



# DISTRICT SCHOOL BOARD OF PASCO COUNTY

Kurt S. Browning, Superintendent of Schools

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Department of Purchasing  
Michael J. Woodall, CPPO, Purchasing Agent  
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October 15, 2013

## MEMORANDUM

**TO:** Honorable School Board Members

**FROM:** Michael J. Woodall, CPPO, Purchasing Agent *MJW.*

**SUBJECT:** Requesting Approval to Utilize State of Florida Contract #618-000-11-1  
Office and Educational Consumables  
Office Depot

The Purchasing Services Department is requesting permission to allow the District to utilize the State of Florida contract noted above for the purchase of office supplies on an as-needed basis by schools and departments throughout the District. The District will use the core optimization component of the contract which will limit the number of products available for purchase. As such, by utilizing the core optimization component, the District will take advantage of the state's \$60 million buying power which will in turn save the schools and departments money on the products they purchase.

Therefore, it is my recommendation to allow the District to utilize State Contract #618-000-11-1 for the period of October 17, 2013 through October 16, 2014. Expenditures for this one year period are estimated at \$900,000. The Purchasing Services Department will monitor orders to make sure this amount is not exceeded.

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

MJW/sb  
Attachments