



DISTRICT SCHOOL BOARD OF PASCO COUNTY

Kurt S. Browning, Superintendent of Schools


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Department of Purchasing
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April 16, 2013

MEMORANDUM

TO: Honorable School Board Members

FROM: Michael J. Woodall, CPPO, Purchasing Agent 

RE: Direct Negotiation 13-067-DN Incidental and Novelty Incentives Catalog Discount
Oriental Trading Company

On February 19, 2013, official action was granted to allow Purchasing Services to directly negotiate with interested parties for the District to award a contract for purchases of incidental and novelty incentive materials. This direct negotiation was granted as no compliant proposals were received in accordance with the original solicitation (RFP 13-067-SB). The intent of this direct negotiation is to establish a three-year contract that will be renewable annually upon mutual consent of both parties.

We recommend acceptance of the proposal from Oriental Trading Company as noted on the attached direct negotiation results. Expenditures under this contract are estimated at \$70,000 annually and will be purchased on an "as-needed" basis. The funding source for these purchases will be from General and Internal Funds. The contract will commence on April 22, 2013 and continue through April 21, 2014.

If you should have any questions regarding this matter, please contact me at your earliest convenience.

MJW/sb

Attachment

Date/Time: April 10, 2013 09:17:00

District School Board of Pasco County
Tabulation Sheet

Direct Negotiation # 13-067-DN DN Title: Incidental and Novelty Incentives - Catalog Discount	Oriental Trading Company
DN Due Date: March 21, 2013	4206 South 108 Street
Board Meeting: April 16, 2013	Omaha, NE 68137
	Customer Account # 608049
Catalog Names/Year	Oriental Trading Main Catalog 2013 , Hands on Fun, Crafts, Scrapbooking & Beading, Halloween, Holiday, Spring
Fixed Percentage Discount	10%
Exclusions from Discount	Promotional and custom imprint products and online orders
Minimum Order Requirements	No Minimums
Delivery/Free Shipping Requirements	\$50 Minimum for free shipping; Free shipping exclusions - Direct ship items noted in the catalog as having an additional per item shipping fee.