



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

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

May 3, 2011

MEMORANDUM

TO: Honorable School Board Members

FROM: Kendra Goodman, CPPO, CPPB, Purchasing Agent 

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

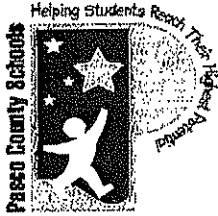
On July 7, 2009, official action (attached) was taken to award the above-referenced bid to Crosstown Couriers. This bid on behalf of the Food & Nutrition Services Department (FNS) is for daily bank courier services between the schools and the District Office complex, with final delivery of the funds 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, 2011.

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 in writing to do so (attached). FNS estimates that costs in 2011-12 will be approximately \$98,600 (FNS is in the process of finalizing the pickup dates and locations.)

We are requesting permission to enter into the third year of the contract with Crosstown, for the period July 7, 2011 – July 6, 2012. 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



District School Board of Pasco County

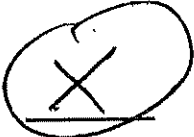
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BID #10-010-AZ RENEWAL BANK COURIER SERVICES



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 & Nutrition Services Department. The term will be July 7, 2011 – July 6, 2012.

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: 4/11/2011

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



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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

District School Board
of Pasco County

JUN 01 2010

Board Approved

District School Board of Pasco County

Bid Recommendation

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

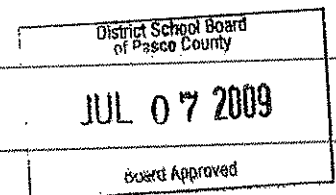
District School Board
of Pasco County

JUN 01 2010

Bid Prepared By:
Arlene Zimney, CPPB, C.P.M., Buyer

Board Approved

Reviewed and Authorized By:
Kendra Goodman, CPPB, Purchasing Agent



DISTRICT SCHOOL BOARD OF PASCO COUNTY BID TABULATION

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

District School Board
of Pasco County

JUN 01 2010

Board Approved

District School Board
Pasco County
JUL 07 2009
Board Approved