



District School Board of Pasco County

7227 Land O' Lakes Boulevard • Land O' Lakes, Florida 34638 • 813/ 794-2000

Heather Fiorentino, Superintendent

www.pasco.k12.fl.us

Department of Purchasing

Kendra Goodman, CPPO, CPPB, Purchasing Agent

813/794-2221 Fax: 813/794-2221

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352/524-2221 e-mail: kgoodman@pasco.k12.fl.us

June 15, 2010

MEMORANDUM

TO: Honorable School Board Members

FROM: Kendra Goodman, CPPO, CPPB, Purchasing Agent

RE: Second Year Renewal of Three-Year Contract
RFP #10-020-SN Office Supplies – Non-Stock
Office Depot

On June 2, 2009, official action (attached) was taken to award the above-referenced RFP to Office Depot. This is a three-year bid, renewable annually, at the mutual agreement of the parties. The first year of the agreement will expire on June 30, 2010.

Considering services have been satisfactory, Office Depot was contacted to verify their willingness to enter into the second year of the agreement. As such, Office Depot has agreed in writing to enter into the second year of the contract. The second year of the contract will cover the period of July 1, 2010 through June 30, 2011. At this time it is my recommendation to enter into the second year of the contract.

If you have any questions, please feel free to contact me at your earliest convenience.

KDG/vj

Attachments



District School Board of Pasco County

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Herbert Florio, Superintendent

www.pasco.k12.fl.us

Department of Purchasing
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May 25, 2010

RFP RENEWAL REQUEST

RFP #: 10-020-SN

RFP TITLE: Office Supplies

VENDOR: Office Depot

Yes, I agree to renew RFP 10-020-SN, for the second year under the same terms and conditions as the existing contract. The second year will begin on July 1, 2010 and expire on June 30, 2011.

No, I do not agree to renew RFP 10-020-SN.

Company Name: Office Depot

Signature: [Signature] Date: 5/25/10

Typed Name and Title: Jim Pollman / Vice President

Telephone (w/area code): 770.806.4074 Fax Number (w/area code): 770.806.4074

DATE DUE: PLEASE FAX TO PURCHASING NO LATER THAN MAY 28, 2010.

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, 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 Human Resources. If any of the above applies to this contract, you must have those individuals Level 2 fingerprinted and screened by the District's Human Resource 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 an appointment. Costs associated with this background screening are to borne by the vendor. You may access information regarding this law by reviewing Sections 1012.32 and 1012.465, Florida Statutes. This law became effective September 1, 2005.

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 RETURN TO: DISTRICT SCHOOL BOARD OF PASCO COUNTY
ATTN: Vickie Jones, Buyer Assistant
PURCHASING DEPARTMENT
20130 GATOR LANE
LAND O' LAKES, FL 34638
(813) 794-2226 (PHONE) (813) 794-2713 (FAX)

District School Board of Pasco County Bid Recommendation

RFP Title	Office Supplies Non-Stock "As-needed basis"		Number of Vendors Notified	158
RFP Number	10-020-SN		Number of Proposals Distributed	41
Date Solicited	March 31, 2009		Number of Vendors Proposing	3
Date Opened	May 14, 2009		Number of Formal "No Bid" Responses	4
Date Board Presentation	June 2, 2009		Funding Source	General, Internal, Special Revenue, Internal Service, Enterprise
Total Savings	1 st year est. \$57,000		Grand Total of Proposal	1 st year est. \$900,000

Recommendation:

Recommend acceptance of proposal from Office Depot per the attached tabulation sheet as the highest scoring, responsive, responsible proposer meeting written specifications.

Term of Contract:

This RFP is a three-year contract, renewable annually at the mutual agreement of both parties with one supplier for office supplies, small machines, miscellaneous accessories and laser printers/copiers supplies on an "as-needed" basis. The first year term of the contract will begin on July 1, 2009 and continue through June 30, 2010.

Notations and Exceptions:

The award is based upon the following criteria outlined in the RFP:
Contract incentives (10 point max), reporting/website (20 point max), quality measurements (5 point max), overall net pricing by discount offered (25 point max), generic item pricing (15 point max) number of generic products offered (20 point max), references (5 point max).

Proposals Evaluated By:

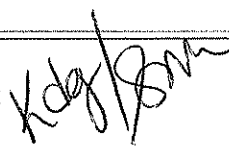
Susan Green, Bookkeeper Denham Oaks Elementary
Colleen Kittelson, Bookkeeper J. W. Mitchell High School
DeEtte Parrish, Bookkeeping Resource Assistant, District Office
John Simon, Finance Services Manager, District Office

Proposal Prepared By:

Stephanie Noble, Buyer, Purchasing Department

Reviewed and Authorized By:

Kendra Goodman, CPPB, Purchasing Agent



District School Board
of Pasco County

JUN 02 2009

Board Approved

Notations and Exceptions:

Benefits of this award to Office Depot are as follows:

- 1.) Out of the District's 500 most commonly used items, the District will be saving on 66% of the items in comparison to the State Contract/US Communities Contract.
- 2.) Discounts are applied to an entire catalog verses a limited core list.
- 3.) Daily deliveries will be made to each school/department.
- 4.) The website will be customized for the District.
- 5.) There are no minimum orders or service charges.
- 6.) A 1% rebate will be given to items purchased using the District's procurement card. Based upon last year's historical data, the rebate is estimated to be \$7,500 (revenue back to the District).
- 7.) Unlike the current State Contract/US Communities Contract, the District will be able to control the time frame for the vendor to update pricers (based upon the specifications catalogs can be updated every six (6) months.)

Savings were calculated using the average pricing from all vendors for the 500 item list minus the recommended vendors total, then multiplied by the value of the contract to find the savings. The one percent (1%) estimated rebate offered for procurement card transactions by Office Depot was also factored into estimate the savings.

Offers from 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.

**District School Board
of Pasco County**

JUN 02 2009

Board Approved

DISTRICT SCHOOL BOARD OF PASCO COUNTY RFP TABULATION

DATE OF OPENING: May 14, 2009 @ 2:30 p.m.	Ernie Morris Enterprises 232 Main Street PO Box 818 Bushnell, FL 33513	Office Depot 5345 Oakbrook Parkway Norcross, GA 30093	Office Max 1801 Cypress Lake Drive Orlando, FL 32837
PROPOSAL TITLE: Office Supplies Non-Stock RFP # 10-020-SN			
A. Overall Net Discount Pricing by Discount Offered (25 max points)	20.17	24.18	25.00
B. Generic Item Pricing by Discount Offered (15 max points)	14.18	15.00	0.00
C. Generic Products Offered (20 max points)	20.00	13.33	6.66
D. Contract Incentives (10 max points)	2.00	10.00	6.00
E. References (5 max points)	4.67	4.67	4.00
F. Reporting/Website (20 max points)	14.33	20.00	20.00
G. Quality Measurements (5 max points)	4.00	5.00	4.33
Bonus Points- Vendor Retail Location (5 max points)	4.00	5.00	4.00
TOTAL POINTS (Total max points 105)	83.35	97.18	69.99

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