



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

Department of Purchasing

Kendra Goodman, CPPO, CPPB, Purchasing Agent

813/ 794-2221 Fax: 813/ 794-2111

727/ 774-2221 TDD: 813/ 794-2484

352/ 524-2221 e-mail: kgoodman@pasco.k12.fl.us

April 17, 2012

MEMORANDUM

TO: Honorable School Board Members

FROM: Kendra Goodman, CPPO, CPPB, Purchasing Agent *KDG*

RE: RFP # 11-078-AJ, Library Materials & Supplies Catalog Discount
Second Year Renewal of a Three-Year Contract
Gaylord Brothers, Inc.
Lakeshore Learning Materials
Schoolhouse Products, Inc.
School Specialty

On May 3, 2011, official action (attached) was taken to award the above-referenced RFP to Gaylord Brothers, Inc., Lakeshore Learning Materials, Schoolhouse Products, Inc. and School Specialty. This RFP is a three-year contract, renewable annually based upon mutual consent of the parties. The first year of the agreement will expire on May 3, 2012.

Considering services have been satisfactory, Matt Mann, Senior Bid Specialist, Gaylord Brothers, Inc., Ashley Bicanek, Bid Coordinator, Lakeshore Learning Materials, Andrea Posusta, Account Manager, Schoolhouse Products, Inc. and Joe Gooden, Bid Manager, School Specialty were contacted to verify their willingness to enter into the second year of the agreement. As such, they have agreed in writing (attached), to enter into the second year of the contract.

Therefore, at this time, it is my recommendation to enter into the second year of the agreement with the above-referenced companies. The second year of the contract will cover the period of May 4, 2012 through May 3, 2013.

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.

KDG/dam

Attachment(s)

April 11, 2012 09:22:00



District School Board of Pasco County

7227 Land O' Lakes Boulevard • Land O' Lakes, Florida 34638 • 813/794-2000

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March 8, 2012

RFP RENEWAL REQUEST

RFP #: **11-078-AJ**

RFP TITLE: Library Materials & Supplies - Catalog Discount

☒ Yes, I agree to renew for the second year of a three year agreement for 11-078-AJ under the same terms and conditions for the period of May 4, 2012 and expire on May 3, 2013.

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

Company Name: Gaylord Brothers, Inc.

Signature: [Signature] Date: 3/12/12

Typed Name and Title: Matt Mann Senior B.I. Specialist

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

DATE DUE: PLEASE FAX TO PURCHASING NO LATER THAN THURSDAY 3/15/12.

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 Districts 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/051laws/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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Company Name: School Specialty

Signature: [Signature] Date: 3/14/2012

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

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Company Name: Lakeshore Learning Materials

Signature: [Signature] Date: 3/9/2012

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

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District Wide Accreditation • Southern Association of Colleges and Schools

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Company Name: Schoolhouse Products, Inc.Signature: AR Date: 3/12/12Typed Name and Title: Andrea Posusta, Account ManagerTelephone (w/area code): 813-855-1414 Fax Number (w/area code): 813-855-5414 or andrea@schoolhouseproducts.comDATE DUE: **PLEASE FAX TO PURCHASING NO LATER THAN THURSDAY 3/15/12.**

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Bid Recommendation

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

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.

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.).

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.

District School Board
of Pasco County

MAY 03 2011

Board Approved

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
of Pasco County**

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
Board Meeting 5/3/11			
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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MAY 03 2011

Board Approved

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
Board Meeting 5/3/11			
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
Board Meeting 5/3/11			
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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