



# DISTRICT SCHOOL BOARD OF PASCO COUNTY

Kurt S. Browning, Superintendent of Schools

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

## Purchasing Services

Nicole Westmoreland, MBA, Purchasing Agent

813/794-2221 Fax: 813/794-2111

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

352/524-2221 email: [nwestmor@pasco.k12.fl.us](mailto:nwestmor@pasco.k12.fl.us)

June 3, 2014

## MEMORANDUM

TO: Honorable School Board Members

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

RE: Bid #13-003-SB, Non-Food Expendables  
Third Year Renewal of a Three-Year Contract  
Peninsular Paper Company

On November 6, 2012, official action (attached) was taken to award the above-referenced bid to Peninsular Paper Company. This bid is a three-year contract, renewable annually based upon mutual consent of both parties. The second year of the agreement will expire on June 30, 2014.

Considering services have been satisfactory, Richard S. Clarke III, Vice President of Sales was contacted to verify his willingness to enter into the third year of the agreement. As such, Mr. Clarke has agreed in writing (attached), to enter into the third year of the contract.

The terms and conditions of the bid allow for price adjustments every six months once the awarded vendor solicits manufacturers for firm pricing. A price increase and decrease has been made to products highlighted on the attached spreadsheet.

Therefore, at this time, it is my recommendation to enter into the third year of the agreement with all price adjustments specified. The third year of the contract will cover the period of July 1, 2014 through June 30, 2015. The anticipated contract amount for the next term is \$950,159 paid out of General Funds.

Should you have any questions regarding this matter, or if I can be of further assistance, please feel free to contact me at your earliest convenience.

NW/dam

Attachment(s)

Date/Time: May 28, 2014 11:04:00



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### BID RENEWAL REQUEST

**BID #: 13-003-SB**

**BID TITLE: Non-Food Expendables – Warehouse Stock**

Yes, I agree to renew for the third year of a three year agreement for 13-003-SB under the same terms and conditions for the period of **July 1, 2014** and expire on **June 30, 2015.**

Please see attached Pricing Pages requested

No, I do not agree to renew 13-003-SB

Company Name: Peninsular Paper Company

Signature: \_\_\_\_\_

Date: 05/15/14

Typed Name and Title: \_\_\_\_\_

RICHARD S. CLARKE III VICE PRESIDENT OF SALES

Telephone (w/area code): 813-621-3091 Number (w/area code): 813-623-1380 or [penbid@peninsular.com](mailto:penbid@peninsular.com)

**DATE DUE: PLEASE FAX TO PURCHASING NO LATER THAN FRIDAY, MAY 9, 2014.**

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 RETURN TO: DISTRICT SCHOOL BOARD OF PASCO COUNTY

ATTN: **Deb Mateo, Buyer**

Email: [dmateo@pasco.k12.fl.us](mailto:dmateo@pasco.k12.fl.us)

PURCHASING DEPARTMENT

20430 GATOR LANE

LAND O' LAKES, FL 34638

(813) 794-2227 (PHONE)

(813) 794-2111 (FAX)

## District School Board of Pasco County Bid Recommendation

<b>Bid Title</b>	Non-Food Expendables – Warehouse Stock “As-Needed”	<b>Number of Vendors Notified</b>	217
<b>Bid Number</b>	13-003-SB	<b>Number of Bids Distributed</b>	44
<b>Date Solicited</b>	September 4, 2012	<b>Number of Vendors Bidding</b>	3
<b>Date Opened</b>	October 4, 2012	<b>Number of Formal “No Bid” Responses</b>	0
<b>Date Board Presentation</b>	November 6, 2012	<b>Funding Source</b>	General Funds
<b>Total Savings</b>	Est. \$47,500	<b>Grand Total of Bid</b>	Est. \$945,943

**Recommendation:** Recommend acceptance of bid from Peninsular Paper as lowest and best, responsive, responsible bid meeting written specifications.

**Term of Contract:** The intent of this bid is to establish a contract with one vendor to manage, obtain competitive pricing, and coordinate delivery to the District’s Central Warehouse for non-food expendable products on an “as-needed” basis to be utilized by the Food and Nutrition Services Department. The term date of this contract will commence on November 7, 2012 and continue through June 30, 2013.

**Notations and Exceptions:**

Recommend disqualification of the bid from Daxwell as they did not submit pricing for all sixty (60) non-food products as required in the bid document.

Offers from 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.

**Bids Evaluated By:**

Rick Kurtz, Director of Food and Nutrition Services

**Bids Prepared By:**

Stephanie Bunford, Buyer, Purchasing Department

**Reviewed and Authorized By:**

Michael J. Woodall, CPPO, Purchasing Agent



Date/Time: October 31, 2012 09:36:00

District School Board  
of Pasco County  
  
DEC 17 2013  
  
Board Approved

District School Board  
of Pasco County  
  
NOV 06 2012  
  
Board Approved



Bid # : 13-003-SB

Bid Name: Non-Food Expendable Warehouse Stock

Due Date: October 4, 2012 @ 2:30 pm

Original Board Meeting: November 6, 2012

Penninsular Paper  
5101 East Hanna Ave.  
Tampa, FL 33610

**New Board Meeting: June 3, 2014**

FNS #	Product Description	Total Units	NEW Unit Cost (Increase)	NEW Unit Cost \$ (Decrease)	Fixed Fee per unit	NEW Total Price	Brand	Extended Price
FS-007	CARRY TRAYS, SMALL	2,000	\$19.98		\$0.52	\$20.50	Pactiv TF108SO	\$41,000.00
		Cases						
FS-022	TRAY, SNACK 5 3/4 x 8 1/2 x 7/8	2,000	\$12.48		\$0.52	\$13.00	Pactiv TF102S0	\$26,000.00
		Cases						
FS-023	FILM WRAP 18" x 2000'	300		\$10.50	\$0.52	\$11.02	AEP 30540400	\$3,306.00
		Rolls						
FS-042	BAG, LUNCH WHITE	150		\$33.16	\$0.52	\$33.68	Stewart-Sutheri PE06PP	\$5,052.00
		Cases						
FS-137	TRAY, LARGE ECO-PLAIN KRAFT	250	\$21.22		\$0.52	\$21.74	SCT 0598	\$5,435.00
		Cases						