



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

June 4, 2013

MEMORANDUM

TO: Honorable School Board Members

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

SUBJECT: Requesting Approval to Utilize State Contract #618-000-11-1
Office and Educational Consumables
Office Depot

The Purchasing Services Department is requesting permission to allow the District to utilize the State of Florida contract noted above for the purchase of office supplies on an as-needed basis by schools and departments throughout the District. The District will use the core optimization component of the contract which will limit the number of products available for purchase. As such, by utilizing the core optimization component, the District will take advantage of the state's \$60 million buying power which will in turn save the schools and departments money on the products they purchase.

Office Depot was contacted to determine their willingness to allow the District to utilize the state contract noted above for the period of July 1, 2013 through October 18, 2013. As such, Office Depot has agreed in writing (attached) to do so. Once the State of Florida renews this contract, a request will be sent back to the Board for approval.

Therefore, it is my recommendation to allow the District to utilize State Contract #618-000-11-1. Expenditures for this three-month period are estimated at \$300,000. The Purchasing Services Department will monitor orders to make sure this amount is not exceeded.

Should you have any questions regarding this matter, please feel free to contact me at your earliest convenience.

MJW/sb
Attachments

Date/Time: May 29, 2013 08:42:00



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May 8, 2013

STATE CONTRACT UTILIZATION REQUEST
TITLE: Office and Educational Consumables
ITN 618-000-11-1

XX Yes, I agree to allow the District School Board of Pasco County to utilize the State of Florida Office and Educational Consumable contract # 618-000-11-1 under the existing terms and conditions of the contract. The contract period will begin on July 1, 2013 and continue through October 18, 2013.

_____ No, I do not agree to allow the District School Board of Pasco County to utilize State Contract 618-000-11-1.

COMPANY NAME: Office Depot



SIGNATURE: [Signature]

Jim Pollman, Vice President, South Region

PRINTED NAME/TITLE: _____ DATE: 5/14/2013

TELEPHONE W/AREA CODE: 678-225-8000 x 8006

FAX W/AREA CODE: 770-955-1121

EMAIL ADDRESS: jim.pollman@officedepot.com

By agreeing to allow this piggyback, 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 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 an appointment. Costs associated with this background screening are to be borne by the vendor. You may access information regarding this law through the internet link: http://laws.flrules.org/files/Ch_2005-028.pdf. This law is effective September 1, 2005.

The prospective bidder certifies, by submission and signature of this piggyback request 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: Stephanie Bunford EMAIL: sbunford @pasco.k12.fl.us
PURCHASING DEPARTMENT
20430 GATOR LANE
LAND O' LAKES, FL 34638
(813) 794-2225 (PHONE)
(813) 794-2111 (FAX)
(813) 794-2000 • (352) 524-2000 • (727) 774-2000 • www.pasco.k12.fl.us