2009 the Board approved RFP 11-020-SN to Office Depot for office supplies, small machines and miscellaneous accessories.

In Office Depot's submittal a discount of 10% off manufacturer's list price for items not located their catalog was offered to the District. After conducting an audit of our records, we found that the manufacturer's list price can change daily and there is no way of verifying the information. Therefore, we requested for the non-catalog items appearing on the District's customized website to be "locked in" at the current manufacturer's list price. Updates may be made to the manufacturer's list price in July and January at the same time catalogs are updated with the Purchasing Agents approval. The increase process, along with the ongoing auditing of our records, will be based upon a comparison of suggested updated price lists provided by Office Depot and the online SP Richards catalog.

At this time, it is my recommendation to approve the attached revised addendum that addresses the District's audit concerns. The contract has been reviewed and approval by Ms. Nancy Alfonso, School Board Attorney.

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/sn

Attachments