



## 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 e-mail: nwestmor@pasco.k12.fl.us

June 3, 2014

### MEMORANDUM

TO: Honorable School Board Members

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

RE: Second Year Renewal of a Three-Year Contract  
Bid #14-014-PH, Bank Courier Services  
Sonic Courier, Inc.

On July 30, 2013, official action (attached) was taken to award the above-referenced bid to Sonic Courier, Inc. for bank courier services. This bid is a three-year contract, renewable annually based upon mutual consent of the parties. The first year of the agreement will expire on July 31, 2014.

Considering services have been satisfactory, Sonic Courier, Inc. was contacted to verify their willingness to enter into the second year of this contract under the existing terms and conditions. Peter Farrell, President of Sonic Courier, Inc., has agreed in writing (attached) to do so.

At this time, it is my recommendation to enter into the second year of the contract, covering the period of August 1, 2014 through July 31, 2015.

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/plh  
Attachments

Date/Time: May 28, 2014 11:06:00



## 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 e-mail: nwestmor@pasco.k12.fl.us

### BID RENEWAL REQUEST

**BID #: 14-014-PH**

**BID TITLE: Bank Courier Services**

☒ **Yes**, I agree to renew Bid #14-014-PH, under the same terms and conditions as the existing contract. The second year renewal term will begin on August 1, 2014 and expires on July 31, 2015.

☐ **No**, I do not agree to renew Bid #14-014-PH.

Company Name: Sonic Courier, Inc.

Signature: Peter Farrell

Date: 5/20/14

Typed Name and Title: Peter Farrell President

Telephone (w/area code): 813 286 8900 <sup>x205</sup> Fax Number (w/area code): 813 286 8403

Email: PFarrell@Sonic-Courier.com

By agreeing to renew, 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 Districts Human Resource 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 borne by the vendor. You may access information regarding this law through the internet link: [http://election.dos.state.fl.us/laws/0511laws/ch\\_2005-028.pdf](http://election.dos.state.fl.us/laws/0511laws/ch_2005-028.pdf). This law is effective September 1, 2005.

The prospective vendor 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: Patty Hall, Interim Buyer**

PURCHASING DEPARTMENT

20430 GATOR LANE

LAND O' LAKES, FL 34638

(813) 794-2258 (PHONE) (813) 794-2111 (FAX)

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



## District School Board of Pasco County Bid Recommendation

Bid Title	Bank Courier Services		Number of Vendors Notified	52
Bid Number	14-014-PH		Number of Bids Distributed	9
Date Solicited	June 5, 2013		Number of Vendors Bidding	3
Date Opened	July 11, 2013		Number of Formal "No Bid" Responses	0
Date Board Presentation	July 30, 2013		Funding Source	Food and Nutrition General Funds
Total Savings	\$3,022.20		Grand Total of Bid	\$91,980.00

**Recommendation:** Recommend acceptance of bid from Sonic Courier, Inc. per the attached bid tabulation as lowest and best, responsive and responsible bidder meeting written specifications.

**Term of Contract:** This bid on behalf of Food and Nutrition Services is for daily bank courier services between the schools, the District Office complex, and the District's central vault facility with JPMorgan Chase Bank in Tampa. The bid term is three (3) years, renewable annually at the mutual agreement of the parties.

**Notations and Exceptions:**

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

Savings were determined by averaging all bids submitted and subtracting the awarded vendor's bid price.

**Bids Evaluated By:**

Patty Hall, Buyer Assistant

**Bids Prepared By:**

Patty Hall, Buyer Assistant

**Reviewed and Authorized By:**

Michael J. Woodall, CPPO, Purchasing Agent



Date/Time: July 23, 2013 08:21:00

DISTRICT SCHOOL BOARD OF PASCO COUNTY  
BID TABULATION

DATE OF OPENING: July 11, 2013 @ 2:30 PM BID TITLE: Bank Courier Services BID: #14-014-PH <b>**Board July 30, 2013**</b> <b>DESCRIPTION</b>  FEE FOR EACH DEPOSIT PICK-UP  <b>TOTAL ALL-OR-NONE FEE</b>	Crosstown Couriers	Mid Florida Armored & ATM Services, Inc.	Sonic Courier, Inc.
	5422 Bay Center Drive, Suite 151	4314 W. Dr. MLK Jr. Blvd.	5002 W. Nassau St.
	Tampa, FL 33609	Tampa, FL 33614	Tampa, FL 33607
	\$7.35	\$7.34	\$7.00
	<b>\$96,579.00</b>	<b>\$96,447.60</b>	<b>\$91,980.00</b>