



DISTRICT SCHOOL BOARD OF PASCO COUNTY

Kurt S. Browning, Superintendent of Schools

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

Purchasing Services

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

April 1, 2014

MEMORANDUM

TO: Honorable School Board Members

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

SUBJECT: RFP# 11-078-AJ Library Materials and Supplies Catalog Discount
Extension through June 30, 2014
Gaylord Bros., Inc.
Lakeshore Learning Materials
Schoolhouse Products
School Specialty, Inc.

The third year of the above mentioned contract will be expiring on May 4, 2014. To coordinate with four (4) other catalog RFP's expiring on June 30, 2014, we are requesting approval to extend the Library Materials and Supplies contract through June 30, 2014.

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

It is my recommendation at this time to enter into the extension period of May 5, 2014 through June 30, 2014 with the vendors noted above.

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: March 26, 2014 08:36:00

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



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BID EXTENSION REQUEST

BID TITLE: Library Materials

Yes, I agree to extend Bid# 11-078-AJ under the same terms and conditions as the existing agreement. The extension period shall be from **May 5, 2014 through June 30, 2014.**

No, I do not agree to renew Bid# 11-078-AJ.

COMPANY NAME: Gaylord Bros., Inc.

SIGNATURE: [Signature]

TYPED NAME AND TITLE: Dargas A. Schrock Bid Manager

TELEPHONE (WITH AREA CODE): 315-634-8248

FAX NUMBER (WITH AREA CODE): 800-595-7265

E-MAIL: bids@gaylord.com

DATE: 2/20/2014

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)



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No, I do not agree to renew Bid# 11-078-AJ.

COMPANY NAME: Lakeshore Learning Materials

SIGNATURE: 

TYPED NAME AND TITLE: Ashley Bicanek, Bid Coordinator

TELEPHONE (WITH AREA CODE): (800) 421-5354

FAX NUMBER (WITH AREA CODE): (310) 537-7990

E-MAIL: biddept@lakeshorelearning.com

DATE: 2/18/2014

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).

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No, I do not agree to renew Bid# 11-078-AJ.

COMPANY NAME: Schoolhouse Products

SIGNATURE: [Signature]

TYPED NAME AND TITLE: Andrea Posusta, Account Manager

TELEPHONE (WITH AREA CODE): 813-855-1414

FAX NUMBER (WITH AREA CODE): - 5414

E-MAIL: Andrea@schoolhouseproducts.com

DATE: 2/19/14

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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District Wide Accreditation • Southern Association of Colleges and Schools



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No, I do not agree to renew Bid# 11-078-AJ.

COMPANY NAME: School Specialty, Inc

SIGNATURE: _____

TYPED NAME AND TITLE: Joe Gooden

TELEPHONE (WITH AREA CODE): 800-554-7632

FAX NUMBER (WITH AREA CODE): 800-675-1775

E-MAIL: bidnotices@schoolspecialty.com

DATE: 2-20-14

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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District School Board of Pasco County

Bid Recommendation

Bid Title	Library Materials & Supplies Catalog Discount		Number of Vendors Notified	208
Bid Number	11-078-AJ		Number of Bids Distributed	52
Date Solicited	February 28, 2011		Number of Vendors Bidding	8
Date Opened	March 31, 2011		Number of Vendors Not Bidding	1
Date Board Presentation	May 3, 2011		Funding Source	General, Internal, and Federal Funds
Total Savings	\$21,000 (Estimate)		Grand Total of Bid	\$60,000 (Estimate)

Recommendation:

Recommend acceptance of RFPs as noted on the attached tabulation sheet as having the highest average scores and best responsive and responsible RFPs meeting written specifications.

Term of Contract:

This contract is for library materials and supplies to be purchased throughout the District on an "as needed" basis. This is a three-year contract renewable annually based upon mutual agreement of both parties. The first year of this contract shall be effective from May 4, 2011 to May 3, 2012. Discounts will remain firm and in effect throughout the term of the contract.

Notations and Exceptions:

This is a multi-award RFP (up to four vendors) based upon the highest average scores. The evaluation selection review committee was made up of media specialists from four schools (1-elementary, 2-middle, 1-high). Each RFP was evaluated according to a weighted point system (i.e. Vendor Location 4, Discount Offered 6, References 5) as outlined in the specifications with scores totaled and then averaged to obtain the respondents with the highest average scores. Copies of the evaluation forms are on file in the Purchasing Department. A maximum of four vendors could be awarded as outlined in the RFP specifications.

Recommend rejection of Learning Services as their products did not meet the types of materials and supplies as specified in the RFP document (i.e., bookends, label makers, bookmarks, hanging bags, book pockets, pamphlet racks, book repair tape, Clear book covers, die cuts, etc.).

Acco Brands USA, LLC (GBC) and Brodart Company were disqualified at the proposal opening for failure to submit catalog(s) as outlined in the RFP documents.

Highsmith, LLC was disqualified at the proposal opening for failure to submit a signed proposal as outlined in the RFP documents.

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.

Bid #11-078-AJ
Page 2

Bids Evaluated By:

Brandon Maldonado, Instructional Technology Specialist, WGES
Anna Matthews, School Media Technology Assistant, BPMS
William Neubauer, School Media Technology Assistant, TEWMS
Sue Teeple, School Media Technology Assistant, GHS

Bids Prepared By:

Andrea Jackson, Interim Buyer Assistant, Purchasing Department

Reviewed and Authorized By:

Kendra Goodman, CPPO, CPPB, Purchasing Agent



DISTRICT SCHOOL BOARD OF PASCO COUNTY BID TABULATION

DATE OF OPENING: March 31, 2011 @ 2:30 PM	Acco Brands USA LLC (GBC)	Brodart Company	Gaylord Brothers, Inc.
RFP TITLE: Library Materials & Supplies Catalog Discount	300 Tower Parkway	100 North Road	PO Box 4901
RFP #11-078-AJ	Lincolnshire, IL 60069	McElhattan, PA 17748	Syracuse, NY 13221
Board Meeting 5/3/11			
DESCRIPTION	TOTAL PRICE	TOTAL PRICE	TOTAL PRICE
Catalog Name:	*Acco Brands USA GBC Catalog	*Brodart Library Supplies & Furnishings 2011	Gaylord Reference Catalog
Date of Catalog:	November 2010	January 2011	January 2011
Discount:	30%	15%	20%
Catalog Name:			
Date of Catalog:			
Discount:			
Catalog Name:			
Date of Catalog:			
Discount:			
Catalog Name:			
Date of Catalog:			
Discount:			
Exclusions from RFP:		Discount applies only to products, not to shipping charges, and may not be combined with any other preferred pricing. Not applicable to closed orders and orders already in process. Excludes Books & Automation Division, Electronics Game Systems, Flat Panel Mounts, Microform Readers/Printers/Scanners, Security Systems and Accessories, software and Brodart Solutions Line.	
Shipping Notes:		\$50.00 minimum order. F.O.B. Supplies: Destination; Furniture & Equipment: Origin (Prepaid & Added to Invoice)	Free shipping on supply orders over \$100. Furniture order, transportation is additional.
RFP Score	Disqualified	Disqualified	89.50

DISTRICT SCHOOL BOARD OF PASCO COUNTY BID TABULATION

DATE OF OPENING: March 31, 2011 @ 2:30 PM	Highsmith, LLC	Lakeshore Learning Materials	Learning Services
RFP TITLE: Library Materials & Supplies Catalog Discount	4810 Forest Run Road	2695 East Dominguez Street	PO Box 10636
RFP #11-078-AJ	Madison, WI 53704	Carson, CA 90895	Eugene, OR 97440
Board Meeting 5/3/11			
DESCRIPTION	TOTAL PRICE	TOTAL PRICE	TOTAL PRICE
Catalog Name:	*Highsmith L & S	Lakeshore Learning Materials	*Technology Tools for Every Classroom
Date of Catalog:	August 1, 2010 - July 31, 2011	2011	February 2011 - August 2011
Discount:	8%	5%	10% or 3%
Catalog Name:	*Highsmith L & S	Lakeshore Elementary	
Date of Catalog:	August 1, 2011 - July 31, 2012	2011-2012	
Discount:	8%	5%	
Catalog Name:	*Upstart K		
Date of Catalog:	August 1, 2010 - July 31, 2011		
Discount:	8%		
Catalog Name:			
Date of Catalog:			
Discount:			
Exclusions from RFP:	Not valid on LibrarySparks magazine, Edupress and Learning Well Brands, 3M & Checkpoint Security Products, sale catalogs, orders already in progress in conjunction with other bids or discount offers.	None	10% off catalog prices for software & 3% off catalog prices for the balance of the catalog. As a general rule, volume, academic, site & network licenses are non-discountable. Please see addendum for limitations.
Shipping Notes:	Truck shipments are with tail gate inventory.	None	Free shipping & handling on all software over \$150. All other items will be charged actual shipping.
RFP Score	Disqualified	71.00	Disqualified

DISTRICT SCHOOL BOARD OF PASCO COUNTY BID TABULATION

DATE OF OPENING: March 31, 2011 @ 2:30 PM	The Library Store, Inc.	Schoolhouse Products, Inc.	School Specialty
RFP TITLE: Library Materials & Supplies Catalog Discount	301 East South Street	13517 Prestige Place, Suite 101	W6316 Design Drive
RFP #11-078-AJ	Tremont, IL 61568	Tampa, FL 33635	Greenville, WI 54942
Board Meeting 5/3/11			
DESCRIPTION	TOTAL PRICE	TOTAL PRICE	TOTAL PRICE
Catalog Name:	No Bid	Tesco (Media Furniture Manufacturing)	2011 Education Catalog/School Specialty
Date of Catalog:		2011	January 2011
Discount:		50%	15%
Catalog Name:		Jasper Chair (Media Furniture Manufacturing)	
Date of Catalog:		2011	
Discount:		38%	
Catalog Name:		Bretford Legacy (Media Furniture Manufacturing)	
Date of Catalog:		2011	
Discount:		48%	
Catalog Name:		Bretford Basics	
Date of Catalog:		2010	
Discount:		57%	
Exclusions from RFP:			
Shipping Notes:			Supply items with a 7 or 9 prefix will ship free if order totals \$49 or over, less than \$49 a charge of \$9.95. Furniture and Equipment items with a 6 or 8 prefix 15% of order if total is \$2000 or less. Over \$2000 call for freight quote.
RFP Score	N/A	91.15	85.5