



DISTRICT SCHOOL BOARD OF PASCO COUNTY

Kurt S. Browning, Superintendent of Schools

7227 Land O' Lakes Boulevard • Land O' Lakes, Florida 34638

Department of Purchasing
Nicole Westmoreland, MBA, Purchasing Agent
813/794-2221 Fax: 813/794-2111
727/774-2221 TDD: 813/794-2484
352/524-2221 email: nwestmor@pasco.k12.fl.us

March 4, 2014

MEMORANDUM

TO: Honorable School Board Members

FROM: Nicole Westmoreland, MBA, Purchasing Agent *nw*

SUBJECT: Bid 13-067-DN Incidentals and Novelty Incentives Catalog Discount
Second Year of a Three-Year Contract
Oriental Trading

On February 19, 2013, official action (attached) was taken to award the above-referenced direct negotiation to Oriental Trading. This negotiation is a three-year contract, renewable annually based upon mutual consent of the parties. The first year of the contract will expire on April 21, 2014.

Considering services have been satisfactory, the above noted vendors were contacted to determine their willingness to enter into the second year of the agreement. As such, they have agreed in writing (attached) to enter into the second year.

It is my recommendation at this time to enter into the second year of the agreement with the vendors noted above. The contract period will be April 22, 2014 through April 21, 2015. The anticipated contract amount for the next term is \$50,000 paid out of general and internal funds.

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.

NW/mv
Attachments

Date/Time: February 26, 2014 08:35:00

(813) 794-2000 • (352) 524-2000 • (727) 774-2000 • www.pasco.k12.fl.us



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Purchasing Services

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BID RENEWAL REQUEST

BID #: 13-067-DN

BID TITLE: Incidental & Novelty Incentives

X

Yes, I agree to renew BID # 13-067-DN under the same terms and conditions as the existing agreement. The second year period shall be from April 22, 2014 through April 21, ~~2013~~ 2015

No, I do not agree to renew BID # 13-067-DN.

COMPANY NAME: Oriental Trading

SIGNATURE: _____

TYPED NAME AND TITLE: Julia Hill, Customer Service Team Leader

TELEPHONE (WITH AREA CODE): 800-228-0038

FAX NUMBER (WITH AREA CODE): 800-869-2351

E-MAIL: npsbids@oriental.com

DATE: 19 Feb 2014

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 EMAIL BACK TO: mvelez@pasco.k12.fl.us

DISTRICT SCHOOL BOARD OF PASCO COUNTY

ATTENTION: **Monica Velez**
PURCHASING DEPARTMENT
20430 GATOR LANE
LAND O' LAKES, FL 34638
(813) 794-2234 (PHONE)
(813) 794-2111 (FAX)



DISTRICT SCHOOL BOARD OF PASCO COUNTY

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Department of Purchasing
Michael J. Woodall, CPPO, Purchasing Agent
813/ 794-2221 Fax: 813/ 794-2112
727/ 774-2221 TDD: 813/794-2484
352/ 524-2221 e-mail: mwoodall@pasco.k12.fl.us

April 16, 2013

MEMORANDUM

TO: Honorable School Board Members

FROM: Michael J. Woodall, CPPO, Purchasing Agent 

RE: Direct Negotiation 13-067-DN Incidental and Novelty Incentives Catalog Discount
Oriental Trading Company

On February 19, 2013, official action was granted to allow Purchasing Services to directly negotiate with interested parties for the District to award a contract for purchases of incidental and novelty incentive materials. This direct negotiation was granted as no compliant proposals were received in accordance with the original solicitation (RFP 13-067-SB). The intent of this direct negotiation is to establish a three-year contract that will be renewable annually upon mutual consent of both parties.

We recommend acceptance of the proposal from Oriental Trading Company as noted on the attached direct negotiation results. Expenditures under this contract are estimated at \$70,000 annually and will be purchased on an "as-needed" basis. The funding source for these purchases will be from General and Internal Funds. The contract will commence on April 22, 2013 and continue through April 21, 2014.

If you should have any questions regarding this matter, please contact me at your earliest convenience.

MJW/sb

Attachment

District School Board
of Pasco County

Date/Time: April 10, 2013 09:17:00

APR 16 2013

Board Approved

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The District School Board of Pasco County is System Accredited by AdvancED/Southern Association of Colleges and Schools



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MJW/sb

Attachment

District School Board
of Pasco County

APR 16 2013

Board Approved

District School Board of Pasco County
Tabulation Sheet

Direct Negotiation # 13-067-DN DN Title: Incidental and Novelty Incentives - Catalog Discount	Oriental Trading Company
DN Due Date: March 21, 2013	4206 South 108 Street
Board Meeting: April 16, 2013	Omaha, NE 68137
	Customer Account # 608049
Catalog Names/Year	Oriental Trading Main Catalog 2013 , Hands on Fun, Crafts, Scrapbooking & Beading, Halloween, Holiday, Spring
Fixed Percentage Discount	10%
Exclusions from Discount	Promotional and custom imprint products and online orders
Minimum Order Requirements	No Minimums
Delivery/Free Shipping Requirements	\$50 Minimum for free shipping; Free shipping exclusions - Direct ship items noted in the catalog as having an additional per item shipping fee.

**District School Board
of Pasco County**

APR 16 2013

Board Approved