



# 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  
Michael J. Woodall, CPPO, Purchasing Agent  
813/794-2221 Fax: 813/794-2111  
727/774-2221 TDD: 813/794-2484  
352/524-2221 email: mwoodall@pasco.k12.fl.us

May 21, 2013

## MEMORANDUM

**TO:** Honorable School Board Members

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

**SUBJECT:** RFP 12-005-VJ and 12-005-DN ESE Equipment and Supplies Catalog Discount Third Year of a Three-Year Contract  
Kaplan, Rifton Equipment, and School Specialty

On May 17, 2011, official action (attached) was taken to award RFP 12-005-VJ ESE Equipment and Supplies Catalog Discount to School Specialty and on August 21, 2011 official action was taken to award two additional vendors (Kaplan and Rifton) for 12-005-DN ESE Equipment and Supplies Catalog Discount. This RFP is a three-year contract, renewable annually based upon mutual consent of the parties. The second year was renewed by the Board on June 5, 2012 and is set to expire on July 9, 2013.

Considering services have been satisfactory, the above referenced companies were contacted to determine their willingness to enter into the third year of the agreement for the period of July 10, 2013 through July 9, 2014. As such, they have agreed in writing (attached) to do so.

It is my recommendation to enter into the third year of the contract with Kaplan, Rifton Equipment, and School Specialty. Should you have any questions regarding this matter, please feel free to contact me at your earliest convenience.

MJW/sb  
Attachments

Date/Time: May 15, 2013 08:56:00



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### Purchasing Services

Michael J. Woodall, CPPO, Purchasing Agent  
 813/ 794-2221 Fax: 813/ 794-2111  
 727/ 774-2221 TDD: 813/ 794-2484  
 352/ 524-2221 e-mail: mwoodall@pasco.k12.fl.us

April 25, 2013

### BID RENEWAL REQUEST

**TITLE:** ESE Equipment and Supplies Catalog Discount

**RFP#:** 12-005-DN

KS

Yes, I agree to renew RFP 12-005-DN under the same terms and conditions. The third year of the contract period will begin July 10, 2013 and expires July 9, 2014.

\_\_\_\_\_  
 No, I do not agree to extend RFP 12-005-DN for ESE Catalog Discount.

COMPANY NAME: Kaplan

SIGNATURE: Kate Shelton

PRINTED NAME/TITLE: Kate Shelton DATE: 5/6/13  
Bids/Contracts Mgr.

TELEPHONE W/AREA CODE: 800-334-2014

FAX W/AREA CODE: 336-712-2243

EMAIL: bids@kaplanco.com

By agreeing to allow this renewal, vendor acknowledges and agrees to be in compliance with the "Jessica Lunsford Act". Vendors conducting business with the District School Board of Pasco County who will (1) be at the school when students are present, or (2) have direct contact with students, or (3) have access to or control of school funds **must** be Level 2 fingerprinted by Human Resources. If any of the above applies to this contract, you **must** have those individuals Level 2 fingerprinted and screened by the District's Human Resources Department **prior** to commencement of services or work and must provide a list of employees with renewal. Please contact (813) 794-2521 to arrange for an appointment. Costs associated with this background screening are to be borne by the vendor.

### PLEASE FAX BACK TO:

**DISTRICT SCHOOL BOARD OF PASCO COUNTY**

**ATTENTION: Stephanie Bunford**

**PURCHASING DEPARTMENT**

**20430 GATOR LANE**

**LAND O' LAKES, FL 34638**

**(813) 794-2225 (PHONE)**

**(813) 794-2111 (FAX)**

District Wide Accreditation • Southern Association of Colleges and Schools



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

April 25, 2013

**BID RENEWAL REQUEST**

**TITLE: ESE Equipment and Supplies Catalog Discount**

**RFP#: 12-005-DN**

Yes, I agree to renew RFP 12-005-DN under the same terms and conditions. The third year of the contract period will begin **July 10, 2013** and expires **July 9, 2014**.

No, I do not agree to extend RFP 12-005-DN for ESE Catalog Discount.

COMPANY NAME: Rifton

SIGNATURE: Carmen Hinkey

Carmen Hinkey

PRINTED NAME/TITLE: Authorized Agent DATE: 05/06/2013

TELEPHONE W/AREA CODE: 800 571 8198

FAX W/AREA CODE: 800 8105 4674

EMAIL: sales@rifton.com

By agreeing to allow this renewal, vendor acknowledges and agrees to be in compliance with the "Jessica Lunsford Act". Vendors conducting business with the District School Board of Pasco County who will (1) be at the school when students are present, or (2) have direct contact with students, or (3) have access to or control of school funds **must** be Level 2 fingerprinted by Human Resources. If any of the above applies to this contract, you **must** have those individuals Level 2 fingerprinted and screened by the District's Human Resources Department **prior** to commencement of services or work and must provide a list of employees with renewal. Please contact (813) 794-2521 to arrange for an appointment. Costs associated with this background screening are to be borne by the vendor.

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

April 25, 2013

### BID RENEWAL REQUEST

**TITLE: ESE Equipment and Supplies Catalog Discount**

**RFP#: 12-005-VJ**

X  See Attachment Yes, I agree to renew RFP 12-005-VJ under the same terms and conditions.  
The third year of the contract period will begin July 10, 2013 and expires July 9, 2014. **\*\*\*Increased the Discount\*\*\***  
\_\_\_\_ No, I do not agree to extend RFP 12-005-VJ for ESE Catalog Discount.

COMPANY NAME: School Specialty (Abilities and School Specialty Essentials Catalogs)

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

PRINTED NAME/TITLE: Joe Gooden Bid Manager DATE: 5/8/2013

TELEPHONE W/AREA CODE: 888-388-3224

FAX W/AREA CODE: 888-388-6344

EMAIL: bidnotices@schoolspecialty.com

By agreeing to allow this renewal, vendor acknowledges and agrees to be in compliance with the "Jessica Lunsford Act". Vendors conducting business with the District School Board of Pasco County who will (1) be at the school when students are present, or (2) have direct contact with students, or (3) have access to or control of school funds must be Level 2 fingerprinted by Human Resources. If any of the above applies to this contract, you must have those individuals Level 2 fingerprinted and screened by the District's Human Resources Department prior to commencement of services or work and must provide a list of employees with renewal. Please contact (813) 794-2521 to arrange for an appointment. Costs associated with this background screening are to be borne by the vendor.

**PLEASE FAX BACK TO:**  
**DISTRICT SCHOOL BOARD OF PASCO COUNTY**  
**ATTENTION: Stephanie Bunford**  
**PURCHASING DEPARTMENT**  
**20430 GATOR LANE**  
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## District School Board of Pasco County Bid Recommendation

<b>RFP Title</b>	<b>ESE Equipment and Supplies - Catalog Discount "As-Needed"</b>		<b>Number of Vendors Notified</b>	<b>201</b>
<b>RFP Number</b>	<b>12-005-VJ</b>		<b>Number of Proposals Distributed</b>	<b>58</b>
<b>Date Solicited</b>	<b>February 25, 2011</b>		<b>Number of Vendors Proposing</b>	<b>7</b>
<b>Date Opened</b>	<b>April 6, 2011</b>		<b>Number of Formal "No Bid" Responses</b>	<b>2</b>
<b>Date Board Presentation</b>	<b>May 17, 2011</b>		<b>Funding Source</b>	<b>General</b>
<b>Total Savings</b>	<b>Est. Annual \$45,000</b>		<b>Grand Total of RFP</b>	<b>Est. Annual \$300,000</b>

**Recommendation:**

Recommend acceptance of proposal as noted on the attached tabulation sheet as the highest scoring, responsive, responsible proposer meeting written specifications.

**Term of Contract:**

This is a three year contract, renewable annually by mutual agreement of all parties. The first year of the contract will commence on July 10, 2011 and expire on July 9, 2012.

**Notations and Exceptions:**

This is a multi-awarded RFP (awarded to a maximum of six vendors) based upon a weighted point system. The weighted point criteria were based upon the following: Lowest Net Cost (75), Vendor Inventory (20), References (50) and a maximum of five (5) bonus points for online ordering. Estimated annual expenditures will vary depending upon need; however, discounts will remain firm for the duration of the contract. Catalogs can be updated in July and January of each contract year.

A total of fifty (50) of the most commonly used bid items were selected from various elementary, middle and high school orders. Vendors who could not supply 60% of these items were disqualified and are noted with an asterisk (\*) with the exception of one. Vendors that failed to submit the completed the Excel spreadsheet in both hardcopy and CD-ROM as required were disqualified and are noted with double asterisks (\*\*).

Because this RFP is being awarded to only one vendor and the District requires multiple vendors to meet our needs, we request permission to negotiate with up to three more interested parties that can best meet the needs of the District's Exceptional Student Education Department.

The saving was determined by subtracting the discount of the awarded vendor from the annual expenditures by the District.

Offers from the vendors listed herein are the only offers received timely as of the above opening date and time. All other offers submitted in response to this solicitation, if any, are hereby rejected as late.

District School Board  
of Pasco County

JUN 05 2012

Board Approved

District School Board  
of Pasco County

MAY 17 2011

Board Approved

**District School Board of Pasco County  
Bid Recommendation**

**RFP # 12-005-VJ  
Page 2**

**Proposals Evaluated By:**

Vickie Jones, Buyer Assistant, Purchasing Department

**Proposals Prepared By:**

Vickie Jones, Buyer Assistant, Purchasing Department

**Reviewed and Authorized By:**

Kendra Goodman, CPPO, CPPB, Purchasing Agent *KAG*

**District School Board  
of Pasco County**

**JUN 05 2012**

**Board Approved**

**District School Board  
of Pasco County**

**MAY 17 2011**

**Board Approved**

DISTRICT SCHOOL BOARD OF PASCO COUNTY BID TABULATION

<b>Date of Opening: April 6, 2011 @ 2:30 p.m.</b>	Becker's School Supplies	Gopher Sport	Kaplan
<b>RFP Title: ESE Equipment and Supplies Catalog Discount</b>	1500 Melrose Hwy.	2525 Lemond St. S.W.	1310 Lewisville-Clemmons Rd.
<b>RFP #: 12-005-VJ</b>	Pennsauken, NJ 08110	Owatonna, MN 55060	Lewisville, NC 27023
	P 856-792-9292	P 800-533-0446	P 800-334-2014
	F 856-792-4500	F 800-451-4855	F 336-712-2243
Discount Offered	*Disqualified	No Bid	*Disqualified
Catalog Name			
Did not meet intent of bid			
Exclusions from bid			
Reference Number			
Total Points:			
* Page 13 - Vendors may be automatically disqualified if they are unable to provide at least sixty percent (60%) of items from the most commonly purchased items.			
** Page 14 - Failure to submit completed the Excel spreadsheet in both hardcopy and CD-ROM as noted above that includes the pricing, item numbers, page numbers, discounts and extended prices will result in disqualification.			

DISTRICT SCHOOL BOARD OF PASCO COUNTY BID TABULATION

<b>Date of Opening: April 6, 2011 @ 2:30 p.m.</b>	Lakeshore Learning Materials	M-F Athletic	Rifton Equipment
<b>RFP Title: ESE Equipment and Supplies Catalog Discount</b>	2695 E. Dominguez St.	PO Box 8090	PO Box 260
<b>RFP #: 12-005-VJ</b>	Carson, CA 90895	Cranston, RI 02920	Rifton, NY 12471
	P 800-421-5354	P 800-556-7464	P 800-571-8198
	F 310-537-7990	F 800-682-6950	F 800-865-4674
Discount Offered	No Bid	*Disqualified **Disqualified	**Disqualified
Catalog Name			
Did not meet intent of bid			
Exclusions from bid			
Reference Number			
Total Points:			
* Page 13 - Vendors may be automatically disqualified if they are unable to provide at least sixty percent (60%) of items from the most commonly purchased items.			
** Page 14 - Failure to submit completed the Excel spreadsheet in both hardcopy and CD-ROM as noted above that includes the pricing, item numbers, page numbers, discounts and extended prices will result in disqualification.			



DISTRICT SCHOOL BOARD OF PASCO COUNTY BID TABULATION

<b>Date of Opening: April 6, 2011 @ 2:30 p.m.</b>	<b>School Specialty</b>	<b>Shiffler Equipment Sales</b>	<b>TFH</b>
<b>RFP Title: ESE Equipment and Supplies Catalog Discount</b>	W 6316 Design Dr.	745 South Street	4537 Gibsonia Rd.
<b>RFP #: 12-005-VJ</b>	Greenville, WI 54942	Chardon, OH 44024	Gibsonia, PA 15044
	P 888-388-3224	P 800-547-1539	p 724-444-6400
	F 888-388-6344	F 800-547-1535	
Discount Offered	15% Supplies 30% Furniture & Equipment	*Disqualified **Disqualified	*Disqualified
Catalog Name	Abilitations 2011 School Specialty 2011		
Did not meet intent of bid			
Exclusions from bid	Parcel items with 7 or 9 prefix free shipping if order is \$49 or over. Items with 6 or 8 prefix shipping is 15% of order if order is \$49-\$2,000. Over \$2,000 call for quote.		
Reference Number	2011240100SS		
Total Points:	102.30		
* Page 13 - Vendors may be automatically disqualified if they are unable to provide at least sixty percent (60%) of items from the most commonly purchased items.			
** Page 14 - Failure to submit completed the Excel spreadsheet in both hardcopy and CD-ROM as noted above that includes the pricing, item numbers, page numbers, discounts and extended prices will result in disqualification.			

## District School Board of Pasco County Bid Recommendation

<b>Direct Negotiation</b>	<b>ESE Equipment and Supplies - Catalog Discount "As-Needed"</b>		<b>Number of Vendors Notified</b>	<b>2</b>
<b>Direct Negotiation Number</b>	<b>12-005-DN</b>		<b>Number of Proposals Distributed</b>	<b>2</b>
<b>Date Solicited</b>	<b>June 10, 2011</b>		<b>Number of Vendors Proposing</b>	<b>2</b>
<b>Date Opened</b>	<b>June 24, 2011</b>		<b>Number of Formal "No Bid" Responses</b>	<b>0</b>
<b>Date Board Presentation</b>	<b>August 2, 2011</b>		<b>Funding Source</b>	<b>General</b>
<b>Total Savings</b>	<b>**NA</b>		<b>Grand Total of Direct Negotiation</b>	<b>Est. Annual \$300,000</b>

**Recommendation:**

Recommend acceptance of proposals as noted on the attached tabulation sheet as the highest scoring, responsive, responsible proposer meeting written specifications.

**Term of Contract:**

This is a three year contract, renewable annually by mutual agreement of all parties. The first year of the contract will commence on August 2, 2011 and expire on July 9, 2012.

**Notations and Exceptions:**

On May 17, 2011, official action was taken to allow permission for the Purchasing Department to directly negotiate with up to three additional vendors to meet the needs of the District's ESE Department. This is a multi-awarded Direct Negotiation awarded to two vendors based upon a weighted point system. The weighted point criteria were based upon the following: Lowest Net Cost (75), Vendor Inventory (20), References (50) and a maximum of five (5) bonus points for online ordering. Estimated annual expenditures will vary depending upon need; however, discounts will remain firm for the duration of the contract. Catalogs can be updated in July and January of each contract year.

A total of fifty (50) of the most commonly used bid items were selected from various elementary, middle and high school orders. Rifton Equipment did not meet the 60% inventory requirement. However, it is in the District's best interest to make an exception as Rifton supplies industry-specific products used often by the ESE Department. Flaghouse did not respond to the direct negotiation invitation.

Due to the range of specialty products offered by both awarded vendors, a savings could not be calculated.

Offers from the vendors listed herein are the only offers received timely as of the above opening date and time. All other offers submitted in response to this solicitation, if any, are hereby rejected as late.

**Direct Negotiations Evaluated By:**

Vickie Jones, Buyer Assistant, Purchasing Department

**Direct Negotiations Prepared By:**

Vickie Jones, Buyer Assistant, Purchasing Department

**Reviewed and Authorized By:**

Kendra Goodman, CPPO, CPPB, Purchasing Agent

*KDg JSMUB*

District School Board  
of Pasco County

District School Board  
of Pasco County

JUN 05 2012

AUG 02 2011

Board Approved

Board Approved

<b>Date of Opening: June 24, 2011 @ 2:30 p.m.</b>	Flaghouse	Kaplan	Rifton Equipment
<b>RFP Title: ESE Equipment and Supplies Catalog Discount</b>	601 Flaghouse Dr.	1310 Lewisville-Clemmons Rd.	PO Box 260
<b>12-005-DN</b>	Hasbrouck Heights, NJ 07604	Lewisville, NC 27023	Rifton, NY 12471
		P 800-334-2014	P 800-571-8198
		F 336-712-2243	F 800-865-4674
Discount Offered	No Bid	15%	25%
Catalog Name		Early Childhood 2011 Catalog K5 2011 Catalog	Rifton 2011
Exclusions from bid		Next day, 2nd day, and K-Truck delivery are not included in free shipping offered.	None
Reference Number		C-191	None
Total Points:		200.00	137.50