



## 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

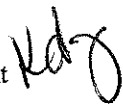
727/ 774-2221 TDD: 813/ 794-2484

352/ 524-2221 e-mail: [kgoodman@pasco.k12.fl.us](mailto:kgoodman@pasco.k12.fl.us)

December 6, 2011

### MEMORANDUM

TO: Honorable School Board Members

FROM: Kendra Goodman, CPPO, CPPB, Purchasing Agent 

RE: Third Year Renewal of Three-Year Contract  
Bid #10-072-DR: USDA Commodity Fish Processing  
High Liner Foods (USA) Incorporated

On May 4, 2010, official action (attached) was taken to award the above-referenced bid to High Liner Foods (USA) Incorporated. This bid is a three-year contract, renewable annually based upon mutual consent of both parties. Subsequently, the second year of the agreement was awarded on November 16, 2010. The second year of the agreement will expire on June 30, 2012.

Considering services have been satisfactory, Edward A. Hawkins, CN & Bid Specialist, High Liner Foods (USA) Incorporated, was contacted to verify his willingness to enter into the third year of the agreement. As such, Edward A. Hawkins has agreed in writing (attached) to enter into the third year of the contract.

USDA timeline for school districts to place orders for commodity foods and identify processing manufacturers is January 13, 2012 for the 2012/2013 school year. Due to the USDA timeline, it is necessary to renew commodity processing bids six (6) months prior to the term of the contract. Purchase orders and product orders through distributors will not be placed with awarded vendors prior to July 1, 2012. This bid in no way affects contracts already in place for the 2011/2012 school year. Because of the USDA timeline, Food and Nutrition Services is requesting permission from the Board to renew Bid #10-072-DR: USDA Commodity Fish Processing bid six months prior to term of contract.

Therefore, at this time it is my recommendation to enter into the third year of the agreement with High Liner Foods (USA) Incorporated. The third year of the contract will cover the period of 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/dr

Attachments

**District School Board of Pasco County**

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352/ 524-2221 e-mail: [kgoodman@pasco.k12.fl.us](mailto:kgoodman@pasco.k12.fl.us)**BID RENEWAL REQUEST****BID #10-072DR****BID TITLE: USDA Commodity Fish Processing**XXXXXXXXXXXX

Yes, I agree to renew Bid #10-072-DR under the same terms and conditions as the existing bid. The third year period shall be from **July 1, 2012 through June 30, 2013.**

No, I do not agree to renew Bid #10-072-DR

COMPANY NAME: Highliner Foods (USA) Inc.

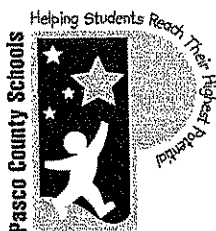
SIGNATURE: \_\_\_\_\_

TYPED NAME AND TITLE: Edward A. Hawkins, CN & Bid SpecialistTELEPHONE (WITH AREA CODE): 978-750-5276FAX NUMBER (WITH AREA CODE): 978-777-6849E-MAIL: ned.hawkins@highlinerfoods.comDATE: September 29, 2011

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 FAX BACK TO: DISTRICT SCHOOL BOARD OF PASCO COUNTY  
ATTENTION: **Debra Reaves, Buyer Assistant**  
PURCHASING DEPARTMENT  
20430 GATOR LANE  
LAND O' LAKES, FL 34638  
(813) 794-2219 (PHONE)  
(813) 794-2111 (FAX)

District Wide Accreditation • Southern Association of Colleges and Schools



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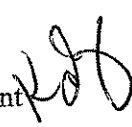
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November 16, 2010

### MEMORANDUM

TO: Honorable School Board Members

FROM: Kendra Goodman, CPPO, CPPB, Purchasing Agent 

RE: Second Year Renewal of Three-Year Contract  
Bid #10-072-DR: USDA Commodity Fish Processing  
High Liner Foods (USA) Incorporated

On May 4, 2010, official action (attached) was taken to award the above-referenced bid to High Liner Foods (USA) Incorporated. This bid is a three-year contract, renewable annually based upon mutual consent of both parties. The first year of the agreement will expire on June 30, 2011.

Considering services have been satisfactory, Keith A. Decker, President, High Liner Foods (USA) Incorporated was contacted to verify his willingness to enter into the second year of the agreement. As such, Keith A. Decker has agreed in writing (attached), to enter into the second year of the contract.

USDA timeline for school districts to place orders for commodity foods and identify processing manufacturers is January 15, 2011 for the 2011/2012 school year. Due to the USDA timeline, it is necessary to renew commodity processing bids six (6) months prior to the term of the contract. Purchase orders and product orders through distributors will not be placed with awarded vendors prior to July 1, 2011. This bid in no way affect contracts already in place for the 2010-2011 school year. Because of the USDA timeline, Food and Nutrition Services is requesting permission from The Board to renew Bid #10-072-DR: USDA Fish Processing bid six months prior to term of contract.

Therefore, at this time, it is my recommendation to enter into the second year of the agreement with High Liner Foods (USA) Incorporated. The second year of the contract will cover the period of July 1, 2011 through June 30, 2012. 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/dr

Attachments

District School Board  
of Pasco County

District Wide Accreditation • Southern Association of Colleges and Schools

NOV 16 2010

Board Approved



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Heather Fiorentino, Superintendent

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Department of Purchasing  
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## BID RENEWAL REQUEST

**BID #10-072DR**

**BID TITLE: USDA Commodity Fish Processing**

Yes

Yes, I agree to renew Bid #10-072-DR under the same terms and conditions as the existing bid. The second year period shall be from July 1, 2011 through June 30, 2012.

No, I do not agree to renew Bid #10-072-DR

COMPANY NAME: High Liner Foods (USA) Inc.

SIGNATURE: Keith A. Decker

TYPED NAME AND TITLE: Keith A. Decker, President

TELEPHONE (WITH AREA CODE): 978-750-5276

FAX NUMBER (WITH AREA CODE): 978-777-6849

E-MAIL: ned.hawkins@highlinerfoods.com

DATE: October 20<sup>th</sup>, 2010

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).

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ATTENTION: Debra Reaves, Buyer Assistant  
PURCHASING DEPARTMENT  
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# District School Board of Pasco County

## Bid Recommendation

Bid Title	USDA Commodity Fish Processing	Number of Vendors Notified	211
Bid Number	10-072-DR	Number of Bids Distributed	8
Date Solicited	12/18/2009	Number of Vendors Bidding	4
Date Opened	01/21/2010	Number of Formal "No Bid" Responses	NA
Date Board Presentation	5/4/2010	Funding Source	Special Revenue
Total Savings	\$11,150 Estimated Annually	Grand Total of Bid	\$31,500 Estimated Annual Expenditure

**Recommendation:** Recommend acceptance of bids as noted on attached tabulation sheet as lowest and best responsive, responsible bids meeting written specifications.

**Term of Contract:** This bid is for the USDA Commodity Fish Processing for Food and Nutrition Services for use throughout the District and on behalf of the P.O.W.E.R. Buying Group. This is the first year of a three-year bid, renewable annually by written consent of both parties. The first year of the contract is effective July 1, 2010 through June 30, 2011.

**Notations and Exceptions:** Recommend Group A to High Liner Foods, (USA) Incorporated as the "lowest and best" responsive and responsible bid meeting written specifications. As per bid document, Category A will be awarded as "all or none" groups with the "lowest and best" responsive and responsible total bottom line cost.

Recommend rejection of Good Harbor Fillet Co., LLC., for Group B. Bid products submitted did not pass the student acceptability criteria as established by the P.O.W.E.R. Buying Group. Testing was conducted in six P.O.W.E.R. Buying Group school districts, with overall acceptability rating of less than 50% for each product. Also recommend rejection of American Pride Seafoods for not bidding on all items in Group B, as per bid document.

The District is acting as the lead agency for the P.O.W.E.R. Buying Group. The P.O.W.E.R. Buying Group is made up of the following 37 school boards: Bay County, Brevard County, Calhoun County, Charlotte County, Citrus County, Collier County, Desoto County, Flagler County, Franklin County, Glades County, Hardee County, Hendry County, Hernando County, Highlands County, Indian River County, Jackson County, Lake County, Liberty County, Lee County, Leon County, Levy County, Marion County, Martin County, Miami-Dade County, Monroe County, Nassau County, Okaloosa County, Okeechobee County, Osceola County, Pasco County, Santa Rosa County, Seminole County, St. Johns County, St. Lucie County, Sumter County, Volusia County, and Washington County. Individual School Boards are responsible for their own orders, etc.

Total savings were determined by averaging all non-awarded vendors pricing and subtracting from recommended vendor's pricing. Grand total of the bid is an estimate of the District's anticipated annual expenditures.

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.

**Bids Evaluated By:** Julie Hedine, Supervisor for Director, Food & Nutrition Services

**Bids Prepared By:** Debra Reaves, Buyer Assistant

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

Date/Time:

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MAY 04 2010

NOV 16 2010

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