

AGENDA

SCHOOL BOARD WORKSHOP

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

September 25, 2018

4:30 P.M.

THIS WORKSHOP IS OPEN TO THE PUBLIC

1. Call to Order
2. Financial Information
3. Discussion Items
 - a. Information on Purchase Orders for amounts greater than \$7,500 and less than \$15,001 – **SEE PAGE #2**
 - b. School Food Service Purchase Orders – **SEE PAGE #8**
 - c. 2018 Summer Food Service Program Administrative Review by Florida Department of Agriculture and Consumer Services – **SEE PAGE #19**
4. School Board Requests and Concerns
5. Adjournment

SUMMARY SHEET

RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD WORKSHOP AGENDA

AGENDA ITEM NO. 3a

DATE OF SCHOOL BOARD MEETING: September 25, 2018

TITLE OF AGENDA ITEMS: Information on Purchase Orders for amounts greater than \$7,500 and less than \$15,001

DIVISION: Finance Department

PURPOSE AND SUMMARY OF ITEMS: In accordance with Board Policy #6320, attached are Purchase Orders issued for amounts greater than \$7,500 and less than \$15,001.

<u>PO #</u>	<u>Vendor</u>	<u>Amount</u>	<u>Fund</u>
0191900001	CDW Government, Inc.	\$14,050.00	1100 Fund
0261900018	Colleen Williams	\$11,050.00	4200 Fund Head Start
0231900042	Dorothy Thomas	\$15,000.00	1100 Fund Schools of Hope

FUND SOURCE: General Fund and Federal Projects Fund

AMOUNT: \$29,050.00 General Fund; \$11,050.00 Head Start

PREPARED BY: Bonnie Wood

POSITION: Finance Director

PO DATE
07/18/2018



PURCHASE ORDER NUMBER
0191900001

PRINTED 07/20/2018

The School Board of Gadsden County
 Attention: Accounts Payable
 35 Martin Luther King, Jr. Blvd
 Quincy, FL 32351

VENDOR KEY : CDW GOVE000
 FISCAL YEAR : 2018-2019
 ENTERED BY : DANIEANI001
 ORIGINAL REQ # : 0000001586

VENDOR:
 CDW GOVERNMENT, INC
 75 REMITTANCE DR STE 1515
 CHICAGO, IL 60675-1515

SHIP TO:
 GADSDEN COUNTY SCHOOLS
 35 MARTIN L KING JR BLVD
 QUINCY, FL 32351

ATTN: Anitria Daniels

QUANTITY	UNIT	DESCRIPTION OF ITEMS OR MATERIALS	UNIT PRICE	AMOUNT
5620		NOV SLA ZENWORKS VALUE BNDL	2.50000	14,050.00
		ACCOUNT SUMMARY (FOR INTERNAL USE)		
		ACCOUNT NUMBER	ACCOUNT AMOUNT	
		1100E8200 3600 9019 11099 90000 00000	14,050.00	
		NOTES		
		SPECIAL PRICING - See Attachements (2)		
		<i>license renewal</i>		

PAGE TOTAL	14,050.00
TOTAL	14,050.00

State Tax Exemption # - 85-8012621915C-2 | FEID # - 59-6000615
 All items purchased under this order must be received and invoiced by 06/30/2019
 Cancellations must be in writing. No backorders without buyer approval.

PURCHASE APPROVED BY:

Roger P. Milton
 Superintendent of Schools



Shirley Alday <aldays@gcpsmail.com>

Gadsden - Zenworks

2 messages

Rick Allain <rickall@cdwg.com>
To: "aldays@gcpsmail.com" <aldays@gcpsmail.com>
Cc: Johnny Thomas <thomasj@gcpsmail.com>

Fri, Jul 20, 2018 at 9:24 AM

Good Morning,

Thank you for the call this morning. As mentioned the contract PAEC Contract price on this product is \$2.93 a unit.

We were able to secure special pricing to get these to you at \$2.50 a unit which is .43c cheaper.

Thank you and let me know if you have any questions!

Rick Allain

K-12 Account Manager | CDW-G

201 N. Franklin Street, 37th Floor, Tampa, FL 33602

Phone: 855.822.0029 | Fax: 847.990.8218 | Direct Phone: 813.804.5409



[View Quotes](#) on your personalized CDW-G extranet site

Rick Allain <rickall@cdwg.com>
To: "aldays@gcpsmail.com" <aldays@gcpsmail.com>
Cc: Johnny Thomas <thomasj@gcpsmail.com>

Fri, Jul 20, 2018 at 9:26 AM

Forgot the attached quote. Here is the quote with PAEC showing it did not move the button number.

Thank you and Happy Friday guys!

Rick Allain

K-12 Account Manager | CDW-G

201 N. Franklin Street, 37th Floor, Tampa, FL 33602



QUOTE CONFIRMATION

DEAR JOHN THOMAS,

Thank you for considering CDW•G for your computing needs. The details of your quote are below. [Click here](#) to convert your quote to an order.



ACCOUNT MANAGER NOTES: Please let me know if you have any questions or concerns and I would be more than happy to help!

QUOTE #	QUOTE DATE	QUOTE REFERENCE	CUSTOMER #	GRAND TOTAL
JXKZ814	7/17/2018	ZENWORKS - 7/17/18	3262768	\$14,050.00

QUOTE DETAILS				
ITEM	QTY	CDW#	UNIT PRICE	EXT. PRICE
NOV SLA ZENWORKS VALUE BNDL	5620	2191193	\$2.50	\$14,050.00
Mfg. Part#: 876-000684				
Contract: PAEC AEPA Affiliate Agreement (018-A)				

PURCHASER BILLING INFO		SUBTOTAL	\$14,050.00
Billing Address: SCHOOL BOARD OF GADSDEN COUNTY ACCOUNTS PAYABLE 35 MARTIN LUTHER KING JR BLVD QUINCY, FL 32351-4400 Phone: (850) 627-9651		SHIPPING	\$0.00
Payment Terms: NET 30 Days-Govt/Ed		GRAND TOTAL	\$14,050.00
DELIVER TO		Please remit payments to:	
Shipping Address: SCHOOL BOARD OF GADSDEN COUNTY SHEANTIKA WIGGINS 35 MARTIN LUTHER KING JR BLVD QUINCY, FL 32351-4400 Phone: (850) 627-9651		CDW Government 75 Remittance Drive Suite 1515 Chicago, IL 60675-1515	
Shipping Method: DROP SHIP-GROUND			

Need Assistance? CDW•G SALES CONTACT INFORMATION



Rick Allain

(855) 822-0029

rickall@cdwg.com

This quote is subject to CDW's Terms and Conditions of Sales and Service Projects at <http://www.cdw.com/content/terms-conditions/product-sales.aspx>
For more information, contact a CDW account manager

© 2018 CDW•G LLC, 200 N. Milwaukee Avenue, Vernon Hills, IL 60061 | 800.808.4239

PO DATE
08/22/2018



PURCHASE ORDER NUMBER
0261900018

VENDOR KEY : WILLICOL000
 FISCAL YEAR : 2018-2019
 ENTERED BY : HALL LAU000
 ORIGINAL REQ # : 0000001518

PRINTED 09/04/2018

The School Board of Gadsden County
 Attention: Accounts Payable
 35 Martin Luther King, Jr. Blvd
 Quincy, FL 32351

VENDOR:
 WILLIAMS, COLLEEN
 1519 OLD FIELD DRIVE
 TALLAHASSEE, FL 32308

SHIP TO:
 HEAD START/PK SB GADSDEN CO
 500 W KING ST
 QUINCY, FL 32351

QUANTITY	UNIT	DESCRIPTION OF ITEMS OR MATERIALS	UNIT PRICE	AMOUNT
170		Vendor - not a sub recipient SAMS CHKD Mental Health Consulting Services provided to Head Start children, families and staff July 1 - November 30, 2018 Vendor must meet Level 2 clearance and wear badge while at work	65.00000	11,050.00
ACCOUNT SUMMARY (FOR INTERNAL USE)				
		ACCOUNT NUMBER	ACCOUNT AMOUNT	
		4200E5500 3100 9026 HEADS START 00000	11,050.00	

PAGE TOTAL	11,050.00
TOTAL	11,050.00

State Tax Exemption # - 85-8012621915C-2 | FEID # - 59-6000615
 All items purchased under this order must be received and invoiced by 06/30/2019
 Cancellations must be in writing. No backorders without buyer approval.

PURCHASE APPROVED BY:

Roger P. Milton
 Superintendent of Schools

PO DATE
08/28/2018



PURCHASE ORDER NUMBER
0231900042

PRINTED 08/29/2018

The School Board of Gadsden County
 Attention: Accounts Payable
 35 Martin Luther King, Jr. Blvd
 Quincy, FL 32351

VENDOR KEY : THOMADOR001
 FISCAL YEAR : 2018-2019
 ENTERED BY : ELLISCHE000
 ORIGINAL REQ # : 0000003009

VENDOR:
 THOMAS, DOROTHY F.
 586 SHILOH ROAD
 QUINCY, FL 32351

SHIP TO:
 GEORGE W MUNROE ELEM SCHOOL
 1830 W KING STREET
 QUINCY, FL 32351

PHONE: (850) 875-1854

ATTN: CHERYL ELLISON

QUANTITY	UNIT	DESCRIPTION OF ITEMS OR MATERIALS	UNIT PRICE	AMOUNT
1		Contracted Services for behavioral intervention to support RtI/PBS & to address student behavior issues, attend parent meetings/conferences and Student Study Team meetings @ \$25 per hour. August 1, 2018 - May 31, 2019	15000.00000	15,000.00
600 hrs Maximum			@ 25.00/hr	
ACCOUNT SUMMARY (FOR INTERNAL USE)				
		ACCOUNT NUMBER	ACCOUNT AMOUNT	
		1100E6300 3100 0041 79045 00000 00000		15,000.00

PAGE TOTAL	15,000.00
TOTAL	15,000.00

State Tax Exemption # - 85-8012621915C-2 | FEID # - 59-6000615
 All items purchased under this order must be received and invoiced by 06/30/2019
 Cancellations must be in writing. No backorders without buyer approval.

PURCHASE APPROVED BY:

Superintendent of Schools

SUMMARY SHEET

RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD WORKSHOP AGENDA

AGENDA ITEM NO. 3b

DATE OF SCHOOL BOARD MEETING: September 25, 2018

TITLE OF AGENDA ITEMS: School Food Service Purchase Orders

DIVISION: Finance Department

PURPOSE AND SUMMARY OF ITEMS: In accordance with Board Policy #6320, attached are Purchase Orders issued within the School Food Service Program that total in excess of \$7,500.00 when combined. The Fresh Fruits and Vegetables Purchase Orders to Chapman & Bruijn Produce are based on the bid by the Leon County School District. The Purchase Order to Konica Minolta used the State of Florida Contract #6000-000-11-1

FUND SOURCE: Food Service 4100 Fund

AMOUNT: \$8,015.13

PREPARED BY: Bonnie Wood

POSITION: Finance Director

PO DATE
08/30/2018



PURCHASE ORDER NUMBER
4101900045

PRINTED 09/04/2018
REPRINTED PO

The School Board of Gadsden County
Attention: Accounts Payable
35 Martin Luther King, Jr. Blvd
Quincy, FL 32351

VENDOR KEY : CHAPMAN 000
FISCAL YEAR : 2018-2019
ENTERED BY : ALDAYSHI000
ORIGINAL REQ # : 0000003055

VENDOR:
CHAPMAN & BRUIJN PRODUCE, INC
3436 WEEMS ROAD
TALLAHASSEE, FL 32317

SHIP TO:
SCHOOL FOOD SVC-GADSDEN CO
203-A MARTIN LUTHER KING JR BLVD
QUINCY, FL 32351

ATTN: SHIRLEY ALDAY

HAVANA MAGNET - FFV PI

QUANTITY	UNIT	DESCRIPTION OF ITEMS OR MATERIALS	UNIT PRICE	AMOUNT
1	UNIT	PIGGYBACK OFF LEON COUNTY PRODUCE --CHAPMAN PROD. FFV I [8-9/30/2018] HMS	1200.00000	1,200.00
ACCOUNT SUMMARY (FOR INTERNAL USE)				
		ACCOUNT NUMBER	ACCOUNT AMOUNT	
		4100E7600 5700 0091 76200 00000 00000	1,200.00	
			PAGE TOTAL	1,200.00
			TOTAL	1,200.00

State Tax Exemption # - 85-8012621915C-2 | FEID # - 59-6000615
All items purchased under this order must be received and invoiced by 06/30/2019
Cancellations must be in writing. No backorders without buyer approval.

PURCHASE APPROVED BY:

Roy P. Milton

Superintendent of Schools

PO DATE
08/30/2018



PURCHASE ORDER NUMBER
4101900047

PRINTED 09/04/2018
 REPRINTED PO

The School Board of Gadsden County
 Attention: Accounts Payable
 35 Martin Luther King, Jr. Blvd
 Quincy, FL 32351

VENDOR KEY : CHAPMAN 000
 FISCAL YEAR : 2018-2019
 ENTERED BY : ALDAYSHI000
 ORIGINAL REQ # : 0000003056

VENDOR:
 CHAPMAN & BRUIJN PRODUCE, INC
 3436 WEEMS ROAD
 TALLAHASSEE, FL 32317

SHIP TO:
 SCHOOL FOOD SVC-GADSDEN CO
 203-A MARTIN LUTHER KING JR BLVD
 QUINCY, FL 32351

ATTN: SHIRLEY ALDAY
 Gboro Elm - FFV PI

QUANTITY	UNIT	DESCRIPTION OF ITEMS OR MATERIALS	UNIT PRICE	AMOUNT
1	UNIT	PIGGYBACK OFF LEON COUNTY PRODUCE --CHAPMAN PROD. FFV I [8-9/30/2018] GBORO EL ACCOUNT SUMMARY (FOR INTERNAL USE) ACCOUNT NUMBER 4100E7600 5700 0141 76200 00000 00000 ACCOUNT AMOUNT 600.00	600.00000	600.00
			PAGE TOTAL	600.00
			TOTAL	600.00

State Tax Exemption # - 85-8012621915C-2 | FEID # - 59-6000615
 All items purchased under this order must be received and invoiced by 06/30/2019
 Cancellations must be in writing. No backorders without buyer approval.

PURCHASE APPROVED BY:

Roger P. Milton

 Superintendent of Schools

PO DATE
08/30/2018



PURCHASE ORDER NUMBER
4101900048

VENDOR KEY : CHAPMAN 000
 FISCAL YEAR : 2018-2019
 ENTERED BY : ALDAYSHI000
 ORIGINAL REQ # : 0000003058

PRINTED 09/04/2018
 REPRINTED PO

The School Board of Gadsden County
 Attention: Accounts Payable
 35 Martin Luther King, Jr. Blvd
 Quincy, FL 32351

VENDOR:
 CHAPMAN & BRUIJN PRODUCE, INC
 3436 WEEMS ROAD
 TALLAHASSEE, FL 32317

SHIP TO:
 SCHOOL FOOD SVC-GADSDEN CO
 203-A MARTIN LUTHER KING JR BLVD
 QUINCY, FL 32351

ATTN: SHIRLEY ALDAY
 Stewart St Elm FFV -PI

QUANTITY	UNIT	DESCRIPTION OF ITEMS OR MATERIALS	UNIT PRICE	AMOUNT
1	UNIT	PIGGYBACK OFF LEON COUNTY PRODUCE --CHAPMAN PROD. FFV I [8-9/30/2018] STEWART ST EL	1300.00000	1,300.00
ACCOUNT SUMMARY (FOR INTERNAL USE)				
		ACCOUNT NUMBER	ACCOUNT AMOUNT	
		4100E7600 5700 0201 76200 00000 00000	1,300.00	

PAGE TOTAL	1,300.00
TOTAL	1,300.00

State Tax Exemption # - 85-8012621915C-2 | FEID # - 59-6000615
 All items purchased under this order must be received and invoiced by 06/30/2019
 Cancellations must be in writing. No backorders without buyer approval.

PURCHASE APPROVED BY:

Roger P. Milton
 Superintendent of Schools

PO DATE
08/30/2018



PURCHASE ORDER NUMBER
4101900049

VENDOR KEY : CHAPMAN 000
 FISCAL YEAR : 2018-2019
 ENTERED BY : ALDAYSHI000
 ORIGINAL REQ # : 0000003057

PRINTED 09/04/2018
 REPRINTED PO

The School Board of Gadsden County
 Attention: Accounts Payable
 35 Martin Luther King, Jr. Blvd
 Quincy, FL 32351

VENDOR:
 CHAPMAN & BRUIJN PRODUCE, INC
 3436 WEEMS ROAD
 TALLAHASSEE, FL 32317

SHIP TO:
 SCHOOL FOOD SVC-GADSDEN CO
 203-A MARTIN LUTHER KING JR BLVD
 QUINCY, FL 32351

ATTN: SHIRLEY ALDAY

Chatt Elem FFV-PI

QUANTITY	UNIT	DESCRIPTION OF ITEMS OR MATERIALS	UNIT PRICE	AMOUNT
1	UNIT	PIGGYBACK OFF LEON COUNTY PRODUCE --CHAPMAN PROD. FFV I [8-9/30/2018] CHATT EL	200.00000	200.00
ACCOUNT SUMMARY (FOR INTERNAL USE)				
ACCOUNT NUMBER		ACCOUNT AMOUNT		
4100E7600 5700 0151 76200 00000 00000		200.00		
			PAGE TOTAL	200.00
			TOTAL	200.00

State Tax Exemption # - 85-8012621915C-2 | FEID # - 59-6000615
 All items purchased under this order must be received and invoiced by 06/30/2019
 Cancellations must be in writing. No backorders without buyer approval.

PURCHASE APPROVED BY:

Roy P. Milton

 Superintendent of Schools

PO DATE
08/30/2018



PURCHASE ORDER NUMBER
4101900050

VENDOR KEY : U S FOOD003
 FISCAL YEAR : 2018-2019
 ENTERED BY : ALDAYSHI000
 ORIGINAL REQ # : 0000003060

PRINTED 09/04/2018
 REPRINTED PO

The School Board of Gadsden County
 Attention: Accounts Payable
 35 Martin Luther King, Jr. Blvd
 Quincy, FL 32351

VENDOR:
 U S FOODS -PORT ORANGE DIV
 5425 S WILLIAMSON BLVD
 PORT ORANGE, FL 32124

SHIP TO:
 SCHOOL FOOD SVC-GADSDEN CO
 203-A MARTIN LUTHER KING JR BLVD
 QUINCY, FL 32351

ATTN: SHIRLEY ALDAY

Geo Munroe Elm - FFV PI

QUANTITY	UNIT	DESCRIPTION OF ITEMS OR MATERIALS	UNIT PRICE	AMOUNT
1	UNIT	P.O.W.E.R. BUYING MEMBERSHIP APPVED: 03/27/2018 7(A) pg10 FFV I [8-9/30/2018] GWM	365.00000	365.00
ACCOUNT SUMMARY (FOR INTERNAL USE)				
		ACCOUNT NUMBER	ACCOUNT AMOUNT	
		4100E7600 5700 0041 76200 00000 00000	365.00	
			PAGE TOTAL	365.00
			TOTAL	365.00

State Tax Exemption # - 85-8012621915C-2 | FEID # - 59-6000615
 All items purchased under this order must be received and invoiced by 06/30/2019
 Cancellations must be in writing. No backorders without buyer approval.

PURCHASE APPROVED BY:

Roger P. Milton
 Superintendent of Schools

PO DATE
08/30/2018



PURCHASE ORDER NUMBER
4101900051

VENDOR KEY : U S FOOD003
 FISCAL YEAR : 2018-2019
 ENTERED BY : ALDAYSHI000
 ORIGINAL REQ # : 0000003061

PRINTED 09/04/2018
 REPRINTED PO

The School Board of Gadsden County
 Attention: Accounts Payable
 35 Martin Luther King, Jr. Blvd
 Quincy, FL 32351

VENDOR:
 U S FOODS -PORT ORANGE DIV
 5425 S WILLIAMSON BLVD
 PORT ORANGE, FL 32124

SHIP TO:
 SCHOOL FOOD SVC-GADSDEN CO
 203-A MARTIN LUTHER KING JR BLVD
 QUINCY, FL 32351

ATTN: SHIRLEY ALDAY

Havana Magnet Schl- FFV-PI

QUANTITY	UNIT	DESCRIPTION OF ITEMS OR MATERIALS	UNIT PRICE	AMOUNT
1	UNIT	P.O.W.E.R. BUYING MEMBERSHIP APPVED: 03/27/2018 7(A) pg10 FFV I [8-9/30/2018] HMS	360.00000	360.00
ACCOUNT SUMMARY (FOR INTERNAL USE)				
		ACCOUNT NUMBER	ACCOUNT AMOUNT	
		4100E7600 5700 0091 76200 00000 00000	360.00	

PAGE TOTAL	360.00
TOTAL	360.00

State Tax Exemption # - 85-8012621915C-2 | FEID # - 59-6000615
 All items purchased under this order must be received and invoiced by 06/30/2019
 Cancellations must be in writing. No backorders without buyer approval.

PURCHASE APPROVED BY:

Roger P. Milton

 Superintendent of Schools

PO DATE
08/30/2018



PURCHASE ORDER NUMBER
4101900052

PRINTED 09/04/2018
REPRINTED PO

The School Board of Gadsden County
Attention: Accounts Payable
35 Martin Luther King, Jr. Blvd
Quincy, FL 32351

VENDOR KEY : U S FOOD003
FISCAL YEAR : 2018-2019
ENTERED BY : ALDAYSHI000
ORIGINAL REQ # : 0000003062

VENDOR:
U S FOODS -PORT ORANGE DIV
5425 S WILLIAMSON BLVD
PORT ORANGE, FL 32124

SHIP TO:
SCHOOL FOOD SVC-GADSDEN CO
203-A MARTIN LUTHER KING JR BLVD
QUINCY, FL 32351

ATTN: SHIRLEY ALDAY

Gboro Elem - FFV PI

QUANTITY	UNIT	DESCRIPTION OF ITEMS OR MATERIALS	UNIT PRICE	AMOUNT
1	UNIT	P.O.W.E.R. BUYING MEMBERSHIP APPVED: 03/27/2018 7(A) pg10 FFV I [8-9/30/2018] GBORO EL ACCOUNT SUMMARY (FOR INTERNAL USE) ACCOUNT NUMBER ACCOUNT AMOUNT 4100E7600 5700 0141 76200 00000 00000 100.00	100.00000	100.00
			PAGE TOTAL	100.00
			TOTAL	100.00

State Tax Exemption # - 85-8012621915C-2 | FEID # - 59-6000615
All items purchased under this order must be received and invoiced by 06/30/2019
Cancellations must be in writing. No backorders without buyer approval.

PURCHASE APPROVED BY:

Roger P. Milton

Superintendent of Schools

PO DATE
08/30/2018



PURCHASE ORDER NUMBER
4101900053

PRINTED 09/04/2018
REPRINTED PO

The School Board of Gadsden County
Attention: Accounts Payable
35 Martin Luther King, Jr. Blvd
Quincy, FL 32351

VENDOR KEY : U S FOOD003
FISCAL YEAR : 2018-2019
ENTERED BY : ALDAYSHI000
ORIGINAL REQ # : 0000003064

VENDOR:
U S FOODS -PORT ORANGE DIV
5425 S WILLIAMSON BLVD
PORT ORANGE, FL 32124

SHIP TO:
SCHOOL FOOD SVC-GADSDEN CO
203-A MARTIN LUTHER KING JR BLVD
QUINCY, FL 32351

ATTN: SHIRLEY ALDAY
Stewart Street - FFV PI

QUANTITY	UNIT	DESCRIPTION OF ITEMS OR MATERIALS	UNIT PRICE	AMOUNT
1	UNIT	P.O.W.E.R. BUYING MEMBERSHIP APPVED: 03/27/2018 7(A) pg10 FFV I [8-9/30/2018] STEWART ST EL	500.00000	500.00
ACCOUNT SUMMARY (FOR INTERNAL USE)				
		ACCOUNT NUMBER	ACCOUNT AMOUNT	
		4100E7600 5700 0201 76200 00000 00000	500.00	
			PAGE TOTAL	500.00
			TOTAL	500.00

State Tax Exemption # - 85-8012621915C-2 | FEID # - 59-6000615
All items purchased under this order must be received and invoiced by 06/30/2019
Cancellations must be in writing. No backorders without buyer approval.

PURCHASE APPROVED BY:

Roy P. Milton
Superintendent of Schools

PO DATE
08/03/2018



PURCHASE ORDER NUMBER
4101900010

PRINTED 08/08/2018
REPRINTED PO

The School Board of Gadsden County
Attention: Accounts Payable
35 Martin Luther King, Jr. Blvd
Quincy, FL 32351

VENDOR KEY : KONICA M001
FISCAL YEAR : 2018-2019
ENTERED BY : ALDAYSHI000
ORIGINAL REQ # : 0000002839

VENDOR:
KONICA MINOLTA BUS SOL USA INC
500 DAY HILL ROAD
WINDSOR, CT 06095

SHIP TO:
SCHOOL FOOD SVC-GADSDEN CO
203-A MARTIN LUTHER KING JR BLVD
QUINCY, FL 32351

ATTN: SHIRLEY ALDAY

School Food Svc

QUANTITY	UNIT	DESCRIPTION OF ITEMS OR MATERIALS	UNIT PRICE	AMOUNT
		SOF# # 6000-000-11-1 COPIERS		
		BC368 09/21/17--09/20/2020		
4	MOS	BHC368 BILLED QUARTERLY	297.57000	1,190.28
4	MOS	D-510 COPY DESK/QRTR	4.29000	17.16
4	MOS	FS-534 50SHT STAPLING FINISHER	35.76000	143.04
4	MOS	DF-704 SINGLE PASS DUAL SCANN DOC FEEDER	34.74000	138.96
4	MOS	FK-514 FAX KIT	20.61000	82.44
5500	EA	B & W CPC @ \$0.00550 BILL QRTLY	0.00550	30.25
12000	EA	COLOR CPC @ \$0.0490 BILL QRTLY	0.04900	588.00
ACCOUNT SUMMARY (FOR INTERNAL USE)				
		ACCOUNT NUMBER	ACCOUNT AMOUNT	
		4100E7600 3600 9004 76000 00000 00000	2,190.13	

PAGE TOTAL	2,190.13
TOTAL	2,190.13

State Tax Exemption # - 85-8012621915C-2 | FEID # - 59-6000615
All items purchased under this order must be received and invoiced by 06/30/2019
Cancellations must be in writing. No backorders without buyer approval.

PURCHASE APPROVED BY:

Roger P. Milton

Superintendent of Schools

SUMMARY SHEET

RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD WORKSHOP AGENDA

AGENDA ITEM NO. 3c

DATE OF SCHOOL BOARD MEETING: September 25, 2018

TITLE OF AGENDA ITEMS: 2018 Summer Food Service Program Administrative Review by
Florida Department of Agriculture and Consumer Services

DIVISION: Finance Department

PURPOSE AND SUMMARY OF ITEMS: The Florida Department of Agriculture and Consumer Services conducted an Administrative Review of the Summer Food Service Program on September 6, 2018. Attached is the report received from the review.

FUND SOURCE: Food Service 4100 Fund

AMOUNT: -0-

PREPARED BY: Bonnie Wood

POSITION: Finance Director

DIVISION OF FOOD, NUTRITION AND WELLNESS
1-800-504-6609
(850) 617-7402 FAX



THE HOLLAND BUILDING, SUITE 120
600 SOUTH CALHOUN STREET
TALLAHASSEE, FLORIDA 32399-0001

FLORIDA DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES
COMMISSIONER ADAM H. PUTNAM

September 18, 2018

Ms. Paula Milton, Food Service Production Coordinator
Gadsden County School Board (#20)
35 Martin Luther King Jr. Boulevard
Quincy, Florida 32351

Dear Ms. Milton:

We appreciate your organization's participation in the 2018 Summer Food Service Program. One of the core functions of the Florida Department of Agriculture's (FDACS), Division of Food, Nutrition and Wellness (FNW) is to administer child nutrition programs that are carried out using federal funds. As part of that function, FNW conducted an Administrative Review of Gadsden County School Board on September 6, 2018. The review team examined program supporting documentation including: training, site visits and reviews, menus, meal count records, costing data, and other documentation. The conclusions from the review are enclosed in the attached report.

The SFSP Administrative Review is concluded, and it has been determined that corrective action is required. Our office requests that the corrective action be submitted within 30 days of receipt of the report. Please find enclosed the complete report from the review of the food service program.

If you have specific questions concerning the administrative review, please do not hesitate to contact Chuck Davis, Program Accountability Specialist, at 1-800-504-6609. Thank you for feeding the future of Florida—our children.

Sincerely,

Paul Lowery, Program Accountability Director
Bureau of Implementation and Accountability
Division of Food, Nutrition and Wellness

PL/cd

cc: Rachel Mohler, FDACS

DIVISION OF FOOD, NUTRITION AND WELLNESS
1-800-504-6609
(850) 617-7402 FAX



THE HOLLAND BUILDING, SUITE 120
600 SOUTH CALHOUN STREET
TALLAHASSEE, FLORIDA 32399-0001

FLORIDA DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES COMMISSIONER ADAM H. PUTNAM

September 18, 2018

Mr. Roger P. Milton, Superintendent
Gadsden County School Board (#20)
35 Martin Luther King Jr. Boulevard
Quincy, Florida 32351

Dear Mr. Milton:

We appreciate your organization's participation in the 2018 Summer Food Service Program. One of the core functions of the Florida Department of Agriculture's (FDACS), Division of Food, Nutrition and Wellness (FNW) is to administer child nutrition programs that are carried out using federal funds. As part of that function, FNW conducted an Administrative Review of Gadsden County School Board on September 6, 2018. The review team examined program supporting documentation including: training, site visits and reviews, menus, meal count records, costing data, and other documentation. The conclusions from the review are enclosed in the attached report.

The SFSP Administrative Review is concluded, and it has been determined that corrective action is required. Our office requests that the corrective action be submitted within 30 days of receipt of the report. Please find enclosed the complete report from the review of the food service program.

If you have specific questions concerning the administrative review, please do not hesitate to contact Chuck Davis, Program Accountability Specialist, at 1-800-504-6609. Thank you for feeding the future of Florida—our children.

Sincerely,

Paul Lowery, Program Accountability Director
Bureau of Implementation and Accountability
Division of Food, Nutrition and Wellness

PL/cd

cc: Rachel Mohler, FDACS



FLORIDA DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES COMMISSIONER ADAM H. PUTNAM

Gadsden County School Board #20 Summer Food Service Program Administrative Review Report 2018

The Summer Food Service Program (SFSP) Administrative Review (AR) of Gadsden County School Board was conducted on September 6, 2018 by staff members from the Division of Food Nutrition, and Wellness (FNW), Florida Department of Agriculture and Consumer Services. The month of review was July 2018. An exit conference was conducted after the completion of the on-site portion of the AR on September 6, 2018 as required under Federal Regulation 7 CFR, Section 225.7. The following areas were included in the review: Meal Counts, Program Expenses, Sponsor Monitoring, State Review Monitoring, Health Inspections, Ethnic/Racial Data Collection, Civil Rights and Procurement.

Results: Based on our review, findings were identified in the following areas.

Meal Counts

The sponsor must ensure accuracy in meal counts prior to submission of the claim for reimbursement. Meal counts were validated for ten sites. Two sites had meal count errors for July 2018. Meals count errors consisted of the following:

Identified Finding(s):

In numerical order, each number on the meal count sheet must be marked as each child is served. The marks should equal the total meals served by the site. The marks on the form did not match the total meals served.

Please see Attachment A for site total details regarding meal count errors.

Corrective Action (s): The sponsor must send FNW a written corrective action plan and supporting documentation for each finding, as well as corresponding dates of completion. The plan must include reasonable timeframes for the sponsor to achieve and maintain program compliance. The \$100.00 threshold was not exceeded; therefore, the sponsor is not required to submit a revised claim for the month of review. Please contact your program representative to request additional assistance with training and corrective action plan development. The FNW program specialists are available to assist with sponsor- and site-level training on-site.

The Florida Department of Agriculture and Consumer Services must receive the corrective action plan as stated above within 30 days from the date of receipt of this notice. Please email your corrective action to programreviews@freshfromflorida.com.

FNW Review Team:

Chuck Davis, Program Accountability Specialist, Sponsor Team Lead

Program Representative Contact Information:

Monte Jackson, SFSP Implementation Specialist

Phone: (850) 617-7416

(800) 504-6609 – Main Line