



# District School Board of Pasco County

20430 Gator Lane • Land O' Lakes, Florida 34638 • 813/ 794-2221

Heather Fiorentino, Superintendent

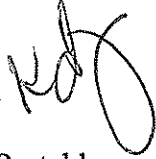
[www.pasco.k12.fl.us](http://www.pasco.k12.fl.us)

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)

October 19, 2010

## MEMORANDUM

**TO:** Honorable School Board Members

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

**RE:** Bid #08-137-LR Relocation of Hybrid & Concrete Portables  
Stephens and Sons House Movers, Inc.  
Approval of Purchase Order: 10004404, 100004458 - 100004459

On June 15, 2010, official action was taken to enter into the third year of the above-referenced bid with Stephens and Sons House Movers, Inc. This recommendation was for an anticipated annual expenditure of \$80,241 for the third year. The third year covers the period of June 21, 2010 through June 20, 2011.

At this time, the Maintenance Department has determined that additional expenditures will be needed. The above referenced purchase orders totaling \$59,318 are being forwarded for your consideration and subsequent approval. These requests are for the relocation of fourteen hybrid portables.

In addition to the \$59,318 above, we are also requesting blanket approval not to exceed \$50,844 for a total of \$110,162 for Board approval for the period of October 21, 2010 through June 20, 2011 in order to reduce delays in processing purchase orders. As always, the Purchasing Department will monitor these purchase orders to verify that the dollar limits are not exceeded.

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/acf  
Attachments

**DISTRICT SCHOOL BOARD OF PASCO COUNTY**  
**PURCHASING DEPARTMENT**  
 20430 GATOR LANE LAND O' LAKES, FL 34638  
 PHONE: 813.794.2221 FAX: 813.794.2111

**PURCHASE ORDER NUMBER**  
 10004404

**INVOICE IN TRIPLICATE**  
 INCLUDING THIS PURCHASE ORDER NUMBER TO:  
 District School Board of Pasco County  
 Accounts Payable  
 7227 Land O Lakes Blvd  
 Land O Lakes FL 34638  
 Telephone 813/794-2290

**A TAXPAYER IDENTIFICATION NUMBER CERTIFICATION FORM WITH THE VENDOR'S CURRENT EMPLOYER IDENTIFICATION NUMBER OR SOCIAL SECURITY NUMBER MUST BE ON FILE WITH THE PURCHASING DEPARTMENT OR THE PAYMENT WILL NOT BE ISSUED.**

Reasonable cost changes may be permitted, provided they are not on a blanket purchase order, bid, quote or contracted item, but must not exceed 5% of the total order without prior approval in writing from the Purchasing Department. We reserve the right to retain any and all shipped merchandise and to deny payment for any charges that are contrary to an awarded contract of this or another governmental agency, or that are beyond the aforementioned 5%.

**VENDOR**  
 STEPHENS AND SONS HOUSE MOVERS  
 INC  
 18723 TRESTLE ROAD  
 DADE CITY FL 33523

**SHIP TO F.O.B. DESTINATION**  
 Facility and Maintenance  
 11835 Tree Breeze Dr  
 New Port Richey FL 34654

DATE PRINTED	ORDERED BY/DEPARTMENT	CLASS ITEM NO.	FEDERAL EMPLOYER ID NO.	SALES TAX EXEMPTION NO.
10/11/10	MARK FOX - OFFICE	15000	59-6000792	85-8013921275C-1

SEQ	DESCRIPTION	PCSB ITEM	QTY	UNIT	UNIT PRICE	EXTENDED AMOUNT
001	HYBRID MOVES		9	EACH	4,237.0000	38,133.00
	* * * ITEM TOTAL * * *					38,133.00
	* * * TERMS & CONDITIONS * * *					
	ALL MATERIAL MUST BE ASBESTOS FREE M.S.D.S. REQUIRED FOR ALL MATERIAL DELIVERY HOURS: 7:30 AM 11:00 AM AND 12:00 PM 2:30 PM  ALL VISTORS AND DELIVERY PERSONS MUST SIGN-IN AT THE SCHOOL OR DEPARTMENT'S ADMINISTRATIVE OFFICES BEFORE VISITING OR MAKING DELIVERIES  * * * NOTES * * *  MOVES TO RICHEY MOVES TO CONNERTON MOVES TO VETERANS  BID 08-137-LR APPROVED 6/15/10 TERMS 6/21/10 - 6/20/11  *PASCO SCHOOL BOARD USE ONLY*					
	39C.0271.8610.0630.7400.8100					38,133.00
	* * ACCT TOTAL * *					38,133.00

INFORMATION ON REVERSE

1 - VENDOR COPY

*Kendra Brodman*  
 PURCHASING/AGENT/S/

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SEQ	DESCRIPTION	PCSB ITEM	QTY	UNIT	UNIT PRICE	EXTENDED AMOUNT
	REQ NBR: 9061 10404 VNDR NBR: V0000047219					

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10/12/10	MARK FOX - OFFICE	15000	59-6000792	85-8013921275C-1

SEQ	DESCRIPTION	PCSB ITEM	QTY	UNIT	UNIT PRICE	EXTENDED AMOUNT
001	HYBRID PORTABLE MOVES		2	EACH	4,237.0000	8,474.00
	*** ITEM TOTAL ***					8,474.00
	*** TERMS & CONDITIONS ***					
	ALL MATERIAL MUST BE ASBESTOS FREE M.S.D.S. REQUIRED FOR ALL MATERIAL DELIVERY HOURS: 7:30 AM 11:00 AM AND 12:00 PM 2:30 PM  ALL VISTORS AND DELIVERY PERSONS MUST SIGN-IN AT THE SCHOOL OR DEPARTMENT'S ADMINISTRATIVE OFFICES BEFORE VISITING OR MAKING DELIVERIES  *** NOTES ***  TRANSPORT TO VETERANS ELEM  BID 08-137-LR APPRV 06/15/10 TERMS 6/21/10-6/20/11  *PASCO SCHOOL BOARD USE ONLY*  371.0110.8100.0680.7400.0000  ** ACCT TOTAL **  REQ NBR: 9061 10421					8,474.00
						8,474.00

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10/12/10	MARK FOX - OFFICE	15000	59-6000792	85-8013921275C-1

SEQ	DESCRIPTION	PCSB ITEM	QTY	UNIT	UNIT PRICE	EXTENDED AMOUNT
	VNDR NBR: V0000047219					

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	* * * ITEM TOTAL * * *					12,711.00
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	371.0111.8100.0680.7400.0000					12,711.00
	* * ACCT TOTAL * *					12,711.00
	REQ NBR: 9061 10428					

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