



# 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)

June 1, 2010

## MEMORANDUM

**TO:** Honorable School Board Members

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

**SUBJECT:** Second Year of Three-Year Bid  
10-010-AZ, Bank Courier Services, Crosstown Couriers

On July 7, 2009, official action (attached) was taken to award the above-referenced bid to Crosstown Couriers. This bid on behalf of the Food & Nutrition Services Department (FNS) is for daily bank courier services between the schools and the District Office complex, with final delivery of the funds to the Bank of America vault in Tampa. The bid has a three (3) year term, and is renewable annually at the mutual agreement of the parties. The current term will expire July 6, 2010.

Considering services have been satisfactory, Crosstown was contacted to determine their willingness to renew the contract under existing terms, conditions and pricing. They have agreed to do so in writing (attached). FNS estimates that costs in 2010-11 will be approximately \$98,600 (FNS is in the process of finalizing the pickup dates, including those for the three [3] new schools, for the new school year).

We are requesting permission to enter into the second year of the contract with Crosstown, for the period July 7, 2010 – July 6, 2011. We are also requesting permission to place a purchase order for approximately \$98,600 (final numbers to be provided by FNS) to cover these services, for encumbrance in the new fiscal year. Funding is provided by FNS general funds.

Should you have any questions or concerns, please contact Mr. Rick Kurtz, Director of FNS, or me at your earliest convenience.

KDG/az  
Attachments



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**BID #10-010-AZ RENEWAL  
BANK COURIER SERVICES**

Xm Yes, I agree to renew the above-referenced bid, under existing terms, conditions and pricing. Pickup addresses and dates to be administered under the direction of the Food and Nutrition Services Department. The term will be July 7, 2010 – July 6, 2011.

No, I do not agree to renew the above-referenced bid with the District School Board of Pasco County.

COMPANY NAME: Crosstown Couriers

SIGNATURE: Errol Melnick DATE: May 17, 2010

PRINTED NAME/TITLE: Errol Melnick - Principal E-MAIL: emelnick@crosstowncouriersfl.com

TELEPHONE W/AREA CODE: 813-286-3085 FAX W/AREA CODE: 813-286-1851

By agreeing to renew, vendor acknowledges and agrees to be in compliance with the "Jessica Lunsford Act." Vendors conducting business with the District School Board of Pasco County (DSBPC) who will (1) be at the school when students are present, or (2) have direct contact with students, or (3) have access to or control of school funds, must be Level 2 fingerprinted by DSBPC Human Resources. If any of the above criteria apply to this contract, you must have those individuals Level 2 fingerprinted and screened by the DSBPC Human Resources Department prior to commencement of services or work, and must provide a list of employees with renewal. Please contact (813) 794-2521 to arrange for a fingerprinting appointment. Costs associated with this background screening are to borne by the vendor. You may access information regarding this law, which became effective September 1, 2005, by reviewing Sections 1012.32 and 1012.465, Florida Statutes.

The contracting company certifies, by submission and signature of this 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).

Vendor shall comply with all applicable laws, ordinances, codes and statutes of any and all local, state, or national governing bodies included within this section. Vendor shall comply with the regulations of the Civil Rights Act of 1964, in which no person in the United States shall on the grounds of race, creed, color, or national origin be excluded from participation in or be denied the proceeds of, or be subject to discrimination in the performance of this contract.

**PLEASE RETURN TO:**  
**DISTRICT SCHOOL BOARD OF PASCO COUNTY**  
**ATTENTION: ARLENE ZIMNEY, CPPB, C.P.M., BUYER**  
**PURCHASING DEPARTMENT**  
20430 GATOR LANE, LAND O' LAKES, FL 34638  
(813) 794-2504 (PHONE)  
(813) 794-2111 (FAX)  
[azimney@pasco.k12.fl.us](mailto:azimney@pasco.k12.fl.us)

# District School Board of Pasco County

## Bid Recommendation

<b>Bid Title</b>	Bank Courier Services	<b>Number of Vendors Notified</b>	63
<b>Bid Number</b>	10-010-AZ	<b>Number of Bids Distributed</b>	15
<b>Date Solicited</b>	June 1, 2009	<b>Number of Vendors Bidding</b>	5
<b>Date Opened</b>	June 22, 2009	<b>Number of Formal "No Bid" Responses</b>	0
<b>Date Board Presentation</b>	July 7, 2009	<b>Funding Source</b>	Food & Nutrition General Funds
<b>Total Savings</b>	\$29,894	<b>Grand Total of Bid</b>	\$92,610

**Recommendation:** Recommend acceptance of bid from Crosstown Couriers per the attached bid tabulation as lowest and best bid meeting written specifications.

**Term of Contract:** This bid on behalf of the Food & Nutrition Services Dept. and is for daily bank courier services between the schools, the District Office complex, and the District's central vault facility with Bank of America in Tampa. The bid term is three (3) years, renewable at the mutual agreement of the parties.

**Notations and Exceptions:** All bids were evaluated based on the total all-or-none lowest price for all locations, for all days during which service is needed during the 2009-2010 school year. Prices will remain fixed for the first year of the contract, with any increases or decreases during subsequent years tied to the CPI rate of inflation. Cost savings have been calculated as the difference between the low bid and the average cost submitted by the other bidders.

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

**Bids Evaluated By:**

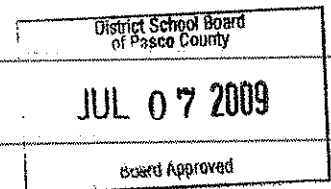
Carol Haynes, FNS Financial Specialist  
Nicole Westmoreland, FNS Coordinator

**Bid Prepared By:**

Arlene Zimney, CPPB, C.P.M., Buyer

**Reviewed and Authorized By:**

Kendra Goodman, CPPB, Purchasing Agent *KAG*



DISTRICT SCHOOL BOARD OF PASCO COUNTY BID TABULATION

DATE OF OPENING: June 22, 2009 @ 2:30 pm	American Courier Express	Crosstown Couriers	Dunbar Armored, Inc.	MidFlorida Armored & ATM Svcs, Inc.	USA Couriers, Inc.
BID TITLE: Bank Courier Services	7604 Industrial Lane	5422 Bay Center Drive #151	50 Schilling Road	4314 W MLK Blvd	15 Court Square #400
BID #10-010-AZ	Tampa, FL 33637	Tampa, FL 33609	Hunt Valley, MD 21031	Tampa, FL 33614	Boston, MA 02108
<b>**BOARD MEETING JULY 7, 2009**</b>	TOTAL PRICE	TOTAL PRICE	TOTAL PRICE	TOTAL PRICE	TOTAL PRICE
DESCRIPTION					
Total all-or none fee:	\$141,750.00	\$92,610.00	\$112,770.00	\$122,094.00	\$113,400.00

District School Board  
Pasco County  
**JUL 07 2009**  
Board Approved