



# 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

May 6, 2014

## MEMORANDUM

**TO:** Honorable School Board Members

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

**SUBJECT:** District-Wide Copier Contract  
Copiers, Printers, and Multi-Functional Devices  
Piggyback University of South Florida ITN# 9-13-G  
Ricoh USA, Inc.

At this time, the Office for Technology and Information Services is requesting permission to continue piggybacking the University of South Florida ITN# 9-13-G contract for district-wide copier services with Ricoh USA, Inc. This will be the fourth year of a five year lease agreement beginning on July 1, 2014 continuing through June 30, 2015. The estimated cost for the one-year period for copier services is \$1,200,000.

Ricoh USA, Inc. has indicated in writing (attached) their willingness to extend the terms and conditions of the University of South Florida contract ITN# 9-13-G to the District. The services/equipment covered under this contract are exempt from the competitive pricing requirements as outlined in DOE's Section 6A-1.012(6).

Should you have any questions regarding this matter, please feel free to contact me at your earliest convenience.

NW/sb  
Attachments

Date/Time: April 30, 2014 09:51:00

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



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John W. Simon, Jr., Director  
Office for Technology and Information Services  
813/794-2416      352/524-2416  
727/774-2416      Fax: 813/794-2172

## MEMORANDUM

**Date:** May 20, 2014

**To:** Nicole Westmoreland, Purchasing Agent  
Stephanie Bunford, Purchasing Buyer

**From:** Craig Coile, Supervisor, Office for Technology and Information Services *cc*  
John Simon, Director, Office for Technology and Information Services *JS*

**Re:** Copier Contract Renewal Recommendation

It is the recommendation of the Office for Technology and Information Services to renew our copier contract with Ricoh USA, Inc. for the fourth year of a five year lease piggybacking the University of South Florida Contract ITN #9-13-G. The utilization of this contract is in the District's best interest and will enable us to continue our low cost per copy rate.

The estimated cost for the one year period will be \$1,300,000. The term dates will be July 1, 2014 through June 30, 2015.

Thank you for your consideration.



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### Purchasing Services

Nicole Westmoreland, MBA, Purchasing Agent

813/ 794-2221 Fax: 813/ 794-2111

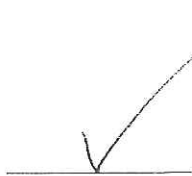
727/ 774-2221 TDD: 813/ 794-2484

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

### PIGGYBACK REQUEST

University of South Florida ITN# 9-13-G


Copiers, Printers, and Multi-Functional Devices



Yes, I agree to allow the District to piggyback University of South Florida ITN# 9-13-G under the same terms and conditions as the existing contract. The piggyback shall be from **July 1, 2014 through June 30, 2015.**



No, I do not agree to allow the District to piggyback University of South Florida ITN# 9-13-G.

COMPANY NAME: Ricoh USA, Inc. 

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

TYPED NAME AND TITLE: \_\_\_\_\_

TELEPHONE (WITH AREA CODE): 407-659-1001

FAX NUMBER (WITH AREA CODE): \_\_\_\_\_

E-MAIL: Charles.BETHEL@RICOH-USA.COM

DATE: 4/23/2014

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: sbunford@pasco.k12.fl.us  
DISTRICT SCHOOL BOARD OF PASCO COUNTY  
**ATTENTION: Stephanie Bunford, CPPB, Buyer**  
PURCHASING SERVICES DEPARTMENT  
20430 GATOR LANE  
LAND O' LAKES, FL 34638  
(813) 794-2225 (PHONE)  
**(813) 794-2111 (FAX)**