



## DISTRICT SCHOOL BOARD OF PASCO COUNTY

Kurt S. Browning, Superintendent of Schools

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

### Purchasing Services

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

December 3, 2013

### MEMORANDUM

TO: Honorable School Board Members

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

RE: 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. To sync up dates with the District's fiscal year, the third year of the five year lease agreement will be effective for a six month period beginning on January 1, 2014 continuing through June 30, 2014. The six month estimated cost for copier services is \$600,000.

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.

MJW/sb  
Attachments

Date/Time: November 22, 2013 10:35:00



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John W. Simon, Jr.  
Director of Information Services Department  
813/794-2416 352/524-2416  
727/774-2416 Fax: 813/794-2172

## MEMORANDUM

**Date:** November 19, 2013

**To:** Mike Woodall, 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 third 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 that represents an overall 12% savings from our previous contract.

The estimated cost for the six month period will be \$600,000. The term dates will be January 1, 2014 through June 30, 2014.

Thank you for your consideration.



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Michael J. Woodall, CPPO, Purchasing Agent

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

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

### PIGGYBACK REQUEST

**USF INT #9-13-G TITLE: Copies, Printers & Multifunctional Devices**

Yes, I agree to allow the District School Board of Pasco County to continue piggybacking USF INT #9-13-G under the same terms and conditions as the existing contract for the dates of **January 1, 2014 through June 30, 2014.**

No, I do not agree to allow the District School Board of Pasco County to continue piggybacking USF INT #9-13-G.

COMPANY NAME: Ricoh USA Inc.

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

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

TELEPHONE (WITH AREA CODE): \_\_\_\_\_

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

E-MAIL: \_\_\_\_\_

DATE: \_\_\_\_\_

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](mailto: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)