

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
727/774-2221 TDD: 813/794-2484
352/524-2221 e-mail: kgoodman@pasco.k12.fl.us

April 5, 2011

MEMORANDUM

TO: Honorable School Board Members

FROM: Kendra Goodman, CPPO, CPPB, Purchasing Agent 

RE: RFP 09-102-DN Incidental and Novelty Classroom Supplies
Third Year of a Three-Year Agreement
Oriental Trading and US Toy Company

On May 19, 2009, official action (attached) was taken to award the above-referenced RFP to Oriental Trading Company and US Toy Company for the purchase of classroom incidental and novelty supplies. This RFP is a three-year contract, renewable annually at the mutual agreement of the parties. The second year of the contract is due to expire on April 21, 2010.

Considering services have been satisfactory, the vendors were contacted to verify their willingness to enter into the third year of the agreement. They have indicated in writing (attached) that they are willing to do so.

Therefore, it is my recommendation to enter into the third year of the agreement with the vendors noted above. The contact period will be April 22, 2011 through April 21, 2012. Purchases will be made on an "as-needed" basis and are anticipated at \$60,000.

Should you have any questions regarding this matter, please feel free to contact me at your earliest convenience.

KDG/vj



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February 17, 2011

CONTRACT RENEWAL REQUEST
DIRECT NEGOTIATION #: 09-102-DN
DIRECT NEGOTIATION TITLE: Incidentals and Novelty Classroom Supplies
VENDOR: U.S. Toys/Constructive Playthings

Yes, I agree to renew 09-102-DN for the third year of the contract. The third year of the contract will begin on April 22, 2011 and expire April 21, 2012.

No, I do not agree to renew 09-102-DN.

Company Name: U.S. Toys/Constructive Playthings

Signature: *Blake Smith* Date: 3/2/11

Typed Name and Title: Blake Smith VP Nat'l Sales

Telephone (w/area code): 800-448-4115 Fax Number (w/area code): 816-761-8225

DATE DUE: PLEASE FAX TO PURCHASING NO LATER THAN FEBRUARY 24, 2011

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 Districts 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
20430 GATOR LANE
LAND O' LAKES, FL 34638
(813) 794-2226 (PHONE) (813) 794-2713 (FAX)



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

February 17, 2011

CONTRACT RENEWAL REQUEST
DIRECT NEGOTIATION #: 09-102-DN
DIRECT NEGOTIATION TITLE: Incidentals and Novelty Classroom Supplies
VENDOR: Oriental Trading

Yes, I agree to renew 09-102-DN for the third year of the contract. The third year of the contract will begin on April 22, 2011 and expire April 21, 2012.

No, I do not agree to renew 09-102-DN.

Company Name: Oriental Trading
Signature: *Joan Squire* Date: 21 Feb 2011
Typed Name and Title: Joan Squire, Bid Specialist
Telephone (w/area code): 800-228-0038 Fax Number (w/area code): 800-869-2351

DATE DUE: PLEASE FAX TO PURCHASING NO LATER THAN FEBRUARY 24, 2011

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 Districts 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.

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Department of Purchasing

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813/794-2222 Fax: 813/794-2111


727/774-2222 TDD: 813/794-2484

352/524-2222 email: kgoodman@pasco.k12.fl.us

March 16, 2010

MEMORANDUM

TO: Honorable School Board Members

FROM: Kendra Goodman, CPPO, CPPB, Purchasing Agent 

SUBJECT: RFP 09-102-DN Incidental and Novelty Classroom Supplies
Second Year of a Three-Year Agreement
Oriental Trading and US Toy Company

On May 19, 2009, official action (attached) was taken to award the above-referenced RFP to Oriental Trading Company and US Toy Company for the purchase of classroom incidental and novelty supplies. This RFP is a three-year contract, renewable annually at the mutual agreement of the parties. The first year of the contract is due to expire on April 21, 2010.

Considering services have been satisfactory, the vendors were contacted to verify their willingness to enter into the second year of the agreement. They have indicated in writing (attached) that they are willing to do so.

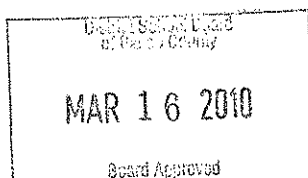
Therefore, it is my recommendation to enter into the second year of the agreement with the vendors noted above. The contract period will be April 20, 2010 through April 21, 2011. Purchases will be made on an "as-needed" basis and are anticipated at \$60,000.

Should you have any questions regarding this matter, please feel free to me at your earliest convenience.

KDG/sn

Attachments

District Wide Accreditation • Southern Association of Colleges and Schools





District School Board of Pasco County

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

February 18, 2010

RFP RENEWAL REQUEST

RFP TITLE: Incidental and Novelty Classroom Supplies

RFP#: 09-102-DN

X

Yes, I agree to renew RFP# 09-102-DN for Incidental and Novelty Classroom Supplies for the second year under the same terms and conditions as the existing contract. The second year of the contract period will begin April 22, 2010 and expire April 21, 2011.

No, I do not agree to renew RFP# 09-102-DN for Incidental and Novelty Classroom Supplies.

COMPANY NAME: US Toys

SIGNATURE: *Sam Schisler*

PRINTED NAME/TITLE: Sam Schisler Nat'l Sales Mgr DATE: 2/22/10

TELEPHONE W/AREA CODE: 800-418-1412 FAX W/AREA CODE: 816-761-8285

By agreeing to allow this piggyback, 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 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 an appointment. Costs associated with this background screening are to be borne by the vendor. You may access information regarding this law through the internet link: http://laws.flrules.org/files/Ch_2005-028.pdf. This law is effective September 1, 2005.

The prospective bidder certifies, by submission and signature of this piggyback request 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: Stephanie Noble
PURCHASING DEPARTMENT
20430 GATOR LANE
LAND O' LAKES, FL 34638
(813) 794-2225 (PHONE)
(813) 794-2111 (FAX)

PLEASE RETURN COMPLETED FORM BY February 22, 2010

District Wide Accreditation • Southern Association of Colleges and Schools

MAR 16 2010

Board Approved



District School Board of Pasco County

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Department of Purchasing
Kendra Goodman, CPPC, 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

February 4, 2010

RFP RENEWAL REQUEST RFP TITLE: Incidental and Novelty Classroom Supplies RFP # 09-102-DN

X

Yes, I agree to renew RFP #09-102-DN for Incidental and Novelty Classroom Supplies for the second year under the same terms and conditions as the existing RFP. The second year of the contract period will begin April 22, 2010 and expire April 21, 2011.
No, I do not agree to renew RFP # 09-102-DN for Incidental and Novelty Classroom Supplies.

COMPANY NAME: Oriental Trading

SIGNATURE: *Joan Squire*

PRINTED NAME/TITLE: Joan Squire, Bid Specialist DATE: 5 Feb 2010

TELEPHONE W/AREA CODE: 800-228-0038 FAX W/AREA CODE: 800-869-2351

By agreeing to allow this piggyback, 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 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 an appointment. Costs associated with this background screening are to be borne by the vendor. You may access information regarding this law through the internet link: http://laws.flrules.org/files/Ch_2005-028.pdf. This law is effective September 1, 2005.

The prospective bidder certifies, by submission and signature of this piggyback request 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: Stephanie Noble
PURCHASING DEPARTMENT
20430 GATOR LANE
LAND O' LAKES, FL 34638
(813) 794-2225 (PHONE)
(813) 794-2111 (FAX)

PLEASE RETURN COMPLETED FORM BY February 9, 2010

District Wide Accreditation • Southern Association of Colleges and Schools

District School Board of Pasco County
MAR 16 2010
Board Approved



District School Board of Pasco County

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May 19, 2009

MEMORANDUM

TO: Honorable School Board Members

FROM: Kendra Goodman, CPPB, Purchasing Agent

RE: Incidental and Novelty Classroom Incentives
Direct Negotiation 09-102-DN
Oriental Trading Company and US Toy Company/dba Constructive Playthings

On March 3, 2009, official action was granted to allow permission for the Purchasing Department, Oriental Trading Company, and US Toy Company/Constructive Playthings to directly negotiate for the purchase of Incidental and Novelty Classroom Incentives for various schools throughout the District on an "as-needed" basis.

As you know, under the Department of Education Rule 6A-1.012(2)(b), when a district school board has made a finding that no acceptable firm bid has been received the School Board may enter into negotiation with suppliers of such goods and services and shall have the authority to execute contracts with such suppliers under whatever terms and conditions as the board determines to be in the best interest of the school system.

As indicated in our previous request, all options on the attached tabulation sheet from Oriental Trading Company and US Toy Company are now being submitted for your approval.

The direct negotiation is a three-year contract, renewable annually based upon mutual consent of the parties. The District anticipates expenditures for the first year on an "as-needed" basis to be \$50,000. The funding source used to purchase the incentives is general funds. The first year of the contract will commence on May 20, 2009 and continue through April 21, 2010.

If you should have any questions regarding this matter, please contact me at your earliest convenience.

KDG/sn

**District School Board
of Pasco County**

MAY 19 2009

Board Approved

DISTRICT SCHOOL BOARD OF PASCO COUNTY BID TABULATION

DATE OF OPENING: 3/31/2009	Oriental Trading Company, Inc.	US Toy Company / dba Constructive Playthings
Direct Negotiation Title: Incidental and Novelty Classroom Incentives	Joan Squire	Michael Klein
Direct Negotiation # 09-102-DN	4206 S. 108 Street	13201 Arrington Road
	Omaha, NE 68137	Grandview, MO 64030-2886
	Tele-800-228-0038	Tele-800-448-1412
	Fax-800-869-2351	Fax-816-761-9295
Catalog Name	Oriental Trading Main	US Toy Catalog
	Hand on Fun	
	Seasonal Crafts	
Fixed Percentage Discount Off Catalog	10%	5%
Minimum Order for Discount	\$0	\$25
Quote # / Customer #	608049	8404FT
Exclusions from F.O.B.	Free Standard Shipping on orders over \$60 (shipping chart attached for orders under \$60.) Free delivery does not apply to items in their catalog identified with the symbol of a truck (varies by item, quoted with each purchase). No Discounts given on express delivery orders.	Free Standard Shipping on orders over \$200. 15% Shipping charge will be added to all orders under \$200.
Exclusions from Proposal	Main catalog pricing good through 9/30/2009. Going forward Oriental's Main Catalog will be updated every 6 months. (update twice a year) Seasonal Craft Catalog and Hands on Fun Catalog good through 6/30/2009. Going forward Seasonal Crafts and Hands on Fun will be updated every 3 months. (update four times a year)	Credit card orders will be processed by calling or faxing in the order the 800 number provided by the company.

District School Board
of Pasco County

MAY 19 2009

Board Approved

DISTRICT SCHOOL BOARD OF PASCO COUNTY BID TABULATION

DATE OF OPENING: 3/31/2009	Oriental Trading Company, Inc.	US Toy Company / dba Constructive Playthings
Direct Negotiation Title: Incidental and Novelty Classroom Incentives	Joan Squire	Michael Klein
Direct Negotiation # 09-102-DN	4206 S. 108 Street	13201 Arrington Road
	Omaha, NE 68137	Grandview, MO 64030-2886
	Tele-800-228-0038	Tele-800-448-1412
	Fax-800-869-2351	Fax-816-761-9295
Catalog Name	Oriental Trading Main	US Toy Catalog
	Hand on Fun	
	Seasonal Crafts	
	10%	5%
Fixed Percentage Discount Off Catalog	\$0	\$25
Minimum Order for Discount	608049	8404FT
Quote # / Customer #		
Exclusions from F.O.B.	Free Standard Shipping on orders over \$60 (shipping chart attached for orders under \$60.) Free delivery does not apply to items in their catalog identified with the symbol of a truck (varies by item, quoted with each purchase). No Discounts given on express delivery orders.	Free Standard Shipping on orders over \$200. 15% Shipping charge will be added to all orders under \$200.
Exclusions from Proposal	Main catalog pricing good through 9/30/2009. Going forward Oriental's Main Catalog will be updated every 6 months. (update twice a year) Seasonal Craft Catalog and Hands on Fun Catalog good through 6/30/2009. Going forward Seasonal Crafts and Hands on Fun will be updated every 3 months. (update four times a year)	Credit card orders will be processed by calling or faxing in the order the 800 number provided by the company.

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MAY 19 2009
Board Approved