



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

August 2, 2011

MEMORANDUM

TO: Honorable School Board Members

FROM: Kendra Goodman, CPPO, CPPB, Purchasing Agent *Kdg/SMB*

RE: Requesting Permission to Piggyback
Pasco County Board of County Commissioners
Bid IFB-EC-11-043 – Mailing Services
Access Mail Processing

Pasco County Board of County Commissioners currently had a contract in place for Mailing Servicing with Access Mail Processing. Under DOE Rule 6A-1.012(6), the District School Board of Pasco County may make purchases at the unit prices in contracts awarded by other governmental agencies.

Rick Kurtz, Director of Food and Nutrition Services which oversees Mail Services, is requesting permission to piggyback Bid IFB-EC-11-043. Elizabeth Bell, President of Access Mail Processing, has agreed in writing to extend the contract terms to the District. There is no cost to the district and savings are incurred when mail is metered at discounted rates. General funds will be used.

At this time, we respectfully request your approval to piggyback the above-referenced bid. The piggyback term dates are August 3, 2011 through August 2, 2012.

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/vj
Attachments

Date/Time: July 26, 2011 08:59:00



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Food and Nutrition Services
Richard P. Kurtz, Director
813/794-2440 Fax: 813/794-2118
727/774-2440 TDD: 813/794-2484
352/524-2440 rkurtz@pasco.k12.fl.us

MEMORANDUM
FNS-005-12

July 20, 2011

TO: Kendra Goodman, Purchasing Agent

FROM: Richard P. Kurtz, Director *RK*
Food, Nutrition and Distribution Services

SUBJECT: ACCESS MAIL – DISCOUNT MAIL PROGRAM

Mail Services is recommending that the district contract with Access Mail utilizing the Pasco County Board of County Commissioners bid. Access Mail combines mail from multiple locations in order to maximize U.S. postage discounts. We estimate that the district could save over \$9,500.00 annually by taking advantage of the discounts available. There is no cost to the district and savings are incurred when the mail is run through our postage meter at the discounted rates. The district saves \$0.026 for one ounce first class mail (\$0.414 versus \$0.44) and \$0.071 for two ounce first class mail (\$0.539 versus \$0.61). All mail is processed the same day – no delays.

Thank you for your assistance and should you have any questions or concerns, please feel free to contact me at extension 42436.

RPK/jam

cc: Vickie Jones, Buyer Assistant
William Amon, Distribution Services Coordinator
Rick Bartz, Mail Services Specialist



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

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Department of Purchasing
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BID PIGGYBACK REQUEST
BID: ~~IFB-EC-11-043~~
BID TITLE: Mailing Services
AGENCY: Pasco County Board of County Commissioners
For: Mailing Services and Processing

X

Yes, I agree to allow the District School Board of Pasco County to piggyback **Bid # ~~IFB-EC-11-043~~** under the same terms and conditions as the existing bid. The coverage period shall be from August 3, 2011 through August 2, 2012.

No, I do not agree to allow the District School Board of Pasco County to piggyback **Bid # ~~IFB-EC-11-043~~**.

COMPANY NAME: ACCESS MAIL PROCESSING SERVICES INC.

Signature: *John K Sanford*

Printed Name/Title: JOHN K SANFORD, IT MGR Date: 7/21/2011
 (Person Authorized to bind your company)

Email address: JOHNS@ACCESSMAIL.BIZ

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 FAX BACK TO:
DISTRICT SCHOOL BOARD OF PASCO COUNTY
ATTENTION: Vickie Jones, Buyer Assistant
PURCHASING DEPARTMENT
20430 GATOR LANE
LAND O' LAKES, FL 34638
(813) 794-2226 (PHONE)
(813) 794-2713 (FAX)