



District School Board of Pasco County

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Heather Fiorentino, Superintendent

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Department of Purchasing
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May 16, 2006

MEMORANDUM

TO: Honorable Board Members

FROM: Kendra Goodman, CPPB, Purchasing Agent

RE: Pre-Owned Electronics
Request Permission to "Piggy-Back" Palm Beach County Schools #03C-73E
and Place Purchase Order
Refurbished Computer and Printer Parts

On an annual basis, The Board has approved a blanket purchase order (see example attached) to Pre-Owned Electronics. The purchase order allows Technology Services to purchase parts and send equipment out for repair on an as-needed basis. The existing blanket order will expire on May 21, 2006.

Palm Beach County Schools currently has a bid in place with Pre-Owned Electronics for these parts and services. Under DOE Rule 6A-1.012(5), the Board may make purchases at the unit prices in contracts awarded by other governmental agencies. Considering services have been satisfactory, Technology Services asked that they be allowed to piggy-back this contract, and place a purchase order, not to exceed \$25,000, for the period May 22, 2006 – August 21, 2006 (the date on which Palm Beach County School's bid will expire). Pre-Owned Electronics has agreed, in writing, to extend the terms and conditions of the Palm Beach County bid to the District. Prior to the expiration of the purchase order, we will determine the best compliant source for these parts and services, and will present the Board with a recommendation for the period August 22, 2006 – June 30, 2007.

It is therefore my recommendation to approve this piggy-back as outlined above, and request permission to place a purchase order not to exceed \$25,000. Should you have any questions, please contact Bruce Baldwin, Director of Information Services, or me at your earliest convenience.

KDG/az
Attachments