



# DISTRICT SCHOOL BOARD OF PASCO COUNTY

Kurt S. Browning, Superintendent of Schools

7227 Land O' Lakes Boulevard • Land O' Lakes, Florida 34638

Department of Purchasing  
Michael J. Woodall, CPPO, Purchasing Agent  
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January 22, 2013

## MEMORANDUM

**TO:** Honorable School Board Members

**FROM:** Michael J. Woodall, CPPO, Purchasing Agent *MJW*

**SUBJECT:** Permission to Place Purchase Order  
McClain, Alfonso, Meeker & Dunn, P.A., Attorney Services for The Board

On November 6, 2012, official action (attached) was taken to approve the third year of a three-year contract with McClain, Alfonso, Meeker & Dunn, P.A. for attorney services. In that approval, we requested permission to place a purchase order in the amount of \$62,585.40, covering the firm's monthly retainer and fees for postage, fax and copying expenses.

The costs for the contract's Exhibit B (attached) was inadvertently omitted from that official action. At this time we are requesting permission to place a purchase order with the firm in an amount not to exceed \$150,000 to cover these expenses. Invoices will be approved by the various District departments which utilize the services of the attorney.

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

MJW/az  
Attachments

Date/Time: January 15, 2013 09:18:00

EXHIBIT B

EXPENSES

1. The School Board shall be responsible for and shall reimburse the Law Firm for the following expenditures:
  - A. Administrative fees and court costs, including but not limited to, filing fees, recording fees, court reporter and transcript fees, subpoena fees, service fees and expert witness fees.
  - B. Long distance telephone calls on School Board related business.
  - C. Out-of-County Travel Expenses - Reimbursements shall be as provided in School Board policy.
  - D. Photocopy expense for hourly matters.
  - E. Membership dues for Florida School Board Attorneys' Association.
  - F. Exceptional postage, overnight delivery services, and courier services.
  - G. L.R.P. Special Education C.D. Rom Service.
2. Non-reimbursable Expenses:
  - A. Clerical or secretarial services.
  - B. Postage.
  - C. Local fax transmission charges.
  - D. In-county travel expenses.
  - E. Photocopy expense for retainer matters.

CONTRACT REVIEWED  
AND APPROVED:  
*[Signature]* 11-1-10

District School Board  
of Pasco County

NOV 06 2012

Board Approved



# 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)

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November 6, 2012

## MEMORANDUM

**TO:** Honorable School Board Members

**FROM:** Michael J. Woodall, CPPO, Purchasing Agent *MJW*

**SUBJECT:** Approval of Third Year of Three-Year Contract and Permission to Place Purchase Order to McClain, Alfonso, Meeker & Dunn, P.A., Attorney Services for The Board

The attached document is a contract for legal services between the offices of McClain, Alfonso, Meeker & Dunn, P.A. and The School Board. As you know, The Board has been represented by this firm for many years. The second year of the contract will expire on November 19, 2012. Considering services have been satisfactory, Mr. Dennis Alfonso was contacted to verify the firm's willingness to enter into the third year of this contract. Mr. Alfonso, on behalf of the firm, has agreed to do so.

Legal services are exempt from the bidding process under Florida Administrative Rule 6A-1.012(11)(a). The contract outlines the services required by The Board and has been negotiated as a three-year contract that is renewable annually, subject to amendments for retainer and fee structure, with hourly rates specified for services not covered under the retainer (see Exhibits A and B). The hourly rates for services outside of the retainer are fixed; however, the total for hourly services will vary depending upon the type of services required during the contract period. Last year the contract was revised to provide that the School Board would pay the Firm a set amount each month for postage, fax and copies made by the Firm in the previous year. An amount of \$100 per month was established for the 2011-2012 year. The amount established for the 2012-2013 is \$45. Please see the attached memo from Mr. Alfonso, General Counsel, for additional information.

We are requesting approval of the contract at this time, and permission to place a purchase order in the amount of \$62,585.40 (payable at the rate of \$5,215.45 per month) to cover the retainer portion of the contract. Invoices for hourly services incurred outside the retainer will be approved by the appropriate Director and paid separately. Should you have any questions or wish to discuss this further, please feel free to contact Ms. Olga Swinson, Chief Finance Officer, or me at your earliest convenience.

Attachments

District School Board  
of Pasco County

NOV 06 2012