



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

June 5, 2012

MEMORANDUM

TO: Honorable School Board Members

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

SUBJECT: One-Year Extension of Three-Year Bid
#10-010-AZ, Bank Courier Services, Crosstown Couriers

On July 7, 2009, official action (attached) was taken to award the above-referenced bid to Crosstown Couriers. This bid on behalf of the Food & Nutrition Services Department (FNS) is for daily bank courier services between the schools and the District Office complex, with final delivery of the funds to the Bank of America vault in Tampa. The bid has a three-year (3) term with the option to extend for an additional year, and is renewable annually at the mutual agreement of the parties. The current term will expire July 6, 2011.

Considering services have been satisfactory, Crosstown was contacted to determine their willingness to extend the contract under existing terms, conditions and pricing. They have agreed in writing to do so (attached). FNS estimates that costs in 2012-13 will be approximately \$98,600.

We are requesting permission to extend the contract with Crosstown, for the period July 7, 2012 – July 6, 2013. We are also requesting permission to place a purchase order for approximately \$98,600 (final numbers to be provided by FNS) to cover these services, for encumbrance in the new fiscal year. Funding is provided by FNS general funds.

Should you have any questions or concerns, please contact Mr. Rick Kurtz, Director of FNS, or me at your earliest convenience.

KDG/mw
Attachments



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Bid #10-010-AZ BANK COURIER SERVICES

X

Yes, I agree to extend the above-referenced RFP, under existing terms and conditions, with the District School Board of Pasco County. The contract term will be July 7, 2012 – July 6, 2013

No, I do not agree to renew the above-referenced RFP with the District School Board of Pasco County.

COMPANY NAME: Crosstown Couriers

SIGNATURE:

Errol Melnick

DATE:

5/7/2012

PRINTED NAME/TITLE:

ERROL MELNICK PRINCIPAL

E-MAIL:

emelnick@CROSSTOWNCOURIERS.COM

TELEPHONE W/AREA CODE:

813-286-3085

FAX W/AREA CODE:

813-286-1851

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 (DSBPC) 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 DSBPC Human Resources. If any of the above criteria apply to this contract, you must have those individuals Level 2 fingerprinted and screened by the DSBPC 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 a fingerprinting appointment. Costs associated with this background screening are to borne by the vendor. You may access information regarding this law, which became effective September 1, 2005, by reviewing Sections 1012.32 and 1012.465, Florida Statutes.

The contracting company certifies, by submission and signature of this 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).

Vendor shall comply with all applicable laws, ordinances, codes and statutes of any and all local, state, or national governing bodies included within this section. Vendor shall comply with the regulations of the Civil Rights Act of 1964, in which no person in the United States shall on the grounds of race, creed, color, or national origin be excluded from participation in or be denied the proceeds of, or be subject to discrimination in the performance of this contract.

PLEASE RETURN TO:

DISTRICT SCHOOL BOARD OF PASCO COUNTY

ATTENTION: Michael Woodall, Buying Manager

PURCHASING DEPARTMENT

20430 GATOR LANE, LAND O' LAKES, FL 34638

(813) 794-2504 (PHONE)

(813) 794-2111 (FAX)

mwoodall@pasco.k12.fl.us

District School Board of Pasco County

Bid Recommendation

Bid Title	Bank Courier Services	Number of Vendors Notified	63
Bid Number	10-010-AZ	Number of Bids Distributed	15
Date Solicited	June 1, 2009	Number of Vendors Bidding	5
Date Opened	June 22, 2009	Number of Formal "No Bid" Responses	0
Date Board Presentation	July 7, 2009	Funding Source	Food & Nutrition General Funds
Total Savings	\$29,894	Grand Total of Bid	\$92,610

Recommendation: Recommend acceptance of bid from Crosstown Couriers per the attached bid tabulation as lowest and best bid meeting written specifications.

Term of Contract: This bid on behalf of the Food & Nutrition Services Dept. and is for daily bank courier services between the schools, the District Office complex, and the District's central vault facility with Bank of America in Tampa. The bid term is three (3) years, renewable at the mutual agreement of the parties.

Notations and Exceptions: All bids were evaluated based on the total all-or-none lowest price for all locations, for all days during which service is needed during the 2009-2010 school year. Prices will remain fixed for the first year of the contract, with any increases or decreases during subsequent years tied to the CPI rate of inflation. Cost savings have been calculated as the difference between the low bid and the average cost submitted by the other bidders.

Offers from other vendors listed herein are the only offers received per the specified opening date and time. All other offers submitted in response to this solicitation, if any, are hereby rejected as late.

Bids Evaluated By:
Carol Haynes, FNS Financial Specialist
Nicole Westmoreland, FNS Coordinator

District School Board
of Pasco County

JUN 01 2010

District School Board
of Pasco County

JUL 07 2009

Bid Prepared By:
Arlene Zimney, CPPB, C.P.M., Buyer

Board Approved

Board Approved

Reviewed and Authorized By:
Kendra Goodman, CPPB, Purchasing Agent

KG

District School Board
of Pasco County

MAY 03 2011

Board Approved

DISTRICT SCHOOL BOARD OF PASCO COUNTY BID TABULATION

DATE OF OPENING: June 22, 2009 @ 2:30 pm	American Courier Express	Crosstown Couriers	Dunbar Armored, Inc.	MidFlorida Armored & ATM Svcs, Inc.	USA Couriers, Inc.
BID TITLE: Bank Courier Services	7604 Industrial Lane	5422 Bay Center Drive #151	50 Schilling Road	4314 W MLK Blvd	15 Court Square #400
BID #10-010-AZ	Tampa, FL 33637	Tampa, FL 33609	Hunt Valley, MD 21031	Tampa, FL 33614	Boston, MA 02108
BOARD MEETING JULY 7, 2009					
DESCRIPTION	TOTAL PRICE	TOTAL PRICE	TOTAL PRICE	TOTAL PRICE	TOTAL PRICE
Total all-or none fee:	\$141,750.00	\$92,610.00	\$112,770.00	\$122,094.00	\$113,400.00

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 of Pasco County**
JUN 01 2010
 Board Approved

**District School Board
 of Pasco County**
MAY 03 2011
 Board Approved

**District School Board
 Pasco County**
JUL 07 2009
 Board Approved