



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

June 19, 2012

MEMORANDUM

TO: Honorable School Board Members

FROM: Kendra Goodman, CPPO, CPPB, Purchasing Agent 

RE: Requesting Permission to "Piggy-Back"
Pasco County Board of County Commissioners
Bid #IFB-EC-11-043 – Mailing Services
Access Mail Processing

Pasco County Board of County Commissioners currently has a contract in place for Mailing Services with Access Mail Processing. Under DOE Rule 6A-1.012(6), the District School Board of Pasco County may make purchases at the unit prices in contracts awarded by other governmental agencies.

Rick Kurtz, Director of Food and Nutrition Services which oversees Mail Services, is requesting permission to "piggy-back" the Pasco County Board of County Commissioners Bid IFB-EC-11-043. Elizabeth Bell, President of Access Mail Processing, has agreed in writing (attached) to extend the contract terms to the District. There is no cost to the District and savings are incurred when mail is metered at discounted rates.

At this time, we respectfully request your approval to "piggy-back" the above-referenced bid. The "piggy-back" term dates are August 3, 2012 through August 2, 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



District School Board of Pasco County

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

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Food and Nutrition Services

Richard P. Kurtz, Director

813/794-2440 Fax: 813/794-2118

727/774-2440 TDD: 813/794-2484


352/524-2440 rkurtz@pasco.k12.fl.us

MEMORANDUM

FNS-90-12

May 29, 2012

TO: Kendra Goodman, Purchasing Agent

FROM: Richard P. Kurtz, Director 
Food, Nutrition and Distribution Services

SUBJECT: ACCESS MAIL – DISCOUNT MAIL PROGRAM

Mail Services is recommending that the district contract with Access Mail piggy-backing the Pasco County Board of County Commissioners bid. Access Mail combines mail from multiple locations in order to maximize U.S. postage discounts. We estimate that the district could save over \$9,500.00 annually by taking advantage of the discounts available. There is no cost to the district and savings are incurred when the mail is run through our postage meter at the discounted rates. The district saves \$0.026 for one ounce first class mail (\$0.424 versus \$0.45) and \$0.226 for two ounce first class mail (\$0.424 versus \$0.65). All mail is processed the same day – no delays.

Thank you for your assistance and should you have any questions or concerns, please feel free to contact me at extension 42436.

RPK/jam

cc: Vickie Jones, Buyer Assistant
William Amon, Distribution Services Coordinator
Rick Bartz, Mail Services Specialist



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BID PIGGY-BACK REQUEST

BID: IFB-EC-11-043

BID TITLE: Mailing Services


AGENCY: Pasco County Board of County Commissioners

FOR: Mailing Services and Processing

Yes, I agree to allow the District School Board of Pasco County to piggy-back **Bid # IFB-EC-11-043** under the same terms and conditions as the existing bid. The coverage period shall be from **August 3, 2012** through **August 2, 2013**.

No, I do not agree to allow the District School Board of Pasco County to piggy-back **Bid # IFB-EC-11-043**.

COMPANY NAME: Access Mail Processing Services, Inc.

SIGNATURE: 

PRINTED NAME/TITLE Beth B, President **DATE:** 5/21/12

TELEPHONE: 727 539 6245 **FAX:** 727 531 5353

EMAIL: BethB@AccessMail.biz

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 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 RETURN TO:
DISTRICT SCHOOL BOARD OF PASCO COUNTY
ATTENTION: Patty Hall, Interim Buyer Assistant
PURCHASING DEPARTMENT
20430 GATOR LANE
LAND O' LAKES, FL 34638
(813) 794-2489 (PHONE)
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phall@pasco.k12.fl.us