



District School Board of Pasco County

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Heather Fiorentino, Superintendent

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Department of Purchasing
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August 30, 2005

MEMORANDUM

TO: Honorable School Board Members

FROM: Kendra Goodman, CPPB, Purchasing Agent

RE: Bid #05-044-GF, Emergency Lock & Key – Maintenance Department
Tri-County Locksmith

On August 24 2004, official action (attached) was taken to award the above-referenced bid to Tri-County Locksmith. This bid is a three-year contract, renewable annually based upon mutual consent of both parties. The first year of the agreement covers the period of November 9, 2004 through November 8, 2005. This recommendation was for an estimated \$25,000 annually.

The attached emergency purchase order with Tri-County Locksmith is being forwarded for your consideration and subsequent approval. This emergency request is from the Maintenance Department to have the River Ridge complex re-keyed. As a result, Wendell L. Krinn, Director of Maintenance & Facility Services has declared this an emergency (attached).

At this time, the Maintenance Department is working with Tri-County Locksmith and has determined that an additional \$20,000 is required above the estimated anticipated annual dollars approved on August 24, 2004 to cover this emergency. Therefore, at this time, it is my recommendation that the Board approve the attached purchase order to Tri-County Locksmith for an additional dollar amount of \$20,000 to cover this emergency and the remainder of the first year agreement.

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.

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Attachments (7)