

AGENDA

SPECIAL SCHOOL BOARD MEETING

GADSDEN COUNTY SCHOOL BOARD
MAX D. WALKER ADMINISTRATION BUILDING
35 MARTIN LUTHER KING, JR. BLVD.
QUINCY, FLORIDA

July 30, 2013

3:00 P.M.

THIS MEETING IS OPEN TO THE PUBLIC

1. CALL TO ORDER

ITEMS FOR CONSENT

2. PERSONNEL MATTERS (resignations, retirements, recommendations, leaves of absence, terminations of services, volunteers, and job descriptions) **SEE PAGE #5**

a. Personnel 2013 – 2014

ACTION REQUESTED: The Superintendent recommends approval.

3. BUDGET AND FINANCIAL TRANSACTIONS

a. Budget Amendment Number Twenty-Eight – **SEE PAGE #8**

Fund Source: 420 (Federal) Fund

Amount: \$0.00

ACTION REQUESTED: The Superintendent recommends approval.

b. Budget Amendment Number Twenty-Nine – **SEE PAGE #15**

Fund Source: 410 (School Food Service)

Amount: \$246,991.17

ACTION REQUESTED: The Superintendent recommends approval.

- c. Budget Amendment Number Thirty-One – **SEE PAGE #18**

Fund Source: 432 (Targeted ARRA Stimulus) Funds
Amount: \$0.00

ACTION REQUESTED: The Superintendent recommends approval.

- d. Crossroad Academy Financial Reports 2012 – 2013 – **SEE PAGE #22**

Fund Source: N/A
Amount: N/A

ACTION REQUESTED: The Superintendent recommends approval.

4. AGREEMENTS/CONTRACTS/PROJECT APPLICATIONS

- a. Health Insurance Contract for 2013 - 2014 – **SEE PAGE #28**

Fund Source: All Funds with Payroll
Amount: Varies by Type of Coverage
Employees: For “Employee Only” – decrease \$5.47 per month
Board: For “Employee Only” – decrease of \$16.44 per month

ACTION REQUESTED: The Superintendent recommends approval.

- b. Purchase Orders -**SEE PAGE #32**

Fund Source: General Fund
Amount: General (110) Fund \$14,989.00

ACTION REQUESTED: The Superintendent recommends approval.

- c. Final Purchase Order Honeywell Contract – **SEE PAGE #35**

Fund Source: Capital Improvements Fund
Amount: \$34,540.82

ACTION REQUESTED: The Superintendent recommends approval.

- d. Contracted Services – **SEE PAGE #37**

Fund Source: General Fund
Amount: \$28,392.67

ACTION REQUESTED: The Superintendent recommends approval.

e. Contracted Services – **SEE PAGE #41**

Fund Source: General Fund

Amount: \$11,805.66

ACTION REQUESTED: The Superintendent recommends approval.

f. Contracted Services – **SEE PAGE #46**

Fund Source: General Fund

Amount: \$182,995.00

ACTION REQUESTED: The Superintendent recommends approval.

g. Contracted Services – **SEE PAGE #54**

Fund Source: General Fund and Capital Improvements Funds

Amount: \$20,000.00 for General Fund; \$27,513.55 for Capital Improvements Fund

ACTION REQUESTED: The Superintendent recommends approval.

h. Contracted Services – **SEE PAGE #60**

Fund Source: General Fund

Amount: \$417,926.36

ACTION REQUESTED: The Superintendent recommends approval.

i. Purchase Orders – **SEE PAGE #80**

Fund Source: General Fund

Amount: General (110) Fund \$453,806.19

ACTION REQUESTED: The Superintendent recommends approval.

j. Food Service Purchase Orders – **SEE PAGE #84**

Fund Source: Food Service

Amount: \$176,688.10

ACTION REQUESTED: The Superintendent recommends approval.

k. Purchase Orders – **SEE PAGE #92**

Fund Source: General Fund/School Food Service Fund

Amount: General (110) Fund \$26,301.25

School Food Service (410) Fund \$10,700.00

ACTION REQUESTED: The Superintendent recommends approval.

- l. Food Service Purchase Order – **SEE PAGE #104**

Fund Source: Food Service

Amount: \$353,300.00

ACTION REQUESTED: The Superintendent recommends approval.

- m. Lamier Technical Services – **SEE PAGE #125**

Fund Source: Title I

Amount: \$50,000.00

ACTION REQUESTED: The Superintendent recommends approval.

5. **STUDENT MATTERS – SEE ATTACHMENT**

- a. Student Transfers – See back-up material

ACTION REQUESTED: The Superintendent recommends approval.

ITEMS FOR DISCUSSION

6. EDUCATIONAL ISSUES

- a. E-Rate Funding for 2013 – 2014 – **SEE PAGE #141**
- b. IT Audit Findings – **SEE PAGE #143**

7. EDUCATIONAL ITEMS BY THE SUPERINTENDENT

8. SCHOOL BOARD REQUESTS AND CONCERNS

9. ADJOURNMENT

The School Board of Gadsden County



"Building A Brighter Future"

Reginald C. James
SUPERINTENDENT
OF SCHOOLS

35 MARTIN LUTHER KING, JR. BLVD.
QUINCY, FLORIDA 32351
TEL: (850) 627-9651
FAX: (850) 627-2760
www.gcps.k12.fl.us

July 30, 2013

The School Board of
Gadsden County, Florida
Quincy, Florida 32351

Dear School Board Members:

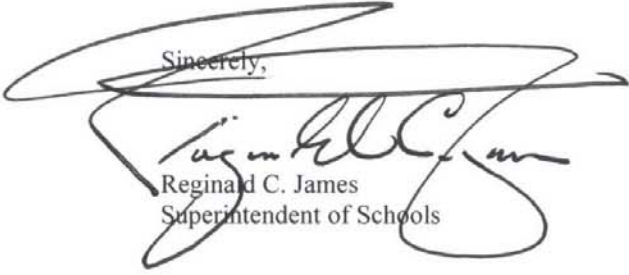
I am recommending that the attached list of personnel actions be approved, as indicated. I further recommend that all appointments to grant positions be contingent upon funding.

Item 2A Instructional and Non-Instructional Personnel 2013/2014

The following reflects the total number of employees budgeted in this school district for the 2013/2014 school term, as of July 30, 2013.

<u>Description Per DOE Classification</u>	<u>DOE Object#</u>	<u>#Employees July 2013</u>
Classroom Teachers and Other Certified	120 & 130	422.40
Administrators	110	49.00
Non-Instructional	150, 160, & 170	406.00
		<u>877.40</u>

Sincerely,


Reginald C. James
Superintendent of Schools

Audrey Lewis
DISTRICT NO. 1
HAVANA, FL 32333
MIDWAY, FL 32343

Judge B. Helms, Jr.
DISTRICT NO. 2
QUINCY, FL 32351
HAVANA, FL 32333

Isaac Simmons, Jr.
DISTRICT NO. 3
CHATTAHOOCHEE, FL 32324
GREENSBORO, FL 32330

Charlie D. Frost
DISTRICT NO. 4
GRETNA, FL 32332
QUINCY, FL 32352

Roger P. Milton
DISTRICT NO. 5
QUINCY, FL 32351

BOARD MEETS FOURTH TUESDAY OF EACH MONTH
EQUAL OPPORTUNITY EMPLOYER

AGENDA ITEM 2A, INSTRUCTIONAL AND NON INSTRUCTIONAL 2013/2014

REQUESTS FOR LEAVE, RESIGNATION, TRANSFERS, RETIREMENTS, TERMINATIONS OF EMPLOYMENT:

RESIGNATIONS

<u>Name</u>	<u>Location</u>	<u>Position</u>	<u>Effective Date</u>
Johnson, Arcedra	Transportation	Bus Driver	07/31/2013
Rittman, Joe	Transportation	Bus Driver	07/31/2013

TRANSFERS

<u>Name</u>	<u>Location/Position Transferring From</u>	<u>Location/Position Transferring To</u>	<u>Effective Date</u>
Akins, Deborah	GTI/Secretary	GEMS/Secretary	08/05/2013
Hall, Brenda	GEMS/Office Manager	GBES/Office Manager	08/05/2013
Howard, Darrell	EGHS/Teacher	GBES/Teacher	08/12/2013
Hunter, Valarie	HMS/Ed Paraprofessional	EGHS/Ed Paraprofessional	08/12/2013
Dixon, Nicole	SSES/Teacher	CES/Teacher	08/12/2013

INSTRUCTIONAL

<u>Name</u>	<u>Location</u>	<u>Position</u>	<u>Effective Date</u>
Augustin, Ruth	SJES	Teacher	08/12/2013
Butler, Latina	GWM	Guidance Counselor	08/12/2013
Chavez, Paulette	HES	Teacher	08/12/2013
House, Ira	GRES	Teacher	08/12/2013
Hutchins, Ro'Tonda	HMS	Teacher	08/12/2013
Knight, Shirley	HES	Teacher	08/12/2013
Mathews, Gloria	GWM	Teacher	08/12/2013
Mathews, Lisa	WGHS	Teacher	08/12/2013
McClendon, Ashley	GWM	Teacher	08/12/2013
Peoples, Twyla	CES	Teacher	08/12/2013
Price, Trenise	GWM	Teacher	08/12/2013
Randolph, Niara	GRES	Teacher	08/12/2013
Stephens, Carolyn	GWM	Teacher	08/12/2013
Stewart, Jeri	WGHS	Teacher	08/12/2013
Stone, Shelia	GWM	Teacher	08/12/2013
Williams, Omeka	GWM	Teacher	08/12/2013
Wilson, Brittanca	GWM	Teacher	08/12/2013

JROTC

<u>Name</u>	<u>Location</u>	<u>Position</u>	<u>Effective Date</u>
Martinez, Joseph	WGHS	Instructor	08/12/2013

ANNUAL

<u>Name</u>	<u>Location</u>	<u>Position</u>	<u>Effective Date</u>
Bridges, Sonja	JASMS/CES	Media Tech	07/01/2013

NON-INSTRUCTIONAL

<u>Name</u>	<u>Location</u>	<u>Position</u>	<u>Effective Date</u>
Bryant, Edna	HMS	Secretary	08/01/2013
Hale, Desmona	District	System Support Spec	08/05/2013
Thomas, Kenny	District	Technology	07/01/2013

INSTRUCTIONAL

Annual

Johnson, Haston
Howard, Abdul
Wiley, Hazel
Atkins, Shelia
Drake, Doris
Price, Amelia
Christopher, Jeffery
Williams, Eddie

Professional

Gibson, Don
Jackson, Kareen
Reffner, Georgean
Clark, Michael
McPhaul, David
Riggins, Dale
Randolph, Fredrick

Behavioral Specialist

Annual

James, Anthony
Ray, Michael

NON-INSTRUCTIONAL

ED. Paraprofessional

Permanent

Ash, Octavia
Akins, Tisher
Beavers, Martha
Childress, Melinda
Clark, Clarine
Hunter, Valarie
Poythress, Carolyn
Quintero, Dolores
Smith, Barbara
Thompson, Felicia
Williams, Elizabeth
Wright, Mary
Wright, Shaundra

Ed. Paraprofessional

Annual

Battles, Tyeshia
Bradley-Goldwire, Kathy
Carroll, Alonza
Gilcrease, Dana
Esland, Sheronda
Jackson, Shanda
Lamb, Mckenzie
Mitchell, Antenette
Nicholson, Ronald
Safford, Judson
Hamilton, Thoreau
Moten, Andrew
Laing, Trace
Moye, Tracy

Self Help Assts

Permanent

Ford, Sarah
Jackson, Patricia
Williams, Retha

School Level Secretaries

Annual

Perkins, Lykesha

Job Development Counselors

Flowers, Tatia
Farmer, Margret

Transportation

Bus Drivers

Annual

Anderson, James
Barkley, Jesse
Betton, Gary
Card, Stanley
Causey, Brenda
Dudley, Zack
Edwards, Mary Ann
Hightower, Richard
Johnson, Sabrina
Levenson, Charles
McBride, Alonza
Mitchell, Jerome
Moore, Jacqueline
Myrick, Michael
Perkins, Judith
Robinson, Mimi
Starks, Edwin
Walker, Anthony
Woods, Sandra
Woods, Zachery
Wright, King David

Bus Aides

Permanent*

Davis-Sweet, Eva
Gilbert, Carolyn
Harris, Darlene
Herring, Ira
Isaac, Mack
Jackson, Rosemary
Jackson, Sharon
Jesse, Cassandra
Lee, Betty
Lightfoot, Leslie
Miller, Mary
Robinson, Kenneth
Scott, Hope
Smart, Eaire
Walker, Dorothy
Wilson, Renesia

Bus Aides

Annual*

Edwards, Vernita
Henry, Avonette
Hinson, Jeanette
Ivey, Arthur
Kenon-Carter, Francelyn
Lewis, Louise
McGill, Henry
McGriff, Linda
Scott, Pamela
Wilson, Gwendolyn

Transportation

Permanent

Jordan, Horace*
Lewis, Rogers*
Taylor, Jimmy*

*correction from July 23, 2013

SUMMARY SHEET

RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

AGENDA ITEM NO. 3a

DATE OF SCHOOL BOARD MEETING: July 30, 2013

TITLE OF AGENDA ITEMS: Budget Amendment Number Twenty-Eight

DIVISION: Finance Department

PURPOSE AND SUMMARY OF ITEMS:

Board approval is requested for this budget amendment that moves funds by function and object to reflect expenditures.

FUND SOURCE: 420 (Federal) Fund

AMOUNT: \$.00

PREPARED BY: Bonnie Wood

POSITION: Assistant Superintendent for Business Services

Gadsden County School Board
 420 (Federal) Fund Estimated Revenue
 Budget Amendment Number
 Twenty-Eight

FUND 420 REVENUE OBJECT	BEGINNING ESTIMATED REVENUE 6/30/2013	BUDGET AMENDMENT NUMBER TWENTY-EIGHT	ENDING ESTIMATED REVENUE 6/30/2013
190	\$ -	\$ -	\$ -
191	\$ -	\$ -	\$ -
199	\$ 2,754,705.33	\$ -	\$ 2,754,705.33
201	\$ 183,207.73	\$ -	\$ 183,207.73
226	\$ 554,215.56	\$ -	\$ 554,215.56
227	\$ -	\$ -	\$ -
230	\$ 2,129,430.09	\$ -	\$ 2,129,430.09
240	\$ 6,942,963.25	\$ -	\$ 6,942,963.25
251	\$ 4,032.82	\$ -	\$ 4,032.82
270	\$ -	\$ -	\$ -
290	\$ 834,860.18	\$ -	\$ 834,860.18
299	\$ -	\$ -	\$ -
TOTALS	\$ 13,403,414.96	\$ -	\$ 13,403,414.96

**Gadsden County School Board
420 (Federal) Fund Appropriations
Twenty-Eight**

420 FUND		BUDGET		
FUNCTION/ OBJECT		BUDGET BALANCE 6/30/2013	AMENDMENT NUMBER TWENTY-EIGHT	BUDGET BALANCE 6/30/2013
5100	100	\$ 860,853.66	\$ -	\$ 860,853.66
	200	\$ 174,922.08	\$ -	\$ 174,922.08
	300	\$ 767,099.47	\$ -	\$ 767,099.47
	500	\$ 341,683.63	\$ -	\$ 341,683.63
	600	\$ 279,059.07	\$ -	\$ 279,059.07
	700	\$ -	\$ -	\$ -
	FUNCTOTAL		\$ 2,423,617.91	\$ -
5200	100	\$ 603,119.72	\$ 17,128.60	\$ 620,248.32
	200	\$ 197,078.60	\$ (43,677.31)	\$ 153,401.29
	300	\$ 172,000.00	\$ 93,066.58	\$ 265,066.58
	500	\$ 162,236.93	\$ (70,426.66)	\$ 91,810.27
	600	\$ 83,875.00	\$ -	\$ 83,875.00
	700	\$ 1,000.00	\$ -	\$ 1,000.00
	FUNCTOTAL		\$ 1,219,310.25	\$ (3,908.79)
5300	100	\$ -	\$ -	\$ -
	200	\$ -	\$ -	\$ -
	300	\$ 8,696.28	\$ -	\$ 8,696.28
	500	\$ 35,644.61	\$ -	\$ 35,644.61
	600	\$ 32,080.00	\$ -	\$ 32,080.00
	700	\$ 17,356.08	\$ -	\$ 17,356.08
	FUNCTOTAL		\$ 93,776.97	\$ -
5400	100	\$ -	\$ -	\$ -
	200	\$ 4,032.82	\$ -	\$ 4,032.82
	300	\$ -	\$ -	\$ -
	500	\$ -	\$ -	\$ -
	600	\$ -	\$ -	\$ -
	700	\$ -	\$ -	\$ -
	FUNCTOTAL		\$ 4,032.82	\$ -
5500	100	\$ 1,131,054.14	\$ -	\$ 1,131,054.14
	200	\$ 301,188.93	\$ -	\$ 301,188.93
	300	\$ 71,931.39	\$ -	\$ 71,931.39
	500	\$ 108,134.57	\$ -	\$ 108,134.57
	600	\$ 17,329.95	\$ -	\$ 17,329.95
	700	\$ -	\$ -	\$ -
	FUNCTOTAL		\$ 1,629,638.98	\$ -

**Gadsden County School Board
420 (Federal) Fund Appropriations
Twenty-Eight**

5900	100	\$	206,456.76	\$	-	\$	206,456.76
	200	\$	37,518.04	\$	-	\$	37,518.04
	300	\$	43,071.96	\$	-	\$	43,071.96
	500	\$	6,516.77	\$	-	\$	6,516.77
	600	\$	-	\$	-	\$	-
FUNCTOTAL		\$	293,563.53	\$	-	\$	293,563.53
6100	100	\$	774,022.51	\$	(8,029.27)	\$	765,993.24
	200	\$	191,046.15	\$	(2,476.98)	\$	188,569.17
	300	\$	212,562.63	\$	3,539.89	\$	216,102.52
	500	\$	121,569.07	\$	6,684.37	\$	128,253.44
	600	\$	10,837.33	\$	321.99	\$	11,159.32
	700	\$	3,885.15	\$	(40.00)	\$	3,845.15
	900	\$	-	\$	-	\$	-
FUNCTOTAL		\$	1,313,922.84	\$	(0.00)	\$	1,313,922.84
6200	100	\$	-	\$	-	\$	-
	200	\$	-	\$	-	\$	-
	300	\$	50,660.00	\$	-	\$	50,660.00
	500	\$	1,000.00	\$	-	\$	1,000.00
	600	\$	225,951.08	\$	-	\$	225,951.08
	700	\$	-	\$	-	\$	-
FUNCTOTAL		\$	277,611.08	\$	-	\$	277,611.08
6300	100	\$	1,018,905.51	\$	(3,824.88)	\$	1,015,080.63
	200	\$	274,434.29	\$	-	\$	274,434.29
	300	\$	197,712.18	\$	2,400.60	\$	200,112.78
	400	\$	-	\$	62.28	\$	62.28
	500	\$	71,129.81	\$	-	\$	71,129.81
	600	\$	17,182.97	\$	-	\$	17,182.97
	700	\$	13,250.00	\$	1,362.00	\$	14,612.00
FUNCTOTAL		\$	1,592,614.76	\$	-	\$	1,592,614.76
6400	100	\$	1,381,518.75	\$	(10,000.00)	\$	1,371,518.75
	200	\$	270,963.97	\$	(575.00)	\$	270,388.97
	300	\$	410,966.50	\$	9,175.00	\$	420,141.50
	400	\$	-	\$	-	\$	-
	500	\$	57,030.07	\$	-	\$	57,030.07
	600	\$	2,302.94	\$	-	\$	2,302.94
	700	\$	86,343.44	\$	1,400.00	\$	87,743.44
FUNCTOTAL		\$	2,209,125.67	\$	-	\$	2,209,125.67

**Gadsden County School Board
420 (Federal) Fund Appropriations
Twenty-Eight**

6500	100	\$	90,000.00	\$	-	\$	90,000.00
	200	\$	24,377.34	\$	-	\$	24,377.34
	300	\$	195,261.86	\$	-	\$	195,261.86
	500	\$	-	\$	-	\$	-
	600	\$	214,549.38	\$	-	\$	214,549.38
	700	\$	-	\$	-	\$	-
FUNCTOTAL		\$	524,188.58	\$	-	\$	524,188.58
7200	100	\$	35,804.23	\$	-	\$	35,804.23
	200	\$	24,038.01	\$	-	\$	24,038.01
	300	\$	1,239.50	\$	-	\$	1,239.50
	500	\$	-	\$	-	\$	-
	600	\$	-	\$	-	\$	-
	700	\$	550,279.33	\$	-	\$	550,279.33
FUNCTOTAL		\$	611,361.07	\$	-	\$	611,361.07
7300	100	\$	87,000.00	\$	-	\$	87,000.00
	200	\$	11,175.30	\$	-	\$	11,175.30
	300	\$	-	\$	-	\$	-
FUNCTOTAL 7300		\$	98,175.30	\$	-	\$	98,175.30
7400	300	\$	14,635.03	\$	-	\$	14,635.03
	600	\$	49,173.56	\$	-	\$	49,173.56
FUNCTOTAL 7400		\$	63,808.59	\$	-	\$	63,808.59
7600	500	\$	-	\$	-	\$	-
FUNCTOTAL		\$	-	\$	-	\$	-
7700	100	\$	83,378.05	\$	-	\$	83,378.05
	200	\$	20,386.56	\$	-	\$	20,386.56
	300	\$	4,645.50	\$	-	\$	4,645.50
	500	\$	-	\$	-	\$	-
	600	\$	-	\$	-	\$	-
	700	\$	1,000.00	\$	-	\$	1,000.00
FUNCTOTAL		\$	109,410.11	\$	-	\$	109,410.11
7800	100	\$	144,366.92	\$	1,464.30	\$	145,831.22
	200	\$	35,356.20	\$	-	\$	35,356.20
	300	\$	412,099.12	\$	5,035.70	\$	417,134.82
	400	\$	12,137.25	\$	-	\$	12,137.25
	500	\$	2,262.17	\$	-	\$	2,262.17
	600	\$	37,849.00	\$	(6,500.00)	\$	31,349.00

**Gadsden County School Board
420 (Federal) Fund Appropriations**

		Twenty-Eight					
FUNCTOTAL		\$	644,070.66	\$	-	\$	644,070.66
7900	100	\$	16,875.39	\$	-	\$	16,875.39
	200	\$	6,385.96	\$	-	\$	6,385.96
	300	\$	78,070.30	\$	1,323.53	\$	79,393.83
	400	\$	11,836.91	\$	-	\$	11,836.91
	500	\$	24,771.40	\$	2,585.26	\$	27,356.66
	600	\$	-	\$	-	\$	-
	700	\$	-	\$	-	\$	-
FUNCTOTAL		\$	137,939.96	\$	3,908.79	\$	141,848.75
8100	100	\$	-	\$	-	\$	-
	200	\$	-	\$	-	\$	-
	300	\$	8,636.00	\$	-	\$	8,636.00
	500	\$	935.12	\$	-	\$	935.12
	600	\$	2,286.00	\$	-	\$	2,286.00
FUNCTOTAL		\$	11,857.12	\$	-	\$	11,857.12
8200	100	\$	-	\$	-	\$	-
	200	\$	-	\$	-	\$	-
	500	\$	49,000.00	\$	-	\$	49,000.00
	600	\$	38,500.00	\$	-	\$	38,500.00
FUNCTOTAL		\$	87,500.00	\$	-	\$	87,500.00
9100	100	\$	45,576.16	\$	-	\$	45,576.16
	200	\$	12,312.60	\$	-	\$	12,312.60
	300	\$	-	\$	-	\$	-
	400	\$	-	\$	-	\$	-
	500	\$	-	\$	-	\$	-
FUNCTOTAL		\$	57,888.76	\$	-	\$	57,888.76
GRANDTOTAL		\$	13,403,414.96	\$	(0.00)	\$	13,403,414.96

Gadsden County School Board
420 (Federal) Fund Appropriations
Twenty-Eight

SUMMARY SHEET

RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

AGENDA ITEM NO. 3b

DATE OF SCHOOL BOARD MEETING: July 30, 2013

TITLE OF AGENDA ITEMS: Budget Amendment Number Twenty-Nine

DIVISION: Finance Department

PURPOSE AND SUMMARY OF ITEMS:

Board approval is requested for this budget amendment that accurately reflects actual expenditures and revenue.

FUND SOURCE: 410 School Food Service

AMOUNT: \$ 246,991.17

PREPARED BY: Bonnie Wood

POSITION: Assistant Superintendent for Business Services

Gadsden County School Board
 410 (Food Service) Fund Estimated Revenue
 Budget Amendment Number Twenty-Five

FUND 410				
REVENUE OBJECT		ESTIMATED REVENUE 6/30/2013	BUDGET AMENDMENT NUMBER TWENTY-NINE	ENDING ESTIMATED REVENUE 6/30/2013
260	\$	-	\$	-
261	\$	2,089,759.25	\$	2,142,686.01
262	\$	814,219.62	\$	849,291.16
263	\$	96,021.13	\$	96,883.80
265	\$	202,421.53	\$	202,421.53
267	\$	108,500.00	\$	269,145.00
268	\$	132,350.23	\$	122,274.38
280	\$	5,550.00	\$	16,263.00
299	\$	-	\$	105.21
337	\$	35,546.00	\$	35,680.00
338	\$	37,617.00	\$	34,977.00
390	\$	1,134.00	\$	1,134.00
399	\$	-	\$	874.00
431	\$	-	\$	-
440	\$	-	\$	-
450	\$	-	\$	-
451	\$	155,392.00	\$	153,733.84
490	\$	-	\$	1,000.00
495	\$	1,000.00	\$	33.00
497	\$	-	\$	132.11
TOTALS	\$	3,679,510.76	\$	3,926,634.04

**Gadsden County School Board
410 (Food Service) Fund Appropriations
Budget Amendment Number Twenty-Five**

410 FUND	BUDGET		
FUNCTION/ OBJECT	BUDGET BALANCE 6/30/2013	AMENDMENT NUMBER TWENTY-NINE	BUDGET BALANCE 6/30/2013
7400	600	\$ -	\$ -
7600	100	\$ 1,312,923.46	\$ 11,053.64
	200	\$ 452,620.59	\$ 1,459.21
	300	\$ 57,514.56	\$ 5,692.28
	400	\$ 27,030.01	\$ 1,580.18
	500	\$ 2,031,939.84	\$ 269,677.87
	600	\$ 6,986.32	\$ -
	700	\$ 5,960.00	\$ 4,130.00
7900	300	\$ -	\$ -
GRANDTOTAL	\$	3,894,974.78	\$ 293,593.18
		\$	4,188,567.96

SUMMARY SHEET

RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

AGENDA ITEM NO. 3c

DATE OF SCHOOL BOARD MEETING: July 30, 2013

TITLE OF AGENDA ITEMS: Budget Amendment Number Thirty-One

DIVISION: Finance Department

PURPOSE AND SUMMARY OF ITEMS:

Board approval is requested for this budget amendment as approved by DOE.

FUND SOURCE: 432 Targeted ARRA Stimulus Funds

AMOUNT: \$.00

PREPARED BY: Bonnie Wood

POSITION: Assistant Superintendent for Business Services

**Gadsden County School Board
432 (Targeted ARRA Stimulus) Fund Appropriations
Budget Amendment Number
Thirty-One**

432 FUND			BEGINNING BUDGET 6/30/2013	BUDGET AMENDMENT NUMBER THIRTY-ONE	BUDGET BALANCE 6/30/2013
FUNCTION/ OBJECT					
5100	100	\$	359,442.82	\$ (157,327.45)	\$ 202,115.37
K-12 Instructional	200	\$	57,470.22	\$ (25,037.55)	\$ 32,432.67
	300	\$	(130.00)	\$ 151,300.00	\$ 151,170.00
	500	\$	29,318.25	\$ 170,000.00	\$ 199,318.25
	600	\$	-	\$ 13,800.00	\$ 13,800.00
FUNCTOTAL		\$	446,101.29	\$ 152,735.00	\$ 598,836.29
5200	100	\$	283.62	\$ 12,200.00	\$ 12,483.62
Exceptional Instruction	200	\$	(73.67)	\$ 1,650.00	\$ 1,576.33
	300	\$	-	\$ -	\$ -
	500	\$	-	\$ -	\$ -
	600	\$	-	\$ -	\$ -
	700	\$	-	\$ -	\$ -
FUNCTOTAL		\$	209.95	\$ 13,850.00	\$ 14,059.95
5300	100	\$	99,473.56	\$ (75,500.00)	\$ 23,973.56
Vocational Technical	200	\$	29,024.71	\$ (25,300.00)	\$ 3,724.71
	300	\$	130.00	\$ -	\$ 130.00
	500	\$	(1,697.19)	\$ -	\$ (1,697.19)
FUNCTOTAL		\$	126,931.08	\$ (100,800.00)	\$ 26,131.08
6100	100	\$	181,723.25	\$ (70,700.01)	\$ 111,023.24
Pupil Personnel Services	200	\$	35,008.92	\$ (27,200.00)	\$ 7,808.92
	300	\$	-	\$ 325.00	\$ 325.00
	500	\$	-	\$ -	\$ -
	600	\$	-	\$ -	\$ -
	700	\$	-	\$ -	\$ -
FUNCTOTAL		\$	216,732.17	\$ (97,575.01)	\$ 119,157.16
6200	100	\$	40,000.00	\$ (23,450.00)	\$ 16,550.00
Instructional Service	200	\$	10,697.70	\$ (7,000.00)	\$ 3,697.70
	500	\$	-	\$ -	\$ -
	600	\$	3,556.96	\$ -	\$ 3,556.96
6200 FUNCTOTAL		\$	54,254.66	\$ (30,450.00)	\$ 23,804.66

Gadsden County School Board
432 (Targeted ARRA Stimulus) Fund Appropriations
Budget Amendment Number
Thirty-One

6300	100	\$	-	\$	111,095.00	\$	111,095.00
Instructional	200	\$	1,679.20	\$	23,030.00	\$	24,709.20
Curriculum Dev.	300	\$	480.11	\$	4,600.00	\$	5,080.11
	500	\$	446.90	\$	-	\$	446.90
	600	\$	-	\$	-	\$	-
	700	\$	-	\$	-	\$	-
FUNCTOTAL		\$	2,606.21	\$	138,725.00	\$	141,331.21
6400	100	\$	354,042.94	\$	(140,049.99)	\$	213,992.95
Instructional	200	\$	117,614.72	\$	(62,000.00)	\$	55,614.72
Staff Training	300	\$	77,453.31	\$	28,900.00	\$	106,353.31
	500	\$	9,680.50	\$	-	\$	9,680.50
	600	\$	-	\$	-	\$	-
	700	\$	9,653.00	\$	-	\$	9,653.00
FUNCTOTAL		\$	568,444.47	\$	(173,149.99)	\$	395,294.48
6500	100	\$	110,000.00	\$	-	\$	110,000.00
Instructional	200	\$	9,500.00	\$	-	\$	9,500.00
Related	300	\$	-	\$	4,850.00	\$	4,850.00
Technology	600	\$	-	\$	32,900.00	\$	32,900.00
FUNCTOTAL		\$	119,500.00	\$	37,750.00	\$	157,250.00
7200	700	\$	45,154.48	\$	-	\$	45,154.48
General Admin.							
FUNCTOTAL		\$	45,154.48	\$	-	\$	45,154.48
7300	100	\$	532.34	\$	24,700.00	\$	25,232.34
School Admin	200	\$	141.82	\$	2,215.00	\$	2,356.82
FUNCTOTAL		\$	674.16	\$	26,915.00	\$	27,589.16
7700	600	\$	-	\$	-	\$	-
Central Services							
FUNCTOTAL		\$	-	\$	-	\$	-
7800	100	\$	-	\$	20,000.00	\$	20,000.00
Transportation	200	\$	-	\$	2,000.00	\$	2,000.00
	300	\$	137,728.49	\$	10,000.00	\$	147,728.49
FUNCTOTAL		\$	137,728.49	\$	32,000.00	\$	169,728.49
GRANDTOTAL		\$	1,718,336.96	\$	-	\$	1,718,336.96

Gadsden County School Board
 432 (Targeted ARRA Stimulus) Fund Estimated Revenue
 Budget Amendment Number
 Thirty-One

432 REVENUE OBJECT	ESTIMATED REVENUE 6/30/13	BUDGET AMENDMENT NUMBER THIRTY-ONE	ENDING ESTIMATED 6/30/2013
230	\$ -	\$ -	\$ -
240	\$ 1,718,336.96	\$ -	\$ 1,718,336.96
290	\$ -	\$ -	\$ -
299	\$ -	\$ -	\$ -
GRAND TOTAL	\$ 1,718,336.96	\$ -	\$ 1,718,336.96

SUMMARY SHEET

RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

AGENDA ITEM NO. 3d

DATE OF SCHOOL BOARD MEETING: July 30, 2013

TITLE OF AGENDA ITEMS: Crossroad Academy Financial Reports 2012-2013

DIVISION: Finance Department

PURPOSE AND SUMMARY OF ITEMS:

In accordance with Florida Statutes, Crossroad Academy Charter School is required to provide the Sponsor financial statements. Attached are the Balance Sheet for June 30, 2013 and the Profit & Loss Statement for the period July 2012 through June 2013 as submitted by Crossroad Academy Charter School.

PREPARED BY: Bonnie Wood

POSITION: Assistant Superintendent for Business and Finance

CROSSROAD ACADEMY CHARTER SCHOOL**07/19/13****Balance Sheet**

Cash Basis

As of June 30, 2013

Jun 30, 13**ASSETS****Current Assets****Checking/Savings**

1112 · New Facility - CD CCBG	263,107.45
1114 · Premier - Revenue Op Acct	
1115 · PK Academy - Restricted	1,503.60
1116 · Construction Account	16,065.28
1118 · PTO - Restricted	11,980.34
1119 · FBLA - Restricted	3,637.87
1120 · Classic Modeling - Restricted	2,359.95
1121 · Athletics Department	
1121-0 · Boys Basketball Team	1,738.83
1121-1 · Girls Basketball Team	1,901.97
1121-2 · Cheerleaders - Restricted	8,088.89
1121-3 · Track Teams	354.73
1121 · Athletics Department - Other	-1,504.21
Total 1121 · Athletics Department	10,580.21
1122 · Hospitality - Restricted	491.23
1123 · Inez M. Holt Library-Restricted	1,250.00
1114 · Premier - Revenue Op Acct - Other	795,443.58
Total 1114 · Premier - Revenue Op Acct	843,312.06
1125 · Premier Bank-Debt Service Acct	159,792.21
1126 · Premier Bank - Reserve Account	147,865.00

Total Checking/Savings	1,414,076.72
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Other Current Assets

1228 · E-Rate Receivable	52,450.29
1230 · Prepaid Insurance	35,697.29

Total Other Current Assets	88,147.58
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Total Current Assets	1,502,224.30
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Fixed Assets

1310 · Land	303,504.62
1330 · School and Improvements	3,162,561.21
1339 · Accumulated Depreciation	-446,874.81
1340 · Computers & Equipments	364,600.88
1341 · Furniture and Equipment	39,900.96
1350 · Automobile/van	12,837.00
1360 · CIP - New School	560,970.09
1381 · Audio-visual Materials	20,538.97

Total Fixed Assets	4,018,038.92
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TOTAL ASSETS	5,520,263.22
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CROSSROAD ACADEMY CHARTER SCHOOL

07/19/13

Balance Sheet

Cash Basis

As of June 30, 2013

Jun 30, 13

LIABILITIES & EQUITY**Liabilities****Current Liabilities****Other Current Liabilities**

2113 · Payroll Liabilities	2,183.11
2114 · Accrued Payroll	74,189.54
2115 · Unemployment Payable	16,124.55
2116 · Child Support	-753.20
2117 · Fica & Fed W/H	-85.12
2118 · Accrued Payroll Taxes	5,675.50
2200 · PK Academy	1,503.60
2201 · Parent Teach. Org. Account	11,980.34
2203 · FBLA (Royal Court)	
2203-1 · Beta Club/National Honor So...	283.20
2203 · FBLA (Royal Court) - Other	3,354.67

Total 2203 · FBLA (Royal Court) 3,637.87

2205 · Classic Modeling Company 2,359.95

2206 · Athletic Department

2206-0 · Boys Basketball Team	1,738.83
2206-1 · Girls Basketball Team	1,901.97
2206-2 · CACS Cheerleaders	8,088.89
2206-3 · Track Teams	354.73
2206 · Athletic Department - Other	-1,504.21

Total 2206 · Athletic Department 10,580.21

2207 · Staff Hospitality 491.23

2208 · Inez M. Holt Library/Media Cent 1,250.00

2210 · Accrued Interest 56,899.92

Total Other Current Liabilities 186,037.50

Total Current Liabilities 186,037.50

Long Term Liabilities

2310 · RD Loan 2,086,509.39

Total Long Term Liabilities 2,086,509.39

Total Liabilities 2,272,546.89

Equity

2760 · Retained Earnings 2,990,095.07

Net Income 257,621.26

Total Equity 3,247,716.33

TOTAL LIABILITIES & EQUITY **5,520,263.22**

CROSSROAD ACADEMY CHARTER SCHOOL**Profit & Loss**

July 2012 through June 2013

	<u>Jul '12 - Jun 13</u>
Income	
3200 · Federal Indirect Grant	
3240 · Elem&Secondary /Title 1	105,400.00
Total 3200 · Federal Indirect Grant	105,400.00
3310 · FEFP Program	1,764,582.00
3334 · State Teacher Lead Program	3,340.75
3361 · School Recognition Funds	26,565.00
3397 · Capital Outlay	80,822.00
3400 · Other Income/Employees	3,091.95
3440 · Other income/donations	1,581.09
3472 · PreK-Early Intervention Fees	
3472-1 · PK Supplemental Materials Fee	670.00
3472-2 · Student Activity Income	-63.08
3472-3 · PK Field Trip	803.57
3472 · PreK-Early Intervention Fees - Other	153,188.59
Total 3472 · PreK-Early Intervention Fees	154,599.08
3482 · Uniform Income	2,223.76
3495 · Miscellaneous Sources	
3495-3 · Student Activity Fund	3,961.26
3495-4 · Student Books/Planners	50.00
3495-6 · K-2 Field Trips	2,241.73
3495-7 · 3-5 Field Trips	373.00
3495-8 · 6-8 Field Trips	457.34
3495 · Miscellaneous Sources - Other	-180.00
Total 3495 · Miscellaneous Sources	6,903.33
Total Income	2,149,108.96
Gross Profit	2,149,108.96
Expense	
5100-12 · Basic Fte/Clstrm Teachr	630,331.72
5100-13 · Classroom Paraprofessi	46,187.51
5100-14 · Substitute Teachers	7,706.15
5100-21 · Dental Insurance	301.53
5100-23 · EE' Group Insurance	118,036.59
5100-24 · Worker's Compensation	17,637.93
5100-25 · Unemployment Comp	30,946.56
5100-29 · Other Emp Benefits	
290-01 · Stipends	3,500.00
5100-29 · Other Emp Benefits - Other	2,532.53
Total 5100-29 · Other Emp Benefits	6,032.53
5100-36 · Rental-Communications/Broadcast	1,793.95
5100-51 · Basic Fte/Supplies	9,529.68
5100-52 · Basic Fte/Textbooks	29,477.50
5100-53 · Basic Fte/Publications	445.09

CROSSROAD ACADEMY CHARTER SCHOOL**Profit & Loss**

July 2012 through June 2013

	<u>Jul '12 - Jun 13</u>
5100-59 · Misc. Student Activity	
5100-3 · Uniform Expenses	116.88
5100-59 · Misc. Student Activity - Other	2,301.12
Total 5100-59 · Misc. Student Activity	<u>2,418.00</u>
5100-64 · Classroom Furnitur Fixt & Equip	
5100-642 NonCapitalized F F & E	13,218.89
5100-64 · Classroom Furnitur Fixt & Equip - ...	7,525.03
Total 5100-64 · Classroom Furnitur Fixt & Equip	<u>20,743.92</u>
5500-00 · PK Expenses	
5500-15 · PK Classroom Personnel	106,842.29
5500-16 · PK Food Service Worker	0.00
5500-35 · PK Maintenance	1,156.28
5500-37 · Internet Services	1,439.30
5500-43 · Utilities	4,177.37
5500-51 · PK Supplies	512.30
5500-59 · Other PK Admin Expense	281.87
Total 5500-00 · PK Expenses	<u>114,409.41</u>
6100-13 · Staff Support Personnel	37,000.00
6190-31 · Testing Materials	4,532.96
6200-31 · Instructional Media	7,023.17
6200-35 · Copier Service Costs	3,936.00
6200-39 · Printing cost	382.31
6300-33 · Travel/Training	1,701.90
6300-51 · Supplies/Curriculum	5,305.73
6300-62 · Capital Outlay-Audio Visual	222.21
6400-29 · Training - Teachers	1,333.19
6400-33 · Training/Travel	2,893.94
6400-65 · Transportation/Travel	213.71
6400-73 · Training Fees/Tuition	430.00
7100-11 · Other Admin. Expenses	969.80
7100-16 · Other Support Personnel	74,883.46
7100-31 · Professional Services	15,860.00
7200-11 · Administration	82,000.00
7200-52 · Legal Publications	28.99
7300-11 · Salary-School Principal	65,500.00
7300-16 · Clerical Staff	
7300-1 · Salary - Receptionist	34,467.26
7300-2 · Office Manager	32,481.66
7300-16 · Clerical Staff - Other	11,083.38
Total 7300-16 · Clerical Staff	<u>78,032.30</u>

CROSSROAD ACADEMY CHARTER SCHOOL**07/19/13****Profit & Loss**

Cash Basis

July 2012 through June 2013

	<u>Jul '12 - Jun 13</u>
7300-22 · FICA Contributions(Co)	92,406.16
7300-37 · Postage	1,405.47
7300-51 · Supplies	14,268.78
7300-52 · Publications	50.00
7300-73 · Membership Fees	2,516.42
7400-31 · Facilities	1,390.61
7400-51 · Maintenance Supplies	1,485.76
7400-63 · Building & Fixed Equipment	2,000.00
7400-66 · Purchased Land	2,151.95
7500-16 · Fiscal Services	344.52
7500-31 · Bookkeeping Services	1,530.00
7500-73 · Bank Charges/Operating Fees	0.00
7600 · Food Services	
7600-16 · Personnel	35,959.93
7600-51 · Supplies	506.01
7600-64 · Equipment	317.12
7600-65 · Vehicle	1,804.16
7600-73 · Dues and Fees	340.00
Total 7600 · Food Services	38,927.22
7720-37 · Advertisement	35.75
7790-12 · Employ/Fingerprint/Background	1,330.00
7790-51 · Supplies/Office Consum	55.41
7800-65 · Transportation	48,600.00
7900-16 · Janitorial/Custodial	44,189.60
7900-32 · Property Insurance	11,550.62
7900-35 · Maintenance	9,873.50
7900-36 · Rental Equipment	552.00
7900-37 · Telephone/internet service	32,777.05
7900-39 · Other Facilities Svcs	7,489.00
7900-40 · Gargbage Collections	2,253.89
7900-43 · Elect/Energy Service	24,378.46
7900-51 · Janitorial/Maintenance Supplies	12,728.38
7900-68 · Remodeling & Renovations	3,629.36
8100-35 · Repairs & Maintenance	7,216.72
8100-61 · Noncap Furn/Equip	17,013.53
9200-72 · Interest	91,089.80
Total Expense	1,891,487.70
Net Income	257,621.26

SUMMARY SHEET

RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

AGENDA ITEM NO. 4a

DATE OF SCHOOL BOARD MEETING: July 30, 2013

TITLE OF AGENDA ITEMS: Health Insurance Contract for 2013-2014

DIVISION: Insurance Committee and Finance Department

PURPOSE AND SUMMARY OF ITEMS:

Board approval is requested for the renewal of the medical insurance program. The Insurance Committee received and reviewed the renewal of the contract for health insurance premiums with Capital Health Plan (HMO) for the insurance year beginning October 1, 2013.

For the employees with "Employee Only" coverage, the premium will decrease from \$118.39/month to \$112.92/month or a decrease of 4.6%. For the Board, the "Employee Only" coverage will decrease from \$355.19/month to \$338.75/month or a decrease of 4.6%.

CAPITAL HEALTH PLAN Type of Coverage	Employee Monthly Contribution	Board Monthly Contribution	Total Monthly Premium
Employee	\$112.92	\$338.75	\$451.67
Employee & Spouse	\$564.95	\$338.75	\$903.70
Employee & Child	\$429.16	\$338.75	\$767.91
Family	\$971.23	\$338.75	\$1,309.98

FUND SOURCE: All Funds with Payroll

AMOUNT: Varies by Type of Coverage

Employees: For "Employee Only" – decrease \$5.47 per month
Board: For "Employee Only" – decrease of \$16.44 per month

PREPARED BY: Bonnie Wood

POSITION: Assistant Superintendent for Business and Finance

2013-2014 Health

Health

	CHP 2012-2013 Rate	CHP 2013-2014 Rate	CHP 2013-2014 Employer Cost	CHP 2013-2014 Employee Cost
EMPLOYEE	\$473.58	\$451.67	\$338.75	\$112.92
EMPLOYEE & SPOUSE	\$899.82	\$903.70	\$338.75	\$564.95
EMPLOYEE & CHILDREN	\$805.11	\$767.91	\$338.75	\$429.16
EMPLOYEE & FAMILY	\$1,326.06	\$1,309.98	\$338.75	\$971.23

New Business Renewal Business Standalone Dual Option Other _____ CHP Group # 00072

I. APPLICANT INFORMATION

A. Name of Group Gadsden County School Board
 Group Tax ID # 596000615
 Nature of Business Elementary and Secondary Schools SIC Code 611110
 Mailing Address 35 Martin Luther King Jr Blvd, Quincy, FL 32351

List below Subsidiary or Affiliated Companies whose employees are to be eligible and included with this application:

Name _____ Address _____

- B. Applicant hereby applies for issuance of a Group Policy (herein referred to as Policy) by Capital Health Plan, Inc. (CHP). Upon acceptance of this application by CHP, it will become part of the Policy issued to the applicant named above.
- C. Prior Health Carrier: Insurance _____ HMO _____
- D. The Policy excludes expenses for any service or supply to diagnose or treat any condition resulting from or in connection with an insured's job or employment (e.g. any service or supply which is covered by Workers' Compensation insurance), except for medically necessary services (not otherwise excluded) for an individual who is not covered by Workers' Compensation and that lack of coverage did not result from any intentional action or omission by that individual. The foregoing exclusion applies to an individual who elects exemption from Workers' Compensation coverage and to an individual who foregoes Workers' Compensation coverage available to employees in the Group.
- E. Workers' Compensation carrier is _____
- F. ERISA Classification (Employee Retirement Income Security Act as defined by the U.S. Department of Labor) ERISA NON-ERISA

II. EFFECTIVE DATE/ELIGIBILITY INFORMATION

- A. Effective Date of this Policy shall be 11/01/1995. The Effective Date of this change to the policy shall be 10/01/2013. This policy may be terminated by the applicant or CHP by giving at least 45 days prior written notice to the other party, except in the case of non-payment of Premium.
- B. Only active eligible employees who regularly work a minimum of 30 hours each week and their eligible dependents shall be eligible for coverage upon the Effective Date of this Policy.
- C. Specify classification of enrollees for whom coverage is being requested, if other than eligible employees as described in B above.

- D. New eligible employees may be covered effective on the OTHER - SEE NOTES, so long as the eligible employee submits an application to CHP within 30 days of the date the individual first meets the applicable eligibility requirements.
- E. At least 75% of the eligible employees must be enrolled under the Policy on the Effective Date and throughout the term of the Policy.
- F. CHP shall have the right to audit the applicant's payroll records at any time to confirm eligibility for coverage; applicant agrees to furnish any such request.
- G. Employer Contribution: Employee 71% Dependents 0%

III. HEALTH PLAN SUMMARY INFORMATION {select the appropriate box(es)}

Mandated Benefit Offerings (Optional) Applicant has been advised of the following benefit offerings mandated by the Federal and/or State Law. Applicant's decision to accept or decline these benefits is indicated below.

	Included in Product	Accept	Decline
Mental Health Parity	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Substance Use Disorder	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Enteral Formulas	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

CHP Health Benefits: Capital Selection MHP

RX Option: R30 Tier 1: \$15 Tier 2: \$30 Tier 3: \$50 Tier 4: N/A

Rates: Employee Only \$451.67 Family \$1309.98 Over-Age Dependent \$496.84

Employee/Spouse \$903.70 Employee Child(ren) \$767.91

Medicare Rates: Medicare Employee Only \$249.10 Medicare w/Family \$1107.41

Medicare w/Med Spouse \$498.20 Medicare w/Non-Med Spouse \$700.77

IV. RATE INFORMATION

- A. Premiums/Prepayment fees are payable monthly on or before the due date, which will be: 1st of every month.
- B. Regular Billing - Employee applications should be submitted thirty (30) days prior to proposed Effective Date. Employee cancellations must be submitted within 30 days of the Effective Date of the Termination.
- C. The rates established for this Policy will not be changed for the first twelve (12) months following the initial Effective Date of Coverage unless there is a change in benefits or a 15% or more change in the composition of the group. However, CHP may change the rates that are to be effective after this initial twelve (12) month period of coverage by providing notice to the employer of such changed rates forty-five (45) days prior to their Effective Date.

V. APPLICANT RESPONSIBILITIES

- A. The applicant shall: 1) Notify each enrollee to the benefits selected by the applicant, their Effective Date, and the Termination Date of coverage (in this regard, applicant acts as the agent of the enrollee, and in no event shall the applicant be deemed an agent of CHP for this or any other purpose, nor shall CHP be responsible for such notification to retirees). 2) Notify CHP promptly of any changes in the eligibility of enrollees covered under this Agreement. 3) List any absentees at the time of initial enrollment on the appropriate CHP form. Applications from absentees will be accepted at CHP no later than thirty (30) days from the group's Effective Date. 4) Collect enrollee contribution, if required, and remit Premium payment/pre-payment fees to CHP as specified in this application.
- B. Applicant hereby establishes an Employee Welfare Benefit Plan for the purpose of providing for its employees or their beneficiaries medical, surgical, hospital care or benefits in the event of sickness.

VI. FINAL PREMIUMS, BENEFITS AND EFFECTIVE DATES ARE SUBJECT TO APPROVAL BY CHP

Issuance of the Policy by CHP will be deemed acceptance of this application. Any person who knowingly and with intent to injure, defraud, or deceive any insurer files a statement of claim or an application containing any false, incomplete, or misleading information is guilty of a felony of the third degree. This document alone does not constitute an entire employer contract. The Employer Group Contract consists of the Employer Application, Master Policy, Member Handbook, the Individual Member Enrollment Application and any attachments, amendments, or endorsements

Date	Signature of Applicant	Print/Type Name and Title
Date	Signature of Agent	Agent License ID Capital Health Plan Authorized Signature

SUMMARY SHEET

RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

AGENDA ITEM NO. 4b

DATE OF SCHOOL BOARD MEETING: July 30, 2013

TITLE OF AGENDA ITEMS: Purchase Orders

DIVISION: General Fund

PURPOSE AND SUMMARY OF ITEMS: The following office and educational consumables will be purchased from the State of Florida Contract: #640-002-12-1 11/3/11 – 11/2/14

Board approval is requested for the following purchase orders:

<u>Vendor</u>	<u>PO #</u>	<u>Amount</u>	<u>Fund</u>
Dade Paper Company	185244	\$ 9,075.00	110
Dade Paper Company	185245	\$ 5,914.00	110

FUND SOURCE: General Fund

AMOUNT: General (110) Fund \$ 14,989.00

PREPARED BY: Bonnie Wood

POSITION: Assistant Superintendent for Business Services

THE SCHOOL BOARD OF GADSDEN COUNTY

DATE

07/01/13

PURCHASE ORDER NO.

185244

35 MARTIN LUTHER KING, JR., BLVD. QUINCY, FLORIDA 32351

PHONE (850) 627-9651

FAX (850) 627-2760

www.gcps.k12.fl.us

FL SALES TAX EXEMPTION # 85-8012621915C-2

FEDERAL ID # 59-6000615

VENDOR

VD00300000

SHIP TO THIS ADDRESS

DADE PAPER CO.
4102-7 BULLS BAY HWY
JACKSONVILLE FL 32219

MAINTENANCE DEPARTMENT
805 SOUTH STEWART STREET
QUINCY FL 32351

PRINCIPAL / SUPERVISOR

COMPTROLLER

SUPERINTENDENT

Bonnie Abel

QUANTITY

PRODUCT NO.

DESCRIPTION

UNIT PRICE

TOTAL

SOP

FLORIDA DEPARTMENT OF
MANAGEMENT SERVICES
CONTRACT #640-002-12-1
COMMERCIAL PAPER AND OTHER
FACILITY ITEMS.11/3/11-11/2/14
SK1850A TORK UNIV NATURAL
SNGL FOLD TOWEL 16/250 CASE
*
MK520A TORK UNIV NATURAL MULTI
FOLD TOWEL 16/250 CASE

CALL PRIOR TO DELIVERY
850-627-9888

150

12.30 1845.00

600

12.05 7230.00

PAY TERMS: NET 30

TOTAL 9,075.00

- All correspondence/shipments must reflect the PO number. For prompt payment mail invoice to Accounts Payable address above.
- If box checked and you accept this PO, goods/services & invoice must be received by the District no later than June 15 of the CURRENT YEAR. NO FINANCIAL OBLIGATION continues after June 30 of the CURRENT YEAR if the box is checked. This PO is void after one year.
- Notice to Vendor/Contractor: By acceptance of the contract/order in excess of \$10,000 and involving Federal Funds, the Vendor/Contractor agrees to comply with Title 34 Section 80.36 Code of Federal Regulations. Termination for cause and for convenience by the grantee or sub-grantee including the manner by which it will be affected and the basis for settlement will be decided by the School Board of Gadsden County. In addition, the Vendor/Contractor agrees to comply with Florida Statute 257.36 regarding retention of records for 5 years.

DISTRIBUTION TO BE COMPLETED BY ORIGINATOR					TOTAL PROGRAM	9,075.00	FINANCE DEPT USE EXPENDITURE
FUND	FUNCTION	OBJECT	CENTER	PROJECT	PROGRAM	AMOUNT	
110	7900	510	9001	1104250		9075.00	

THE SCHOOL BOARD OF GADSDEN COUNTY

DATE

07/01/13

PURCHASE ORDER NO.

185245

35 MARTIN LUTHER KING, JR., BLVD. QUINCY, FLORIDA 32351

PHONE (850) 627-9651

FAX (850) 627-2760

www.gcps.k12.fl.us

FL SALES TAX EXEMPTION # 85-8012621915C-2

FEDERAL ID # 59-6000615

VENDOR VD00300000	SHIP TO THIS ADDRESS
DADE PAPER CO. 4102-7 BULLS BAY HWY JACKSONVILLE FL 32219	MAINTENANCE DEPARTMENT 805 SOUTH STEWART STREET QUINCY FL 32351

PRINCIPAL / SUPERVISOR	COMPTROLLER <i>Camie Hall</i>	SUPERINTENDENT
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QUANTITY	PRODUCT NO.	DESCRIPTION	UNIT PRICE	TOTAL
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SOF

200

FLORIDA DEPARTMENT OF
MANAGEMENT SERVICES
CONTRACT #640-002-12-1
COMMERCIAL PAPER AND OTHER
FACILITY ITEMS.11/3/11-11/2/14
TS1636S TORK UNIV TOILET
TISSUE 1 PLY 4X3.75 96/CASE
CALL PRIOR TO
DELIVERY 7:30-3:30 EST
850-627-9888

29.57 5914.00

TOTAL 5,914.00

PAY TERMS: NET 30

- All correspondence/shipments must reflect the PO number. For prompt payment mail invoice to Accounts Payable address above.
- If box checked and you accept this PO, goods/services & invoice must be received by the District no later than June 15 of the CURRENT YEAR. NO FINANCIAL OBLIGATION continues after June 30 of the CURRENT YEAR if the box is checked. This PO is void after one year.
- Notice to Vendor/Contractor: By acceptance of the contract/order in excess of \$10,000 and involving Federal Funds, the Vendor/Contractor agrees to comply with Title 34 Section 80.36 Code of Federal Regulations. Termination for cause and for convenience by the grantee or sub-grantee including the manner by which it will be affected and the basis for settlement will be decided by the School Board of Gadsden County. In addition, the Vendor/Contractor agrees to comply with Florida Statute 257.36 regarding retention of records for 5 years.

DISTRIBUTION TO BE COMPLETED BY ORIGINATOR					TOTAL PROGRAM	5,914.00 AMOUNT	FINANCE DEPT USE EXPENDITURE
FUND	FUNCTION	OBJECT	CENTER	PROJECT			
110	7900	510	9001	1104250		5914.00	

VENDOR

SUMMARY SHEET

RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

AGENDA ITEM NO. 4c

DATE OF SCHOOL BOARD MEETING: July 30, 2013

TITLE OF AGENDA ITEMS: Final Purchase Order Honeywell Contract

DIVISION: Finance and Maintenance Departments

PURPOSE AND SUMMARY OF ITEMS:

Board approval is requested for the following purchase order to pay for the final quarter of the Honeywell Contract:

<u>Vendor</u>	<u>PO #</u>	<u>Amount</u>	<u>Fund</u>
Honeywell ACS Service	185189	\$34,540.82	379

FUND SOURCE: Capital Improvements Fund

AMOUNT: \$34,540.82

PREPARED BY: Bonnie Wood

POSITION: Assistant Superintendent for Business Services

THE SCHOOL BOARD OF GADSDEN COUNTY

DATE
07/01/13

PURCHASE ORDER NO.

35 MARTIN LUTHER KING, JR., BLVD. QUINCY, FLORIDA 32351
PHONE (850) 627-9651 FAX (850) 627-2760
www.gcps.k12.fl.us

185189

FL SALES TAX EXEMPTION # 85-8012621915C-2

FEDERAL ID # 59-6000615

VENDOR VH12820000	SHIP TO THIS ADDRESS
HONEYWELL-ACS SERVICE 3657 MAGUIRE BLVD #100 ORLANDO FL 32803	MAINTENANCE DEPARTMENT 805 SOUTH STEWART STREET QUINCY FL 32351

PRINCIPAL / SUPERVISOR	COMPTROLLER	SUPERINTENDENT
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QUANTITY	PRODUCT NO.	DESCRIPTION	UNIT PRICE	TOTAL
1		CHARGES FOR AUTOMATION FROM 07/01/13 - 09/30/13 *	5564.32	5564.32
1		CHARGES FOR ESPC M&V SERVICES FROM 07/01/13 - 09/30/13	28976.50	28976.50

PAY TERMS: NET 30 TOTAL 34,540.82

1. All correspondence/shipments must reflect the PO number. For prompt payment mail invoice to Accounts Payable address above.

2. If box checked and you accept this PO, goods/services & invoice must be received by the District no later than June 15 of the CURRENT YEAR. NO FINANCIAL OBLIGATION continues after June 30 of the CURRENT YEAR if the box is checked. This PO is void after one year.

3. Notice to Vendor/Contractor: By acceptance of the contract/order in excess of \$10,000 and involving Federal Funds, the Vendor/Contractor agrees to comply with Title 34 Section 80.36 Code of Federal Regulations. Termination for cause and for convenience by the grantee or sub-grantee including the manner by which it will be affected and the basis for settlement will be decided by the School Board of Gadsden County. In addition, the Vendor/Contractor agrees to comply with Florida Statute 257.36 regarding retention of records for 5 years.

DISTRIBUTION TO BE COMPLETED BY ORIGINATOR					TOTAL PROGRAM	34,540.82 AMOUNT	FINANCE DEPT USE EXPENDITURE
FUND	FUNCTION	OBJECT	CENTER	PROJECT			
379	7400	682	9001	0999		34540.82	

SUMMARY SHEET

RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

AGENDA ITEM NO. 4d

DATE OF SCHOOL BOARD MEETING: July 30, 2013

TITLE OF AGENDA ITEMS: Contracted Services

DIVISION: Maintenance and Finance Departments

PURPOSE AND SUMMARY OF ITEMS:

Board approval is requested for the following purchase orders for Sonitrol services:

<u>Vendor</u>	<u>PO #</u>	<u>AMOUNT</u>	<u>Fund</u>
Sonitrol	185092	\$16,060.19	110
Sonitrol	185093	8,261.56	110
Sonitrol	185094	4,070.92	110

FUND SOURCE: General Fund

AMOUNT: \$28,392.67

PREPARED BY: Bonnie Wood

POSITION: Assistant Superintendent for Business Services

THE SCHOOL BOARD OF GADSDEN COUNTY

DATE

PURCHASE ORDER NO.

07/01/13

35 MARTIN LUTHER KING, JR., BLVD. QUINCY, FLORIDA 32351
 PHONE (850) 627-9651 FAX (850) 627-2760
www.gcps.k12.fl.us

185092

FL SALES TAX EXEMPTION # 85-8012621915C-2

FEDERAL ID # 59-6000615

VENDOR VS14200000

SHIP TO THIS ADDRESS

SONITROL OF TALLAHASSEE
 ATTEN: CONI L PREACHER
 1136 THOMASVILLE RD.
 TALLAHASSEE FL 32303

GADSDEN COUNTY PUBLIC SCHOOLS
 35 MARTIN LUTHER KING JR BLVD
 QUINCY FL 32351

PRINCIPAL / SUPERVISOR

COMPTROLLER

SUPERINTENDENT

QUANTITY	PRODUCT NO.	DESCRIPTION	UNIT PRICE	TOTAL
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BLANKET ORDER 7/1/13 6/30/14

QUANTITY	PRODUCT NO.	DESCRIPTION	UNIT PRICE	TOTAL
	BRDAPVD	:		
	ANNUAL	MAINT AND/OR MONITORING SVCS:		
	213532	R1M601147	4537.32	
1		EAST GAD LESS 5% DISC	226.87	4310.45
	213442	R1M150570	4764.24	
1		CART-PAR LESS 5% DISC	238.22	4526.02
	213545	R1M601482	3536.52	
1		SHANKS MI LESS 5% DISC	176.83	3359.69
	213572	R1M602184	4067.40	
1		WEST GAD LESS 5% DISC	203.37	3864.03

PAY TERMS: NET 30

TOTAL 16,060.19

- All correspondence/shipments must reflect the PO number. For prompt payment mail invoice to Accounts Payable address above.
- If box checked and you accept this PO, goods/services & invoice must be received by the District no later than June 15 of the CURRENT YEAR. NO FINANCIAL OBLIGATION continues after June 30 of the CURRENT YEAR if the box is checked. This PO is void after one year.
- Notice to Vendor/Contractor: By acceptance of the contract/order in excess of \$10,000 and involving Federal Funds, the Vendor/Contractor agrees to comply with Title 34 Section 80.36 Code of Federal Regulations. Termination for cause and for convenience by the grantee or sub-grantee including the manner by which it will be affected and the basis for settlement will be decided by the School Board of Gadsden County. In addition, the Vendor/Contractor agrees to comply with Florida Statute 257.36 regarding retention of records for 5 years.

DISTRIBUTION TO BE COMPLETED BY ORIGINATOR						TOTAL PROGRAM	16,060.19	FINANCE DEPT USE EXPENDITURE
FUND	FUNCTION	OBJECT	CENTER	PROJECT	PROGRAM	AMOUNT		
110	7900	350	0071	1104670		4310.45		
110	7900	350	0231	1104670		4526.02		
110	7900	350	0211	1104670		3359.69		
110	7900	350	0051	1104670		3864.03		

VENDOR

THE SCHOOL BOARD OF GADSDEN COUNTY

DATE
07/01/13

PURCHASE ORDER NO.
185093

35 MARTIN LUTHER KING, JR., BLVD. QUINCY, FLORIDA 32351
PHONE (850) 627-9651 FAX (850) 627-2760
www.gcps.k12.fl.us

FL SALES TAX EXEMPTION # 85-8012621915C-2

FEDERAL ID # 59-6000615

VENDOR VS14200000	SHIP TO THIS ADDRESS
SONITROL OF TALLAHASSEE ATTEN: CONI L PREACHER 1136 THOMASVILLE RD. TALLAHASSEE FL 32303	GADSDEN COUNTY PUBLIC SCHOOLS 35 MARTIN LUTHER KING JR BLVD QUINCY FL 32351

PRINCIPAL / SUPERVISOR	COMPROLLER	SUPERINTENDENT
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QUANTITY	PRODUCT NO.	DESCRIPTION	UNIT PRICE	TOTAL
BLANKET ORDER 7/1/13 6/30/14				
	BRDAPVD :			
1	213466	R1M175724 ST JOHNS LESS 5% DISC	1547.64 77.39	1470.25
1	213467	R1M175725 GREENSB0 LESS 5% DISC	2635.92 131.80	2504.12
1	213453	R1M175221 GRETNA LESS 5% DISC	2304.00 115.20	2188.80
1	213491	R1M600155 STEWRTST LESS 5% DISC	68.26	1296.86
1	213488	R1M600108 HEAD STR LESS 5% DISC	843.72 42.19	801.53
	ANNUAL	MAINT AND/OR MONITORING SVCS		
			TOTAL	8,261.56

PAY TERMS: NET 30

- All correspondence/shipments must reflect the PO number. For prompt payment mail invoice to Accounts Payable address above.
- If box checked and you accept this PO, goods/services & invoice must be received by the District no later than June 15 of the CURRENT YEAR. NO FINANCIAL OBLIGATION continues after June 30 of the CURRENT YEAR if the box is checked. This PO is void after one year.
- Notice to Vendor/Contractor: By acceptance of the contract/order in excess of \$10,000 and involving Federal Funds, the Vendor/Contractor agrees to comply with Title 34 Section 80.36 Code of Federal Regulations. Termination for cause and for convenience by the grantee or sub-grantee including the manner by which it will be affected and the basis for settlement will be decided by the School Board of Gadsden County. In addition, the Vendor/Contractor agrees to comply with Florida Statute 257.36 regarding retention of records for 5 years.

DISTRIBUTION TO BE COMPLETED BY ORIGINATOR					TOTAL PROGRAM	8,261.56 AMOUNT	FINANCE DEPT USE EXPENDITURE
FUND	FUNCTION	OBJECT	CENTER	PROJECT			
110	7900	350	0191	1104670		1470.25	
110	7900	350	0141	1104670		2504.12	
110	7900	350	0171	1104670		2188.80	
110	7900	350	0201	1104670		1296.86	
110	7900	350	9026	1104670		801.53	

THE SCHOOL BOARD OF GADSDEN COUNTY

DATE

PURCHASE ORDER NO.

07/01/13

35 MARTIN LUTHER KING, JR., BLVD. QUINCY, FLORIDA 32351
PHONE (850) 627-9651 FAX (850) 627-2760
www.gcps.k12.fl.us

185094

FL SALES TAX EXEMPTION # 85-8012621915C-2

FEDERAL ID # 59-6000615

VENDOR VS14200000	SHIP TO THIS ADDRESS
SONITROL OF TALLAHASSEE ATTEN: CONI L PREACHER 1136 THOMASVILLE RD. TALLAHASSEE FL 32303	GADSDEN COUNTY PUBLIC SCHOOLS 35 MARTIN LUTHER KING JR BLVD QUINCY FL 32351

PRINCIPAL / SUPERVISOR	COMPTROLLER	SUPERINTENDENT
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QUANTITY	PRODUCT NO.	DESCRIPTION	UNIT PRICE	TOTAL
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BLANKET ORDER 7/1/13 6/30/14

	BRDAPVD	:			
	ANNUAL	MAINT AND/OR MONITORING SVCS:			
1	213575	R1M602225	1321.32		
		SCFOODSVC LESS 5% DISC	66.07	1255.25	1255.25
1	213573	R1M602205	1926.25		
		GTI LESS 5% DISC	101.39	1926.25	1926.25
1	213515	R1M600602	889.42		
		QCY EDUC LESS 5% DISC	46.82	889.42	889.42

PAY TERMS: NET 30

TOTAL 4,070.92

- All correspondence/shipments must reflect the PO number. For prompt payment mail invoice to Accounts Payable address above.
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- Notice to Vendor/Contractor: By acceptance of the contract/order in excess of \$10,000 and involving Federal Funds, the Vendor/Contractor agrees to comply with Title 34 Section 80.36 Code of Federal Regulations. Termination for cause and for convenience by the grantee or sub-grantee including the manner by which it will be affected and the basis for settlement will be decided by the School Board of Gadsden County. In addition, the Vendor/Contractor agrees to comply with Florida Statute 257.36 regarding retention of records for 5 years.

DISTRIBUTION TO BE COMPLETED BY ORIGINATOR						TOTAL PROGRAM	4,070.92 AMOUNT	FINANCE DEPT USE EXPENDITURE
FUND	FUNCTION	OBJECT	CENTER	PROJECT				
110	7900	350	9004	1104670			1255.25	
110	7900	350	0245	1104670			1926.25	
110	7900	350	0101	1104670			889.42	

VENDOR

SUMMARY SHEET

RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

AGENDA ITEM NO. 4e

DATE OF SCHOOL BOARD MEETING: July 30, 2013

TITLE OF AGENDA ITEMS: Contracted Services

DIVISION: Athletics

PURPOSE AND SUMMARY OF ITEMS:

Board approval is requested for the following purchase order that is the first of several to this vendor (BSN) for athletics expenditures:

<u>Vendor</u>	<u>PO #</u>	<u>AMOUNT</u>	<u>Fund</u>
BSN/Passion Equipment	185082	\$11,805.66	110

FUND SOURCE: General Fund

AMOUNT: \$11,805.66

PREPARED BY: Bonnie Wood

POSITION: Assistant Superintendent for Business and Finance

THE SCHOOL BOARD OF GADSDEN COUNTY

DATE

PURCHASE ORDER NO.

07/01/13

35 MARTIN LUTHER KING, JR., BLVD. QUINCY, FLORIDA 32351

185082

PHONE (850) 627-9651

FAX (850) 627-2760

www.gcps.k12.fl.us

FL SALES TAX EXEMPTION # 85-8012621915C-2

FEDERAL ID # 59-6000615

VENDOR VB13100000

SHIP TO THIS ADDRESS

BSN/PASSION EQUIPMENT
 P O BOX 49
 JENKINTOWN PA 19046

WEST GADSDEN HIGH SCHOOL
 200 PROVIDENCE ROAD
 QUINCY FL 32351

PRINCIPAL / SUPERVISOR

COMPROLLER

SUPERINTENDENT

QUANTITY	PRODUCT NO.	DESCRIPTION	UNIT PRICE	TOTAL
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BLANKET ORDER

BSN SPORTS PRICING BASED ON:
 US COMMUNITIES PRICE POINT.
 BLANKET ORDER:
 EQUIPMENT/SUPPLIES - FOOTBALL
 (PROGRAMS)

11805.66 11805.66

*replaces PO
 184748 from
 12-13 initiative
 spring-snow-fall
 football*

PAY TERMS: NET 30

TOTAL 11,805.66

- All correspondence/shipments must reflect the PO number. For prompt payment mail invoice to Accounts Payable address above.
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DISTRIBUTION TO BE COMPLETED BY ORIGINATOR						TOTAL PROGRAM	11,805.66 AMOUNT	FINANCE DEPT USE EXPENDITURE
FUND	FUNCTION	OBJECT	CENTER	PROJECT				
110	5100	510	0051	1104890	103	11805.66		



Invoice Number

95418865

Date: 07/01/2013

Remit to:
BSN Sports Inc
PO Box 660176
Dallas, TX 75266-0176

P.O. Box 7726, Dallas, TX 75209
TEL: 800-227-7404 FAX: 972-884-7270
Come visit us at www.bsnsports.com

PO Number: 184748
Reference Number: 4699854
Terms: NT30
Due Date: 07/31/2013

Customer #: 1324478
Bill To: THE SCHOOL BOARD OF GADSDEN COUNTY
35 MARTIN LUTHER KING JR BLVD
QUINCY FL 32351-4411

Ship To: WEST GADSDEN HIGH SCHOOL
200 PROVIDENCE ROAD
QUINCY FL 32351

Item Number	Item Description	Material	Color/Team/Size	Qty/ UOM	Unit Price	Extended Price
1375433	Schutt DNA Pro+ w/Std Mask	1375433	The sizes are 8)	20 EA	200.00	4,000.00
NSPCL	CHAMPRO GIRDLES	NSPCL		37 EA	24.00	888.00
FBKP10	VARSITY VINYL DIP KNEE PAD 8"	FBKP10		20 PR	7.37	147.40
FBBLT1	FOOTBALL BELT 1" BLACK	FBBLT1BK	Black	40 EA	2.21	88.40
1375237	Z-COOL QB/WR/DB-Pro Select-M	1363464	MED	5 EA	150.00	750.00
1375239	Z-COOL DL/TE/DE - L	1363478	LRG	5 EA	150.00	750.00
1344127	SPALDING TF-SB1 NFHS FOOTBALL	1344127		4 EA	61.49	245.96
1234145	2 COLOR CUSTOM HELMET DECAL	1234145	W with a C on i it will be a ou it will be 3 li need	50 PR	7.50	375.00
1234138	1 COLOR CUSTOM HELMET DECAL	1234138		50 PR	6.50	325.00
NSPCL	CHAMPRO GIRDLES	NSPCL		3 EA	24.00	72.00

Thank you for your order. This invoice completes your purchase order.
For realtime order status and tracking information go to www.bsnsports.com

IMPORTANT NOTE ABOUT OUR INVOICES

We know smooth processing of our invoice is important to you. If you have any questions about this invoice, please call your Accounts Receivable Service Representative (800-227-7404). We will be happy to answer your questions. Please remember to include our invoice number on your payment remittance so we can properly apply your payment to your account. If you prefer to pay via ACH, we will be happy to give you bank instructions.

Thank you for your business.

To better service your account, please include invoice numbers on your remittance

Customer #: 1324478

Invoice # 95418865
Due Date: 07/31/2013

Merchandise Sub Total	Other	Freight	Sales Tax	Invoice Total	Payment/Credit Applied	Total Invoice Amount Due
\$7,641.76	\$0.00	\$0.00	\$0.00	\$7,641.76	\$0.00	\$7,641.76

We accept payments by check, credit card, ACH wire and check by phone. Please contact your account rep if you have questions.
If you need a copy of an invoice, please call at 1-800-227-7404 and choose option 2.

*Past due balances are subject to a finance charge of 1.5% per month or the highest rate permitted by applicable law, whichever is lower.



Invoice Number

95419400

Date: 09/01/2013

Remit to: BSN Sports Inc PO Box 660176 Dallas, TX 75266-0176

P.O. Box 7726, Dallas, TX 75209
 TEL: 800-227-7404 FAX: 972-884-7270
 Come visit us at www.bsnsports.com

PO Number: 184748
 Reference Number: 4700193
 Terms: NTFD
 Due Date: 10/01/2013

Customer #: 1324478
Bill To: THE SCHOOL BOARD OF GADSDEN COUNTY
 Attn: malone/striplin
 35 MARTIN LUTHER KING JR BLVD
 QUINCY FL 32351-4411

Ship To: WEST GADSDEN HIGH SCHOOL
 Attn: malone/striplin
 200 PROVIDENCE ROAD
 QUINCY FL 32351

Item Number	Item Description	Material	Color/Team/Size	Qty/UOM	Unit Price	Extended Price
BA4119	CORE POCKET SHORT SI 2XL	BA4119SI2XL	2XL SI	4 EA	15.00	60.00
BA4119	CORE POCKET SHORT SI 3XL	BA4119SI3XL	3XL SI	1 EA	18.00	18.00
BA4119	CORE POCKET SHORT SI XLG	BA4119SIXLG	XLG SI	3 EA	15.00	45.00
BA4820	B-TECH TEE WH 2XL	BA4820WH2XL	2XL WH	4 EA	14.00	56.00
BA4820	B-TECH TEE WH 3XL	BA4820WH3XL	3XL WH	1 EA	14.00	14.00
BA4820	B-TECH TEE WH LRG	BA4820WHLRG	LRG WH	1 EA	14.00	14.00
BA4820	B-TECH TEE WH XLG	BA4820WHXLG	XLG WH	2 EA	14.00	28.00
BA4104	B-DRY CORE L/S TEE SLVR 2XL	BA4104SLV2XL	2XL SLVR	4 EA	15.00	60.00
BA4104	B-DRY CORE L/S TEE SLVR 3XL	BA4104SLV3XL	3XL SLVR	1 EA	18.00	18.00
BA4104	B-DRY CORE L/S TEE SLVR LRG	BA4104SLVLRG	LRG SLVR	1 EA	15.00	15.00
BA4104	B-DRY CORE L/S TEE SLVR XLG	BA4104SLVXLG	XLG SLVR	2 EA	15.00	30.00
BA4620	S/S COMPRESS TEE SLVR 2XL	BA4620SLV2XL	2XL SLVR	6 EA	17.00	102.00
BA4620	S/S COMPRESS TEE SLVR 3XL	BA4620SLV3XL	3XL SLVR	1 EA	19.50	19.50
BA4620	S/S COMPRESS TEE SLVR LRG	BA4620SLVLRG	LRG SLVR	12 EA	17.00	204.00
BA4620	S/S COMPRESS TEE SLVR MED	BA4620SLVMED	MED SLVR	6 EA	17.00	102.00
BA4620	S/S COMPRESS TEE SLVR XLG	BA4620SLVXLG	XLG SLVR	15 EA	17.00	255.00
BA4109	BDRY CORE 9" SHORT SLVR 2XL	BA4109SLV2XL	2XL SLVR	6 EA	11.50	69.00



Invoice Number

95419400

Date: 09/01/2013

Remit to:
BSN Sports Inc
PO Box 660176
Dallas, TX 75266-0176

P.O. Box 7726, Dallas, TX 75209
TEL: 800-227-7404 FAX: 972-884-7270
Come visit us at www.bsnsports.com

PO Number: 184748
Reference Number: 4700193
Terms: NTFD
Due Date: 10/01/2013

Customer #: 1324478
Bill To: THE SCHOOL BOARD OF GADSDEN COUNTY
Attn: malone/striplin
35 MARTIN LUTHER KING JR BLVD
QUINCY FL 32351-4411

Ship To: WEST GADSDEN HIGH SCHOOL
Attn: malone/striplin
200 PROVIDENCE ROAD
QUINCY FL 32351

Item Number	Item Description	Material	Color/Team/Size	Qty/ UOM	Unit Price	Extended Price
BA4109	BDRY CORE 9" SHORT SLVR 3XL	BA4109SLV3XL	3XL SLVR	1 EA	11.50	11.50
BA4109	BDRY CORE 9" SHORT SLVR LRG	BA4109SLVLRG	LRG SLVR	12 EA	11.50	138.00
BA4109	BDRY CORE 9" SHORT SLVR MED	BA4109SLVMED	MED SLVR	6 EA	11.50	69.00
BA4109	BDRY CORE 9" SHORT SLVR XLG	BA4109SLVXLG	XLG SLVR	15 EA	11.50	172.50
UA1238909	ON FIELD POLO BLK/WHT 3XL	UA12389090013XL	3XL 001 - Black	1 EA	53.00	53.00
UA1238909	ON FIELD POLO BLK/WHT LG	UA1238909001LRG	LG 001 - Black	1 EA	49.00	49.00
UA1238909	ON FIELD POLO BLK/WHT XLG	UA1238909001XLG	XLG 001 - Black	2 EA	49.00	98.00
UA1238909	ON FIELD POLO BLK/WHT XXL	UA1238909001XXL	XXL 001 - Black	4 EA	49.00	196.00
UA1232837	WMN COACHES POLO BLK/WHT LG	UA1232837001LRG	LG 001 - Black	1 EA	46.00	46.00
UA1232837	WMN COACHES POLO BLK/WHT SML	UA1232837001SML	SML 001 - Black	1 EA	46.00	46.00
NSPCUSTOM LETTERWOE	CRUSHER FOOTBALL JERSEY BK/WH LWO External Decoration	NSPCUSTOM LETTERWOE		40 EA 114 EA	67.50 0.00	2,700.00 0.00

Thank you for your order. This invoice completes your purchase order.
For realtime order status and tracking information go to www.bsnsports.com

IMPORTANT NOTE ABOUT OUR INVOICES

We know smooth processing of our invoice is important to you. If you have any questions about this invoice, please call your Accounts Receivable Service Representative (800-227-7404). We will be happy to answer your questions. Please remember to include our invoice number on your payment remittance so we can properly apply your payment to your account. If you prefer to pay via ACH, we will be happy to give you bank instructions.

Thank you for your business.

To better service your account, please include invoice numbers on your remittance

Customer #:1324478

Invoice # 95419400
Due Date: 10/01/2013

Merchandise Sub Total	Other	Freight	Sales Tax	Invoice Total	Payment/Credit Applied	Total Invoice Amount Due
\$4,688.50	\$0.00	\$185.00	\$0.00	\$4,873.50	\$0.00	\$4,873.50

We accept payments by check, credit card, ACH wire and check by phone. Please contact your account rep if you have questions.
If you need a copy of an invoice, please call at 1-800-227-7404 and choose option 2.

*Past due balances are subject to a finance charge of 1.5% per month or the highest rate permitted by applicable law, whichever is lower.

SUMMARY SHEET

RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

AGENDA ITEM NO. 4f

DATE OF SCHOOL BOARD MEETING: July 30, 2013

TITLE OF AGENDA ITEMS: Contracted Services

DIVISION: Transportation Department

PURPOSE AND SUMMARY OF ITEMS:

Board approval is requested for the following purchase orders for the Transportation Department:

<u>Vendor</u>	<u>PO #</u>	<u>AMOUNT</u>	<u>Fund</u>
Coffman International	185110	\$40,000.00	110
Crawford & Sons	185111	14,000.00	110
First Communications, Inc.	185116	20,000.00	110
Fleet Pride, Inc.	185117	40,000.00	110
GCR Tire Center	185121	32,000.00	110
Hinson Fuel Card	185126	22,500.00	110
Transfinder Corp	185239	14,495.00	110

FUND SOURCE: General Fund

AMOUNT: \$182,995.00

PREPARED BY: Bonnie Wood

POSITION: Assistant Superintendent for Business and Finance

THE SCHOOL BOARD OF GADSDEN COUNTY

DATE

PURCHASE ORDER NO.

07/01/13

35 MARTIN LUTHER KING, JR., BLVD. QUINCY, FLORIDA 32351
 PHONE (850) 627-9651 FAX (850) 627-2760
www.qcps.k12.fl.us

185110

FL SALES TAX EXEMPTION # 85-8012621915C-2

FEDERAL ID # 59-6000615

VENDOR

VC10850000

SHIP TO THIS ADDRESS

COFFMAN INTERNATIONAL
 4185 ROSS CLARK CIRCLE
 P O BOX 1007
 DOTHAN AL 36303

TRANS. DEPT-SCHOOL BD GADSDEN
 720 SOUTH STEWART ST
 QUINCY FL 32351

PRINCIPAL / SUPERVISOR

COMPTROLLER

SUPERINTENDENT

QUANTITY	PRODUCT NO.	DESCRIPTION	UNIT PRICE	TOTAL
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ATTN: BOB WIMMER

1	NEEDED:	BOARD APPROVAL ON: SPECIALTY PARTS-INTERNATIONAL BUSES THAT ARE 10 13 YRS OLD ON SERVICE LINE. PARTS FOR : CHASSIS AND/OR BODIES. BEST VENDOR PRICING.	40000.00	40000.00
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PAY TERMS: NET 30

TOTAL 40,000.00

1. All correspondence/shipments must reflect the PO number. For prompt payment mail invoice to Accounts Payable address above.
2. If box checked and you accept this PO, goods/services & invoice must be received by the District no later than June 15 of the CURRENT YEAR. NO FINANCIAL OBLIGATION continues after June 30 of the CURRENT YEAR if the box is checked. This PO is void after one year.
3. Notice to Vendor/Contractor: By acceptance of the contract/order in excess of \$10,000 and involving Federal Funds, the Vendor/Contractor agrees to comply with Title 34 Section 80.36 Code of Federal Regulations. Termination for cause and for convenience by the grantee or sub-grantee including the manner by which it will be affected and the basis for settlement will be decided by the School Board of Gadsden County. In addition, the Vendor/Contractor agrees to comply with Florida Statute 257.36 regarding retention of records for 5 years.

DISTRIBUTION TO BE COMPLETED BY ORIGINATOR					TOTAL	40,000.00	FINANCE DEPT USE EXPENDITURE
FUND	FUNCTION	OBJECT	CENTER	PROJECT	PROGRAM	AMOUNT	
110	7800	550	9003	1109990		40000.00	

THE SCHOOL BOARD OF GADSDEN COUNTY

DATE

PURCHASE ORDER NO.

07/01/13

35 MARTIN LUTHER KING, JR., BLVD. QUINCY, FLORIDA 32351

185111

PHONE (850) 627-9651

FAX (850) 627-2760

www.gcps.k12.fl.us

FL SALES TAX EXEMPTION # 85-8012621915C-2

FEDERAL ID # 59-6000615

VENDOR VC17980000

SHIP TO THIS ADDRESS

CRAWFORD & SONS

P O BOX 1169

QUINCY

FL 32353

TRANS. DEPT-SCHOOL BD GADSDEN

720 SOUTH STEWART ST

QUINCY

FL 32351

PRINCIPAL / SUPERVISOR

COMPTROLLER

SUPERINTENDENT

QUANTITY

PRODUCT NO.

DESCRIPTION

UNIT PRICE

TOTAL

ATTN: BOB WIMMER

1

BLANKET ORDER 7/1/13 6/30/14
HYDRAULIC FLUIDS & OILS FOR
DISTRICT VEHICLES
BEST LOCAL VENDOR
REQUIRES SCHOOL BOARD
APPROVAL ON:

14000.00 14000.00

PAY TERMS: NET 30

TOTAL 14,000.00

- All correspondence/shipments must reflect the PO number. For prompt payment mail invoice to Accounts Payable address above.
- If box checked and you accept this PO, goods/services & invoice must be received by the District no later than June 15 of the CURRENT YEAR. NO FINANCIAL OBLIGATION continues after June 30 of the CURRENT YEAR if the box is checked. This PO is void after one year.
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DISTRIBUTION TO BE COMPLETED BY ORIGINATOR					TOTAL PROGRAM	14,000.00 AMOUNT	FINANCE DEPT USE EXPENDITURE
FUND	FUNCTION	OBJECT	CENTER	PROJECT			
110	7800	540	9001	1109990		14000.00	

THE SCHOOL BOARD OF GADSDEN COUNTY

DATE

PURCHASE ORDER NO.

07/01/13

35 MARTIN LUTHER KING, JR., BLVD. QUINCY, FLORIDA 32351
PHONE (850) 627-9651 FAX (850) 627-2760
www.gcps.k12.fl.us

185116

FL SALES TAX EXEMPTION # 85-8012621915C-2

FEDERAL ID # 59-6000615

VENDOR VF02865000	SHIP TO THIS ADDRESS
FIRST COMMUNICATIONS, INC. 234 BLOUNTSTOWN HWY TALLAHASSEE FL 32304	TRANS.DEPT-SCHOOL BD GADSDEN 720 SOUTH STEWART ST QUINCY FL 32351

PRINCIPAL / SUPERVISOR	COMPTROLLER	SUPERINTENDENT
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QUANTITY	PRODUCT NO.	DESCRIPTION	UNIT PRICE	TOTAL
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ATTN: BOB WIMMER

1		BLANKET ORDER 7/1/13 6/30/14 ANNUAL GPS MONITORING-15 UNITS REQUIRES SCHOOL BOARD APPROVAL ON:	20000.00	20000.00
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PAY TERMS: NET 30

TOTAL 20,000.00

- All correspondence/shipments must reflect the PO number. For prompt payment mail invoice to Accounts Payable address above.
- If box checked and you accept this PO, goods/services & invoice must be received by the District no later than June 15 of the CURRENT YEAR. NO FINANCIAL OBLIGATION continues after June 30 of the CURRENT YEAR if the box is checked. This PO is void after one year.
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DISTRIBUTION TO BE COMPLETED BY ORIGINATOR					TOTAL PROGRAM	20,000.00 AMOUNT	FINANCE DEPT USE EXPENDITURE
FUND	FUNCTION	OBJECT	CENTER	PROJECT			
110	7800	350	9001	1109990		20000.00	

THE SCHOOL BOARD OF GADSDEN COUNTY

DATE
07/01/13

PURCHASE ORDER NO.
185117

35 MARTIN LUTHER KING, JR., BLVD. QUINCY, FLORIDA 32351
PHONE (850) 627-9651 FAX (850) 627-2760
www.gcps.k12.fl.us

FL SALES TAX EXEMPTION # 85-8012621915C-2

FEDERAL ID # 59-6000615

VENDOR VF03990000		SHIP TO THIS ADDRESS	
FLEET PRIDE, INC. 2308 N RANGE STREET DOTHAN AL 36303		TRANS. DEPT-SCHOOL BD GADSDEN 720 SOUTH STEWART ST QUINCY FL 32351	

PRINCIPAL / SUPERVISOR	COMPROLLER	SUPERINTENDENT
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QUANTITY	PRODUCT NO.	DESCRIPTION	UNIT PRICE	TOTAL
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ATTN: BOB WIMMER

1		BLANKET ORDER 7/1/13 6/30/14 REPAIR PARTS FOR BUS FLEET & DISTRICT OWNED VEHICLES LOCAL SPECIALTY PARTS VENDOR REQUIRES SCHOOL BOARD APPROVAL ON:	40000.00	40000.00
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PAY TERMS: NET 30

TOTAL 40,000.00

- All correspondence/shipments must reflect the PO number. For prompt payment mail invoice to Accounts Payable address above.
- If box checked and you accept this PO, goods/services & invoice must be received by the District no later than June 15 of the CURRENT YEAR. NO FINANCIAL OBLIGATION continues after June 30 of the CURRENT YEAR if the box is checked. This PO is void after one year.
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DISTRIBUTION TO BE COMPLETED BY ORIGINATOR					TOTAL PROGRAM	40,000.00 AMOUNT	FINANCE DEPT USE EXPENDITURE
FUND	FUNCTION	OBJECT	CENTER	PROJECT			
110	7800	550	9001	1109990		40000.00	

THE SCHOOL BOARD OF GADSDEN COUNTY

DATE

PURCHASE ORDER NO.

07/01/13

35 MARTIN LUTHER KING, JR., BLVD. QUINCY, FLORIDA 32351

185121

PHONE (850) 627-9651

FAX (850) 627-2760

www.gcps.k12.fl.us

FL SALES TAX EXEMPTION # 85-8012621915C-2

FEDERAL ID # 59-6000615

VENDOR	VG00150000	SHIP TO THIS ADDRESS
G C R TIRE CENTER #1291	4702 CAPITAL CIRCLE NW	TALLAHASSEE FL 32303
TRANS. DEPT-SCHOOL BD GADSDEN	720 SOUTH STEWART ST	QUINCY FL 32351

PRINCIPAL / SUPERVISOR	COMPTROLLER	SUPERINTENDENT
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QUANTITY	PRODUCT NO.	DESCRIPTION	UNIT PRICE	TOTAL
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ATTN: BOB WIMMER

1		BLANKET ORDER 7/1/13 6/30/14	32000.00	32000.00
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REQUIRES
NOTE:

SCHOOL BOARD APRVL ON:
ST OF FL CONTRACT DOES NOT
LIST BUS TIRES: MOSTLY LIGHT
TRUCK, POLICE PURSUIT, OFF ROAD

PAY TERMS: NET 30

TOTAL 32,000.00

- All correspondence/shipments must reflect the PO number. For prompt payment mail invoice to Accounts Payable address above.
- If box checked and you accept this PO, goods/services & invoice must be received by the District no later than June 15 of the CURRENT YEAR. NO FINANCIAL OBLIGATION continues after June 30 of the CURRENT YEAR if the box is checked. This PO is void after one year.
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DISTRIBUTION TO BE COMPLETED BY ORIGINATOR					TOTAL	32,000.00	FINANCE DEPT USE EXPENDITURE
FUND	FUNCTION	OBJECT	CENTER	PROJECT	PROGRAM	AMOUNT	
110	7800	560	9001	1109990		32000.00	

VENDOR

THE SCHOOL BOARD OF GADSDEN COUNTY

DATE

PURCHASE ORDER NO.

07/01/13

35 MARTIN LUTHER KING, JR., BLVD. QUINCY, FLORIDA 32351
 PHONE (850) 627-9651 FAX (850) 627-2760
www.gcps.k12.fl.us

185126

FL SALES TAX EXEMPTION # 85-8012621915C-2

FEDERAL ID # 59-6000615

VENDOR VH10410000	SHIP TO THIS ADDRESS
HINSON FUEL CARD-AC#3455 626 SOUTH VIRGINIA ST QUINCY FL 32351	TRANS.DEPT-SCHOOL BD GADSDEN 720 SOUTH STEWART ST QUINCY FL 32351

PRINCIPAL / SUPERVISOR	COMPTROLLER	SUPERINTENDENT
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QUANTITY	PRODUCT NO.	DESCRIPTION	UNIT PRICE	TOTAL
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ATTN: BOB WIMMER

1		BLANKET ORDER 7/1/13 6/30/14 GASOLINE FOR SCHOOL BOARD VEHICLES AS NEEDED.	22500.00	22500.00
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NOTE: ONLY LOCAL VENDOR W/COMPUTRIZD
ACCESS BY ID NUMBER AND 24 HR
ACCESS TO GASOLINE.
REQUIRES SCHOOL BOARD
APPROVAL ON:

PAY TERMS: NET 30

TOTAL 22,500.00

- All correspondence/shipments must reflect the PO number. For prompt payment mail invoice to Accounts Payable address above.
- If box checked and you accept this PO, goods/services & invoice must be received by the District no later than June 15 of the CURRENT YEAR. NO FINANCIAL OBLIGATION continues after June 30 of the CURRENT YEAR if the box is checked. This PO is void after one year.
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DISTRIBUTION TO BE COMPLETED BY ORIGINATOR					TOTAL	22,500.00	FINANCE DEPT USE EXPENDITURE
FUND	FUNCTION	OBJECT	CENTER	PROJECT	PROGRAM	AMOUNT	
110	7800	450	0245	1109990		400.00	
110	7800	450	9003	1109990		5500.00	
110	7800	450	9020	1109990		1900.00	
110	7800	450	9001	1109990		9700.00	
110	7800	450	0071	1109990		100.00	
110	7800	450	9050	1109990		2500.00	
110	7800	450	0051	1109990		500.00	
110	7800	450	9004	1109990		1400.00	
110	7800	450	9026	1109990		500.00	

THE SCHOOL BOARD OF GADSDEN COUNTY

PURCHASE ORDER NO.

DATE
07/01/13

185239

35 MARTIN LUTHER KING, JR., BLVD. QUINCY, FLORIDA 32351
PHONE (850) 627-9651 FAX (850) 627-2760
www.gcps.k12.fl.us

FL SALES TAX EXEMPTION # 85-8012621915C-2

FEDERAL ID # 59-6000615

VENDOR

VT08190000

SHIP TO THIS ADDRESS

TRANSFINDER CORP
120 ERIE BOULEVARD
SCHENECTADY NY 12305

SCHOOL FOOD SVC-GADSDEN CO
203-A MARTIN LUTHER KING JR BL
QUINCY FL 32351

PRINCIPAL / SUPERVISOR

COMPROLLER

SUPERINTENDENT

QUANTITY	PRODUCT NO.	DESCRIPTION	UNIT PRICE	TOTAL
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ATTEN: BOB WIMMER

	<u>BDAPVD:</u>	TRANSFINDER MGT SYS		
		ROUTEFINDER PRO SOFTWARE		
1	USER (3)	LICENSE ROUTING/SCHEDULING SYS	8495.00	8495.00
		ONLINE TRAINING 12MOS-INCLUDED		
		IMPORT INTEGRATION FUNCT.-INCL		
1		SATELLITE IMAGERY SVC	2500.00	2500.00
1	UNLMTD	INFOFINDER LE-WEB BASED INTRNT	6000.00	6000.00
		SYSTEM VALUE= \$16,995.00		
1	LESS-	25TH ANIV. DISC. VALID-8/31/13	2500.00-	2500.00-
	NOTE*	PIGGYBACK-WALTON CO SCHL BD		
	ATTACH:	AGENDA # 15.05 (APVD:01/15/13)		
	FUTURE:	ANNUAL SUPP./MAINT FEE \$4450--		
			TOTAL	14,495.00

PAY TERMS: NET 30

- All correspondence/shipments must reflect the PO number. For prompt payment mail invoice to Accounts Payable address above.
- If box checked and you accept this PO, goods/services & invoice must be received by the District no later than June 15 of the CURRENT YEAR. NO FINANCIAL OBLIGATION continues after June 30 of the CURRENT YEAR if the box is checked. This PO is void after one year.
- Notice to Vendor/Contractor: By acceptance of the contract/order in excess of \$10,000 and involving Federal Funds, the Vendor/Contractor agrees to comply with Title 34 Section 80.36 Code of Federal Regulations. Termination for cause and for convenience by the grantee or subgrantee including the manner by which it will be affected and the basis for settlement will be decided by the School Board of Gadsden County. In addition, the Vendor/Contractor agrees to comply with Florida Statute 257.36 regarding retention of records for 5 years.

DISTRIBUTION TO BE COMPLETED BY ORIGINATOR					TOTAL	14,495.00	FINANCE DEPT USE EXPENDITURE
FUND	FUNCTION	OBJECT	CENTER	PROJECT	PROGRAM	AMOUNT	
110	7800	360	9001	1109990		14495.00	

SUMMARY SHEET

RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

AGENDA ITEM NO. 4g

DATE OF SCHOOL BOARD MEETING: July 30, 2013

TITLE OF AGENDA ITEMS: Contracted Services

DIVISION: Maintenance Department

PURPOSE AND SUMMARY OF ITEMS:

Board approval is requested for the following purchase orders for the Maintenance Department:

<u>Vendor</u>	<u>PO #</u>	<u>AMOUNT</u>	<u>Fund</u>
Graybar Electric Company	185257	\$20,000.00	110
Shaw Integrated Solutions	185279	14,852.54	379
Shaw Integrated Solutions	185280	3,137.11	379
Jerome Bryant (Change Order to Bid)	185264	5,250.00	379
Executive Office Furniture	185018	4,273.90	379

FUND SOURCE: General Fund and Capital Improvements Funds

AMOUNT: \$20,000.00 for General Fund; \$27,513.55 for Capital Improvements Fund

PREPARED BY: Bonnie Wood

POSITION: Assistant Superintendent for Business and Finance

THE SCHOOL BOARD OF GADSDEN COUNTY

DATE
07/01/13

PURCHASE ORDER NO.
185257

35 MARTIN LUTHER KING, JR., BLVD. QUINCY, FLORIDA 32351
PHONE (850) 627-9651 FAX (850) 627-2760
www.gcps.k12.fl.us

FL SALES TAX EXEMPTION # 85-8012621915C-2

FEDERAL ID # 59-6000615

VENDOR VG08400000	SHIP TO THIS ADDRESS
GRAYBAR ELECTRIC COMPANY INC P O BOX 403062 ATLANTA GA 303843062	MAINTENANCE DEPARTMENT 805 SOUTH STEWART STREET QUINCY FL 32351

PRINCIPAL / SUPERVISOR	COMPTROLLER	SUPERINTENDENT
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QUANTITY	PRODUCT NO.	DESCRIPTION	UNIT PRICE	TOTAL
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1		U.S. COMMUNITIES CONTRACT #MA-IS-1340234 ELECTRICAL PRODUCTS AND SUPPLIES. EXPIRES MAR.31,2016 * PRODUCTS AND SUPPLIES TO BE USED DISTRICT WIDE. INVOICES SUBMITTED AND PAID MONTHLY	20000.00	20000.00
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PAY TERMS: NET 30 TOTAL 20,000.00

- All correspondence/shipments must reflect the PO number. For prompt payment mail invoice to Accounts Payable address above.
- If box checked and you accept this PO, goods/services & invoice must be received by the District no later than June 15 of the CURRENT YEAR. NO FINANCIAL OBLIGATION continues after June 30 of the CURRENT YEAR if the box is checked. This PO is void after one year.
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DISTRIBUTION TO BE COMPLETED BY ORIGINATOR					TOTAL PROGRAM	20,000.00 AMOUNT	FINANCE DEPT USE EXPENDITURE
FUND	FUNCTION	OBJECT	CENTER	PROJECT			
110	8100	510	9001	1101379		20000.00	

THE SCHOOL BOARD OF GADSDEN COUNTY

DATE

PURCHASE ORDER NO.

07/01/13

35 MARTIN LUTHER KING, JR., BLVD. QUINCY, FLORIDA 32351
 PHONE (850) 627-9651 FAX (850) 627-2760
www.gcps.k12.fl.us

185279

FL SALES TAX EXEMPTION # 85-8012621915C-2

FEDERAL ID # 59-6000615

VENDOR

VS07840000

SHIP TO THIS ADDRESS

SHAW INTEGRATED SOLUTIONS
 770 JOE FRANK HARRIS PKW
 CARTERSVILLE GA 30120

MAINTENANCE DEPARTMENT
 805 SOUTH STEWART STREET
 QUINCY FL 32351

PRINCIPAL / SUPERVISOR

COMPTROLLER

SUPERINTENDENT

Bonnie Red

QUANTITY	PRODUCT NO.	DESCRIPTION	UNIT PRICE	TOTAL
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		ACS 360-240-12-1-NJPA		
		CONTRACT #022712 SII		
		CARPET INSTALLATION AT CPA		
		MEDIA CENTER JOB #35757		
1	CARPET	S/N59383 442 SY @ 20.43 PER	9043.56	9043.56
1		INSTALLATION 442 SY @ 5.25 PER	2320.50	2320.50
1		ADHESIVE 4 GALLONS	275.47	275.47
1		CARPET REMOVE & DISPOSAL	1591.20	1591.20
1		BASE INSTALL 4" 600 LF	600.00	600.00
1		BASE FURNISH 4" 600 LF	409.09	409.09
6		FURNITURE MOVING	45.00	270.00
1		FREIGHT	342.72	342.72
		TOTAL		14,852.54

PAY TERMS: NET 30

- All correspondence/shipments must reflect the PO number. For prompt payment mail invoice to Accounts Payable address above.
- If box checked and you accept this PO, goods/services & invoice must be received by the District no later than June 15 of the CURRENT YEAR. NO FINANCIAL OBLIGATION continues after June 30 of the CURRENT YEAR if the box is checked. This PO is void after one year.
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DISTRIBUTION TO BE COMPLETED BY ORIGINATOR					TOTAL	FINANCE DEPT USE EXPENDITURE
FUND	FUNCTION	OBJECT	CENTER	PROJECT	PROGRAM	
379	7400	681	0231	0999		14852.54
/	/	/	/	/		

THE SCHOOL BOARD OF GADSDEN COUNTY

PURCHASE ORDER NO.

DATE

07/01/13

185280

35 MARTIN LUTHER KING, JR., BLVD. QUINCY, FLORIDA 32351

PHONE (850) 627-9651 FAX (850) 627-2760

www.gcps.k12.fl.us

FL SALES TAX EXEMPTION # 85-8012621915C-2

FEDERAL ID # 59-6000615

VENDOR

V507840000

SHIP TO THIS ADDRESS

SHAW INTEGRATED SOLUTIONS
770 JOE FRANK HARRIS PKW
CARTERSVILLE GA 30120

MAINTENANCE DEPARTMENT
805 SOUTH STEWART STREET
QUINCY FL 32351

PRINCIPAL / SUPERVISOR

COMPTROLLER

SUPERINTENDENT

Handwritten signature of Bonnie [unclear]

Table header: QUANTITY, PRODUCT NO., DESCRIPTION, UNIT PRICE, TOTAL

Table with 5 columns: QUANTITY, PRODUCT NO., DESCRIPTION, UNIT PRICE, TOTAL. Contains line items for CARPET, INSTALLATION, ADHESIVE, BASE, FURNITURE MOVING, and FREIGHT.

PAY TERMS: NET 30

TOTAL 3,137.11

- 1. All correspondence/shipments must reflect the PO number. For prompt payment mail invoice to Accounts Payable address above.
2. [] If box checked and you accept this PO, goods/services & invoice must be received by the District no later than June 15 of the CURRENT YEAR. NO FINANCIAL OBLIGATION continues after June 30 of the CURRENT YEAR if the box is checked. This PO is void after one year.
3. Notice to Vendor/Contractor: By acceptance of the contract/order in excess of \$10,000 and involving Federal Funds, the Vendor/Contractor agrees to comply with Title 34 Section 80.36 Code of Federal Regulations...

Table with 7 columns: DISTRIBUTION TO BE COMPLETED BY ORIGINATOR (FUND, FUNCTION, OBJECT, CENTER, PROJECT), TOTAL PROGRAM, AMOUNT, FINANCE DEPT USE EXPENDITURE. Contains one row with values 379, 7400, 681, 9001, 0999, 3137.11.

VENDOR

THE SCHOOL BOARD OF GADSDEN COUNTY

DATE
07/01/13

PURCHASE ORDER NO.
185264

35 MARTIN LUTHER KING, JR., BLVD. QUINCY, FLORIDA 32351
PHONE (850) 627-9651 FAX (850) 627-2760
www.gcps.k12.fl.us

FL SALES TAX EXEMPTION # 85-8012621915C-2

FEDERAL ID # 59-6000615

VENDOR VB11880000 BRYANT, JEROME DBA JEROME BRYANT PAINTI P O BOX 295 QUINCY FL 32351	SHIP TO THIS ADDRESS MAINTENANCE DEPARTMENT 805 SOUTH STEWART STREET QUINCY FL 32351
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PRINCIPAL / SUPERVISOR	COMPROLLER	SUPERINTENDENT
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QUANTITY	PRODUCT NO.	DESCRIPTION	UNIT PRICE	TOTAL
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1		* SCHOOL BOARD APPROVED 7/23/13 CHANGE ORDER TO <u>BID#1213</u> EXT. PAINTING AT GEORGE MUNROE REF P.O.# 185068 ADD BUILDINGS 11 & 12	5250.00	5250.00
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PAY TERMS: NET 30

TOTAL 5,250.00

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DISTRIBUTION TO BE COMPLETED BY ORIGINATOR					TOTAL	5,250.00	FINANCE DEPT USE EXPENDITURE
FUND	FUNCTION	OBJECT	CENTER	PROJECT	PROGRAM	AMOUNT	
379	7400	681	0041	0999		5250.00	

THE SCHOOL BOARD OF GADSDEN COUNTY

DATE

PURCHASE ORDER NO.

07/01/2013

35 MARTIN LUTHER KING, JR., BLVD. QUINCY, FLORIDA 32351

185018

PHONE (850) 627-9651

FAX (850) 627-2760

www.qcps.k12.fl.us

FL SALES TAX EXEMPTION # 85-8012621915C-2

FEDERAL ID # 59-6000615

VENDOR V E09760000

SHIP TO THIS ADDRESS

EXECUTIVE OFFICE FURNITURE
 Jeff Cotton
 241 E Harrison St
 Tallahassee FL 32301

SCHOOL BOARD OF GADSDEN COUNTY
 Finance DEpt
 35 Martin Luther King Jr. Blvd
 Quincy FL 32351

PRINCIPAL / SUPERVISOR

COMPTRROLLER

SUPERINTENDENT

Bonnie Wood mjk

QUANTITY	PRODUCT NO.	DESCRIPTION	UNIT PRICE	TOTAL
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BD APVD: _____ SOF Contract 425-001-12-1 03/02/12—03/01/2016

FOR: HAVANA MIDDLE SCHOOL Quote:

2	LF-14A-042	Side Chairs	392.20	784.40
4	EN-2485-042-AL496977	Conference Chairs	477.00	1,908.00
1	EN-2483-042-AL496977	Executive Chair	543.90	543.90
SCHOOL TOTAL				3,236.30

FOR: GRETNA ELEMENTARY SCHOOL Quote:

1	84112-T2-SS-10B-BK-F1-1521	Executive Chair	494.10	494.10
2	LF14N-042-DV49650	Side Chair	271.75	543.50
SCHOOL TOTAL				1,037.60

PAY TERMS: NET 30

TOTAL \$4,273.90

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DISTRIBUTION TO BE COMPLETED BY ORIGINATOR						TOTAL	FINANCE DEPT USE EXPENDITURE
FUND	FUNCTION	OBJECT	CENTER	PROJECT	PROGRAM	AMOUNT	
379	7400	642	0061	0999		3,236.30	
379	7400	642	0171	8999		1,037.60	

ENCUMBRANCE

SUMMARY SHEET

RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

AGENDA ITEM NO. 4h

DATE OF SCHOOL BOARD MEETING: July 30, 2013

TITLE OF AGENDA ITEMS: Contracted Services

DIVISION: Finance Department

PURPOSE AND SUMMARY OF ITEMS:

Board approval is requested for the following purchase orders for the Safety Department:

<u>Vendor</u>	<u>PO #</u>	<u>AMOUNT</u>	<u>Fund</u>
Murray, Amos Lee	185214	\$ 7,200.00	110
Barkley Security Agency	185289	\$183,744.00	110
Gadsden Co. Bd. Of Co Commission	185288	\$226,982.36	110

FUND SOURCE: General Fund

AMOUNT: \$417,926.36

PREPARED BY: Bonnie Wood

POSITION: Assistant Superintendent for Business Services

THE SCHOOL BOARD OF GADSDEN COUNTY

DATE
07/01/13

PURCHASE ORDER NO.
185214

35 MARTIN LUTHER KING, JR., BLVD. QUINCY, FLORIDA 32351
PHONE (850) 627-9651 FAX (850) 627-2760
www.gcps.k12.fl.us

FL SALES TAX EXEMPTION # 85-8012621915C-2

FEDERAL ID # 59-6000615

VENDOR VM16058000 MURRAY, AMOS LEE 135 JAMES CIRCLE QUINCY FL 32351	SHIP TO THIS ADDRESS GADSDEN COUNTY PUBLIC SCHOOLS 35 MARTIN LUTHER KING JR BLVD QUINCY FL 32351
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PRINCIPAL / SUPERVISOR	COMPTROLLER	SUPERINTENDENT
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QUANTITY	PRODUCT NO.	DESCRIPTION	UNIT PRICE	TOTAL
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BDAPVD AGMT COMMENCE 8/20/13-5/31/14
 CROSSING GUARD SERVICES
 180 DAYS FOR 4 HRS PER DAY
 THAT STUDENTS ARE IN SCHOOL
 8/20/13-5/31/14
 FOR: WGHS IN FRONT OF G EL
 PAYMENT: FAX A SIGNED COPY OF
 PURCHASE ORDER, INVOICE FOR
 SERVICES AND TIMESHEETS (KEEP
 ORIGINAL) DUE: WEEK OF THE
 20TH/FOR END OF MONTH CHECK
 IN MON BY NOON FOR CHECK FRI

10.00 7200.00
 TOTAL 7,200.00

PAY TERMS: NET 30

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DISTRIBUTION TO BE COMPLETED BY ORIGINATOR					TOTAL	7,200.00	FINANCE DEPT USE EXPENDITURE
FUND	FUNCTION	OBJECT	CENTER	PROJECT	PROGRAM	AMOUNT	
110	7900	390	0051	1104260		7200.00	

THE SCHOOL BOARD OF GADSDEN COUNTY

DATE

PURCHASE ORDER NO.

07/01/13

185289

35 MARTIN LUTHER KING, JR., BLVD. QUINCY, FLORIDA 32351

PHONE (850) 627-9651

FAX (850) 627-2760

www.gcps.k12.fl.us

FL SALES TAX EXEMPTION # 85-8012621915C-2

FEDERAL ID # 59-6000615

VENDOR

VB02500000

SHIP TO THIS ADDRESS

BARKLEY SECURITY AGENCY
P O BOX 1726
QUINCY FL 32353

GADSDEN COUNTY PUBLIC SCHOOLS
35 MARTIN LUTHER KING JR BLVD
QUINCY FL 32351

PRINCIPAL / SUPERVISOR

COMPROLLER

SUPERINTENDENT

QUANTITY	PRODUCT NO.	DESCRIPTION	UNIT PRICE	TOTAL
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BDAPRVD AGMT 8/19/13-5/30/14

ELEVEN(11) SCHL RESO. OFFICERS
@ \$11/60/HR PER TIME/ATTENDNCE
SHEETS SUBMITTED W/INVOICE PER

SVCS:

HOURS:8

@SCHLS

OUTLINED IN RFP-1011-07-USGS

/DAY, 6/EARLY RELEASE DAY MAX

2		CARTER PARRAMORE ACADEMY	16704.00	33408.00
1		HOPE ACADEMY	16704.00	16704.00
1		GADSDEN CENTRAL ACADEMY	16704.00	16704.00
1		HAVANA MIDDLE SCHOOL	16704.00	16704.00
2		JAMES SHANKS MIDDLE	16704.00	33408.00
3		EAST GADSDEN HIGH SCHOOL	16704.00	50112.00
1		WEST GADSDEN HIGH SCHOOL	16704.00	16704.00
			TOTAL	183,744.00

PAY TERMS: NET 30

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DISTRIBUTION TO BE COMPLETED BY ORIGINATOR					TOTAL	183,744.00	FINANCE DEPT USE EXPENDITURE
FUND	FUNCTION	OBJECT	CENTER	PROJECT	PROGRAM	AMOUNT	
110	7900	390	0231	1104260		33408.00	
110	7900	390	9102	1104260		16704.00	
110	7900	390	9106	1104260		16704.00	
110	7900	390	0061	1104260		16704.00	
110	7900	390	0211	1104260		33408.00	
110	7900	390	0071	1104260		50112.00	
110	7900	390	0051	1104260		16704.00	

The School Board of Gadsden County



"Building A Brighter Future"

REGINALD C. JAMES
SUPERINTENDENT OF SCHOOLS

35 MARTIN LUTHER KING, JR. BLVD
QUINCY, FLORIDA 32351
TEL: (850) 627-9651
FAX: (850) 627-2760
<http://www.gcps.k12.fl.us>

School Board of Gadsden County, Florida Request for Proposals Proposer Acknowledgement

RFP-1011-07-USGS

Submit Proposals To: School Board of Gadsden County
C/o Office of the Superintendent
35 Martin Luther King Jr. Boulevard
Quincy, Florida 32351

RFP Title: Uniformed Security Guard Services
RFP -1011-07-USGS
Service Required: Perform Uniformed Security Guard Services

Proposals must be received prior to 1:00 P.M., Wednesday, August 11, 2010, and may not be withdrawn within 90 calendar days after such date and time. Proposals received by the date and time specified will be opened in the Supt's Conference room. All proposals received after the specified date and time will be returned unopened.
Purchasing Contacts: Bonnie Wood, Asst. Supt for Business Services
Telephone Nos.: (850) 627-9651 ext 1222
Shirley Alday, Finance
(850) 627-9651 ext 1287

PROPOSER ACKNOWLEDGEMENT

THIS FORM MUST BE COMPLETED AND SUBMITTED ALONG WITH THE COMPLETE RFP DOCUMENT BY THE DATE AND THE TIME OF RFP OPENING. THE RFP SUMMARY SHEET PAGES ON WHICH THE PROPOSER ACTUALLY SUBMITS AN RFP AND ANY PAGES UPON WHICH INFORMATION IS REQUIRED MUST BE COMPLETED AND ATTACHED WITH ALL PAGES OF THE RFP DOCUMENT.

Proposer's Name:		Fed. ID No. or SS Number
Mailing Address:		Telephone No.:
Indicate type of Organization below: Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Individual <input type="checkbox"/> Other <input type="checkbox"/>		Fax No.:
Proposal Guarantee is attached in the amount of \$		Is the Proposer a Qualified Minority Business Owner? yes <input type="checkbox"/> no <input type="checkbox"/> Certifying Agency:
Reason for No Response:		

CHECK BOX BELOW TO ACKNOWLEDGE THIS PROPOSAL.

THE PROPOSER CERTIFIES THAT THIS PROPOSAL IS BASED UPON ALL CONDITIONS AS LISTED IN THE PROPOSAL DOCUMENTS AND THAT HE HAS MADE NO CHANGES IN THE PROPOSAL DOCUMENT AS RECEIVED. HE FURTHER PROPOSED AND AGREES, IF HIS PROPOSAL IS ACCEPTED, HE WILL EXECUTE AN APPROPRIATE AGREEMENT FOR THE PURPOSE OF ESTABLISHING A FORMAL CONTRACTUAL RELATIONSHIP BETWEEN HIM AND THE SCHOOL BOARD OF GADSDEN COUNTY, FLORIDA, FOR THE PERFORMANCE OF ALL REQUIREMENTS TO WHICH THIS PROPOSAL PERTAINS.

Agree _____
Authorized Name Title Date

ERIC F. HINSON
DISTRICT NO. 1
HAVANA, FL 32333

JUDGE B. HELMS, JR.
DISTRICT NO. 2
QUINCY, FL 32351

ISAAC SIMMONS, JR.
DISTRICT NO. 3
CHATTAHOOCHEE, FL 32324
GREENSBORO, FL 32330

CHARLIE D. FROST
DISTRICT NO. 4
GRETNA, FL 32332
QUINCY, FL 32352

ROGER P. MILTON
DISTRICT NO. 5
QUINCY, FL 32353

REQUEST FOR PROPOSAL FORM
SCHOOL BOARD OF GADSDEN COUNTY, FLORIDA

"AN EQUAL OPPORTUNITY AND SERVICE PROVIDER AGENCY"

PART 1: PURPOSE, BACKGROUND AND SCOPE OF SERVICES

In this Request for Proposal (RFP) the School Board of Gadsden County, Florida will be referred to as (the AGENCY) 35 Martin Luther King Jr. Boulevard, Quincy, Florida, and Successful Proposers will be referred to as (the CONTRACTOR) in this document.

A. PURPOSE

The School Board of Gadsden County, Florida is soliciting responses from qualified firms to this Request for Proposal (RFP) to perform Security Guard Services to Schools.

B. ENGAGEMENT OF THE CONTRACTOR

1. The School Board of Gadsden County (AGENCY) is committed to engage a CONTRACTOR to provide security services to the schools, students, staff and visitors alike and meet their diverse needs. We count on the support and cooperation of everyone to make this program a success and enhance the safety of everyone while on a school campus. The CONTRACTOR understands and agrees that all services contracted are to be performed solely by the CONTRACTOR, and may not be subcontracted or assigned without prior written consent of the AGENCY.
2. The CONTRACTOR agrees to provide security officers who possess and active Class "D" license and a Class "G" statewide firearms license for the AGENCY.

C. TERM OF CONTRACT

The CONTRACT shall begin **August 23, 2010** and end **June 30, 2013** school year. It may be annually extended for two (2) additional years upon mutual consent between both parties commencing on the date of execution with work beginning first day of school each year providing the services have been satisfactory.

D. SCOPE OF SERVICES

1. Work Force and Work Assignments

The CONTRACTOR agrees, under the direct supervision of the AGENCY, to provide services under the conditions set forth in this Agreement and in the SPECIFICATIONS as set forth below.

- a. The CONTRACTOR agrees to provide properly certified and licensed uniformed and properly armed (which may include carrying weapons) security guards. All personnel shall be well groomed and neatly uniformed. Each guard supplied by the CONTRACTOR shall wear a nameplate bearing guard's name and a picture identification card. The CONTRACTORS company name shall appear either on the guard's nameplate or as a patch on guard's uniform. Uniforms shall be readily distinguishable. Optional equipment must be acceptable to the AGENCY in terms of aesthetics, reliability, safety, etc. The AGENCY reserves the right to refuse use of any and all such equipment deemed by the School Board of Gadsden County as non-usable.
- b. The CONTRACTORS's personnel are not to use physical force of any kind on Gadsden School District students in carrying out their security duties EXCEPT IF the student is in imminent danger of death or serious bodily injury. In the event any physical force is required against a student, the Successful Proposer's personnel shall immediately notify school personnel and /or a school resource officer, shall continue to monitor the situation until assistance arrives, and shall complete a use of force form. To the extent permitted by Florida Law, the School Board will hold the Successful Proposer Harmless for complying with the above-referenced provision regarding the use of physical force. However, such hold harmless provision does not extend the CONTRACTORS other obligations under this agreement or to the CONTRACTORS own negligence or that of its personnel.
- c. The CONTRACTOR agrees to not voluntarily or by permission transport a Gadsden School District student onto or off the Gadsden District School's premises **without having a school official present during transporting.**
- d. The CONTRACTOR should inspect all assigned facilities and provide a security plan for each location. Guards will sign in /out daily on a daily log at each School/location. **On this contract work assignments will coincide with school days (180 days calendar) not to exceed 8 hours per day, with early dismissal days not to exceed 6 hrs per day.** See Gadsden County Public Schools 2010-2011 Student Calendar (180 days)

2. Regular Guard Duties

- a. All security personnel furnished by the CONTRACTOR to the School Board of Gadsden (AGENCY) shall provide all phases of building and personnel/student security, personal property protection and vehicle protection, both within and out of the facility. This shall include, but not be limited to: assigned personnel being physically fit to perform tasks needed for patrolling; ability to stand, walk, jog, climb stairs, and run while patrolling perimeters of grounds and buildings, hall ways, and alleys when providing security services for the School and /or location assigned.
- b. All security personnel furnished by the CONTRACTOR will be required to monitor the facilities by conducting a walking tour and documenting the tour of the Facility perimeter of grounds and buildings, hall ways and alleys when providing security services to the School and /or location assigned. The reports shall contain dates, times, officer name. School site, buildings checked, doors checked, gates checked, contraband found, etc...
- c. The CONTRACTOR and all assigned guards agree to sign a confidentiality agreement.
- d. The CONTRACTOR agrees to notify the Superintendent or his designee in writing of any violations of law by any security personnel working on District school premises, whether offense was committed on or off the District School premises within five (5) days of the occurrence.
- e. The CONTRACTORS personnel shall take proper steps to prevent unauthorized entrance and access to the Facility or contents thereof. Check that visitors went through the office, were checked by Raptor and are wearing a visitors badge while on campus to **comply with the Jessica Lunsford Act**. Security personnel will, escort from time to time, visitors while on campus IF they must conduct business, then to their vehicles to ensure safety and comply with the Jessica Lunsford Act.
- f. Utilize a two-way radio, security personnel must contact the office which can contact school Resource officer (if available) or dispatch police or sheriff's deputy if the need arises.

3. Service Locations and Assignment Hours

It shall be the sole discretion of the School Board of Gadsden, County (AGENCY) as to the locations, number of guards and hours of services needed:

Follow the Gadsden County Public Schools 2010-2011 Student Calendar (180 days) at 8 hrs/day maximum. Some days will be early dismissal days (maximum 6 hrs/day) 11-15 guards @ 8 hours per day, times 180 days maximum and reserves the right

to make changes during the term of the Contract. Pay shall be based on actual attendance/time. Proposer shall assign security personnel to insure coverage during regular school hours.

4. Overtime

No overtime will be paid on this contract. The School District, its Programs or groups thereof may contract separately Security coverage from these personnel for additional duties and will be responsible for paying for such services rendered.

5. Personnel Probation

Assigned School Board personnel will observe each employee of the CONTRACTOR. If the School Board or School is not satisfied with the performance of that employee, the School Board will notify the CONTRACTOR of such performance and the CONTRACTOR shall replace such employees immediately.

6. Personnel Qualifications

- a. All personnel furnished by the CONTRACTOR must be no less than eighteen (18) years old and have a high school diploma or GED. The CONTRACTOR should make an effort to include bilingual personnel (with the ability to equally communicate orally and in writing, in both English and Spanish).
- b. The CONTRACTOR agrees to provide security personnel who have at least three (3) year of paid work experience, which was obtained after the completion of a high school diploma or GED.
- c. The CONTRACTOR agrees to provide security personnel who are citizens or local resident aliens of the United States or have been granted authorization to seek employment in this country by the United States Immigration and Naturalization Service.
- d. The CONTRACTOR agrees to provide security personnel of good moral character.
- e. The CONTRACTOR agrees to provide only security personnel who have met the Level 2 screening requirements of S1012.465 State of Florida Class D licenses, and Class G license for armed guards.
- f. All personnel furnished by the CONTRACTOR must meet or exceed current Finger print requirements set forth by the AGENCY to comply with the Jessica Lunsford Act and Safe Schools.

7. Personnel Disqualifications

The CONTRACTOR agrees not to assign personnel on Gadsden School District premises who have:

- More than three (3) misdemeanor convictions.
- One (1) or more misdemeanor/felony conviction
- One or more misdemeanor/felony convictions of domestic violence.
- Are currently listed as a respondent in any injunction for protection and, furthermore anyone who has been convicted for repeatedly violating an injunction for protection.
- Are being investigated administratively or criminally for child abuse/sex offenses or who has any such administrative or criminal adjudication.
- Are being investigated administratively or criminally for aged person or disabled adult abuse or who has any such administrative adjudication.
- Been convicted of cruelty to animals.
- A specified mental illness involving pedophilia and abuse of children or any other diagnosis that could reasonably be expected to pose a danger to children.
- Have failed to pay court ordered child support and currently have a writ of attachment or listed state owned debt for failure to pay child support.
- Shown them to be a chronic or habitual user of alcoholic beverages, or abusing lawfully prescribed drugs to the extent their faculties are impaired or any illegal drugs.

B. SPECIAL CONDITIONS

1. Term of Contract

The CONTRACT shall begin **August 23, 2010 and end June 30, 2013 school year**. It may be annually extended for two (2) additional years upon mutual consent between both parties commencing on the date of execution with work beginning first day of school each year providing the services have been satisfactory.

2. Termination of Agreement

The AGENCY may terminate the AGREEMENT for its convenience or for cause by giving thirty (30) days written notice by registered mail to the CONTRACTOR, specifying the effective date of termination. If this AGREEMENT is terminated, the CONTRACTOR shall be

reimbursed for services satisfactorily performed subject to any such damages sustained by the AGENCY.

Notwithstanding the above, the CONTRACTOR shall not be relieved of liability to the AGENCY for damages sustained by the AGENCY by virtue of any termination or breach of this AGREEMENT by the CONTRACTOR.

D. METHOD OF PAYMENT

The AGENCY shall be billed invoiced as follows:

1. 11 (eleven) Security Guards @ amount awarded per hour.
Follow the Gadsden County Public Schools 2010-2011 Student Calendar (180 days) at 8 hrs/day maximum. Some days will be early dismissal days (maximum 6 hrs/day) 11 guards @ 8 hours per day, times 180 days maximum= (15,840 hours) and reserves the right to make changes during the term of the Contract.
2. Pay shall be based on fully documented monthly invoices along with copies of actual attendance/time logs authorized for payment by Principal/designee signature along with an Invoice submitted at the end of a month, due 1st of the month payable by the 10th of month. By mutual agreement each party shall notify the other of any disagreements.
3. The AGENCY is exempt for payment of the Florida Sales and Use Taxes and Federal Excise Tax. The CONTRACTOR however shall not use the AGENCY'S tax exemption number to secure any materials or services. The CONTRACTOR shall be responsible and liable for the payment of all its payroll taxes and related obligations resulting from this AGREEMENT.
4. The CONTRACTOR shall not pledge the AGENCY'S credit or make the AGENCY a guarantor of payment or surety for any contract, debt, obligation, judgment, lien, or any form of indebtedness.
5. In accordance with the provision of Florida Statutes 287.0582, the AGENCY'S performance and obligation to pay under this AGREEMENT is contingent upon an annual appropriation of SAFE SCHOOL FUNDS by the Florida Legislature.

E. SERVICE PROVIDOR QUALIFICATIONS

1. An inspection of the Service Provider's facilities and/or equipment shall be made prior to the selection of the Successful Proposer (CONTRACTOR). All prices in any Proposal shall include all taxes, insurance, social security, and a detailed list of workers by agents to the School Board of Gadsden County (Agent) prior to award.

2. Proposals will be considered only from Service Providers that are regularly engaged in the business of providing the Services and who can produce evidence that they have **established a satisfactory record of performance for a period of 3 years time** and that they have sufficient financial support as measured by existing and /or prior contracts, equipment and organization to ensure that they can satisfactorily execute the Services if awarded the Contract (at the sole discretion of the School Board of Gadsden County, Florida).

F. EXAMINATION OF WORK LOCATIONS

Each Service Provider is encouraged, prior to submitting a Proposal, to inspect the locations and to acquaint itself with the needs and requirements of the Service. The Service Provider is further required to carefully examine the specifications and to inform itself thoroughly, regarding any and all conditions and/or requirements that may in any manner affect the Services. No allowances will be made because of lack of knowledge of these conditions.

G. DETERMINATION OF SUCCESSFUL PROPOSER (CONTRACTOR)

Any Proposal that is incomplete, conditional, obscure or which contains any irregularities of any kind, may be rejected. The School Board of Gadsden County (AGENCY) may consider minor exceptions to the specifications so long as they are fully explained.

During the evaluation of Proposals for determination of award, the following factors, among others, will be considered:

- a. Service Providers financial qualifications.
- b. Service Provider's experience, professional reputation, and past performance.
- c. Cost-effectiveness of Proposals.
- d. Bonding Capability

H. COMPETENCY OF SERVICE PROVIDER

Service Providers shall indicate in the Proposal, in the manner stipulated, compliance with the requirements listed below. Adherence to these qualifications shall weigh heavily in the determination of Successful Proposer (CONTRACTOR), and evidence of such qualifications shall be furnished to the School Board upon request or as stipulated.

1. Occupational License: Service Providers shall indicate in the Proposal their occupational license number and the issuing governmental entity. A copy of the license shall be furnished to the School Board in proposal packet.
 2. Insurance Coverage: Within ten (10) days after the execution of the contract and prior to commencing any work under this contract, the Proposer (CONTRACTOR) shall furnish evidence of insurance to the School Board (AGENCY). Submitted evidence of coverage shall demonstrate strict compliance to all requirements listed on the attached sheet "Insurance Requirements". CONTRACTORS shall be responsible for maintaining the required levels of coverage during the term of contract.
 3. Liability:
 - The AGENCY shall not assume any liability for the acts, omissions or negligence of the CONTRACTOR, its agents, servants, and employees; no shall the CONTRACTOR disclaim its own negligence to the AGENCY or any third party to the extent authorized by Section 768.28, Florida Statutes.
 - Purchase of comprehensive general liability coverage set out as follows:
 - a. Contractors Comprehensive General Liability coverage, bodily injury and property damage in the amount of \$1,000,000.00 per occurrence combined single limit.
 - b. Automobile liability coverage, bodily injury and property damage in the amount of \$500,000.00 each occurrence, combined single limit.
- CONTRACTOR shall name the AGENCY as an additional insured on any such policy against any and all losses, claims, damages or injury arising out of any claim involving the providing of or alleged failure to provide contact security services or adequate security services.
- Further, CONTRACTOR agrees to completely indemnify and hold harmless the AGENCY against any liability or expense arising out of any losses, claims, damages or injury resulting from any intentional acts or any negligent acts or omissions of CONTRACTOR, its agents or employees in the performance of this contract. CONTRACTOR or insures agrees to pay the AGENCY'S cost and fees for any case falling within the scope of this Article.
4. Experience: Service Providers shall include at least three (3) letters of reference with proof of contracts from clients or firms for whom they currently supply or supplied services similar to those specified herein.

I. PUBLIC RECORDS

All documents prepared pursuant to this AGREEMENT are subject to Florida's Public Records Law. Refusal of the CONTRACTOR to allow public access to such records shall constitute grounds for cancellation of this AGREEMENT.

J. AUDIT AND INSPECTION RIGHTS

The CONTRACTOR shall maintain any file(s) relevant to this AGREEMENT, available for inspection by the AGENCY, documenting all costs and fees incurred in connection with this AGREEMENT. The files(s) shall be maintained for a period of FOUR (4) years from the final payment by the AGENCY under this Agreement, audit or cause to be audited, those books and records of CONTRACTOR which are related to CONTRACTOR'S performance under this Agreement. CONTRACTOR agrees to maintain all such books and records at its principal office or location.

The agency may, at reasonable times during the term hereof, inspect CONTRACTORS facilities and perform such inspections, as the AGENCY deems reasonably necessary, to determine whether the required to be provided by CONTRACTOR under this Agreement conform to the terms hereof and/or the terms of the Solicitation of Documents, if applicable. Contractor shall make available to the AGENCY all reasonable facilities and assistance to facilitate the performance of inspections by AGENCY representatives. All inspections shall be subject to, and made in accordance with, the provisions as same may be amended and supplemented, from time to time.

K. AMENDMENTS

Any changes must be mutually agreed upon and incorporated in written amendments to this AGREEMENT.

K. INDEPENDENT CONTRACTOR

The CONTRACTOR, and any of its employees, agents, or assigns, is independent contractors and not employees or agents of the AGENCY.

L. NONDISCRIMINATION AND COMPLIANCE

The CONTRACTOR shall comply with all federal, state and local laws and ordinances applicable to work and shall not discriminate on the grounds of race, color, religion, gender, national origin, or age in the performance of work.

M. PUBLIC ENTITY CRIMES

A bidder must submit in bidding packet the completed **SWORN STATEMENT AS TO CRIMES AGAINST A PUBLIC ENTITY form**. A bidder, person, or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid on a contract to

provide any goods or services to a public entity for the construction or repair of a public building or public work, may not submit bids or leases of real property to a public entity, may not be awarded or perform work as a contractor or supplier, sub contractor or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Florida Statutes, Section 287.017, for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list.

N. CONFLICT OF INTEREST

The award hereunder is subject to the provisions of Chapter 112 Florida Statutes. All bidders must disclose the name of any company owner, officer, director or agent who is an employee of the School District and/or is an employee of the School District and owns, directly or indirectly, an interest of five percent or more of the company.

O. TERMINATION/DEFAULT

The School District may terminate all or any part of a subsequent award by giving notice of default to Bidder, if Bidder:

- Refuses or fails to deliver the goods or services within the time specified
- Fails to comply with any of the provisions of this Bid or so fails to make progress as to endanger performances hereunder or
- Becomes insolvent or subject to proceedings under any law relating to bankruptcy, insolvency or relief of debtors.

In the event of termination for default, the School Board's liability will be limited to the payment for goods and services delivered and accepted as of the date of termination.

P. FUNDING OUT, TERMINATION and CANCELLATION

Florida School Laws prohibits School Boards from creating obligations on anticipation of budgeted revenues from one fiscal year to another without year-to-year extension provisions in the agreements. It is necessary that fiscal funding out provisions be included in all bids in which the terms are for periods of longer than one year. Therefore, this funding put provision is an integral part of this bid and must be agreed to by all bidders.

Q. CONVENIENCE

The School Board may terminate for its convenience at any time, in whole or in part any subsequent award. In which event of termination for convenience, the School Boards sole obligations will be to reimburse Bidder for:

- Those goods or services actually shipped/performed and accepted up to the date of termination and
- Costs incurred by bidder for unfinished goods, which are specifically for the School Board and which are not standard products of the Bidder, as of the date of termination, and a reasonable profit thereon. In no event is the School Boards responsible for loss of anticipated or will reimbursement exceed the Bid value.

R. DRUG-FREE WORKPLACE

Whenever two or more Bids are equal with respect to price, quality and service, a Bid received from a business that certifies that it has implemented a drug-free workplace program as defined by Florida Statutes Section 287.087, will be given preference in the award process.

S. REQUIREMENTS FOR PERSONNEL ENTERING DISTRICT PROPERTY

PART II: PROPOSAL SUBMISSION REQUIREMENTS

PART II: PROPOSAL SUBMISSION REQUIREMENTS

A. SUBMISSION REQUIREMENTS

All Proposals shall be received by the School Board of Gadsden County, Office of the Superintendent, 35 Martin Luther King Jr. Boulevard, Quincy, Florida 32351, and plainly marked on the outside envelope.

PROPOSAL ENVELOPES SHALL BE SEALED AND IDENTIFIED AS SPECIFIED BELOW:

RFP -1011-07-USGS	Uniformed Security Guard Services
TO BE OPENED:	1:00 p.m., Wednesday, August 11, 2010
And addressed to:	School Board of Gadsden County
	Superintendent of Schools
	35 Martin Luther King Jr. Boulevard
	Quincy, Florida 32351

AN ORIGINAL, CLEARLY IDENTIFIED, AND ONE (1) COPY OF YOUR PROPOSAL MUST BE SUBMITTED AT OR BEFORE TIME OF PROPOSAL OPENING.

It will be the sole responsibility of the Proposer to have his Proposal delivered to the Office of the Superintendent on or before the closing hour and date shown above for receipt of Proposals. If a Proposal is sent by mail, the Proposers shall be responsible for its delivery to the Superintendent's Office before the closing hour and date shown above for receipt of Proposals. Proposals thus delayed will not be considered and will be returned unopened after award.

SUBMISSION REQUIREMENTS (CONT'D)

The Proposal shall be signed by a representative who is authorized to contractually bind the Proposer. Each Proposal shall be prepared simply and economically, providing a straightforward, concise delineation of the Proposer's capabilities to satisfy the requirements of the RFP. The emphasis in each Proposal must be on completeness and clarity of content. In order to expedite the evaluation of Proposals, it is essential that Proposer follow the format and instructions contained herein. If the Proposer so wishes, the Proposal may be accompanied with brochures, promotional materials, or displays properly identified. However, Proposal Submission Requirements as listed herein must be followed. All Proposals must be submitted as specified below. Any attachments must be clearly identified.

The Proposal shall be considered an offer on the part of the Proposer, which offer shall be deemed accepted upon approval of the School Board of Gadsden County, and in case of default the School Board reserves the right to accept or reject any or all Proposals, to waive irregularities and technicalities, and request new Proposals. The School Board also reserves the right to award any resulting agreement as it deems will best serve the interests of the School District.

FORMAT

1. Title page

Show the request for Proposal subject, the name of your firm, address, telephone number, name of contact person and date.

2. Letter of Transmittal

Limit to one (1) or two (2) printed pages.

- a. Briefly state your firm's understanding of the work to be done and provide a positive commitment to perform the work.
- b. Give the names of the persons who will be authorized to make representations for your firm, their titles, addresses and telephone numbers.

72 hrs
 (F in) 12 hr

GADSDEN COUNTY SCHOOL DISTRICT
 UNIFORMED SECURITY GUARDS BID OPENING
 AUGUST 11, 2010

19.99/hr.
 per.
 90 days
 11.60/hr.

VENDOR	#1	#2	#3	#4	#5	#6
American Security Enterprise disq.	✓	No	No	No	No	No
Ambassador Security Svcs. valid	✓	✓	✓	✓	✓	✓
Barclay Security Agency Inc. valid	✓	✓	✓	✓	✓	✓

- 1) Due by Wednesday, August 11, 2010 by 1:00 p.m.
- 2) Minority/Non-Minority certification signed
- 3) Sworn Statement of Public Crimes signed
- 4) Proof of insurance
- 5) Proof of licensure to perform security guard services in the State of Florida
- 6) Reference letters

Opening Witnessed by: *[Signature]* *[Signature]*
[Signature] *[Signature]*
[Signature] *[Signature]*
[Signature] *[Signature]*

Bid Cost Sheet

<u>First Year Contract Period</u>	Bid
August, 2010 – June 2011	\$ <u>11.60</u> Per Hour
<u>Second Year Contract Period</u>	
August 2011 - June 2012	\$ <u>11.60</u> Per Hour
<u>Third Year Contract Period</u>	
August 2012 – June 2013	\$ <u>11.60</u> Per Hour
<u>First Year Renewal</u>	
August 2013 – June 2014	\$ <u>11.60</u> Per Hour
<u>Second Year Renewal</u>	
August 2014 – June 2015	\$ <u>11.60</u> Per Hour

THE SCHOOL BOARD OF GADSDEN COUNTY

DATE

PURCHASE ORDER NO.

07/01/13

35 MARTIN LUTHER KING, JR., BLVD. QUINCY, FLORIDA 32351
PHONE (850) 627-9651 FAX (850) 627-2760
www.gcps.k12.fl.us

185288

FL SALES TAX EXEMPTION # 85-8012621915C-2

FEDERAL ID # 59-6000615

VENDOR

VG01060000

SHIP TO THIS ADDRESS

GAD CBCC- SHERIFF'S OFFICE
 GCBCC-GAD CO SHERIFF DEP
 339 E JEFFERSON ST
 QUINCY FL 32353

GADSDEN COUNTY PUBLIC SCHOOLS
 35 MARTIN LUTHER KING JR BLVD
 QUINCY FL 32351

PRINCIPAL / SUPERVISOR

COMPTROLLER

SUPERINTENDENT

QUANTITY	PRODUCT NO.	DESCRIPTION	UNIT PRICE	TOTAL
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BDAPVD AGRMT 8/19/13-5/30/14

PAYING: FIVE (5) SCHOOL RESOUR.OFFICERS
 @ \$29.62/HOUR FROM THE ACTUAL
 HOURS SIGNED IN ON TIMESHEETS
 NOT TO EXCEED \$226,982.36
TIME: SUBMIT MONTHLY BY 10TH, WILL
 NEED 7-10 DAYS TO PROCESS PMT.
SEE CONTRACT FOR COMPLETE DETAILS

1	SCHOOL:	CARTER PARRAMORE ACADEMY	45396.48	45396.48
1		JAMES SHANKS MIDDLE SCHOOL	45396.47	45396.47
1		HAVANA MIDDLE SCHOOL	45396.47	45396.47
1		EAST GADSDEN HIGH SCHOOL	45396.47	45396.47
1		WEST GADSDEN HIGH SCHOOL	45396.47	45396.47
			TOTAL	226,982.36

PAY TERMS: NET 30

- All correspondence/shipments must reflect the PO number. For prompt payment mail invoice to Accounts Payable address above.
- If box checked and you accept this PO, goods/services & invoice must be received by the District no later than June 15 of the CURRENT YEAR. NO FINANCIAL OBLIGATION continues after June 30 of the CURRENT YEAR if the box is checked. This PO is void after one year.
- Notice to Vendor/Contractor: By acceptance of the contract/order in excess of \$10,000 and involving Federal Funds, the Vendor/Contractor agrees to comply with Title 34 Section 80.36 Code of Federal Regulations. Termination for cause and for convenience by the grantee or sub-grantee including the manner by which it will be affected and the basis for settlement will be decided by the School Board of Gadsden County. In addition, the Vendor/Contractor agrees to comply with Florida Statute 257.36 regarding retention of records for 5 years.

DISTRIBUTION TO BE COMPLETED BY ORIGINATOR						TOTAL	FINANCE DEPT USE EXPENDITURE
FUND	FUNCTION	OBJECT	CENTER	PROJECT	PROGRAM	226,982.36 AMOUNT	
110	7900	390	0231	1104400		45396.48	
110	7900	390	0211	1104400		45396.47	
110	7900	390	0061	1104400		45396.47	
110	7900	390	0071	1104400		45396.47	
110	7900	390	0051	1104400		45396.47	

SUMMARY SHEET

RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

AGENDA ITEM NO. 4i

DATE OF SCHOOL BOARD MEETING: July 30, 2013

TITLE OF AGENDA ITEMS: Purchase Orders

DIVISION: General Fund

PURPOSE AND SUMMARY OF ITEMS: Board approval is requested for the following purchase orders in accordance with FL Statute 1006.37(1), FS. "The district school superintendent shall requisition adopted instructional materials from the depository of the publisher with whom a contract has been made."

<u>Vendor</u>	<u>PO #</u>	<u>Amount</u>	<u>Fund</u>
Florida School Book Depository	185071	\$ 37,161.92	110
Florida School Book Depository	185073	\$ 321,814.27	110
Florida School Book Depository	185074	\$ 94,830.00	110

FUND SOURCE: General Fund

AMOUNT: General (110) Fund \$ 453,806.19

PREPARED BY: Bonnie Wood

POSITION: Assistant Superintendent for Business Services

THE SCHOOL BOARD OF GADSDEN COUNTY

DATE

PURCHASE ORDER NO.

7-01-13

35 MARTIN LUTHER KING, JR., BLVD. QUINCY, FLORIDA 32351
 PHONE (850) 627-9651 FAX (850) 627-2760
www.gcps.k12.fl.us

105071

FL SALES TAX EXEMPTION # 85-8012621915C-2

SAM ✓

FEDERAL ID # 59-6000615

VENDOR VF10400000

SHIP TO THIS ADDRESS

Florida School Book Depository
 P.O. Box 6578
 Jacksonville, FL 32236
 Fax #: 1-904-781-3486

Dr. Sylvia R. Jackson
 Gadsden County School Board
 35 Martin Luther King, Jr. Blvd.
 Quincy, FL 32351

PRINCIPAL / SUPERVISOR

COMPTROLLER

SUPERINTENDENT

QUANTITY

PRODUCT NO.

DESCRIPTION

UNIT PRICE

TOTAL

1		English Language Arts Textbooks Grade 6 See Attached Order	37,161.92	37,161.92
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s. 1006.37(1), FS

The district school superintendent shall requisition adopted instructional materials from the depository of the publisher with whom a contract has been made."

Total

37,161.92

PAY TERMS: NET 30

- All correspondence/shipments must reflect the PO number. For prompt payment mail invoice to Accounts Payable address above.
- If box checked and you accept this PO, goods/services & invoice must be received by the District no later than June 15 of the CURRENT YEAR. NO FINANCIAL OBLIGATION continues after June 30 of the CURRENT YEAR if the box is checked. This PO is void after one year.
- Notice to Vendor/Contractor: By acceptance of the contract/order in excess of \$10,000 and involving Federal Funds, the Vendor/Contractor agrees to comply with Title 34 Section 80.36 Code of Federal Regulations. Termination for cause and for convenience by the grantee or sub-grantee including the manner by which it will be affected and the basis for settlement will be decided by the School Board of Gadsden County. In addition, the Vendor/Contractor agrees to comply with Florida Statute 257.36 regarding retention of records for 5 years.

DISTRIBUTION TO BE COMPLETED BY ORIGINATOR							FINANCE DEPT USE EXPENDITURE
FUND	FUNCTION	OBJECT	CENTER	PROJECT	PROGRAM	AMOUNT	
110	5100	520	0101	1101840	100	1,470.70	
110	5100	520	0061	1101840	100	4,926.85	
110	5100	520	0211	1101840	100	22,749.05	
110	5100	520	0051	1101840	100	7,206.43	
110	5100	520	0231	1101840	100	588.28	
110	5100	520	9106	1101840	100	220.61	

THE SCHOOL BOARD OF GADSDEN COUNTY

DATE

PURCHASE ORDER NO.

07-01-13

35 MARTIN LUTHER KING, JR., BLVD. QUINCY, FLORIDA 32351
 PHONE (850) 627-9651 FAX (850) 627-2760
 www.gcps.k12.fl.us

185073

FL SALES TAX EXEMPTION # 85-8012621915C-2

SAMV ✓

FEDERAL ID # 59-6000615

VENDOR VF10400000

SHIP TO THIS ADDRESS

Florida School Book Depository
 P.O. Box 6578
 Jacksonville, FL 32236
 Fax #: 1-904-781-3486

Dr. Sylvia R. Jackson
 Gadsden County School Board
 350 Martin Luther King, Jr. Blvd.
 Quincy, FL 32351

PRINCIPAL / SUPERVISOR

COMPTROLLER

SUPERINTENDENT

QUANTITY	PRODUCT NO.	DESCRIPTION	UNIT PRICE	TOTAL
1		English Language Arts Textbooks Grades K-5 See Attached Order	321,814.27	321,814.27

Fs. 1006.37(1), FS

"The district school superintendent shall requisition adopted instructional materials from the depository of the publisher with whom a contract has been made."

Total

321,814.27

PAY TERMS: NET 30

- All correspondence/shippments must reflect the PO number. For prompt payment mail invoice to Accounts Payable address above.
- If box checked and you accept this PO, goods/services & invoice must be received by the District no later than June 15 of the CURRENT YEAR. NO FINANCIAL OBLIGATION continues after June 30 of the CURRENT YEAR if the box is checked. This PO is void after one year.
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DISTRIBUTION TO BE COMPLETED BY ORIGINATOR							FINANCE DEPT USE EXPENDITURE
FUND	FUNCTION	OBJECT	CENTER	PROJECT	PROGRAM	AMOUNT	
110	5100	520	0151	1101840	100	21,087.73	
110	5100	520	0101	1101840	100	14,368.77	
110	5100	520	0041	1101840	100	66,505.89	
110	5100	520	0141	1101840	100	40,813.05	
110	5100	520	0171	1101840	100	31,495.31	
110	5100	520	0091	1101840	100	49,109.90	
110	5100	520	0191	1101840	100	31,037.24	
110	5100	520	0201	1101840	100	67,242.62	
110	5100	520	0231	1101840	100	153.76	

THE SCHOOL BOARD OF GADSDEN COUNTY

DATE

PURCHASE ORDER NO.

7-1-13

35 MARTIN LUTHER KING, JR., BLVD. QUINCY, FLORIDA 32351
 PHONE (850) 627-9651 FAX (850) 627-2760
www.gcps.k12.fl.us

185074

FL SALES TAX EXEMPTION # 85-8012621915C-2

SAM ✓

FEDERAL ID # 59-6000615

VENDOR VF10400000 Florida School Book Depository P.O. Box 6578 Jacksonville, FL 32236 Fax #: 1-904-781-3486	SHIP TO THIS ADDRESS Dr. Sylvia R. Jackson Gadsden County School Board 35 Martin Luther King, Jr. Blvd. Quincy, FL 32351
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PRINCIPAL / SUPERVISOR	COMPTROLLER	SUPERINTENDENT
<i>[Signature]</i>	<i>[Signature]</i>	

QUANTITY	PRODUCT NO.	DESCRIPTION	UNIT PRICE	TOTAL
1		Go Math! Common Core Textbooks Grades K-5 See Attached Order	94,830.00	94,830.00

Fs. 1006.37(1), FS

"The district school superintendent shall requisition adopted instructional materials from the depository of the publisher with whom a contract has been made."

Total 94,830.00

PAY TERMS: NET 30

- All correspondence/shippments must reflect the PO number. For prompt payment mail invoice to Accounts Payable address above.
- If box checked and you accept this PO, goods/services & invoice must be received by the District no later than June 15 of the CURRENT YEAR. NO FINANCIAL OBLIGATION continues after June 30 of the CURRENT YEAR if the box is checked. This PO is void after one year.
- Notice to Vendor/Contractor: By acceptance of the contract/order in excess of \$10,000 and involving Federal Funds, the Vendor/Contractor agrees to comply with Title 34 Section 80.36 Code of Federal Regulations. Termination for cause and for convenience by the grantee or sub-grantee including the manner by which it will be affected and the basis for settlement will be decided by the School Board of Gadsden County. In addition, the Vendor/Contractor agrees to comply with Florida Statute 257.36 regarding retention of records for 5 years.

DISTRIBUTION TO BE COMPLETED BY ORIGINATOR							FINANCE DEPT USE EXPENDITURE
FUND	FUNCTION	OBJECT	CENTER	PROJECT	PROGRAM	AMOUNT	
110	5100	520	0151	1101840	100	7,656.00	
110	5100	520	0101	1101840	100	5,016.00	
110	5100	520	0041	1101840	100	18,476.00	
110	5100	520	0141	1101840	100	1,352.00	
110	5100	520	0171	1101840	100	10,626.00	
110	5100	520	0091	1101840	100	13,790.00	
110	5100	520	0191	1101840	100	9,438.00	
110	5100	520	0201	1101840	100	18,476.00	

SUMMARY SHEET

RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

AGENDA ITEM NO. 4j

DATE OF SCHOOL BOARD MEETING: July 30, 2013

TITLE OF AGENDA ITEMS: Food Service Purchase Orders

DIVISION: Finance Department

PURPOSE AND SUMMARY OF ITEMS:

Board approval is requested for the following purchase orders for the Food Service Department:

<u>Vendor</u>	<u>PO #</u>	<u>AMOUNT</u>	<u>Fund</u>
U.S. Foods	185164	\$31,600.00	410
U.S. Foods	185163	38,800.00	410
New North Florida Farm Distrib.	185232	49,500.00	410
Chapman Bruijn Produce, Inc.	185235	11,163.10	410
Borden Dairy Co.	185162	19,500.00	410
Russell L. Hunter	185168	14,125.00	410
Big Bend Restaurant Supply	185165	12,000.00	410

FUND SOURCE: Food Service

AMOUNT: \$ 176,688.10

PREPARED BY: Bonnie Wood

POSITION: Assistant Superintendent for Business and Finance

DATE
07/01/13

S

THE SCHOOL BOARD OF GADSDEN COUNTY

PURCHASE ORDER NO.

35 MARTIN LUTHER KING, JR., BLVD. QUINCY, FLORIDA 32351
 PHONE (850) 627-9651 FAX (850) 627-2760
www.gcps.k12.fl.us

185164

FL SALES TAX EXEMPTION # 85-8012621915C-2

FEDERAL ID # 59-6000615

VENDOR	FU02425000	SHIP TO THIS ADDRESS
U S FOODS -PORT ORANGE DIV. 5425 S WILLIAMSON BLVD PORT ORANGE FL 32124		SCHOOL FOOD SVC-GADSDEN CO 203-A MARTIN LUTHER KING JR BL QUINCY FL 32351

PRINCIPAL / SUPERVISOR	COMPTROLLER	SUPERINTENDENT
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QUANTITY	PRODUCT NO.	DESCRIPTION	UNIT PRICE	TOTAL
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A SMR SCHL PART -2 7/1--31/13

1	CONT:	PER POWER BUYING GRP CONTRACT 2012-13 SY MEMBER: SEE PO'S 183113, 183114 SEE DETAILS FOR PRODUCTS, PRICING, SIZE, DETAILS	31600.00	31600.00
	NOTE:	LIST OF SCHOOLS ATTACHED FOR BACKDOOR DELIVERY.		

PAY TERMS: NET 30

TOTAL 31,600.00

- All correspondence/shipments must reflect the PO number. For prompt payment mail invoice to Accounts Payable address above.
- If box checked and you accept this PO, goods/services & invoice must be received by the District no later than June 15 of the CURRENT YEAR. NO FINANCIAL OBLIGATION continues after June 30 of the CURRENT YEAR if the box is checked. This PO is void after one year.
- Notice to Vendor/Contractor: By acceptance of the contract/order in excess of \$10,000 and involving Federal Funds, the Vendor/Contractor agrees to comply with Title 34 Section 80.36 Code of Federal Regulations. Termination for cause and for convenience by the grantee or sub-grantee including the manner by which it will be affected and the basis for settlement will be decided by the School Board of Gadsden County. In addition, the Vendor/Contractor agrees to comply with Florida Statute 257.36 regarding retention of records for 5 years.

DISTRIBUTION TO BE COMPLETED BY ORIGINATOR						TOTAL	31,600.00	FINANCE DEPT USE EXPENDITURE
FUND	FUNCTION	OBJECT	CENTER	PROJECT	PROGRAM	AMOUNT		
410	7600	570	0061	0708		10000.00		
410	7600	510	0061	0708		200.00		
410	7600	570	0201	0713		10000.00		
410	7600	510	0201	0713		200.00		
410	7600	570	0231	0701		11000.00		
410	7600	510	0231	0701		200.00		

DATE
07/01/13

S

THE SCHOOL BOARD OF GADSDEN COUNTY

PURCHASE ORDER NO.

35 MARTIN LUTHER KING, JR., BLVD. QUINCY, FLORIDA 32351
 PHONE (850) 627-9651 FAX (850) 627-2760
www.gcps.k12.fl.us

185163

FL SALES TAX EXEMPTION # 85-8012621915C-2

FEDERAL ID # 59-6000615

VENDOR FU02425000	SHIP TO THIS ADDRESS
U S FOODS -PORT ORANGE DIV. 5425 S WILLIAMSON BLVD PORT ORANGE FL 32124	SCHOOL FOOD SVC-GADSDEN CO 203-A MARTIN LUTHER KING JR BL QUINCY FL 32351

PRINCIPAL / SUPERVISOR	COMPTROLLER	SUPERINTENDENT
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QUANTITY	PRODUCT NO.	DESCRIPTION	UNIT PRICE	TOTAL
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★ SMR SCHL PART -2 7/1--31/13

1	CONT:	PER POWER BUYING GRP CONTRACT 2012-13 SY MEMBER SEE: SEE PO'S 183113, 183114 SEE DETAILS FOR PRODUCT: PRICING, SIZE, DETAILS.	38800.00	38800.00
	NOTE:	LIST OF SCHOOLS ATTACHED FOR BACKDOOR DELIVERY.		

PAY TERMS: NET 30

TOTAL 38,800.00

- All correspondence/shipments must reflect the PO number. For prompt payment mail invoice to Accounts Payable address above.
- If box checked and you accept this PO, goods/services & invoice must be received by the District no later than June 15 of the CURRENT YEAR. NO FINANCIAL OBLIGATION continues after June 30 of the CURRENT YEAR if the box is checked. This PO is void after one year.
- Notice to Vendor/Contractor: By acceptance of the contract/order in excess of \$10,000 and involving Federal Funds, the Vendor/Contractor agrees to comply with Title 34 Section 80.36 Code of Federal Regulations. Termination for cause and for convenience by the grantee or sub-grantee including the manner by which it will be affected and the basis for settlement will be decided by the School Board of Gadsden County. In addition, the Vendor/Contractor agrees to comply with Florida Statute 257.36 regarding retention of records for 5 years.

DISTRIBUTION TO BE COMPLETED BY ORIGINATOR					TOTAL	38,800.00	FINANCE DEPT USE EXPENDITURE
FUND	FUNCTION	OBJECT	CENTER	PROJECT	PROGRAM	AMOUNT	
410	7600	570	0051	0705		8000.00	
410	7600	510	0051	0705		200.00	
410	7600	570	0141	0704		10000.00	
410	7600	510	0141	0704		200.00	
410	7600	570	0211	0712		10000.00	
410	7600	510	0211	0712		200.00	
410	7600	570	0071	0709		10000.00	
410	7600	510	0071	0709		200.00	

DATE
07/01/13

PURCHASE ORDER NO.
185232

35 MARTIN LUTHER KING, JR., BLVD. QUINCY, FLORIDA 32351
PHONE (850) 627-9651 FAX (850) 627-2760
www.gcps.k12.fl.us

FL SALES TAX EXEMPTION # 85-8012621915C-2

FEDERAL ID # 59-6000615

VENDOR	FNO7000000	SHIP TO THIS ADDRESS
NNFC-NEW N FL FARM DISTRIBUTIO 3806 UNION ROAD MARIANNA FL 32446		SCHOOL FOOD SVC-GADSDEN CO 203-A MARTIN LUTHER KING JR BL QUINCY FL 32351

PRINCIPAL / SUPERVISOR <i>Paula Milton</i>	COMPTROLLER	SUPERINTENDENT
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QUANTITY	PRODUCT NO.	DESCRIPTION	UNIT PRICE	TOTAL
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SFS-BLNKT ORDER 2013-2014 SY

1	BDAPVD: GCSB- 6320 J.	LOCAL FARM-TO-SCHOOL RULE FOR PURCHASING/CONTRACTNG GOODS AND SERVICES: PURCHASES FOR FOOD PRODUCTS, REQUIRED BY THE BOARD'S FOOD SVC PRGM ...PURSUANT TO F.A.C. 6A.7.0411(2)(I)(2) PURSUANT TO F.A.C. 6A.7.0411 FARM FRESH VEGETABLES & FRUITS ORDERED AS NEEDED, IN SEASON. BACK DOOR DELIVERY TO SCHOOLS. JULY 1, 2013 -- JUNE 30, 2014	49500.00	49500.00
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NOTE:

PAY TERMS: NET 30

TOTAL 49,500.00

- All correspondence/shipments must reflect the PO number. For prompt payment mail invoice to Accounts Payable address above.
- If box checked and you accept this PO, goods/services & invoice must be received by the District no later than June 15 of the CURRENT YEAR. NO FINANCIAL OBLIGATION continues after June 30 of the CURRENT YEAR if the box is checked. This PO is void after one year.
- Notice to Vendor/Contractor: By acceptance of the contract/order in excess of \$10,000 and involving Federal Funds, the Vendor/Contractor agrees to comply with Title 34 Section 80.36 Code of Federal Regulations. Termination for cause and for convenience by the grantee or sub-grantee including the manner by which it will be affected and the basis for settlement will be decided by the School Board of Gadsden County. In addition, the Vendor/Contractor agrees to comply with Florida Statute 257.36 regarding retention of records for 5 years.

DISTRIBUTION TO BE COMPLETED BY ORIGINATOR					TOTAL	49,500.00	FINANCE DEPT USE EXPENDITURE
FUND	FUNCTION	OBJECT	CENTER	PROJECT	PROGRAM	AMOUNT	
410	7600	570	0231	0701		5000.00	
410	7600	570	0151	0702		3000.00	
410	7600	570	0141	0704		3000.00	
410	7600	570	0051	0705		3500.00	
410	7600	570	0171	0706		3000.00	
410	7600	570	0091	0707		6000.00	
410	7600	570	0071	0709		4000.00	
410	7600	570	0041	0710		6500.00	
410	7600	570	0211	0712		6500.00	
410	7600	570	0201	0713		5000.00	
410	7600	570	0191	0714		4000.00	

VENDOR

THE SCHOOL BOARD OF GADSDEN COUNTY

DATE
07/01/13

PURCHASE ORDER NO.
185235

35 MARTIN LUTHER KING, JR., BLVD. QUINCY, FLORIDA 32351
PHONE (850) 627-9651 FAX (850) 627-2760
www.gcps.k12.fl.us

FL SALES TAX EXEMPTION # 85-8012621915C-2

FEDERAL ID # 59-6000615

VENDOR	FC07010000	SHIP TO THIS ADDRESS
CHAPMAN BRUIJN PRODUCE, INC		SCHOOL FOOD SVC-GADSDEN CO
DBA CHAPMAN PRODUCE		203-A MARTIN LUTHER KING JR BL
3436 WEEMS ROAD		QUINCY FL 32351
TALLAHASSEE FL 32317		

PRINCIPAL / SUPERVISOR	COMPTROLLER	SUPERINTENDENT
<i>Paula Milton</i>		

QUANTITY	PRODUCT NO.	DESCRIPTION	UNIT PRICE	TOTAL
FFV-BLNKT ORDER JULY-SEPT, 2013				
	BDAPVD:	LOCAL VENDOR		
	GCSB-	RULE FOR PURCHASING, CONTRACTNG		
	6320	GOODS & SERVICES: (EXEMPT)		
	J.	PURCHASES FOR FOOD PRODUCTS,		
		REQUIRED BY THE BOARD'S FOOD		
		SVC PRGM...PURSUANT TO F.A.C.		
1		6A.7.0411(2)(I)(2)	3021.12	3021.12
1	NOTE:	FRESH FRUITS & VEGETABLES	2005.12	2005.12
1		AS NEEDED-BACK DOOR DELIVERY.	1132.62	1132.62
1		ORDERED WEEKLY/AS NEEDED BY	2245.37	2245.37
1		SCHOOLS.	2758.87	2758.87
		JULY 1 -- SEPT. 30, 2013		
		TOTAL		11,163.10

PAY TERMS: NET 30

- All correspondence/shipments must reflect the PO number. For prompt payment mail invoice to Accounts Payable address above.
- If box checked and you accept this PO, goods/services & invoice must be received by the District no later than June 15 of the CURRENT YEAR. NO FINANCIAL OBLIGATION continues after June 30 of the CURRENT YEAR if the box is checked. This PO is void after one year.
- Notice to Vendor/Contractor: By acceptance of the contract/order in excess of \$10,000 and involving Federal Funds, the Vendor/Contractor agrees to comply with Title 34 Section 80.36 Code of Federal Regulations. Termination for cause and for convenience by the grantee or sub grantee including the manner by which it will be affected and the basis for settlement will be decided by the School Board of Gadsden County. In addition, the Vendor/Contractor agrees to comply with Florida Statute 257.36 regarding retention of records for 5 years.

DISTRIBUTION TO BE COMPLETED BY ORIGINATOR					TOTAL	11,163.10	FINANCE DEPT USE EXPENDITURE
FUND	FUNCTION	OBJECT	CENTER	PROJECT	PROGRAM	AMOUNT	
410	7600	570	0041	4103210		3021.12	
410	7600	570	0141	4103210		2005.12	
410	7600	570	0171	4103210		1132.62	
410	7600	570	0091	4103210		2245.37	
410	7600	570	0201	4103210		2758.87	

DATE

07/01/13

PURCHASE ORDER NO.

185162

35 MARTIN LUTHER KING, JR., BLVD. QUINCY, FLORIDA 32351

PHONE (850) 627-9651

FAX (850) 627-2760

www.gcps.k12.fl.us

FL SALES TAX EXEMPTION # 85-8012621915C-2

FEDERAL ID # 59-6000615

VENDOR

FB11000000

SHIP TO THIS ADDRESS

BORDEN DAIRY CO. OF AL (DOTHAN)
P O BOX 933707
ATLANTA GA 311933707

SCHOOL FOOD SVC-GADSDEN CO
203-A MARTIN LUTHER KING JR BL
QUINCY FL 32351

PRINCIPAL / SUPERVISOR

COMPTROLLER

SUPERINTENDENT

QUANTITY

PRODUCT NO.

DESCRIPTION

UNIT PRICE

TOTAL

★ SMR SCHOOL PRT2 07/01-31/13

CON'T

CONTINUED TO PIGGYBACK OFF
BID FROM LAST SCHOOL TERM.
PERMISSION GIVEN BY BORDENS TO
FINISH SUMMER PROGRAM (JULY).
SEE ATTACHED FOR VARIOUS TYPES
PRICES AND CONTAINER SIZES.
BACKDOOR DELIVERY

1

19500.00 19500.00

PAY TERMS: NET 30

TOTAL 19,500.00

- All correspondence/shipments must reflect the PO number. For prompt payment mail invoice to Accounts Payable address above.
- If box checked and you accept this PO, goods/services & invoice must be received by the District no later than June 15 of the CURRENT YEAR. NO FINANCIAL OBLIGATION continues after June 30 of the CURRENT YEAR if the box is checked. This PO is void after one year.
- Notice to Vendor/Contractor: By acceptance of the contract/order in excess of \$10,000 and involving Federal Funds, the Vendor/Contractor agrees to comply with Title 34 Section 80.36 Code of Federal Regulations. Termination for cause and for convenience by the grantee or sub-grantee including the manner by which it will be affected and the basis for settlement will be decided by the School Board of Gadsden County. In addition, the Vendor/Contractor agrees to comply with Florida Statute 257.36 regarding retention of records for 5 years.

DISTRIBUTION TO BE COMPLETED BY ORIGINATOR					TOTAL	19,500.00	FINANCE DEPT USE EXPENDITURE
FUND	FUNCTION	OBJECT	CENTER	PROJECT	PROGRAM	AMOUNT	
410	7600	570	0231	0701		2500.00	
410	7600	570	0141	0704		2000.00	
410	7600	570	0051	0705		2000.00	
410	7600	570	0061	0708		3500.00	
410	7600	570	0071	0709		2500.00	
410	7600	570	0211	0712		3500.00	
410	7600	570	0201	0713		3500.00	

VENDOR

DATE

07/01/13

S

THE SCHOOL BOARD OF GADSDEN COUNTY

PURCHASE ORDER NO.

185168

35 MARTIN LUTHER KING, JR., BLVD. QUINCY, FLORIDA 32351

PHONE (850) 627-9651

FAX (850) 627-2760

www.gcps.k12.fl.us

FL SALES TAX EXEMPTION # 85-8012621915C-2

FEDERAL ID # 59-6000615

VENDOR

FH15220000

SHIP TO THIS ADDRESS

HUNTER, RUSSELL L.
4257 BRYAN ST.
GREENWOOD

FL 32443

SCHOOL FOOD SVC-GADSDEN CO
203-A MARTIN LUTHER KING JR BL
QUINCY FL 32351

PRINCIPAL / SUPERVISOR

COMPTROLLER

SUPERINTENDENT

QUANTITY

PRODUCT NO.

DESCRIPTION

UNIT PRICE

TOTAL

AGRMNT - 07/01/13--06/30/14

175
2000

HOURLY:
MILEAGE

IT CNSLTING AND SUPPORT FOR
SCHOOL FOOD SERVICE SITES.
\$75.00/HR @1HRMIN +.5HR INCRMT
\$.50/MILE FROM ORIGIN ADDRESS
@ 155 RESEARCH RD, QUINCY, FL
TO LOCATION REQUIRING ASSIST.
+ ADDITIONAL MILEAGE BETWEEN
MULTIPLE FACILITIES.

ALSO:

NO-CHG:
PARTS;

STD RATE OF \$75.00/HR IF ISSUE
RESOLVED BY E-MAIL OR PHONE.
REPORTING ISSUES-REG ST VISIT
PURCHASED BY SCHOOL FOOD SVC.

75.00 13125.00
.50 1000.00

PAY TERMS: NET 30

TOTAL 14,125.00

- All correspondence/shipments must reflect the PO number. For prompt payment mail invoice to Accounts Payable address above.
- If box checked and you accept this PO, goods/services & invoice must be received by the District no later than June 15 of the CURRENT YEAR. NO FINANCIAL OBLIGATION continues after June 30 of the CURRENT YEAR if the box is checked. This PO is void after one year.
- Notice to Vendor/Contractor: By acceptance of the contract/order in excess of \$10,000 and involving Federal Funds, the Vendor/Contractor agrees to comply with Title 34 Section 80.36 Code of Federal Regulations. Termination for cause and for convenience by the grantee or sub-grantee including the manner by which it will be affected and the basis for settlement will be decided by the School Board of Gadsden County. In addition, the Vendor/Contractor agrees to comply with Florida Statute 257.36 regarding retention of records for 5 years.

DISTRIBUTION TO BE COMPLETED BY ORIGINATOR					TOTAL PROGRAM	14,125.00 AMOUNT	FINANCE DEPT USE EXPENDITURE
FUND	FUNCTION	OBJECT	CENTER	PROJECT			
410	7600	310	9004	0750		13125.00	
410	7600	330	9004	0750		1000.00	

VENDOR

DATE
07/01/13

S

THE SCHOOL BOARD OF GADSDEN COUNTY

PURCHASE ORDER NO.
185165

35 MARTIN LUTHER KING, JR., BLVD. QUINCY, FLORIDA 32351
PHONE (850) 627-9651 FAX (850) 627-2760
www.gcps.k12.fl.us

FL SALES TAX EXEMPTION # 85-8012621915C-2

FEDERAL ID # 59-6000615

VENDOR FB06000000	SHIP TO THIS ADDRESS
BIG BEND RESTAURANT SUPPLY 400 CAPITAL CIRCLE, SE #1 TALLAHASSEE FL 32301	SCHOOL FOOD SVC-GADSDEN CO 203-A MARTIN LUTHER KING JR BL QUINCY FL 32351

PRINCIPAL / SUPERVISOR	COMPTROLLER	SUPERINTENDENT
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QUANTITY	PRODUCT NO.	DESCRIPTION	UNIT PRICE	TOTAL
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SCHOOL YEAR 2013-2014

1		BLANKET ORDER FOR SMALL WARES ITEMS NEEDED BY SCHOOL(S); BEST LOCAL VENDOR: VARIETY AND IN-STOCK/QUICK DELIVERY.	12000.00	12000.00
	GOOD:	07/01/13--06/30/14		

PAY TERMS: NET 30

TOTAL 12,000.00

- All correspondence/shipments must reflect the PO number. For prompt payment mail invoice to Accounts Payable address above.
- If box checked and you accept this PO, goods/services & invoice must be received by the District no later than June 15 of the CURRENT YEAR. NO FINANCIAL OBLIGATION continues after June 30 of the CURRENT YEAR if the box is checked. This PO is void after one year.
- Notice to Vendor/Contractor: By acceptance of the contract/order in excess of \$10,000 and involving Federal Funds, the Vendor/Contractor agrees to comply with Title 34 Section 80.36 Code of Federal Regulations. Termination for cause and for convenience by the grantee or sub-grantee including the manner by which it will be affected and the basis for settlement will be decided by the School Board of Gadsden County. In addition, the Vendor/Contractor agrees to comply with Florida Statute 257.36 regarding retention of records for 5 years.

DISTRIBUTION TO BE COMPLETED BY ORIGINATOR					TOTAL PROGRAM	12,000.00 AMOUNT	FINANCE DEPT USE EXPENDITURE
FUND	FUNCTION	OBJECT	CENTER	PROJECT			
410	7600	510	0231	0701		1150.00	
410	7600	510	0151	0702		666.66	
410	7600	510	0141	0704		1150.00	
410	7600	510	0051	0705		666.67	
410	7600	510	0171	0706		666.67	
410	7600	510	0091	0707		1150.00	
410	7600	510	0061	0708		400.00	
410	7600	510	0071	0709		1150.00	
410	7600	510	0041	0710		1150.00	
410	7600	510	0101	0711		400.00	
410	7600	510	0211	0712		1150.00	
410	7600	510	0201	0713		1150.00	
410	7600	510	0191	0714		1150.00	

SUMMARY SHEET

RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

AGENDA ITEM NO. 4k

DATE OF SCHOOL BOARD MEETING: July 30, 2013

TITLE OF AGENDA ITEMS: Purchase Orders

DIVISION: General Fund and School Food Service Fund

PURPOSE AND SUMMARY OF ITEMS: The following office and educational consumables will be purchased from the State of Florida Contract: #618-000-11-1 10/18/10 – 10/17/13

Board approval is requested for the following purchase orders:

<u>Vendor</u>	<u>PO #</u>	<u>Amount</u>	<u>Fund</u>
Office Depot	185024	\$ 5,000.00	110
Office Depot	185051	\$ 5,000.00	110
Office Depot	185052	\$ 3,000.00	110
Office Depot	185083	\$ 2,400.00	110
Office Depot	185096	\$ 500.00	110
Office Depot	185136	\$ 3,500.00	110
Office Depot	185166	\$ 9,000.00	410
Office Depot	185167	\$ 1,700.00	410
Office Depot	185215	\$ 401.25	110
Office Depot	185250	\$ 5,000.00	110
Office Depot	185276	\$ 1,500.00	110

FUND SOURCE: General Fund/School Food Service Fund

AMOUNT: General (110) Fund \$26,301.25/School Food Service (410) Fund \$10,700.00

PREPARED BY: Bonnie Wood

POSITION: Assistant Superintendent for Business Services

THE SCHOOL BOARD OF GADSDEN COUNTY

DATE

PURCHASE ORDER NO.

7-1-2013

35 MARTIN LUTHER KING, JR., BLVD. QUINCY, FLORIDA 32351
PHONE (850) 627-9651 FAX (850) 627-2760
www.gcps.k12.fl.us

185024

FL SALES TAX EXEMPTION # 85-8012621915C-2

FEDERAL ID # 59-6000615

VENDOR v00103000

SHIP TO THIS ADDRESS

OFFICE DEPOT
2200 OLD GERMANTOWN ROAD
DELRAY BEACH, FL 33345

SCHOOL BOARD GADSDEN - FINANCE DEPARTMENT
35 MARTIN LUTHER KING JR. BLVD.
QUINCY, FL 32351

PRINCIPAL / SUPERVISOR

COMPTROLLER

SUPERINTENDENT

QUANTITY	PRODUCT NO.	DESCRIPTION	UNIT PRICE	TOTAL
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SOF Contract for:
 Office & Consumables
 #618-000-11-1 --10/17/13
 1

BLANKET ORDER FINANCE-13-14SY

**MISC OFFICE SUPPLIES OFF SOF
 CONTRACT WITH OFFICE DEPOT
 AS NEEDED**

\$5,000.00 \$5,000.00

TOTAL \$5,000.00

PAY TERMS: NET 30

1. All correspondence/shipments must reflect the PO number. For prompt payment mail invoice to Accounts Payable address above.
2. If box checked and you accept this PO, goods/services & invoice must be received by the District no later than June 15 of the CURRENT YEAR. NO FINANCIAL OBLIGATION continues after June 30 of the CURRENT YEAR if the box is checked. This PO is void after one year.
3. Notice to Vendor/Contractor: By acceptance of the contract/order in excess of \$10,000 and involving Federal Funds, the Vendor/Contractor agrees to comply with Title 34 Section 80.36 Code of Federal Regulations. Termination for cause and for convenience by the grantee or sub-grantee including the manner by which it will be affected and the basis for settlement will be decided by the School Board of Gadsden County. In addition, the Vendor/Contractor agrees to comply with Florida Statute 257.36 regarding retention of records for 5 years. SA

DISTRIBUTION TO BE COMPLETED BY ORIGINATOR							FINANCE DEPT USE EXPENDITURE
FUND	FUNCTION	OBJECT	CENTER	PROJECT	PROGRAM	AMOUNT	
110	7500	510	9001	1109990		5,000.00	

THE SCHOOL BOARD OF GADSDEN COUNTY

DATE

PURCHASE ORDER NO.

07/01/13

35 MARTIN LUTHER KING, JR., BLVD. QUINCY, FLORIDA 32351

185051

PHONE (850) 627-9651

FAX (850) 627-2760

www.gcps.k12.fl.us

FL SALES TAX EXEMPTION # 85-8012621915C-2

FEDERAL ID # 59-6000615

<p>VENDOR VD01030000</p> <p>OFFICE DEPOT BSD#27671324 2200 OLD GERMANTOWN RD DEL RAY BEACH FL 33345</p>	<p style="text-align: center;">SHIP TO THIS ADDRESS</p> <p>GADSDEN COUNTY PUBLIC SCHOOLS 35 MARTIN LUTHER KING JR BLVD QUINCY FL 32351</p>
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PRINCIPAL / SUPERVISOR	COMPTROLLER	SUPERINTENDENT
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QUANTITY	PRODUCT NO.	DESCRIPTION	UNIT PRICE	TOTAL
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ATTN: JANE BUTLER

1	BLANKET PURCHASE ORDER BLANKET P.O. FOR OFFICE SUPPLIES, I.E., FILE FOLDERS, PENS, PAPER, NOTEBOOKS, ETC. FOR THE OFFICE OF THE DEPUTY SUPERINTENDENT	5000.00	5000.00
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PAY TERMS: NET 30

TOTAL 5,000.00

1. All correspondence/shipments must reflect the PO number. For prompt payment mail invoice to Accounts Payable address above.
2. If box checked and you accept this PO, goods/services & invoice must be received by the District no later than June 15 of the CURRENT YEAR. NO FINANCIAL OBLIGATION continues after June 30 of the CURRENT YEAR if the box is checked. This PO is void after one year.
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DISTRIBUTION TO BE COMPLETED BY ORIGINATOR					TOTAL PROGRAM	5,000.00 AMOUNT	FINANCE DEPT USE EXPENDITURE
FUND	FUNCTION	OBJECT	CENTER	PROJECT			
110	7200	510	9001	1109990		5000.00	

THE SCHOOL BOARD OF GADSDEN COUNTY

DATE

PURCHASE ORDER NO.

07/01/13

35 MARTIN LUTHER KING, JR., BLVD. QUINCY, FLORIDA 32351

185052

PHONE (850) 627-9651

FAX (850) 627-2760

www.gcps.k12.fl.us

FL SALES TAX EXEMPTION # 85-8012621915C-2

FEDERAL ID # 59-6000615

<p>VENDOR V001030000</p> <p>OFFICE DEPOT BSD#27671324 2200 OLD GERMANTOWN RD DEL RAY BEACH FL 33345</p>	<p style="text-align: center;">SHIP TO THIS ADDRESS</p> <p>GADSDEN COUNTY PUBLIC SCHOOLS 35 MARTIN LUTHER KING JR BLVD QUINCY FL 32351</p>
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PRINCIPAL / SUPERVISOR	COMPTROLLER	SUPERINTENDENT
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QUANTITY	PRODUCT NO.	DESCRIPTION	UNIT PRICE	TOTAL
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ATTN: JANE BUTLER

1	<p>BLANKET P.O. FOR PURCHASING SUPPLIES AND MISCELLANEOUS ITEMS FOR COLLECTIVE BARGAINING AND OTHER ASSIGNMENTS AS REQUIRED BY THE BOARD. SUPPLIES WILL INCLUDE, BUT NOT LIMITED TO, FILE FOLDERS, FLASH DRIVES, NOTEBOOKS, PENS, PAPER, ETC.</p>	3000.00	3000.00
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PAY TERMS: NET 30

TOTAL 3,000.00

1. All correspondence/shipments must reflect the PO number. For prompt payment mail invoice to Accounts Payable address above.
2. If box checked and you accept this PO, goods/services & invoice must be received by the District no later than June 15 of the CURRENT YEAR. NO FINANCIAL OBLIGATION continues after June 30 of the CURRENT YEAR if the box is checked. This PO is void after one year.
3. Notice to Vendor/Contractor: By acceptance of the contract/order in excess of \$10,000 and involving Federal Funds, the Vendor/Contractor agrees to comply with Title 34 Section 80.36 Code of Federal Regulations. Termination for cause and for convenience by the grantee or sub-grantee including the manner by which it will be affected and the basis for settlement will be decided by the School Board of Gadsden County. In addition, the Vendor/Contractor agrees to comply with Florida Statute 257.36 regarding retention of records for 5 years.

DISTRIBUTION TO BE COMPLETED BY ORIGINATOR					TOTAL PROGRAM	3,000.00 AMOUNT	FINANCE DEPT USE EXPENDITURE
FUND	FUNCTION	OBJECT	CENTER	PROJECT			
110	7100	510	9001	1109990		3000.00	

THE SCHOOL BOARD OF GADSDEN COUNTY

DATE
07/01/13

PURCHASE ORDER NO.
185083

35 MARTIN LUTHER KING, JR., BLVD. QUINCY, FLORIDA 32351
PHONE (850) 627-9651 FAX (850) 627-2760
www.gcps.k12.fl.us

FL SALES TAX EXEMPTION # 85-8012621915C-2
V001030000

FEDERAL ID # 59-6000615

VENDOR

OFFICE DEPOT BSD#27671324
2200 OLD GERMANTOWN RD
DEL RAY BEACH FL 33345

SHIP TO THIS ADDRESS

EAST GADSDEN HIGH SCHOOL
27001 BLUE STAR HWY
HAVANA FL 32333

PRINCIPAL / SUPERVISOR

COMPTROLLER

SUPERINTENDENT

QUANTITY	PRODUCT NO.	DESCRIPTION	UNIT PRICE	TOTAL
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ATTN: IRENE ELIAS-OFFICE

1	1	PLEASE NOTE ATTACHED SUPPLIES	2400.00	2400.00
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PAY TERMS: NET 30

- All correspondence/shipments must reflect the PO number. For prompt payment mail invoice to Accounts Payable address above.
- If box checked and you accept this PO, goods/services & invoice must be received by the District no later than June 15 of the CURRENT YEAR. NO FINANCIAL OBLIGATION continues after June 30 of the CURRENT YEAR if the box is checked. This PO is void after one year.
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DISTRIBUTION TO BE COMPLETED BY ORIGINATOR							FINANCE DEPT USE EXPENDITURE
FUND	FUNCTION	OBJECT	CENTER	PROJECT	PROGRAM TOTAL	AMOUNT	
						2,400.00	
110	5100	510	0071	1108120	103	1890.03	
110	5100	644	0071	1108120	103	509.97	

THE SCHOOL BOARD OF GADSDEN COUNTY

DATE

PURCHASE ORDER NO.

07/01/13

35 MARTIN LUTHER KING, JR., BLVD. QUINCY, FLORIDA 32351
 PHONE (850) 627-9651 FAX (850) 627-2760
www.gcps.k12.fl.us

185096

FL SALES TAX EXEMPTION # 85-8012621915C-2

FEDERAL ID # 59-6000615

VENDOR	VD01030000	SHIP TO THIS ADDRESS
OFFICE DEPOT BSD#27671324		GADSDEN COUNTY PUBLIC SCHOOLS
2200 OLD GERMANTOWN RD		35 MARTIN LUTHER KING JR BLVD
DEL RAY BEACH FL 33345		QUINCY FL 32351

PRINCIPAL / SUPERVISOR	COMPTROLLER	SUPERINTENDENT
------------------------	-------------	----------------

QUANTITY	PRODUCT NO.	DESCRIPTION	UNIT PRICE	TOTAL
1		BLANKET ORDER 070113-063014 MISC OFFICE SUPPLIES AS NEEDED	500.00	500.00

PAY TERMS: NET 30

TOTAL 500.00

1. All correspondence/shipments must reflect the PO number. For prompt payment mail invoice to Accounts Payable address above.
2. If box checked and you accept this PO, goods/services & invoice must be received by the District no later than June 15 of the CURRENT YEAR. NO FINANCIAL OBLIGATION continues after June 30 of the CURRENT YEAR if the box is checked. This PO is void after one year.
3. Notice to Vendor/Contractor: By acceptance of the contract/order in excess of \$10,000 and involving Federal Funds, the Vendor/Contractor agrees to comply with Title 34 Section 80.36 Code of Federal Regulations. Termination for cause and for convenience by the grantee or sub-grantee including the manner by which it will be affected and the basis for settlement will be decided by the School Board of Gadsden County. In addition, the Vendor/Contractor agrees to comply with Florida Statute 257.36 regarding retention of records for 5 years.

DISTRIBUTION TO BE COMPLETED BY ORIGINATOR					TOTAL PROGRAM	500.00 AMOUNT	FINANCE DEPT USE EXPENDITURE
FUND	FUNCTION	OBJECT	CENTER	PROJECT		500.00	
110	6100	510	9001	1104220		500.00	

VENDOR

THE SCHOOL BOARD OF GADSDEN COUNTY

DATE

PURCHASE ORDER NO.

07/01/13

35 MARTIN LUTHER KING, JR., BLVD. QUINCY, FLORIDA 32351
 PHONE (850) 627-9651 FAX (850) 627-2760
www.gcps.k12.fl.us

185136

FL SALES TAX EXEMPTION # 85-8012621915C-2

FEDERAL ID # 59-6000615

VENDOR	SHIP TO THIS ADDRESS
V001030000	
OFFICE DEPOT BSD#27671324 2200 OLD GERMANTOWN RD DEL RAY BEACH FL 33345	TRANS. DEPT-SCHOOL BD GADSDEN 720 SOUTH STEWART ST QUINCY FL 32351

PRINCIPAL / SUPERVISOR	COMPTROLLER	SUPERINTENDENT

QUANTITY	PRODUCT NO.	DESCRIPTION	UNIT PRICE	TOTAL
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ATTN: BOB WIMMER

1		BLANKET ORDER 7/1/13 6/30/14 MATERIALS AND SUPPLIES FOR TRANSPORTATION DEPARTMENT ST OF FL CONTRACT 618 000 11 1 OFFICE AND EDUCATIONAL CONSUMABLES	3500.00	3500.00
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PAY TERMS: NET 30 TOTAL 3,500.00

1. All correspondence/shipments must reflect the PO number. For prompt payment mail invoice to Accounts Payable address above.
2. If box checked and you accept this PO, goods/services & invoice must be received by the District no later than June 15 of the CURRENT YEAR. NO FINANCIAL OBLIGATION continues after June 30 of the CURRENT YEAR if the box is checked. This PO is void after one year.
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DISTRIBUTION TO BE COMPLETED BY ORIGINATOR					TOTAL PROGRAM	3,500.00 AMOUNT	FINANCE DEPT USE EXPENDITURE
FUND	FUNCTION	OBJECT	CENTER	PROJECT			
110	7800	510	9001	1109990		3500.00	

DATE

07/01/13

S

THE SCHOOL BOARD OF GADSDEN COUNTY

PURCHASE ORDER NO.

185166

35 MARTIN LUTHER KING, JR., BLVD. QUINCY, FLORIDA 32351

PHONE (850) 627-9651 FAX (850) 627-2760

www.gcps.k12.fl.us

FL SALES TAX EXEMPTION # 85-8012621915C-2

FEDERAL ID # 59-6000615

VENDOR

VD01030000

SHIP TO THIS ADDRESS

OFFICE DEPOT BSD#27671324
2200 OLD GERMANTOWN RD
DEL RAY BEACH FL 33345

SCHOOL FOOD SVC-GADSDEN CO
203-A MARTIN LUTHER KING JR BL
QUINCY FL 32351

PRINCIPAL / SUPERVISOR

COMPTROLLER

SUPERINTENDENT

QUANTITY

PRODUCT NO.

DESCRIPTION

UNIT PRICE

TOTAL

SCHOOL YEAR 2013-2014

*SOF CONTRACT: 618-000-11-1
OFFICE & EDU. CONSUMABLES

1

BLANKET
ORDER:

10/18/2010 -- 10/17/2013
MISC SUPPLIES AS NEEDED

9000.00

9000.00

PAY TERMS: NET 30

TOTAL 9,000.00

1. All correspondence/shipments must reflect the PO number. For prompt payment mail invoice to Accounts Payable address above.
2. If box checked and you accept this PO, goods/services & invoice must be received by the District no later than June 15 of the CURRENT YEAR. NO FINANCIAL OBLIGATION continues after June 30 of the CURRENT YEAR if the box is checked. This PO is void after one year.
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DISTRIBUTION TO BE COMPLETED BY ORIGINATOR					TOTAL PROGRAM	9,000.00 AMOUNT	FINANCE DEPT USE EXPENDITURE
FUND	FUNCTION	OBJECT	CENTER	PROJECT			
410	7600	510	9004	0750		9000.00	

DATE
07/01/13

S

THE SCHOOL BOARD OF GADSDEN COUNTY

PURCHASE ORDER NO.
185167

35 MARTIN LUTHER KING, JR., BLVD. QUINCY, FLORIDA 32351
PHONE (850) 627-9651 FAX (850) 627-2760
www.gcps.k12.fl.us

FL SALES TAX EXEMPTION # 85-8012621915C-2

FEDERAL ID # 59-6000615

VENDOR F001030000	SHIP TO THIS ADDRESS
OFFICE DEPOT P O BOX 633211 CINCINNATI OH 452633211	SCHOOL FOOD SVC-GADSDEN CO 203-A MARTIN LUTHER KING JR BL QUINCY FL 32351

PRINCIPAL / SUPERVISOR	COMPTROLLER	SUPERINTENDENT
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QUANTITY	PRODUCT NO.	DESCRIPTION	UNIT PRICE	TOTAL
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FFV

SCHOOL YEAR 2013-2014

1	BLANKET ORDER:	<p>★ SOF CONTRACT: 618-000-11-1 <u>OFFICE & EDU CONSUMABLES</u> 10/18/2010 -- 10/17/2013 MISC SUPPLIES AS NEEDED</p>	1700.00	1700.00
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PAY TERMS: NET 30

TOTAL 1,700.00

- All correspondence/shipments must reflect the PO number. For prompt payment mail invoice to Accounts Payable address above.
- If box checked and you accept this PO, goods/services & invoice must be received by the District no later than June 15 of the CURRENT YEAR. NO FINANCIAL OBLIGATION continues after June 30 of the CURRENT YEAR if the box is checked. This PO is void after one year.
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DISTRIBUTION TO BE COMPLETED BY ORIGINATOR					TOTAL PROGRAM	1,700.00 AMOUNT	FINANCE DEPT USE EXPENDITURE
FUND	FUNCTION	OBJECT	CENTER	PROJECT			
410	7600	510	0041	4103210		500.00	
410	7600	510	0141	4103210		200.00	
410	7600	510	0171	4103210		200.00	
410	7600	510	0091	4103210		300.00	
410	7600	510	0201	4103210		500.00	

THE SCHOOL BOARD OF GADSDEN COUNTY

DATE

07/01/13

placed

35 MARTIN LUTHER KING, JR., BLVD. QUINCY, FLORIDA 32351
 PHONE (850) 627-9651 FAX (850) 627-2760
www.gcps.k12.fl.us

PURCHASE ORDER NO.

185215

FL SALES TAX EXEMPTION # 85-8012621915C-2

FEDERAL ID # 59-6000615

<p>VENDOR VD01030000</p> <p>OFFICE DEPOT BSD#27671324 2200 OLD GERMANTOWN RD DEL RAY BEACH FL 33345</p>	<p>SHIP TO THIS ADDRESS</p> <p>GADSDEN COUNTY PUBLIC SCHOOLS 35 MARTIN LUTHER KING JR BLVD QUINCY FL 32351</p>
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PRINCIPAL / SUPERVISOR	COMPTROLLER	SUPERINTENDENT

QUANTITY	PRODUCT NO.	DESCRIPTION	UNIT PRICE	TOTAL
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ATTEN: FINANCE /ALDAY

	SOF	CONTRACT # 618-000-11-1 OFFICE & EDUCATIONAL CONSUMABL 10/18/10 - 10/17/13 SUPPLIES FOR BOOKKEEPERS: STORAGE OF RECORDS/FILES (5YR)		
31	656328	647966911001 STACKABLE STORAGE FILE TOTE BOX, PLASTIC SNAPLID	4.20	130.20
42 29	193893	647966949001 4GB USB 2.0 FLASH DRIVE	6.95	271.05

TOTAL 401.25

PAY TERMS: NET 30

- All correspondence/shippments must reflect the PO number. For prompt payment mail invoice to Accounts Payable address above.
- If box checked and you accept this PO, goods/services & invoice must be received by the District no later than June 15 of the CURRENT YEAR. NO FINANCIAL OBLIGATION continues after June 30 of the CURRENT YEAR if the box is checked. This PO is void after one year.
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DISTRIBUTION TO BE COMPLETED BY ORIGINATOR						TOTAL	401.25	FINANCE DEPT USE EXPENDITURE
FUND	FUNCTION	OBJECT	CENTER	PROJECT	PROGRAM	AMOUNT	401.25	
110	7700	510	9001	1109990		401.25		

THE SCHOOL BOARD OF GADSDEN COUNTY

DATE

PURCHASE ORDER NO.

07/01/13

185250

35 MARTIN LUTHER KING, JR., BLVD. QUINCY, FLORIDA 32351

PHONE (850) 627-9651

FAX (850) 627-2760

www.gcps.k12.fl.us

FL SALES TAX EXEMPTION # 85-8012621915C-2

FEDERAL ID # 59-6000615

VENDOR VD01030000	SHIP TO THIS ADDRESS
OFFICE DEPOT BSD#27671324 2200 OLD GERMANTOWN RD DEL RAY BEACH FL 33345	GRETNA ELEMENTARY 706 MARTIN LUTHER KING JR GRETNA FL 32332

PRINCIPAL / SUPERVISOR	COMPTROLLER	SUPERINTENDENT
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QUANTITY	PRODUCT NO.	DESCRIPTION	UNIT PRICE	TOTAL
CLASSROOM/OFFICE SUPPLIES				
	SOF	CONTRACT 618-000-11-1 OFFICE & CONSUMABLES 10/18/10 -- 10/17/13		
1	1.	MISC OFFICE/CLSRM SUPPLIES AS NEEDED.	4000.00	4000.00
1	2.	PRINCIPAL/OFFICE SUPPLIES	1000.00	1000.00

TOTAL 5,000.00

PAY TERMS: NET 30

- All correspondence/shipments must reflect the PO number. For prompt payment mail invoice to Accounts Payable address above.
- If box checked and you accept this PO, goods/services & invoice must be received by the District no later than June 15 of the CURRENT YEAR. NO FINANCIAL OBLIGATION continues after June 30 of the CURRENT YEAR if the box is checked. This PO is void after one year.
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DISTRIBUTION TO BE COMPLETED BY ORIGINATOR						TOTAL PROGRAM	5,000.00 AMOUNT	FINANCE DEPT USE EXPENDITURE
FUND	FUNCTION	OBJECT	CENTER	PROJECT				
110	5100	510	0171	1108060	100	4000.00		
110	7300	510	0171	1108060		1000.00		

VENDOR

THE SCHOOL BOARD OF GADSDEN COUNTY

DATE

PURCHASE ORDER NO.

07/01/13

185276

35 MARTIN LUTHER KING, JR., BLVD. QUINCY, FLORIDA 32351
 PHONE (850) 627-9651 FAX (850) 627-2760
www.gcps.k12.fl.us

FL SALES TAX EXEMPTION # 85-8012621915C-2

FEDERAL ID # 59-6000615

VENDOR	V001030000	SHIP TO THIS ADDRESS
OFFICE DEPOT BSD#27671324 2200 OLD GERMANTOWN RD DEL RAY BEACH FL 33345		MAINTENANCE DEPARTMENT 805 SOUTH STEWART STREET QUINCY FL 32351

PRINCIPAL / SUPERVISOR	COMPTROLLER	SUPERINTENDENT
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QUANTITY	PRODUCT NO.	DESCRIPTION	UNIT PRICE	TOTAL
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1		OFFICE SUPPLIES AND INK CARTRIDGES TO BE USED AT THE MAINTENANCE DEPARTMENT	1500.00	1500.00
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PAY TERMS: NET 30

TOTAL 1,500.00

- All correspondence/shipments must reflect the PO number. For prompt payment mail invoice to Accounts Payable address above.
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DISTRIBUTION TO BE COMPLETED BY ORIGINATOR					TOTAL	1,500.00	FINANCE DEPT USE EXPENDITURE
FUND	FUNCTION	OBJECT	CENTER	PROJECT	PROGRAM	AMOUNT	
110	8100	510	9001	1109990		1500.00	

VENDOR

SUMMARY SHEET

RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

AGENDA ITEM NO. 41

DATE OF SCHOOL BOARD MEETING: July 30, 2013

TITLE OF AGENDA ITEMS: Food Service Purchase Order

DIVISION: Finance Department

PURPOSE AND SUMMARY OF ITEMS:

Board approval is requested for the following purchase order for the Food Service Department:

<u>Vendor</u>	<u>PO #</u>	<u>AMOUNT</u>	<u>Fund</u>
Borden Dairy Co. of Alabama	185292	\$353,300.00	410

FUND SOURCE: Food Service

AMOUNT: \$ 353,300.00

PREPARED BY: Bonnie Wood

POSITION: Assistant Superintendent for Business and Finance

THE SCHOOL BOARD OF GADSDEN COUNTY

DATE

PURCHASE ORDER NO.

07/01/13

185292

35 MARTIN LUTHER KING, JR., BLVD. QUINCY, FLORIDA 32351

PHONE (850) 627-9651

FAX (850) 627-2760

www.gcps.k12.fl.us

FL SALES TAX EXEMPTION # 85-8012621915C-2

FEDERAL ID # 59-6000615

VENDOR FB11000000	SHIP TO THIS ADDRESS
BORDEN DAIRY CO. OF AL (DOTHAN) P O BOX 933707 ATLANTA GA 311933707	SCHOOL FOOD SVC-GADSDEN CO 203-A MARTIN LUTHER KING JR BL QUINCY FL 32351

PRINCIPAL / SUPERVISOR	COMPTROLLER	SUPERINTENDENT
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QUANTITY	PRODUCT NO.	DESCRIPTION	UNIT PRICE	TOTAL
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AUGUST 1, 2013--JUNE 30, 2014 SY

1	BDAPVD:	PIGGYBACK: WAKULLA CO SCHL BRD BID #WCSB 13/14-03 MILK/DAIRY MAY BE EXTENDED-(2)X1YR IABBP	353300.00	353300.00
	NOTE:	MEMO OF AUTHORIZ.+ BID ATTACHD		
	ITEMS:	1/2PT UNFLAVD LF (1%) .2275 1/2PT UNFLAVD FAT FREE .2275 1/2PT CHOCO-FAT FREE .2275 1/2GL LFAT OR FFBTRMLK 2.1600 GAL 1% UNFLAVOR 4.3700 1/2GL LACTOSE FREE 3.7200 1/2PT STRAWBRY FAT FREE .2595 SEE CMLPTE BID FOR ALL DETAILS		
		TOTAL	353,300.00	

PAY TERMS: NET 30

- All correspondence/shipments must reflect the PO number. For prompt payment mail invoice to Accounts Payable address above.
- If box checked and you accept this PO, goods/services & invoice must be received by the District no later than June 15 of the CURRENT YEAR. NO FINANCIAL OBLIGATION continues after June 30 of the CURRENT YEAR if the box is checked. This PO is void after one year.
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DISTRIBUTION TO BE COMPLETED BY ORIGINATOR						TOTAL	353,300.00	FINANCE DEPT USE EXPENDITURE
FUND	FUNCTION	OBJECT	CENTER	PROJECT	PROGRAM	AMOUNT		
410	7600	570	0231	0701		23400.00		
410	7600	570	0151	0702		21000.00		
410	7600	570	0141	0704		31000.00		
410	7600	570	0051	0705		13000.00		
410	7600	570	0171	0706		29000.00		
410	7600	570	0091	0707		41500.00		
410	7600	570	0061	0708		14200.00		
410	7600	570	0071	0709		16600.00		
410	7600	570	0041	0710		49600.00		
410	7600	570	0101	0711		10800.00		
410	7600	570	0211	0712		21300.00		
410	7600	570	0201	0713		58300.00		
410	7600	570	0191	0714		23600.00		

VENDOR

DIST: 20 FY: 14

13A-REQUEST FOR PO ITEMS

TIME: 13:32

TP -NUMBER- -DATE- AMOUNT REQ NUMB -----VENDOR/CENTERS-----
 R 00001003 070113 353,300.00 F B11000000 BORDEN DAIRY CO. OF AL(DO
 P O BOX 933707
 REQ: 9004 SCHOOL FOOD SVC-GADSDEN C
 SHP:
 STAT: B INV:
 INSTRS: AUGUST 1,2013--JUNE 30,2014 SY

STK NUM	DESCRIPTION	QTY	UNIT PRICE	COST
BDAPVD:	PIGGYBACK: WAKULLA CO SCHL BRD			
	BID #WCSB 13/14-03 MILK/DAIRY_	1	353,300.00	353,300.00
	MAY BE EXTENDED-(2)X1YR IABBP_			
	NOTE: MEMO OF AUTHORIZ.+ BID ATTACHD			
	ITEMS: 1/2PT UNFLAVO LF (1%)	.2275		
	1/2PT UNFLAVO FAT FREE	.2275		
	1/2PT CHOCO-FAT FREE	.2275		
	1/2GL LFAT OR FFBTRMLK	2.1600		
	GAL 1% UNFLAVOR	4.3700		
	1/2GL LACTOSE FREE	3.7200		
	1/2PT STRAWBRY FAT FREE	.2595		
	SEE CMLPTE BID FOR ALL DETAILS			
			TOTAL	353,300.00
UPDATE PROCESSED.	NEXT?			TERML: 8AFT
4-©	1 Sess-1	199.44.72.2	TW1H0509	4/3



Shirley Alday <aldays@gcpsmail.com>

2014 Dairy & Bakery Bid- Wakulla

MEMO OF AGREEMENT

1 message

Ina Mathers <Ina.Mathers@wcsb.us>
To: "AldayS@gcpsmail.com" <AldayS@gcpsmail.com>

Thu, Jul 25, 2013 at 3:58 PM

Good Afternoon Shirley,

You are more than welcome to piggy back off of our Dairy & Bakery Bid if they meet the needs of your district.

Sincerely,
Gail Mathers

Director, School Food Service
Wakulla County School Board
P. O. Box 100
Crawfordville, FL 32326
(850) 926-0065, ext. 248
(850) 926-0120, fax

The Wakulla County School District is an Equal Education Opportunity Provider and Employer. Under Florida's "Public Records" law, absent a specific exclusion, written communications to or from Wakulla School District employees are considered "Public Records" law, absent a specific exclusion, written communications to or from Wakulla School District employees are considered public records. E-mail communication with this correspondent may be subject to public and media disclosure upon request.

**WAKULLA COUNTY SCHOOL BOARD
 SCHOOL FOOD SERVICE
 69 Arran Rd.
 P. O. Box 100
 Crawfordville, FL 32327**

FACSIMILE COVER SHEET

TO: Shirley Alday DATE: 7/25/13
 TIME: _____
 Fax Phone No: (850) 627-5357 No. of Pages: 15
 (Including cover sheet)

FROM:

Gail Mathers/Gina Ward
 School Food Service Office
 FAX NO: (850) 926-0120
 OFFICE PHONE: (850) 926-0065, ext. 249

MESSAGE: _____
Dairy Bid



Bid # WCSB 13/14-03

ALL OR NONE BID
(Bid will be awarded on 1/2 pint carton price)

<u>ESTIMATED QUANTITY</u>	<u>DESCRIPTION</u>	<u>UNIT COST*</u>
100,000	1/2 pints unflavored low fat (1%)	\$.2275
145,000	1/2 pints unflavored, fat-free milk	\$.2275
475,000	1/2 pints of chocolate fat free milk	\$.2275
1,500	1/2 gallon, low-fat or fat free buttermilk	\$ 2.16
2,500	Gallon, 1%, unflavored	\$ 4.37
80	Half Gallon, lactose free milk	\$ 3.72

*Based on June 2013 raw milk price

OPTIONAL ITEMS

(Not to be considered in determining bid award)

<u>ESTIMATED QUANTITY</u>	<u>DESCRIPTION</u>	<u>UNIT COST</u>
50,000	1/2 pint, vanilla, fat free, carton	\$.2579
50,000	1/2 pint, strawberry, fat-free, carton	\$.2595
25,000	1/2 pint unflavored (1%), plastic	\$.2855
20,000	1/2 pint strawberry, fat free, plastic	\$.2855
150,000	1/2 pint chocolate, fat free, plastic	\$.2855

6/17/13

Date

Bidder's Signature Dennis Roberts

Borden Dairy

Company's Name

5014 US Hwy 84 E

Address

Cowarts, AL 36321

City, State and Zip Code

800-239-5114 x235

Area Code and Telephone Number

proposed for debarment under 48 CFR part 9, subpart 9.4, suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

CERTIFICATION

- (1) The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
- (2) Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Borden Dairy

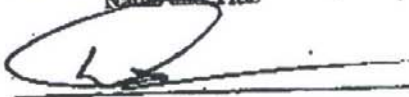
Wakulla Co BOE

Organization Name

PR/Award or Project Name

Dennis Roberts, General Sales Manager

Name and Title



6/17/13

Signature

Date

**SWORN STATEMENT PURSUANT TO SECTION 287.133(3)(a),
FLORIDA STATUTES, ON PUBLIC ENTITY CRIMES**

**THIS FORM MUST BE SIGNED AND SWORN TO IN THE PRESENCE OF A NOTARY PUBLIC OR
OTHER OFFICIAL AUTHORIZED TO ADMINISTER OATHS.**

1. This sworn statement is submitted to Wakulla County Schools
[print name of the public entity]
by Dennis Roberts, General Sale Manager
[print individual's name and title]
for Borden Dairy
[print name of entity submitting sworn statement]

whose business address is

5014 US Hwy 84 E, Cowarts, AL 36321

and (if applicable) its Federal Employer Identification Number (FEIN) is 26-1181509

(If the entity has no FEIN, include the Social Security Number of the individual signing this sworn statement: _____.)

2. I understand that a "public entity crime" as defined in Paragraph 287.133(1)(g), Florida Statutes, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or of the United States, including, but not limited to, any bid or contract for goods or services to be provided to any public entity or an agency or political subdivision of any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.

3. I understand that "convicted" or "conviction" as defined in paragraph 287.133(1)(b), Florida Statutes, means a finding of guilt or a conviction of a public entity crime, with or without an adjudication of guilt, in any federal or state trial court of record relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, nonjury trial, or entry of a plea of guilty or nolo contendere.

4. I understand that an "affiliate" as defined in Paragraph 287.133(1)(a), Florida Statutes, means:
(a) A predecessor or successor of a person convicted of a public entity crime; or
(b) An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term "affiliate" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate. The ownership by one person of shares constituting a controlling interest in another person, or a pooling of equipment or income among persons when not for fair market value under an arm's length agreement, shall be a prima facie case that one person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months shall be considered an affiliate.

5. I understand that a "person" as defined in Paragraph 287.133(1)(e), Florida Statutes, means any natural person or entity organized under the laws of any state or of the United States with the legal power to enter into a binding contract and which bids or applies to bid on contracts for the provision of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.

6. Based on information and belief, the statement which I have marked below is true in relation to the entity submitting this sworn statement. [Indicate which statement applies.]

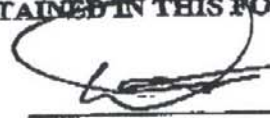
Neither the entity submitting this sworn statement, nor any of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, nor any affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.

SEE ATTACHED

XX The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.

The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989. However, there has been a subsequent proceeding before a Hearing Officer of the State of Florida, Division of Administrative Hearings and the Final Order entered by the Hearing Officer determined that it was not in the public interest to place the entity submitting this sworn statement on the convicted vendor list. [attach a copy of the final order]

I UNDERSTAND THAT THE SUBMISSION OF THIS FORM TO THE CONTRACTING OFFICER FOR THE PUBLIC ENTITY IDENTIFIED IN PARAGRAPH 1 (ONE) ABOVE IS FOR THAT PUBLIC ENTITY ONLY AND, THAT THIS FORM IS VALID THROUGH DECEMBER 31 OF THE CALENDAR YEAR IN WHICH IT IS FILED. I ALSO UNDERSTAND THAT I AM REQUIRED TO INFORM THE PUBLIC ENTITY PRIOR TO ENTERING INTO A CONTRACT IN EXCESS OF THE THRESHOLD AMOUNT PROVIDED IN SECTION 287.017, FLORIDA STATUTES FOR CATEGORY TWO OF ANY CHANGE IN THE INFORMATION CONTAINED IN THIS FORM.



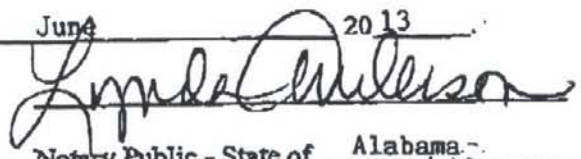
[signature]

Sworn to and subscribed before me this 17th day of June 2013

Personally known X

OR Produced identification _____

(Type of identification)



Notary Public - State of Alabama

My commission expires 7/26/2015

Lynda Anderson
(Printed, typed or stamped
commissioned name of notary public)

JAMES H. SEALE, III
ATTORNEY AT LAW

March 14, 1995

TELEPHONE
(804) 824-4001
FAX
(804) 824-4004

1008 MAIN STREET
POST OFFICE BOX 241
MORNINGSBORO, ALABAMA 36744

TO WHOM IT MAY CONCERN:

RE: Dairy Fresh Corporation

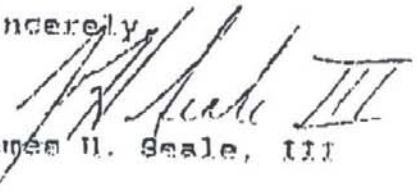
Gentlemen:

Please be advised that I am corporate counsel for Dairy Fresh Corporation. I personally handled the anti-trust litigation for the company which concerned the Florida panhandle.

In that litigation, Dairy Fresh entered into an agreement with the Attorney General of Florida that Dairy Fresh could continue to do business with the State of Florida and its various branches. The agreement is on file with the United States District Court, Northern District of Florida, Tallahassee Division in Case No. 89-40019-MF.

As a result of this agreement, Dairy Fresh Corporation and its officers, directors, executives and employees are not on the public entity crime list and they may bid on contracts with the State of Florida. If you have any questions, you may call me.

Sincerely,


James H. Seale, III

JHSIII/be

ESCALATOR CLAUSE:

Prices for milk can escalate or de-escalate in accordance with the change in Class I raw milk prices based on monthly Federal Milk Order announcements for the applicable geographical zone. Prices for milk delivered can be escalated or de-escalated at the rate of \$0.001 per half pint for each full \$0.15 increase or decrease in raw milk per hundred weight. A copy of the Federal Milk Order will accompany any changes in prices.

Borden Dairy
5014 US Hwy 84E
Carmel, IN 46032

Dairy Products
Sealed Box
MESB #13/1403
Due 6/17/13
4:30 pm EST

Malinda O Schmitt

PO Box Arran Rd
Crawfordsville, IN
32327

Rec'd
7:04 AM
6/17/13

**WAKULLA COUNTY SCHOOL BOARD
INVITATION TO BID**

**DATE: 5/30/2013
TO: ALL BIDDERS**

**THE WAKULLA COUNTY SCHOOL BOARD INVITES YOU TO SUBMIT A BID ON
THE FOLLOWING DESCRIBED ITEMS:**

BID NUMBER: WCSB # 13/14-03

ITEMS TO PURCHASE: DAIRY PRODUCTS

**SEALED BIDS SHALL BE RECEIVED BY THE WAKULLA COUNTY SCHOOL
BOARD UNTIL: June 17, 2013 @ 4:30 PM**

**ALL BIDS RECEIVED SHALL BE OPENED AND READ ALOUD PUBLICLY, AT THE
WAKULLA COUNTY SCHOOL BOARD ADMINISTRATIVE OFFICE, 69 ARRAN
ROAD, CRAWFORDVILLE, FLORIDA, ON: June 17, 2013 @ 4:30 PM**

**THE BIDS SHALL BE CONSIDERED BY THE WAKULLA COUNTY SCHOOL
BOARD DURING THEIR REGULAR SCHEDULED MEETING ON: July 15, 2013**

**THE SCHOOL BOARD RESERVES THE RIGHT TO REJECT ANY AND ALL BIDS
OR PORTIONS THEREOF.**

BID FORMS AND SPECIFICATIONS MAY BE OBTAINED FROM:

**WAKULLA COUNTY SCHOOL BOARD
GAIL MATHERS, SCHOOL FOOD SERVICE
69 ARRAN ROAD
CRAWFORDVILLE, FL 32327**

**ALL BIDS SHOULD BE SEALED AND CLEARLY MARKED ON THE OUTSIDE OF
THE ENVELOPE:**

"SEALED BID, WCSB #13/14-03, DAIRY PRODUCTS"

ALL BIDS SHOULD BE MAILED TO:

**WAKULLA COUNTY SCHOOL BOARD
P.O. BOX 100
CRAWFORDVILLE, FL 32326-0100**

*Tallahassee Democrat
May 30 & June 6, 2013*

Bid # WCSB 13/14-03

**THE SCHOOL BOARD OF WAKULLA COUNTY
MILK BID**

2013-14

CONDITIONS OF BID

Notice is hereby given that the School Board of Wakulla County, Florida, (hereinafter referred to as "Board") requests written and sealed bids to furnish milk to all schools in Wakulla County for the 2013-14 school year. Half pints will be furnished to all schools. Deliveries will be made in accordance with the school calendar.

1. Contract Period

The contract period will begin August 1, 2013 and end June 30, 2014. The current vendor will be afforded the opportunity to provide milk for the month of July if school is in session. This contract may be extended for a maximum of two (2), one (1) year periods, if agreed to in writing by both parties.

2. Milk Specifications

Bid on fresh low fat and fat-free milk, grade A pasteurized, homogenized, Vitamin D enriched. Milk shall be free from added water, preservatives, neutralizers or other foreign matter. All milk shall meet pasteurization, percent of non fat milk solids, percent of milk fat and bacteria count specifications consistent with Federal and/or Florida laws, Department of Health and Rehabilitative Services, requirements of Wakulla County Health Department and accepted standards of the milk industry. All items furnished under this bid shall be identified as having been officially inspected for wholesomeness and sanitation under a federal or state regulation program.

Unflavored Milk, Lowfat 1%

Unflavored Milk, Fat-Free

Chocolate Flavored Milk, Fat Free

Buttermilk, Fat-Free or Lowfat

Fat-free milk must be available to students each day

3. Compliance Requirement

Federal, state, county, and local laws, ordinances, rules, and regulations that in any manner affect the items covered herein apply. Lack of knowledge by the bidder will in no way be a cause for relief from responsibility. The bidder shall have in their possession all applicable insurance, permits, licenses, etc., that may be required by federal, state, or county law to furnish services under the scope of this contract. The successful bidder must not be in violation of any zoning or other ordinances in the performance of this contract.

4. Delivery Temperature

Delivery temperature shall be no greater than 40 degrees fahrenheit. The code date for milk shall not have expired prior to the time milk is served. Coding information shall be furnished to the director of food service.

5. Pricing

Prices quoted may include an escalation clause for the increase/decrease of prices based on butter fat skim milk values. The food service office must be notified ten (10) days prior to a price change with documentation reflecting that the milk company has incurred an increase/decrease in the price of raw milk. All prices quoted shall include transportation and delivery charges fully paid by the contractor delivered to cafeteria storage units. Milk shall be stacked neatly in refrigerated boxes. It shall be the responsibility of the successful bidder to remove all empty cases in which milk is delivered according to the delivery schedule.

6. Time of Delivery

It is preferable that deliveries be made while kitchen staff is on site, but is not mandatory. Time of delivery will be coordinated with the Food Service Director.

7. Type of Container

Milk cartons shall be gable top, one half pint plastic impregnated leak-proof disposable cartons.

Milk cartons shall be delivered in a clean condition, free of dirt, sand, grease, or other foreign particles in clean carrying cases. Leaking, empty or sour milk cartons shall be replaced without charge the day following delivery and the above conditions must not be extensive nor a consistently recurring problem.

8. Rights of the Board

The Board reserves the right to accept any bid and to reject any and all bids as the Board deems it to be in the best interest of the schools. In addition, the Bidder recognizes the right of the Board to reject a bid if the Bidder failed to furnish data required by the Bidding Documents, or if the bid is in any way incomplete or irregular; to reject the bid of a Bidder who is not in a position to perform the contract; and to re-advertise for other or further bid proposals. The Board further reserves the right to terminate the contract at any time for due cause, which shall include such reasons as unsatisfactory service or unsatisfactory products. Such cancellations shall be within thirty (30) days following written notice.

9. Emergencies

In the event of strikes, fires, or other emergency type situations, milk deliveries will be adjusted accordingly.

10. Deliveries

All mechanics for deliveries will be coordinated with the Director of Food Service and approved prior to any deliveries. Twice weekly delivery is acceptable, but delivery more often is preferred. A list of schools, and estimated usage, is attached. All milk must be in prime condition at the time of delivery.

11. Return of Milk

Milk which is left at the school before Thanksgiving, Christmas and Spring Holidays, and the last day of school for the year, shall be picked up by the successful bidder and a credit slip issued to the school showing the number of half pints and the amount credited to the school account.

Milk spoiled other than by negligence on the part of the school food service personnel is to be replaced or credit given the school account. Milk should NOT be delivered frozen.

12. Quantities

The quantities of milk on the list of schools are estimates only and may be increased or decreased at the request of the managers of the schools.

13. Printing on Milk Cartons

The successful bidder is requested to furnish printed cartons conveying a healthy lifestyle.

No other product or advertisement shall be advertised on the carton through the contract period.

14. Contract Failure

Should any bidder fail to enter into a contract with the School Board on the basis of the submitted bid by said bidder, bidder acknowledges that bidder shall be liable to the School Board for the difference between such bid price and the price the School Board pays to secure the merchandise from another source. Failure to pay said amount to the School Board upon demand will result in the company being removed from the bid list for a period of not less than (2) years from date of infraction.

15. Termination of Contract

This contract may be terminated without liability to the School Board in whole or part when it is deemed to be in the best interest of the School Board to so act. Notification of termination must be in writing and issued by the Superintendent or designee. This contract may be terminated upon 30 days written notice. Further, at the discretion of the School Board, the contract may be terminated in a period of less than 30 days in the event of poor performance or violation of these terms.

The School Board, upon termination, shall exercise its discretion to complete the balance of the contract consistent with the best interest of the School Board.

16. Facility Inspection

The Director of School Food Service, or his/her representative, has the prerogative of inspecting the supplier's facilities at his/her discretion.

17. AWARDS

No employee or official of the School Board shall participate in the selection, award, or administration of a contract supported by NSLP funds if a conflict of interest is real or apparent. A conflict of interest occurs when an employee or official of the School Board has a financial or other beneficial interest in the vendor firm selected for the award. Employees of the school system shall not extend favoritism to any vendor or salesman. As permitted by law or regulations, state agencies or sponsors shall provide for penalties, sanctions, or other disciplinary actions for violation of these standards.

The Bid, if awarded by the School Board, will be awarded within 30 calendar days of receipt of the bids to the lowest responsible Bidder, provided Bidder's bid is reasonable and it is the best interest of the School Board to accept. The School Board reserves the right to waive any informality in bids received when such waiver is in the best interest of the School Board.

Bid should be based upon FMO pricing plus Coop premiums for the month. The award shall be based upon unit price for each item. **Unit pricing to be based on June 2013 raw milk cost.**

This bid will be awarded on an "all or none" basis to the lowest responsible and responsive bidder. In all cases, the WCSB shall be the sole judge of what is considered equal.

The WCSB may add other items to this contract from time to time upon mutual agreement of both parties.

18. Bid Protest Procedures

The Board shall provide notice of its decision or intended decision concerning a bid solicitation or a contract award as follows:

For a bid solicitation, notice of a decision or intended decision shall be given by United States mail.

The notice required by this paragraph shall contain the following statement: "Failure to file a protest within the time prescribed in s. 120.53(5), Florida Statutes, shall constitute a waiver of proceedings under Chapter 120, Florida Statutes."

Any person/vendor who is affected adversely by the Board's decision or intended decision shall file with the Board a notice of protest in writing within 72 hours after the posting of a bid tabulation or after receipt of the notice of the Board's decision or intended decision and **SHALL FILE A FORMAL WRITTEN PROTEST WITHIN 10 DAYS AFTER THE DATE OF THE FILED NOTICE OF PROTEST.** Failure to file a notice of protest or failure to file a formal written protest shall constitute a waiver of proceedings under Chapter 120.

Upon receipt of a notice of protest which has been timely filed, the Board shall stop the bid solicitation process or the contract award process until the subject of the protest is resolved by final Board action, unless the Superintendent of Schools sets forth in writing particular facts and circumstances which require the continuance of the bid solicitation process or the contract award process without delay in order to avoid an immediate and serious danger to the public health, safety, or welfare.

The Board, on its own initiative or upon the request of a protestor shall provide an opportunity to resolve the protest by mutual agreement between the parties within 14 days of receipt of a formal written protest.

If the subject of a protest is not resolved by mutual agreement within 14 days of receipt of the formal written protest and if there is no disputed issue of material fact, an informal proceeding shall be conducted pursuant to s. 120.57(2). If the hearing is not requested in the Notice of Bid Protest, it shall be waived. The informal hearing shall be conducted in the presence of the Director of Business as the Superintendent's designee, the legal staff, and any other witnesses deemed appropriate. The protesting party may be present with assistance of counsel and any witnesses he deems appropriate; however, failure to have counsel and any witnesses present shall not invalidate the hearing.

19. Delivery Invoice

With each school delivery, the salesman shall leave two invoices, an original and a copy. The invoices shall have invoice date, item description, the number of items delivered, the unit price, and the total cost.

20. Payment

The vendor shall be paid monthly upon completion of an order for that specific month. The monthly statement shall list the date of deliveries, name of the school, invoice number, and the total for each school.

Mail statement to: Gail Mathers, School Food Service
P.O. Box 100
Crawfordville, FL 32326-0100

Statements should be received by the Food Service Office as early in the month as possible and should include transactions through the last day of the month.

Bidders must bid on all nine (9) schools.

Each bidder is hereby notified that this bid falls under the jurisdiction of the U.S. Government Executive Order #10936; 26 Federal Register 3555 relating to identical bids and as such comes under the Justice Department Annotation DJ-1510; Re: At-IBR reporting procedures.

Bid # WCSB 13/14-03

WAKULLA COUNTY SCHOOL BOARD
SCHOOL MILK USAGE AND DELIVERY
(usage is estimated - white and chocolate)

SCHOOL	½ PINTS NEEDED DAILY	DELIVERY
Medart Elementary	650	Twice Weekly
Crawfordville Elementary	550	Twice Weekly
Shadeville Elementary	700	Twice Weekly
Riversink Elementary	450	Twice Weekly
Wakulla High	450	Twice Weekly
Wakulla Middle	350	Twice Weekly
Riversprings Middle	300	Twice Weekly
Wakulla Ed. Center	400	Twice Weekly
Sopchoppy Ed. Center	150	Twice Weekly

Twice weekly is minimum delivery. Delivery more often is preferred.

Deliver Lowfat Buttermilk, 1% gallon white milk, and lactose free milk, as determined by lunchroom manager.

WAKULLA COUNTY SCHOOL BOARD
SUPERINTENDENT'S OFFICE
AGENDA ITEM FOR SCHOOL BOARD APPROVAL

**TYPE WRITTEN ONLY
COPY ON THREE HOLE PUNCH PAPER
E-MAIL AGENDA COVER SHEET
AND AGENDA ITEM TO SUPERINTENDENT'S OFFICE**

Date submitted: 7/8/2013 Board Meeting Date: Monday, July 22, 2013 @ 5:45 p.m.

Date agenda item is due in the county office: Thursday, July 11, 2013 @ 12 noon

Name of person submitting item: Gail Mathers

Name of document placed on agenda: 2013-2014 Dairy Bid (WCSB #13/14-03
(How you want it worded on agenda)

PLEASE GIVE A DESCRIPTION AND INFORMATION REGARDING ACTION ITEM:

Recommendation to award dairy bid to Borden Dairy Company.

Please indicate if signatures are required and place appropriate tabs for signature on document.
Signatures required: YES X NO

One copy and an original are needed when submitting agenda items:
(Duplicate form as needed for each agenda item.)

Items will be placed on the agenda as received.

WMIS SO500
Rev. 01/10

APPROVED
JUL 22 2013
Pam Lawhon

TABULATION SHEET

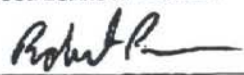
OPENING: June 17, 2013 @ 4:30 PM
 BOARD MEETING: July 15, 2013

DAIRY PRODUCTS

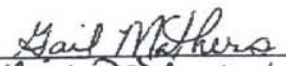
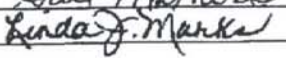
WCSB BID # 13/14-03
 FOR: DAIRY PRODUCTS
 SCHOOL FOOD SERVICE

BIDDER/ VENDOR	100,000 1/2 pints low fat white milk 1%		2,500 gallons 1% white milk		50,000 1/2 pints strawberry fat free milk		475,000 1/2 pints chocolate fat free milk		1500 1/2 gallon low-fat buttermilk		80 Half Gallons Lactose free milk		TOTAL
	Carton	Total	Carton	Total	Carton	Total	Carton	Total	Carton	Total	Carton	Total	
Bassett Dairy Products P.O. Box 540 Perry, FL 32348	0.2371	\$ 23,710.00	4.1000	\$ 10,250.00	0.2533	\$ 12,665.00	0.2458	\$ 116,755.00	2.40	\$ 3,600.00	3.80	\$ 304.00	\$ 167,284.00
South Florida Dairy II (SFD II) 2209 N 40th Street Tampa, FL 33605	NO BID												
Borden's Dairy P.O. Drawer 9 - Ashford Hwy. Cowan, AL 38321	0.2275	\$ 22,750.00	4.3700	\$ 10,925.00	0.2595	\$ 12,975.00	0.2275	\$ 108,062.60	2.18	\$ 3,240.00	3.72	\$ 297.60	\$ 158,250.10
Gustafson's Dairy Inc. 4794-A Woodlane Circle Tallahassee, FL 32303	NO BID												
M&B Products 8801 Harney Road Tampa, FL 33637	0.2365	\$ 23,660.00	3.5000	\$ 8,750.00	0.2428	\$ 12,140.00	0.2394	\$ 113,715.00	2.50	\$ 3,750.00	4.00	\$ 320.00	\$ 162,335.00
T.G. Lee Dairy 315 N. Bumby Avenue Orlando, FL 32803	NO BID												

(OUTLINED IN RED = LOWEST & BEST BID)

SCHOOL BOARD APPROVED:

 Signature of Superintendent 7/16/2013

WCSB PERSONNEL ATTENDING OPENING:

DATE: June 17, 2013

RuSminter

SUMMARY SHEET

RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

AGENDA ITEM NO. 4m

DATE OF SCHOOL BOARD MEETING: July 30, 2013

TITLE OF AGENDA ITEM: Lamier Technical Services

DIVISION:

 This is a CONTINUATION of a current project, grant, etc.

PURPOSE AND SUMMARY OF ITEM:

Contractor will provide professional computer technology services for Dell, Lenovo, and MAC/Apple Products, including but not limited to: iPads, iPods, laptops, e-Readers, e-Books, Lenovo, Kindle-like products, etc. at Title I schools. Contract will include, but is not limited to: technical services with hardware and software installation, imaging and configuration of new computers, and migration to AD. The contractor shall receive assignments from the Director of Media and Technology to ensure maintenance and imaging of all district-owned Dell and MAC products are being made ready for classroom/office use to support the digital operations of Title I schools.

FUND SOURCE: Title I

AMOUNT: \$50,000.00

PREPARED BY: Rose Raynak *RR*

POSITION: Director of Federal Programs

INTERNAL INSTRUCTIONS TO BE COMPLETED BY PREPARER

 Number of ORIGINAL SIGNATURES NEEDED by preparer.

SUPERINTENDENT'S SIGNATURE: page(s) numbered _____

CHAIRMAN'S SIGNATURE: page(s) numbered _____

This form is to be duplicated on light blue paper.

REVIEWED BY: _____

2013 JUL 23 PM 2:34
GADSDEN SCHOOL BOARD
OFFICE OF ASSISTANT
SUPERINTENDENT



GADSDEN COUNTY SCHOOL DISTRICT Request for Proposal (RFP) for Competitive Project

Program Name

Computer Information Systems – Apple Technology Maintenance and Support

Funding Purpose/Priorities

The purpose of this RFP is to procure the services of a qualified and experienced Computer Information Systems –Apple Technology Maintenance and Support Contractor with a proven record of providing high-quality, effective technology support, specifically relative to the imaging and operation of Apple (Mac) brand computer products and technology. The Contractor must be capable of imaging, troubleshooting, deployment and maintenance of Apple (Mac) technology and other network and personal computer systems. The Contractor must be capable of providing computer technical assistance to district administrators and staff on other computer technology and software, as needed. The Contractor needs to have intimate knowledge of school district operations and specific knowledge of the computer technology processes and procedures of the Gadsden County Public Schools (GCPS). The goal of the contract will be to provide GCPS with the technical assistance necessary to help satisfy multiple technology needs and support as necessary.

Computer Information Systems – Apple Technology Maintenance and Support Contractor-- Responsibilities and Requirements

The Computer Information Systems Contractor – Apple (Mac) Technology Maintenance and Support chosen will be responsible for deployment of iPods, iPads, Droids, Apple (Mac) and Windows computers as well as repair of the computers and servers. Contractor will work on deployment of the new Windows 2008, Hyper V, and Mac Servers. Contractor will also work with users and computers to migrate to Windows AD for teachers and students and configure iPads. Contractor will serve as a primary technology support person at the district and will help to determine necessary actions based on computer technology solutions after review and consultation with district-level media specialists. The Contractor will ensure technical assistance is implemented with fidelity and is effective.

The Contractor will have at least 25 years of experience working with computer hardware and software, including but not limited to: design; installation; upgrade and support of networks using Windows 2008, 2003, 2000; NT servers; Hyper V 2007-2012; Windows 7 and XP; Mac O/S; mobile devices; PC and Mac installations and repair. Contractor will be a certified Network Administrator in Novell 3.12 and 4.1. The district has invested significant financial resources from federal funding into new technology to deliver rigorous infused instruction to students with intensive instructional needs. These circumstances mandate that GCPS build capacity to provide technical assistance to its schools that will maximize the usage of the available technology and provide administrators and staff with the ability to infuse technology with intensive instruction that will lead to improved academic performance.

The proposal must include:

- A scope of work
- Standards that will be employed in the position
- Proposed steps of operation for carrying out the responsibilities of the project

- Processes to be employed during the provision of services
- Work timeline

A Bilingual Contractor is preferred because of work requiring their assistance and training in bilingual populations at the schools. Contractor must be able to install and support educational software and peripherals like SuccessMaker, Plato, Waterford, Lanschool, Genesis, Altiris, Destiny, VMM 2007, SCCM 2012, and others. Contractor must have at least 2 years of experience working in a school system and a proven record of providing effective technical assistance in an educational capacity.

Application Due Date

July 18, 2013 at 4:30 p.m. EST The due date refers to the date of receipt in the Gadsden County office. Facsimile and email submissions are not acceptable.

Number of Awards

One

Budget / Performance Period

From date of approval by the Gadsden County School Board to June 30, 2014

Eligible Applicants

Any experienced Computer Information Systems –Apple Technology Maintenance and Support Contractor with the qualifications described above may respond to this Request for Proposal.

Contact Person

Rose Raynak, (850) 627-9651, Ext. 1600, raynakr@gcpsmail.com

Assurances

The Florida Department of education has developed and implemented a document entitled, General Terms, Assurances and Conditions for Participation in Federal and State Programs, to comply with:

- 34 CFR 76.301 of the Education Department General Administration Regulations (EDGAR) which requires local educational agencies and its sub-grantees to submit a common assurance for participation in federal programs funded by the U.S. Department of Education (USED) funds;
- Applicable regulations of other Federal agencies; and
- State regulations and laws pertaining to the expenditure of state funds.

In order to certify applicant adherence to general terms, assurances, and conditions for the project, applicants must include the following statement in the cover letter for proposals submitted in response to this RFP:

“(Name of Applicant) does hereby certify that all facts, figures, and representations made in this application are true, correct, and consistent with the statement of general assurances and specific programmatic assurances for this project. Furthermore, all applicable statutes, regulations, and procedures; administrative and programmatic requirements; and procedures for fiscal control and maintenance of records will be implemented to ensure proper accountability for the expenditure of funds on this project. All records necessary to substantiate these requirements will be available for review by appropriate district school district, state and federal staff. I further certify that all expenditures will be obligated on or after the effective date and prior to the termination date of the project. Disbursements will be reported only as appropriate to this project, and will not be used for matching funds on this or any special project, where prohibited.”

Project Cost

The district contemplates a contract for the contractor’s costs to provide services – not to exceed \$50,000 annually. The contract amount shall include all applicable costs, taxes, and fees comprising the contractor’s charges and will not include employee benefits.

Fiscal Requirements

Supporting documentation for expenditures is required for all funding methods. Examples of such documentation includes, but is not limited to: work plans, timelines, services provided, and any other documentation to show that the person has provided the required services to ensure an effective implementation of project goals.

Proposal Requirements

Cover letter (maximum of one page) – Each application shall provide a cover letter that contains the following information:

- Name of applicant
- Address of applicant
- Name of contact person
- Telephone number for contact person
- The following statement:

“(Name of Applicant)” does hereby certify that all facts, figures, and representations made in this application are true, correct, and consistent with the statement of general assurances and specific programmatic assurances for this project. Furthermore, all applicable statutes, regulations, and procedures; administrative and programmatic requirements; and procedures for fiscal control and maintenance of records will be implemented to ensure proper accountability for the expenditure of funds on this project. All records necessary to substantiate these requirements will be available for review by appropriate school district, state, and federal staff. I further certify that all expenditures will be obligated on or after the effective date and prior to the termination date of the project.”

- Signature of an authorized representative for the applicant.

Narrative (maximum of six pages) – The Narrative must be attached to the cover letter. The narrative should be brief but must cover the following topics:

- **Management Approach** – This section shall describe the overall plan for carrying out the project, including plans or procedures for ensuring timeliness, cost-effectiveness and high quality of services. The applicant should include a discussion of anticipated problems and the means for overcoming these obstacles.
- **Work Statement and Schedule** – This section should provide a description of the work to be performed, including the types of technical assistance listed in the Computer Information Systems –Apple Technology Maintenance and Support Contractor Responsibilities and Requirements section above.
- **Capabilities and Experience** – This section should describe the applicant’s relevant capabilities, time constraints (if any), and relevant experience, including all the required criteria listed under the Computer Information Systems –Apple Technology Maintenance and Support Contractor Responsibilities and Requirements section above.
- **Price Quotation** – This section should include the price quote to conduct this work that includes costs of direct labor, materials, applicable taxes and fees, and other expenses. The price quotation proposed by an applicant should include hours of service daily and be within the period beginning July 22, 2013 and ending June 30, 2014.

Expenses Guidelines

The contract amount must be reasonable, necessary to accomplish project objectives, auditable, and occur during the project period. Charges for contractual services must conform to the written policies and established practices of GCPS.

Review Process and Selection Criteria

GCPS staff will review and evaluate submitted proposals, and make recommendations to the School Board for the contract award. Consideration will be given to applicant's responsiveness to items set forth in the Proposal Requirements and criteria for selection. Criteria for selection may include, but are not limited to (in no particular order):

- Qualifications and past relevant performance of the applicant's company;
- Demonstrated understanding of the desired outcomes;
- Creativity and imagination in approaching tasks described in the scope of work;
- Cost effectiveness; and
- Applicant's ability and willingness to work closely with GCPS.

GCPS expects to contract with the person or firm whose proposal demonstrates that its performance of the work would be most advantageous to the school district, with price and other factors considered. GCPS reserves the right to award a contract to other than the low applicant or not to make an award if that is deemed to serve its best interest.

Conditions of Agreement

If a proposal is selected for funding, GCPS will be required to award the contract by written instrument. Until GCPS has signed the award document governing this contract, no express or implied commitment has been made to pay any funds to the successful applicant. No oral or written statement other than the signed, written agreement will govern or modify the relationship. As a condition of the agreement, the contractor must agree to indemnify GCPS against any loss resulting from breach of any of the guarantees contained in the award document.

Payment Method

GCPS shall pay the selected contractor upon the receipt of monthly invoices from the contractor that includes documentation describing the services that were rendered by the contractor in support of the project for the monthly period that the invoice covers. Invoices will require a minimum of fourteen (14) days to be processed for payment after an invoice has been approved for payment by GCPS.

One Copy of the Proposal must be submitted to:

Gadsden County Schools
Attention: Ms. Bonnie Wood
35 Martin Luther King, Jr. Boulevard
Quincy, FL 32351

LAMIER TECHNICAL SERVICES

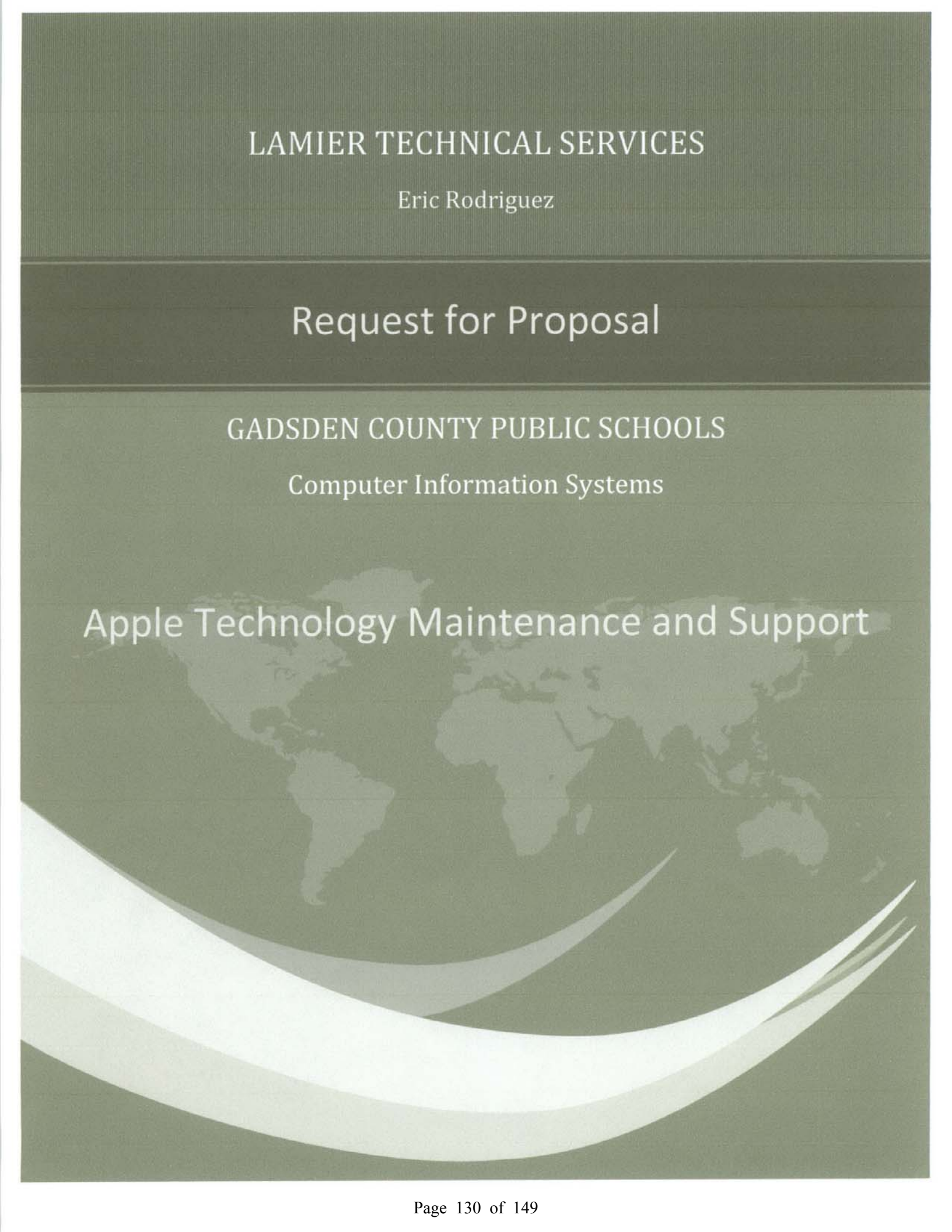
Eric Rodriguez

Request for Proposal

GADSDEN COUNTY PUBLIC SCHOOLS

Computer Information Systems

Apple Technology Maintenance and Support



Lamier Technical Services
9950 Hosford Hwy, Quincy FL 32351

Phone: 850-591-3193 Contact: Eric Rodriguez

Eric Rodriguez does hereby certify that all facts, figures, and representations made in this application are true, correct, and consistent with the statement of general assurances and specific programmatic assurances for this project. Furthermore, all applicable statutes, regulations, and procedures; administrative and programmatic requirements; and procedures for fiscal control and maintenance of records will be implemented to ensure proper accountability for the expenditure of funds on this project. All records necessary to substantiate these requirements will be available for review by appropriate school district, state, and federal staff. I further certify that all expenditures will be obligated on or after the effective date and prior to the termination date of the project.”

 
Eric Rodriguez

Cover Letter



HERIBERTO 'ERIC' RODRIGUEZ
MCSE, MCP, CNA

9950 HOSFORD HWY, QUINCY, FL 32351 • PHONE: 850-627-4228
EMAIL: RODRIGUEZ@TDS.NET • CELL: 850-591-3193

SUMMARY OF QUALIFICATIONS

Certified Network/Systems Engineer with more than 25 years of experience working with computer hardware and software. Design, installation, upgrade and support of networks using Windows 2008, 2003, 2000, and NT servers, HyperV 2007/2012, Windows 7, XP, MAC O/S, and mobile Devices. PC and MAC installations and repair.

EXPERIENCE

10/2008 – Present Leon County Schools Tallahassee, FL

Distributed Systems Analysts

Design, installation, upgrade, support, and administration of networks using Windows 2008, 2003, and 2000 servers. HyperV manager of over 50 servers and more than 300 VM machines. Imaging and support of Windows 7, XP, Mac, and mobile devices. Installation, support, and implementation of SuccessMaker, Waterford, Plato, Lanschool, Altiris, Genesis, Destiny, VMM 2007, SCCM 2012, and many others educational software and peripherals.

5/1998 – 10/2008 Pearson Digital Learning, Inc. Tallahassee, FL

Senior Field Engineer

- Design, installation, upgrade, support and administration of networks using Windows 2003/2000, Novell, Windows XP/98/95, Windows 3x, DOS and MAC. Installation and repair of networks, servers, workstations, backup devices, software and peripherals, for Windows, Novell and MAC platforms. Performed project management of field installations to meet the customer unique requirements. Provided software and hardware training to field engineers, teachers and lab administrators.

9/1995-5/1998 Educational Learning Systems, Inc. Tallahassee, FL

Network/Computer Technician

- Design, installation and administration of networks, using Novell 3x & 4x, Windows NT 3.51 and 4.0, Windows 95 and Windows for Workgroups. Installation of servers, workstations, printers, software, cables, hubs and any other network devices. Purchase, assembly, installation and technical support of networks, computers and software.

8/1992-12/1994 Bits & Bytes, Inc. San Juan, PR

Manager/Installation Coordinator

- Manager/Supervisor of the IT department, accounting, payroll, billing, purchase, sales, customer service and customer support. Assembly, installation, diagnostic and repair of PCs. Design, installation, training and support of networks, computers, software and peripherals.

8/1987-9/1992 Puerto Rico Medical Center. San Juan, PR

Accounting Clerk

Help design, installation and improvement of the computer system (link between IT department and Billing and Collection department). Worked on medical insurance and patient billing and collection, data entry, prepare reports of customers payments and billing. Balance cash drawer and receipts.

EDUCATION

- Working toward AA in Computer Science (To be completed on 12/12)
- 2008-Present Tallahassee Community College
- Working toward a Bachelor of Science in Information Technology
- 8/2008 – Present University of Phoenix Phoenix, AZ
- Windows 2003 MCSE, MCP.
- 4/2000-5/2004 Computer Tutors, Inc. Tallahassee, FL
- Certified Network Administrator – Novell 3.12 and 4.1.
- 6/1996 Novell Education Tallahassee, FL
- Completed 80 credits toward a Bachelor of Arts in Computer Programming
- 1986-1992 University of Puerto Rico. San Juan, PR

ADDITIONAL SKILLS

Network design and implementation using Active Directory, Group Policy, TCP/IP, DNS, DHCP, Netware, and Mac Servers. Some experience with Microsoft Exchange and SQL. Training and/or working experience with following programs: Microsoft Office 2003-2010, Pearson - SuccessMaker, Waterford, HyperV, VMWare, SCCM, Lync 2010, Mac OS X, iOS, Droid devices, Altiris, Genesis, Destiny, Terminal Services, Lanschool, Plato, and other application programs. Bilingual – English/ Spanish.

Management Approach

More than 15 years of working in the educational environment gave me the intimate knowledge of school district operations and specific knowledge of the computer technology processes and procedures of the public schools, including Gadsden County Public Schools. Our goal is to provide Gadsden County Public Schools with the technical assistance necessary to satisfy actual and future technology needs.

Lamier Technical Service will serve as a technology support contact at the district and will help to determine necessary actions based on computer technology solutions for Apple and Windows platforms after review and consultation with district-level media specialists. We will ensure technical assistance is implemented with fidelity and is effective.

To meet some of the district deadlines for hardware or software installations, with minimum business interruptions, we will provide regular, after hours and weekends services. After hours services, which are usually billed at a higher price, can save GCPS many hours of downtime that can turn into thousands of dollars in savings making our services a very cost effective option. As a GCPS partner, all of our service hours will be billed at the same price for the duration of this contract.

Work Statement and Schedule

Configuration, imaging, deployment, and maintenance of Apple products including but not limited to mobile devices, computers, servers, peripherals, and Apple software. Design, implementation, and maintenance of Microsoft Active Directory, Hyper V servers, SCCM, and migration from Novell to Windows environment. Installation, configuration, troubleshooting, and repair of Windows and Apple computers.

Provide computer technical assistance to district administrators and staff for a minimum of 20 hours a week. Service to the GCPS will be provided at the district office, schools, and remotely. Some of my services, like server's maintenance, are provided after hours to minimize interruption of student's instruction and district businesses.

Capabilities and Experience

Certified Network/Systems Engineer with more than 25 years of experience working with computer hardware and software. Design, installation, upgrade and support of networks using Windows 2008, 2003, servers, HyperV 2012, Windows 7, XP, Apple/MAC 10.x, Apple Servers OS, and mobile Devices.

More than 15 years of experience working with the installation and support of instructional software like SuccessMaker, Waterford, Accelerated Reader, Plato, Lanschool, Altiris, Microsoft Office, Destiny, and many others programs in Mac and Windows platforms . See attachment.

Price Quotation

Services will be provides to Gadsden County School starting on July 22, 2013 and ending on June 30, 2014. The cost per hour is \$50.00 for a total of \$50,000.00 for 1000 hours or service. Computers parts and software provided by Lamier Technical Services, if needed, will be billed separately.

School Board of Gadsden County, Florida
CONTRACTUAL AGREEMENT
Fiscal Years: 2013-2014

This contractual AGREEMENT is made between the School Board of Gadsden County, Florida, a school district, referred to as the "RECIPIENT", organized and existing under the laws of the State of Florida, with its principal place of business at 35 Martin Luther King., Jr. Blvd, City of Quincy, County of Gadsden, State of Florida, herein referred to as the Board, (also referred to as the District) and Eric Rodriguez, DBA Lamier Technical Services a for-profit CONTRACTOR organized and existing with its principal place of operations at 9950 Hosford Hwy. Quincy, Florida 32351, herein referred to as "CONTRACTOR". The contractual AGREEMENT will establish uniform administrative requirements for the CONTRACTOR and Gadsden County Public Schools.

NOW, THEREFORE, the parties agree as follows:

ARTICLE 1. ENGAGEMENT OF THE CONTRACTOR

The RECIPIENT agrees to engage the CONTRACTOR and the CONTRACTOR agrees to perform the functions as outlined in the Scope of Services below. The CONTRACTOR understands and agrees that all services are to be secured and implemented solely by the CONTRACTOR and no subcontractor will be assigned as a CONTRACTOR without the prior written consent of the RECIPIENT.

The RECIPIENT and CONTRACTOR understand and agree that this AGREEMENT is valid only if approved and funds awarded for the same by the Florida Department of Education for Title I, Part A Basic.

ARTICLE 2. SCOPE OF SERVICES

The CONTRACTOR has agreed to provide the RECIPIENT with professional computer technology services for Dell, Lenovo, and MAC/Apple Products, including but not limited to: iPads, iPods, laptops, e-Readers, e-Books, Lenovo, Kindle-like products, etc. at Title I schools. Contract will include, but is not limited to: technical services with hardware and software installation, imaging and configuration of new computers, and migration to AD. The CONTRACTOR shall receive assignments from the Director of Media and Technology to ensure maintenance and imaging of all district-owned Dell and MAC products are being made ready for classroom/office use to support the digital operations of Title I schools. As necessary, Title I Director will have assignments for CONTRACTOR based on immediate needs. The CONTRACTOR must maintain a time and effort sheet that can be used to verify time spent working on technology equipment either on or offsite for the Gadsden County Title I schools. The CONTRACTOR agrees to meet with any district personnel requested by RECIPIENT to ensure that work is responsive to district needs.

The CONTRACTOR shall use his best professional knowledge to make sure the evaluation report includes all the data necessary to make future decisions and that data supports recommendations in the report.

The CONTRACTOR agrees that all data relating to RECIPIENT'S business affairs and other information identified as confidential by RECIPIENT remain confidential information of the RECIPIENT. Any other information identified as confidential by CONTRACTOR, is confidential information of CONTRACTOR. Each party shall use confidential information of the other party

which is disclosed to it only for the purposes of this contract and shall not disclose such confidential information to any third party, without the other party's prior written consent, other than to each other's employees on a need-to-know basis.

ARTICLE 3. DURATION OF AGREEMENT

This AGREEMENT shall begin on July 22, 2013 and end on June 30, 2014 contingent upon the approval by school board and contingent upon approval and funding by the Florida Department of Education. Based on satisfactory performance, supervisor approval, district leadership approval and contingent upon available funding, the contract may be renewed annually by written agreement between the CONTRACTOR and the RECIPIENT for up to three (3) years.

ARTICLE 4. DEFINITIONS

Term	Definition
Advance	Means a payment made by Treasury check or other appropriate payment mechanism to a CONTRACTOR or CONTRACTOR upon its request either before outlays are made by the CONTRACTOR or through the use of predetermined payment schedules.
Award	Means financial assistance that provides support or stimulation to accomplish a public purpose.
CONTRACTOR	Means the legal entity to which a sub-award is made and which is accountable to the RECIPIENT for the use of the funds provided.
Date of Completion	Means the date on which all work under an award or sub-award is completed or the date on the award document, or any supplement or amendment thereto, on which Federal sponsorship ends.
Project costs	Means all allowable costs, as established in the applicable Federal cost principles, incurred by a RECIPIENT and the value of the contributions made by third parties in accomplishing the objectives of the award during the project period.
Project period	Means the period established in the award document during which Federal sponsorship begins and ends.
RECIPIENT	Means an organization receiving financial assistance directly from the Department of Education to carry out a project or program. The term includes public and private institutions of higher education, public and private hospitals and other quasi-public and private non-profit organizations such as, but not limited to, community action agencies, research institutes, educational associations, and health centers.
Renewal	Means a continuation of the contract on an annual basis for up to three years based on continued satisfactory performance, approval of immediate supervisor, approval of senior district leadership and school board, and contingent upon available funding
Sub-award	Means an award of financial assistance in the form of money, or property in lieu of money, made under an award by a RECIPIENT to an eligible CONTRACTOR or by a CONTRACTOR to a lower tier CONTRACTOR. The term includes financial assistance when provided by any legal agreement, even if the agreement is called a contract, but does not include procurement of goods and services nor does it include any form of assistance which is excluded from the definition of "award".
Termination	Means the cancellation of award, in whole or in part, under an agreement at any time prior to the date of completion.
Working Capital	Means a procedure whereby funds are advanced to the RECIPIENT to cover its estimated disbursement needs for a given initial period.

ARTICLE 5. PAYMENT

This is a professional services contract not to exceed the amount of \$50,000 (fifty thousand dollars) for responsibilities as outlined in this contract. In consideration for the work performed by CONTRACTOR, the RECIPIENT shall pay the CONTRACTOR at \$50.00 (fifty) dollars per hour up to the limit of \$50,000 in support of the period that the invoice covers. The CONTRACTOR will submit time and effort logs to the Director of Media and Technology to document services provided. In full and complete compensation for all services provided by CONTRACTOR under this AGREEMENT, Gadsden County shall pay to Lamier Technical Services the total amount of no more than \$50,000 for services rendered as described under the Scope of Services. Checks will be made payable to Lamier Technical Services, and will be sent to the agency office.

(b). The CONTRACTOR shall not pledge the RECIPIENT'S credit or make the RECIPIENT a guarantor of payment or surety for any contract, debt, obligation, judgment, lien, or any form of indebtedness.

(c). The total cost of the AGREEMENT is no more than \$50,000.

ARTICLE 6. PUBLIC RECORDS

Where applicable, documents prepared pursuant to this AGREEMENT may be subject to Florida's Public Records Law. Refusal of the CONTRACTOR to allow public access to such records shall constitute grounds for cancellation of this AGREEMENT.

ARTICLE 7. TERMINATION OF AGREEMENT

The parties hereto contemplate this contract to run for the designated time period cited above subject to review as required by law. Any party wishing to terminate this contract prior to its expiration date shall provide the other party with no more than thirty (30) days written notice specifying the effective termination date. Upon termination, the district shall be responsible for payment of all costs incurred by CONTRACTOR in the performance of the AGREEMENT prior to termination. Upon termination, all finished or unfinished documents and other material related to these services shall become the property of the RECIPIENT.

ARTICLE 8. AMENDMENTS

Any changes must be mutually agreed upon in writing by the Director of Media and Technology, the Director of Federal Programs, the Deputy Superintendent, and the designee from Lamier Technical Services. Written amendments will be incorporated into this AGREEMENT.

ARTICLE 9. PERSONNEL and LEVEL 2 CLEARANCE

Pursuant to Florida Statutes 1012.465 Background screening requirement for certain non-instructional school district employees and contractors – non-instructional school district employees or contractual personnel who are permitted access on school grounds when students are present, who have direct contact with students or who have access to or control of school funds must meet level 2 screening requirements as described in s. 1012.32 F.S. Contractual personnel shall include any vendor, individual or entity under contract with the school board. The CONTRACTOR agrees to comply with all requirements of the Jessica Lunsford Act as described in this article. The CONTRACTOR will work cooperatively with all district employees.

ARTICLE 10. NONDISCRIMINATION AND COMPLIANCE

During the performance of this contract, the CONTRACTOR agrees to work in an environment free from all forms of discrimination. The CONTRACTOR shall comply with all federal, state and local laws and ordinances applicable to the work and shall not discriminate on the grounds of

race, color, religion, gender, national origin, disability, marital status, sexual orientation, veteran status, or age in the performance of work.

ARTICLE 11. ADMINISTRATION OF AGREEMENT

- (a) The CONTRACTOR'S contract administrator and contact is Mr. Eric Rodriguez, DBA Lamier Technical Services and/or his designee.
- (b) The RECIPIENT'S contract administrators and contacts are Ms. Sheantika Wiggins, Director of Media and Technology and Ms. Rose Raynak, Director of Federal Programs and/or their designees.
- (c) All written and verbal approvals must be obtained from the parties' contract administrator or their designees.
- (d) This contract shall be governed by and construed under the laws of the State of Florida.

ARTICLE 12. AGREEMENT AS INCLUDING ENTIRE AGREEMENT

This instrument, including any attachments, embodies the entire AGREEMENT of the parties. There are no other provisions, terms, conditions, or obligations. This AGREEMENT supersedes all previous oral or written communications, prior negotiations, offers, representations or agreements on this subject made by either party, their agents, or employees.

CONFLICT OF INTEREST: As of the date of this AGREEMENT, CONTRACTOR is not a party to any oral or written contract or understanding or legal or regulatory obligation that will in any way limit or conflict with its ability to fulfill the terms of the AGREEMENT.

ARTICLE 13. DISPUTES, CONFLICTS, and ENFORCEMENT

It is mutually agreed and understood that this contract shall be governed by the laws of the State of Florida, both as to interpretation and to performance, and that any action at law, suit in equity, or judicial proceeding for the enforcement of this contract, or any provision thereof, shall be instituted and maintained in any court of competent jurisdiction in Gadsden County, Florida. Any action by a party for enforcement of this AGREEMENT shall be maintained in Gadsden County. Pending final determination of any dispute hereunder, the CONTRACTOR shall proceed diligently with the performance of this contract. This contract shall be construed and interpreted solely in accordance with the laws of the State of Florida without giving effect to the conflicts of laws or provisions thereof. Conflicts of law contained in any part of this contract shall not warrant the entire contract as voided.

IN WITNESS WHEREOF, the School Board of Gadsden County, Florida and Mr. Eric Rodriguez, DBA Lamier Technical Services have executed this AGREEMENT.

Mr. Eric Rodriguez, DBA
Lamier Technical Services

Date

Mr. Reginald C. James
Superintendent of Schools

Date

Mr. Isaac Simmons
Chairman, Gadsden County School Board

Date

Request for Proposal Sealed Bid Review

11:45 a.m. Tuesday, July 23, 2013

Federal Programs Office, District School Board

Gadsden County School Board Policy states that all contracts for over \$15,000 in expenditures during one fiscal year must be either bid or have the appropriate sole source documentation attached before School Board Approval. The following area was advertised in the Twin City News on July 11, 2013 requesting proposals to meet district needs:

1. Computer Information Systems – Apple Technology Maintenance and Support
not to exceed \$50,000.00

The following sealed bids were received in the GCPS Business and Finance Department before the deadline of July 18, 2013 at 4:30 p.m.:

1. Lamier Technical Services responding to the CIS – Apple Technology RFP

Review Committee Members included:

- Director of Media and Technology, Ms. Sheantika Wiggins
- Technology Specialist, Ms. Darlene Youmans
- Federal Programs Director, Ms. Rose Raynak

Note: Mr. Bruce James was invited to participate but was called to another meeting. While the meeting was still going on, he was asked to come in, we briefly reviewed the one RFP we received with him.

Meeting Minutes.

- Meeting was called to order by Ms. Raynak.
- The only sealed bid presented to the Director of Media and Technology by Ms. Raynak who received it from Ms. Wiggins who had received it from Business and Finance Department.
- The request for proposal generated a single response
- The only response was opened by the Director of Media and Technology
- Response was reviewed for content and to ensure it addressed the criteria set forth in the individual RFP (a copy of the RFP was provided to the committee by Ms. Raynak as it appeared in the newspaper.)
- The committee recommended the following name to be forwarded to the School Board:
 - Mr. Eric Rodriguez, DBA Lamier Technical Services
- Ms. Raynak called for a vote and it was unanimous to recommend the single proposal
- The meeting was adjourned by Ms. Raynak at 1:00 p.m.

SUMMARY SHEET

RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

AGENDA ITEM NO. 6a

DATE OF SCHOOL BOARD MEETING: July 30, 2013

TITLE OF AGENDA ITEMS: E-Rate Funding for 2013-2014

DIVISION: Superintendent of Schools

PURPOSE AND SUMMARY OF ITEMS:

Pursuant to the Board request at the Special Meeting on July 23, 2013, a discussion of the E-Rate funding process will be presented. Hugh Manning from K-12 Consultants, the firm on contract with the district for E-Rate assistance, will present a description of the process and needs for compliance. Then a review of the E-Rate Forms 471 for 2013 and how these funding requests relate to the district's Technology Plan will be presented.

FUND SOURCE: General Fund

AMOUNT: See Attached Spreadsheet

PREPARED BY: Reginald C. James

POSITION: Superintendent of Schools

**GADSDEN COUNTY SCHOOL DISTRICT
E-RATE FUNDING**

2013-2014

Revenue

GTC, Inc.	\$	10,219.28
Quincy Telephone	\$	531,561.85
AT&T Corp.	\$	79,472.01
Verizon Wireless	\$	37,993.43
Total Revenue	\$	659,246.57

Expenditures

(Payments to E-Rate Eligible Vendors)		
Intratech Alliance Corp	\$	72,576.00
Applied Communication	\$	18,000.00
Network Cabling	\$	15,750.07
GTC, Inc.	\$	11,241.21
Quincy Telephone	\$	923,612.34
AT&T Corp.	\$	87,419.21
Verizon Wireless	\$	41,792.77
OBLIGATED EXPENDITURES	\$	1,170,391.60

AS OF 7-30-13

2013-2014

Further Expenditures Authorized by Approving Contracts from the Forms 471 (E-Rate Contracts)

Network Cabling Services	\$	738,774.90
Hayes e-Government	\$	1,595,641.47
Network Cabling Services	\$	113,995.91
Hayes e-Government	\$	988,651.94
Progressive Communication	\$	2,060,732.70
Other E-Rate Total	\$	5,497,796.92

SUMMARY SHEET

RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

AGENDA ITEM NO. 6b

DATE OF SCHOOL BOARD MEETING: July 30, 2013

TITLE OF AGENDA ITEMS: IT Audit Findings

DIVISION: Media and Technology Department

PURPOSE AND SUMMARY OF ITEMS:

Pursuant to the Board request at the July 23, 2013 Special Board Meeting, the attached audit findings in Report No. 2013-167 are provided for Board discussion.

PREPARED BY: Reginald C. James

POSITION: Superintendent of Schools

**GADSDEN COUNTY
DISTRICT SCHOOL BOARD**

**Financial, Operational, and Federal Single
Audit**

For the Fiscal Year Ended
June 30, 2012



STATE OF FLORIDA
AUDITOR GENERAL
DAVID W. MARTIN, CPA

Finding No. 4: Information Technology - Disaster Recovery Plan

An important element of an effective internal control system over information technology (IT) operations is a disaster recovery plan to help minimize data and asset loss in the event of a major hardware or software failure. A disaster recovery plan should identify key recovery personnel, the critical applications, provide for backups of critical data sets, and provide a step-by-step plan for recovery. In addition, plan elements should be tested periodically to disclose any areas not addressed and to facilitate proper conduct in an actual disruption of IT operations.

The District participates in the Panhandle Area Educational Consortium (PAEC) and obtains certain IT services, such as financial, payroll, and other critical applications, from the Northwest Regional Data Center (NWRDC). The NWRDC developed an IT disaster recovery plan whereby member districts agreed to serve as alternate-processing sites for each other in the event of a disaster that interrupts critical IT operations. In addition, the District entered into an agreement with a disaster recovery company whereby the company agreed to provide, in the event of any unplanned interruption of critical business and information processing of its student records beyond the District's control, equipment and remote service and support via telephone to a location chosen by the District or to a specified vendor recovery site. However, the District had not established a written comprehensive disaster recovery plan, including assigning responsibilities for recovery activities to employees and the specific processes and procedures to be followed at the District when the NWRDC is inoperable to affect the recovery and restoration of financial, payroll, and other critical applications. Also, the plan lacked prioritization of critical operations and data, and provisions for backup personnel so that the plan is not dependent on any one individual, but identification of the District's disaster recovery team members and their respective roles and responsibilities.

Without a detailed plan for the District's disaster recovery, there is an increased risk that the District may be unable to continue critical operations, or maintain availability of information systems data and resources, in the event of a disruption of IT operations. Similar findings were noted in our report Nos. 2011-163 and 2012-149.

Recommendation: The District should develop a written comprehensive disaster recovery plan including assignment of employee responsibilities, prioritization of critical operations and data, and a list of backup personnel; and contingencies for service interruptions. In addition, the disaster recovery plan should be tested annually.

Finding No. 5: Information Technology – Security Incident Response Plan

Computer security incident response plans are established by management to ensure an appropriate, effective, and timely response to security incidents. These written plans typically detail responsibilities and procedures for identifying, logging, and analyzing security violations and include a centralized reporting structure, provision for designated staff to be trained in incident response, notification to affected parties, and incident analysis and assessment of additional actions needed.

Board policy provided security incident response procedures for identifying and logging significant security events, analyzing and reporting security violations and incidents, and issuing security alerts and advisories to District staff. However, the District had not established an incident response team or procedures for notification to affected parties; modification of access control policies and techniques resulting from the occurrence of security violations, incidents, or new threat assessments; or periodic review of critical system resources. Should an event occur that involves the potential or actual compromise, loss or destruction of District data or IT resources, the lack of comprehensive security incident response plan procedures and an established incident response team may result in the District's

failure to take appropriate and timely actions to prevent further loss or damage to the District's data and IT resources. A similar finding was noted in our report No. 2012-149.

Recommendation: The District should improve its IT security incident response plan procedures to provide reasonable assurance that the District will respond in an appropriate and timely manner to events that may jeopardize the confidentiality, integrity, or availability of data and IT resources.

Finding No. 6: Information Technology – Security Controls – Logging and Monitoring of System Activity

Security controls are intended to protect the confidentiality, integrity, and availability of data IT resources. Our audit disclosed certain District security controls related to logging and monitoring of system activity that needed improvement. We are not disclosing specific details of the issues in this report to avoid the possibility of compromising District data and IT resources. However, we have notified appropriate District management of the specific issues.

Without appropriate security controls related to logging and monitoring of system activity, the risk is increased that the confidentiality, integrity and availability of District data and IT resources may be compromised. Similar findings were noted in our report Nos. 2011-163 and 2012-149.

Recommendation: The District should improve security controls related to logging and monitoring of system activity to ensure the continued confidentiality, integrity, and availability of District data and IT resources.

FEDERAL AWARDS FINDINGS AND QUESTIONED COSTS

Federal Awards Finding No. 1:

Federal Agency: United States Department of Agriculture

Pass-Through Entity: Florida Department of Education and Florida Department of Agriculture and Consumer Services

Program: Child Nutrition Cluster (CFDA Nos. 10.553, 10.555, and 10.559)

Finding Type: Material Noncompliance and Material Weakness

Questioned Costs: \$45,129

Allowable Costs/Cost Principles and Procurement. OMB Circular A-87, Attachment A, Section C.1., provides, in part, that costs must be adequately documented to be allowable under Federal awards. State Board of Education (SBE) Rule 6A-1.012(5), Florida Administrative Code (FAC), provides that in lieu of requesting bids from three or more sources, school districts may make purchases at unit prices in contracts awarded by other governmental agencies when the bidder permits purchases by the school district at the same terms, conditions, and unit prices awarded in such contracts. For the 2011-12 fiscal year, the District reported Child Nutrition Cluster (CNC) expenditures totaling \$3,517,275, including \$2,066,459 for purchased food and supplies.

In June 2011, the District solicited bids for certain purchased foods, materials, and supplies, and the Board awarded contracts based on the lowest or best bids received. Also, the District chose to purchase other foods and supplies using the bid of another school district. To determine the propriety and allowability of CNC expenditures, we selected and reviewed District records supporting six transactions totaling \$139,495 for food, materials, and supplies purchased during the 2011-12 fiscal year, and noted the following:



MEMORANDUM

PHONE: 850-487-9053
FAX: 850-488-6975

DATE: July 24, 2013
TO: Rosalyn Smith, Deputy Superintendent, Gadsden County District Schools
FROM: Kimberly S. Ferree, CPA, Lead Senior Auditor
SUBJECT: Disaster Recovery Plan

In connection with the audit of Gadsden County District School Board for the 2012-2013 fiscal year, please confirm our understanding as stated below or provide additional documentation. Your reply by July 30, 2013 is appreciated.

It is our understanding that the District participates in the Panhandle Area Educational Consortium (PAEC) and obtains certain IT services, such as financial, payroll, and other critical applications, from the Northwest Regional Data Center (NWRDC). The NWRDC developed an IT disaster recovery plan whereby member districts agreed to serve as alternative-processing sites for each other in event of a disaster that interrupts critical IT operations. In addition, the District entered into an agreement with a disaster recovery company whereby the company agreed to provide, in the event of any unplanned interruption of critical business and information processing of its student records beyond the District's control, equipment and remote service and support via telephone to a location chosen by the District or to a specified vendor recovery site.

However, the District had not established a written comprehensive disaster recovery plan, to include the following:

- Assignment of responsibilities for recovery activities to employees and formulation of the District's disaster recovery team and their respective roles and responsibilities. Including a list of backup personnel so that the plan is not dependent on any one individual.
- Assignment of specific processes and procedures to be followed at the District when the NWRDC is inoperable to affect the recovery and restoration of financial, payroll, and other critical applications, implementing contingencies for service interruptions.
- Prioritization of critical operations and data.
- Annual disaster recovery plan testing.

____ Understanding is correct as stated.
____ Understanding is generally correct, except for the attached.
____ Understanding is incorrect. See attached explanation and supporting documentation.

Date
Xc: Reginald C. James, Superintendent Gadsden County District School Board
Bonnie Wood, Assistant Superintendent for Business and Finance



MEMORANDUM

PHONE: 850-487-9053
FAX: 850-488-6975

DATE: July 24, 2013
TO: Rosalyn Smith, Deputy Superintendent, Gadsden County District Schools
FROM: Kimberly S. Ferree, CPA, Lead Senior Auditor
SUBJECT: Security Incident Response

In connection with the audit of Gadsden County District School Board for the 2012-2013 fiscal year, please confirm our understanding as stated below or provide additional documentation. Your reply by July 30, 2013 is appreciated.

District Board Policy 8.71 provides security incident response procedures for identifying and logging significant security events, analyzing and reporting security violations and incidents, and issuing security alerts and advisories to District staff. However, the policy does not establish an incident response team or procedures for notification to affected parties; modification of access control policies and techniques resulting from the occurrence of security violations, incidents, or new threat assessments; or periodic review of critical system resources.

The most current version of this policy that was in effect during the 2012-13 fiscal year, was implemented as of December 14, 2010. The Board is in the process of updating their policy manual and hope to have all of their revisions complete to present to the full Board for approval at the June or July 2013 regular Board meeting. District personnel will provide us with a copy of their updated policy when it becomes available. District personnel anticipate that the updated to Policy 8.71 will address the policy deficiencies noted in the above paragraph. District personnel will provide us with a copy of their updated policy after it becomes approved.

- _____ Understanding is correct as stated.
_____ Understanding is generally correct, except for the attached.
_____ Understanding is incorrect. See attached explanation and supporting documentation.

Date

Xc: Reginald C. James, Superintendent Gadsden County District School Board
Bonnie Wood, Assistant Superintendent for Business and Finance



MEMORANDUM

PHONE: 850-487-9053
FAX: 850-488-6975

DATE: July 24, 2013
TO: Rosalyn Smith, Deputy Superintendent, Gadsden County District Schools
FROM: Kimberly S. Ferree, CPA, Lead Senior Auditor
SUBJECT: Security Controls

In connection with the audit of Gadsden County District School Board for the 2012-2013 fiscal year, please confirm our understanding as stated below or provide additional documentation. Your reply by July 30, 2013 is appreciated.

The District does not log and subsequently review security violations, including invalid access attempts.

The District does not log, monitor, or review changes to the network firewall. The District has purchased a Network Configuration Management Software to constantly monitor, log and review changes to the network's firewall. The District relies of the performance of the software and does not conduct a review of software's monitoring, log, or review changes performance.

The District does not generate management end-user auditing reports to review logging procedures for security violations and applications data changes.

The District does not routinely monitor network performance, but relies on the Network Configuration Management Software's monitoring of the network performance.

- Understanding is correct as stated.
- Understanding is generally correct, except for the attached.
- Understanding is incorrect. See attached explanation and supporting documentation.

Date

Xc: Reginald C. James, Superintendent Gadsden County District School Board
Bonnie Wood, Assistant Superintendent for Business and Finance