



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
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May 15, 2012

MEMORANDUM

TO: Honorable School Board Members

FROM: Kendra Goodman, CPPO, CPPB, Purchasing Agent 

SUBJECT: Extension of Office Supplies-Non Stock
RFP 10-020-SN
Office Depot

On June 7, 2011, official action (attached) was taken to renew the above-referenced RFP to Office Depot. This is a three-year bid, renewable annually, at the mutual agreement of both parties with the option to extend for an additional year. The third year of the RFP will expire on June 30, 2012.

Considering services have been satisfactory, Office Depot was contacted to verify their willingness to enter into a one year extension of the RFP. As such, Office Depot has agreed in writing to do so. The one year extension of the RFP will cover the period of July 1, 2012 through June 30, 2013.

Benefits of this extension to Office Depot are as follows:

- Discounts are applied to an entire catalog and website of 50,000 items versus a limited list of 16,000 items on state contract.
- Unlike the current State Contract, the District will be able to control the timeframe for the vendor to update pricers (based upon the specifications catalogs can be updated every six (6) months versus every 90 days)
- A rebate will be given to items purchased using the District's procurement card. Based upon last year's historical data, the rebate is estimated at \$7,500.
- Office Depot offered the District a pricing incentive based upon a core promotional list that is estimated to save the District an additional \$68,300 per year. The 500 item core list was developed to pass on additional savings to the district on items with the most spend or items purchased most often.
- Office Depot implemented a "smart cart" program. This program will notify users of additional savings/generic alternatives for items they are adding to their.

At this time it is my recommendation to enter into the extension of the contract. The estimated total expenditures for office supplies are \$900,000. Should you have any questions regarding this matter, or if I can be of further assistance, please contact me at your earliest convenience.

KDG/sb
Attachments



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March 29, 2012

RFP EXTENSION REQUEST

TITLE: Office Supplies

RFP#: 10-020-SN

X

Yes, I agree to extend RFP 10-020-SN for office supplies for an additional year under the same terms and conditions. The fourth year of the contract period will begin July 1, 2012 and expire June 30, 2013.

No, I do not agree to extend 10-020-SN for office supplies.

COMPANY NAME: Office Depot

SIGNATURE: _____

PRINTED NAME/TITLE: Jim Pollman, Region VP DATE: 5/2/12

TELEPHONE W/AREA CODE: 678-225-8000 FAX W/AREA CODE: 770-449-9115

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 and screened 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
PURCHASING DEPARTMENT
20430 GATOR LANE
LAND O' LAKES, FL 34638
(813) 794-2225 (PHONE)
(813) 794-2111 (FAX)