



## 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](http://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](mailto:kgoodman@pasco.k12.fl.us)

May 1, 2012

### MEMORANDUM

TO: Honorable School Board Members

FROM: Kendra Goodman, CPPO, CPPB, Purchasing Agent 

RE: One-Year Extension of a Three-Year Contract  
Bid #10-024-VJ, Print Center Paper – Warehouse Distribution Department  
Mac Papers, Inc.

On May 5, 2009, official action (attached) was taken to award the above-referenced bid to Mac Papers, Inc. This bid is a three-year contract, renewable annually based upon mutual consent of both parties. The bid document allows the District to extend the period of this bid for an additional time not to exceed 365 days from the date of the award. The first year of the agreement expired on June 30, 2010. Subsequently, the second year of the contract was Board approved on June 1, 2010 and expired on June 30, 2011. The third year of the contract was awarded on May 17, 2011 and will expire on June 30, 2012.

Considering services have been satisfactory, Mac Papers, Inc. was contacted to verify their willingness to enter into this one-year extension. As such, Mac Papers, Inc. has agreed, in writing (attached), to do so.

Therefore, at this time, it is my recommendation to enter into the one-year extension with the vendor noted above. The contract period will be July 1, 2012 through June 30, 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/plh

Attachments



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Department of Purchasing  
 Kendra Goodman, CPPO, CPPB, Purchasing Agent  
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**BID EXTENSION REQUEST**  
**BID #10-024-VJ**  
**BID TITLE: Print Center Paper**

X

Yes, I agree to renew Bid #10-024-VJ for one additional year under the same terms and conditions as the existing bid. The extension period shall be from July 1, 2012 through June 30, 2013.

\_\_\_\_\_

No, I do not agree to renew Bid #10-024-VJ

COMPANY NAME: Mac Papers, Inc.

SIGNATURE: Mario Rodriguez

TYPED NAME AND TITLE: MARIO RODRIGUEZ

TELEPHONE: 813-624-3311

FAX: 813-664-1584

E-MAIL: MARIO.RODRIGUEZ@MACPAPERS.COM

DATE: 4-12-2012

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/ch2005-028.pdf>. This law is effective September 1, 2005.

The prospective bidder certifies, by submission and signature of this bid extension 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 EMAIL BACK TO: [phall@pasco.k12.fl.us](mailto:phall@pasco.k12.fl.us)  
 DISTRICT SCHOOL BOARD OF PASCO COUNTY  
 ATTENTION: Patty Hall, Interim Buyer Assistant  
 PURCHASING DEPARTMENT  
 20430 GATOR LANE  
 LAND O' LAKES, FL 34638  
 (813) 784-2504 (PHONE)  
 (813) 784-2111 (FAX)

## District School Board of Pasco County Bid Recommendation

<b>Bid Title</b>	Print Center Paper – Graphic Services		<b>Number of Vendors Notified</b>	57
<b>Bid Number</b>	10-024-VJ		<b>Number of Bids Distributed</b>	17
<b>Date Solicited</b>	March 25, 2009		<b>Number of Vendors Bidding</b>	1
<b>Date Opened</b>	April 22, 2009		<b>Number of Formal “No Bid” Responses</b>	0
<b>Date Board Presentation</b>	May 5, 2009		<b>Funding Source</b>	General Funds
<b>Total Savings</b>	\$14,170.93		<b>Grand Total of Bid</b>	Estimated Total \$300,000

**Recommendation:**

Recommend acceptance of bid from MacPapers, Inc., per the attached tabulation sheet.

**Term of Contract:**

This is a three-year contract, renewable annually by mutual agreement of both parties. The first year of the contract will commence on July 1, 2009 through June 30, 2010.

**Notations and Exceptions:**

Although only one bid was received, the pricing structure was deemed competitive based on the pricing structure of the previous bid and current wholesale pricing. The estimated savings was calculated using last year’s purchase volume at current wholesale pricing less the bid percentage discount.

Prices and discounts will remain firm and in effect throughout the contract period, however; suppliers may submit an updated published price list on a quarterly basis.

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

**Bids Evaluated By:**

Jerry Maciaszek, Graphic Services Manager

**Bids Prepared By:**

Vickie Jones, Buyer Assistant

**Reviewed and Authorized By:**

Kendra Goodman, CPPB, Purchasing Agent

