



DISTRICT SCHOOL BOARD OF PASCO COUNTY

Kurt S. Browning, Superintendent of Schools

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Department of Purchasing Services
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July 1, 2014

MEMORANDUM

TO: Honorable School Board Members

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

SUBJECT: New Tool for Reporting Solicitation and Contract Renewals

Historically, the Purchasing Services Department has requested Board approval for yearly renewals on multi-year bids, RFPs, RFQs and contracts. These renewals had been presented by individual memo, and often include the extensive paperwork generated by our required due diligence. In an effort to streamline our Board packet, we have developed a spreadsheet (attached) which summarizes the renewal information.

All required documentation from the originating school/department and from the supplier(s) of record is on file in Purchasing Services. We have included contact information for the Purchasing professional who is handling the renewal if you have any questions regarding a particular project. Your approval of the summary spreadsheet will also permit expenditure of the budgeted funds, as needed, which are associated with the renewals.

We plan to present this information for your review and approval at the first Board meeting of each month. I am available at your convenience to discuss this change to Purchasing's reporting process.

NW/plh
Attachment

Date/Time: June 24, 2014 09:18:00

Solicitation and Contract Renewals July 1, 2014

Bid #	Bid Title	Requesting Department	Awarded Vendor	Date-Term/Year or Non-Renewal	Estimated Amount for Term/Funding	Team Member & Link
13-012-SB	River Ridge High School Yearbooks	River Ridge High School	Walsworth Publishing Company	August 2, 2014- August 1, 2015 3rd Year of 3 Years	\$40,000 School Internal Funds	Stephanie Bunford at sbunford@pasco.k12.fl.us
13-013-DR	Lubricants	Transportation	Palmdale Oil Company, Inc.	September 5, 2014 - September 4, 2015 3rd Year of 3 Years	\$110,000 General Funds	Deb Mateo at dmateo@pasco.k12.fl.us
13-014-SB	Audio and Lighting Engineering Services	Center for the Arts at Wesley Chapel	Dale J. Miller	August 7, 2014- August 6, 2015 3rd Year of 3 Years	\$120,000 General Funds	Stephanie Bunford at sbunford@pasco.k12.fl.us
13-017-AF	A/C Filters	Maintenance Department	Con-Air Industries	October 5, 2014- October 6, 2015 3rd Year of 3 Years	\$79,357.26 General Funds	Christina Argyelan at cargyela@pasco.k12.fl.us
State Contract # 914-000-10-R State of Florida Exemption 287.057	Laser Printer Maintenance	Office for Technology and Information Services	RESPECT of Florida	July 1, 2014-June 30, 2015 1-Year Contract	\$400,000 General Funds	Stephanie Bunford at sbunford@pasco.k12.fl.us
Polk County Bid #004-PLA-0714 (Consortium)	Batteries - Automotive	Transportation	Battery USA, Inc.	September 1, 2014 - August 31, 2015 2nd Year of 3 Years	\$50,000 General Funds	Deb Mateo at dmateo@pasco.k12.fl.us

Solicitation and Contract Renewals July 1, 2014

Contract #	Contract Title	Requesting Department	Firm Name	Date-Term/Year	Estimated Amount for Term	Team Member & Link
2014000063	Emory University Division of Physical Therapy	Student Support Programs and Services	Emory University	September 12, 2014 - September 11, 2015 3rd Year of 3 Years	No Cost to the District	Patty Hall at phall@pasco.k12.fl.us
2014000184	eSchool Solutions	Human Resources and Educator Quality	eSchool Solutions	July 1, 2014 - December 31, 2014 Up to Six Months	\$6,042.00	Debra Reaves at dreaves@pasco.k12.fl.us