



# 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  
813/794-2221 Fax: 813/794-2111  
727/774-2221 TDD: 813/794-2484  
352/524-2221 email: [mwoodall@pasco.k12.fl.us](mailto:mwoodall@pasco.k12.fl.us)

March 19, 2013

## MEMORANDUM

TO: Honorable School Board Members

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

RE: Bid # 11-078-AJ, Library Materials and Supplies  
Third Year Renewal of a Three-Year Contract  
Gaylord Brothers, Inc., Lakeshore Learning Materials,  
Schoolhouse Products, Inc. and School Specialty

On May 3, 2011, official action (attached) was taken to award the above-referenced bid to Gaylord Brothers, Inc., Lakeshore Learning Materials, Schoolhouse Products, Inc. and School Specialty. This bid is a three-year contract, renewable annually based upon mutual consent of all parties. The second year of the agreement will expire on May 3, 2013.

Considering services have been satisfactory, Douglas Schoock, Bid Manager, Gaylord Brothers, Inc., Ashley Bicanek, Bid Coordinator, Lakeshore Learning Materials, Andrea Pasusta, Account Manager, Schoolhouse Products, Inc. and Joe Gooden, Bid Manager, School Specialty was contacted to verify their willingness to enter into the third year of the agreement. As such, all parties have agreed in writing (attached), to enter into the third year of the contract.

Therefore, at this time, it is my recommendation to enter into the third year of the agreement with the above-referenced companies. The third year of the contract will cover the period of May 4, 2013 through May 3, 2014.

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.

MJW/dam

Attachment(s)

Date/Time: March 13, 2013 08:51:00



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February 15, 2013

### BID RENEWAL REQUEST

BID #: 11-078-AJ

BID TITLE: Library Materials and Supplies

Yes, I agree to renew for the third year of a three year agreement for 11-078-AJ under the same terms and conditions for the period of May 4, 2013 and expire on May 3, 2014.

No, I do not agree to renew 11-078-AJ

Company Name: Gaylord Brothers, Inc.

Signature: \_\_\_\_\_

Date: 2/18/2013

Typed Name and Title: Juglas A. Schoeck Bid Manager

Telephone (w/area code): 800-469-1592 Fax Number (w/area code): 800-891-5280 or [bids@gaylord.com](mailto:bids@gaylord.com)

**DATE DUE: PLEASE FAX TO PURCHASING NO LATER THAN FRIDAY, FEBRUARY 22, 2013.**

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 District's 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 through the internet link: [http://election.dos.state.fl.us/laws/0511laws/ch\\_2005-028.pdf](http://election.dos.state.fl.us/laws/0511laws/ch_2005-028.pdf). 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: **Deb Mateo, Buyer Assistant**

PURCHASING DEPARTMENT

20430 GATOR LANE

LAND O' LAKES, FL 34638

(813) 794-2227 (PHONE) (813) 794-2111 (FAX)





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No, I do not agree to renew 11-078-AJ

Company Name: Lakeshore Learning Materials

Signature:  Date: 2/19/2013

Typed Name and Title: Ashley Bicanek, Bid Coordinator

Telephone (w/area code): 800-421-5354 Fax Number (w/area code): 310-537-7990 or [biddept@lakeshorelearning.com](mailto:biddept@lakeshorelearning.com)

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No, I do not agree to renew 11-078-AJ

Company Name: Schoolhouse Products, Inc.

Signature: AR [Signature] Date: 2/21/13

Typed Name and Title: Andrea Pasusta, Account Manager

Telephone (w/area code): 813-855-1414 Fax Number (w/area code): 813-855-5414 or andrea@schoolhouseproducts.com

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No, I do not agree to renew 11-078-AJ

Company Name: School Specialty

Signature: \_\_\_\_\_ Date: 2/20/2013

Typed Name and Title: Joe Gooden Bid Manager

Telephone (w/area code): 888-388-3224 Fax Number (w/area code): 888-388-6244 or [bidnotices@schoolspecialty.com](mailto:bidnotices@schoolspecialty.com)

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# District School Board of Pasco County

## Bid Recommendation

<b>Bid Title</b>	Library Materials & Supplies Catalog Discount	<b>Number of Vendors Notified</b>	208
<b>Bid Number</b>	11-078-AJ	<b>Number of Bids Distributed</b>	52
<b>Date Solicited</b>	February 28, 2011	<b>Number of Vendors Bidding</b>	8
<b>Date Opened</b>	March 31, 2011	<b>Number of Vendors Not Bidding</b>	1
<b>Date Board Presentation</b>	May 3, 2011	<b>Funding Source</b>	General, Internal, and Federal Funds
<b>Total Savings</b>	\$21,000 (Estimate)	<b>Grand Total of Bid</b>	\$60,000 (Estimate)

**Recommendation:**

Recommend acceptance of RFPs as noted on the attached tabulation sheet as having the highest average scores and best responsive and responsible RFPs meeting written specifications.

**Term of Contract:**

This contract is for library materials and supplies to be purchased throughout the District on an "as needed" basis. This is a three-year contract renewable annually based upon mutual agreement of both parties. The first year of this contract shall be effective from May 4, 2011 to May 3, 2012. Discounts will remain in effect throughout the term of the contract.

District School Board  
of Pasco County

APR 17 2012

**Notations and Exceptions:**

This is a multi-award RFP (up to four vendors) based upon the highest average scores. The evaluation selection review committee was made up of media specialists from four schools (1-elementary, 2-middle, 1-high). Each RFP was evaluated according to a weighted point system (i.e. Vendor Location 4, Discount Offered 6, References 5) as outlined in the specifications with scores totaled and then averaged to obtain the respondents with the highest average scores. Copies of the evaluation forms are on file in the Purchasing Department. A maximum of four vendors could be awarded as outlined in the RFP specifications.

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MAY 03 2011

Recommend rejection of Learning Services as their products did not meet the types of materials and supplies as specified in the RFP document (i.e., bookends, label makers, bookmarks, hanging bags, book pockets, pamphlet racks, book repair tape, Clear book covers, die cuts, etc.).

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Acco Brands USA, LLC (GBC) and Brodart Company were disqualified at the proposal opening for failure to submit catalog(s) as outlined in the RFP documents.

Highsmith, LLC was disqualified at the proposal opening for failure to submit a signed proposal as outlined in the RFP documents.

Offers from the vendors listed herein are the only offers received timely as of the specified opening date and time. All other offers submitted in response to this solicitation, if any, are hereby rejected as late.



**Bid #11-078-AJ**  
**Page 2**

**Bids Evaluated By:**

Brandon Maldonado, Instructional Technology Specialist, WGES  
Anna Matthews, School Media Technology Assistant, BPMS  
William Neubauer, School Media Technology Assistant, TEWMS  
Sue Teeple, School Media Technology Assistant, GHS

**Bids Prepared By:**

Andrea Jackson, Interim Buyer Assistant, Purchasing Department

**Reviewed and Authorized By:**

Kendra Goodman, CPPO, CPPB, Purchasing Agent



**District School Board  
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**District School Board  
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**MAY 03 2011**

Board Approved

DISTRICT SCHOOL BOARD OF PASCO COUNTY BID TABULATION

DATE OF OPENING: March 31, 2011 @ 2:30 PM	Acco Brands USA LLC (GBC)	Brodart Company	Gaylord Brothers, Inc.
RFP TITLE: Library Materials & Supplies Catalog Discount	300 Tower Parkway	100 North Road	PO Box 4901
RFP #11-078-AJ	Lincolnshire, IL 60069	McElhattan, PA 17748	Syracuse, NY 13221
<b>*Board Meeting 5/3/11*</b>			
DESCRIPTION	TOTAL PRICE	TOTAL PRICE	TOTAL PRICE
Catalog Name:	*Acco Brands USA GBC Catalog	*Brodart Library Supplies & Furnishings 2011	Gaylord Reference Catalog
Date of Catalog:	November 2010	January 2011	January 2011
Discount:	30%	15%	20%
Catalog Name:			
Date of Catalog:			
Discount:			
Catalog Name:			
Date of Catalog:			
Discount:			
Catalog Name:			
Date of Catalog:			
Discount:			
Exclusions from RFP:		Discount applies only to products, not to shipping charges, and may not be combined with any other preferred pricing. Not applicable to closed orders and orders already in process. Excludes Books & Automation Division, Electronics Game Systems, Flat Panel Mounts, Microform Readers/Printers/Scanners, Security Systems and Accessories, software and Brodart Solutions Line.	
Shipping Notes:		\$50.00 minimum order. F.O.B. Supplies: Destination; Furniture & Equipment: Origin (Prepaid & Added to Invoice)	Free shipping on supply orders over \$100. Furniture order, transportation is additional.
RFP Score	Disqualified	Disqualified	89.50

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DISTRICT SCHOOL BOARD OF PASCO COUNTY BID TABULATION

DATE OF OPENING: March 31, 2011 @ 2:30 PM	Highsmith, LLC	Lakeshore Learning Materials	Learning Services
RFP TITLE: Library Materials & Supplies Catalog Discount	4810 Forest Run Road	2695 East Dominguez Street	PO Box 10636
RFP #11-078-AJ	Madison, WI 53704	Carson, CA 90895	Eugene, OR 97440
<b>*Board Meeting 5/3/11*</b>			
DESCRIPTION	TOTAL PRICE	TOTAL PRICE	TOTAL PRICE
Catalog Name:	*Highsmith L & S	Lakeshore Learning Materials	*Technology Tools for Every Classroom
Date of Catalog:	August 1, 2010 - July 31, 2011	2011	February 2011 - August 2011
Discount:	8%	5%	10% or 3%
Catalog Name:	*Highsmith L & S	Lakeshore Elementary	
Date of Catalog:	August 1, 2011 - July 31, 2012	2011-2012	
Discount:	8%	5%	
Catalog Name:	*Upstart K		
Date of Catalog:	August 1, 2010 - July 31, 2011		
Discount:	8%		
Catalog Name:			
Date of Catalog:			
Discount:			
Exclusions from RFP:	Not valid on LibrarySparks magazine, Edupress and Learning Well Brands, 3M & Checkpoint Security Products, sale catalogs, orders already in progress in conjunction with other bids or discount offers.	None	10% off catalog prices for software & 3% off catalog prices for the balance of the catalog. As a general rule, volume, academic, site & network licenses are non-discountable. Please see addendum for limitations.
Shipping Notes:	Truck shipments are with tail gate inventory.	None	Free shipping & handling on all software over \$150. All other items will be charged actual shipping.
RFP Score	Disqualified	71.00	Disqualified

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DISTRICT SCHOOL BOARD OF PASCO COUNTY BID TABULATION

DATE OF OPENING: March 31, 2011 @ 2:30 PM	The Library Store, Inc.	Schoolhouse Products, Inc.	School Specialty
RFP TITLE: Library Materials & Supplies Catalog Discount	301 East South Street	13517 Prestige Place, Suite 101	W6316 Design Drive
RFP #11-078-AJ	Tremont, IL 61568	Tampa, FL 33635	Greenville, WI 54942
<b>*Board Meeting 5/3/11*</b>			
DESCRIPTION	TOTAL PRICE	TOTAL PRICE	TOTAL PRICE
Catalog Name:	No Bid	Tesco (Media Furniture Manufacturing)	2011 Education Catalog/School Specialty
Date of Catalog:		2011	January 2011
Discount:		50%	15%
Catalog Name:		Jasper Chair (Media Furniture Manufacturing)	
Date of Catalog:		2011	
Discount:		38%	
Catalog Name:		Bretford Legacy (Media Furniture Manufacturing)	
Date of Catalog:		2011	
Discount:		48%	
Catalog Name:		Bretford Basics	
Date of Catalog:		2010	
Discount:		57%	
Exclusions from RFP:			
Shipping Notes:			Supply items with a 7 or 9 prefix will ship free if order totals \$49 or over, less than \$49 a charge of \$9.95. Furniture and Equipment items with a 6 or 8 prefix 15% of order if total is \$2000 or less. Over \$2000 call for freight quote.
RFP Score	N/A	91.15	85.5

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MAY 08 2011

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