### **AGENDA**

### SCHOOL BOARD WORKSHOP

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

July 24, 2018

4:30 P.M.

### THIS WORKSHOP IS OPEN TO THE PUBLIC

- 1. Call To Order
- 2. Financial Information
- 3. Discussion Items
  - a. Purchase Orders between \$7,500 and \$15,000 SEE PAGE #2
  - b. Purchase Order for Cooling Tower at Havana Magnet School SEE PAGE #12
- 4. School Board Requests and Concerns
- 5. Adjournment

## **SUMMARY SHEET**

RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

AGENDA ITEM NO.	3a
DATE OF SCHOOL E	BOARD WORKSHOP: July 24, 2018
TITLE OF AGENDA	TEMS: Purchase Orders between \$7,500 and \$15,000
DIVISION:	Finance Department
<b>Contracting for Goo</b>	IMARY OF ITEMS: In accordance with Board Policy 6320 Purchasing and ds and Services that requires Board notification, attached are copies of amounts more than \$7,500 and less than \$15,000.
FUND SOURCE:	General Fund 1100 Fund, Capital Improvements 3790 Fund and Head Start Project
AMOUNT:	\$89,439.57

**Bonnie Wood** 

**PREPARED BY:** 

POSITION:

> **VENDOR: BELL & BATES**

10 N DUVALL ST

**QUINCY, FL 32353** 

PO BOX 1038

07/18/2018

**PRINTED** 



# The School Board of Gadsden County

Attention: Accounts Payable 35 Martin Luther King, Jr. Blvd Quincy, FL 32351

PAGE 1 OF 1

**PURCHASE ORDER NUMBER** 

0201900005

VENDOR KEY : BELL & B002 FISCAL YEAR : 2018-2019 **ENTERED BY** : SMITHBAR001 ORIGINAL REQ# : 0000001507

SHIP TO: MAINTENANCE DEPARTMENT 805 S STEWART STREET **QUINCY, FL 32351** 

ATTN: BARBARA SMITH

QUANTITY	UNIT	DESCRIPTION OF ITEMS OR MATERIALS	UNIT PRICE	AMOUNT
		Supplies and materials to be used district wide by the		
		Maintenance Department. Best local vendor for supplies &		
		materials, local purchasing SBGC Policy 6450.		
1		Supplies and Materials	10000.00000	10,000.00
		ACCOUNT SUMMARY (FOR INTERNAL USE)		
		ACCOUNT NUMBER ACCOUNT AMOU	NT	
		1100E8100 5100 9020 11099 90000 00000 10,000.	00	
			<u> </u>	
N. 1. T E		05 00400040450 0 J   FFID # 50 0000645	PAGE TOTAL	10,000.00
		- 85-8012621915C-2   FEID # - 59-6000615 der this order must be received and invoiced by 06/30/2018	TOTAL	10,000.00
		der this order must be received and invoiced by 00/30/2018	IOIAL	10,000.00

All items purchased under this order must be received and invoiced by 06/30/2018 Cancellations must be in writing. No backorders without buyer approval.

PURCHASE APPROVED BY:

**VENDOR:** 

PO BOX 1013

**QUINCY, FL 32353** 

07/18/2018

STONE'S INC QUINCY

Cancellations must be in writing. No backorders without buyer approval.

PRINTED



# The School Board of Gadsden County

Attention: Accounts Payable 35 Martin Luther King, Jr. Blvd Quincy, FL 32351 PAGE 1 OF 1

PURCHASE ORDER NUMBER

0201900006

VENDOR KEY : STONE'S 001 FISCAL YEAR : 2018-2019 ENTERED BY : SMITHBAR001 ORIGINAL REQ # : 0000001508

SHIP TO: MAINTENANCE DEPARTMENT

805 S STEWART STREET QUINCY, FL 32351

ATTN: BARBARA SMITH

QUANTITY	UNIT	DESCRIPTION OF ITEMS OR MATERIALS	UNIT PRICE	AMOUNT
		LOCAL VENDOR - SBGC policy 6450 Supplies & Materials used by		
		the Maintenance Dept. district wide. Invoiced and paid		
		monthly.		
1		Supplies & Materials	10000.00000	10,000.00
		ACCOUNT SUMMARY (FOR INTERNAL USE)		
		ACCOUNT NUMBER ACCOUNT AMOUNT		
		1100E8100 5100 9020 11099 90000 00000 10,000.00		
			PAGE TOTAL	10,000.00
State Tax Exe	mption #	- 85-8012621915C-2   FEID # - 59-6000615	1 1	
All items purch	nased un	der this order must be received and invoiced by 06/30/2018	TOTAL	10,000.00

PURCHASE APPROVED BY:

**VENDOR:** 

ACC# 18117

07/18/2018

JOHNSTONE SUPPLY

566 S APPLEYARD DRIVE

TALLAHASSEE, FL 32304

PRINTED



### The School Board of Gadsden County

Attention: Accounts Payable 35 Martin Luther King, Jr. Blvd Quincy, FL 32351

PAGE 1 OF 1

PURCHASE ORDER NUMBER

0201900011

VENDOR KEY : JOHNSTON001 FISCAL YEAR : 2018-2019 : SMITHBAR001 **ENTERED BY** 

ORIGINAL REQ# : 0000001536

SHIP TO: MAINTENANCE DEPARTMENT 805 S STEWART STREET **QUINCY, FL 32351** 

ATTN: BARBARA SMITH

QUANTITY	UNIT	DESCRIPTION OF ITEMS OR MATERIALS	UNIT PRICE	AMOUNT
		Prices based on PCA 3-134-15-Facility Operations &		
		Maintenance. HVAC equipment, parts and supplies to be used	1	
		District Wide by the Maintenance Department.		
		Equipment, parts or supplies	10000.00000	10,000.00
		ACCOUNT SUMMARY (FOR INTERNAL USE)		
		ACCOUNT NUMBER ACCOUNT AMOUN	T	
		1100E8100 5100 9020 11013 79000 00000 10,000.0	0	
			PAGE TOTAL	10,000.00
		- 85-8012621915C-2   FEID # - 59-6000615		
Ill items purch	nased un	der this order must be received and invoiced by 06/30/2018	TOTAL	10,000.00

Cancellations must be in writing. No backorders without buyer approval.

PURCHASE APPROVED BY:

**VENDOR:** 

PO BOX 403062

ATLANTA, GA 30384

07/18/2018

**GRAYBAR ELECTRIC** 

Cancellations must be in writing. No backorders without buyer approval.

PRINTED



### The School Board of Gadsden County

Attention: Accounts Payable 35 Martin Luther King, Jr. Blvd Quincy, FL 32351 PAGE 1 OF 1

**PURCHASE ORDER NUMBER** 

0201900016

VENDOR KEY : GRAYBAR 000 FISCAL YEAR : 2018-2019 ENTERED BY : SMITHBAR001 ORIGINAL REQ # : 0000001544

SHIP TO: MAINTENANCE DEPARTMENT 805 S STEWART STREET QUINCY, FL 32351

ATTN: BARBARA SMITH

QUANTITY	UNIT DESCRIPTION OF ITEMS OF	ALS UNIT PRICE	AMOUNT
	US Communities Contract	-1340234 Electrical Products-	
	Effective dates 5/9/17	1/19. Electrical products and	
	supplies to be used Dis	ide by the Maintenance	
	Department.		
1	Electrical Products & S	10000.00000	10,000.00
	ACCOUNT S	(FOR INTERNAL USE)	
	ACCOUNT NUMBER	ACCOUNT AMOUNT	
	1100E8100 5100 9020 110	0 00000 10,000.00	
1			
l		DACE TOTAL	10,000.00
State Tax Exem	otion # - 85-8012621915C-2   FEID	PAGE TOTAL	
	sed under this order must be received a		10,000.00

PURCHASE APPROVED BY:

07/18/2018

Cancellations must be in writing. No backorders without buyer approval.

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## The School Board of Gadsden County

Attention: Accounts Payable 35 Martin Luther King, Jr. Blvd Quincy, FL 32351 PAGE 1 OF 1

**PURCHASE ORDER NUMBER** 

0201900017

: WWGRAING000 VENDOR KEY FISCAL YEAR : 2018-2019 ENTERED BY : SMITHBAR001 ORIGINAL REQ# : 0000001545

ATTN: BARBARA SMITH

SHIP TO: **VENDOR:** MAINTENANCE DEPARTMENT WWGRAINGER, INC 805 S STEWART STREET AC# 810806620 **QUINCY, FL 32351** PO BOX 419267 KANSAS CITY, MO 64141

QUANTITY	UNIT	DESCRIPTION OF ITEMS OR MATERIALS	UNIT PRICE	AMOUNT
		State of FL MRO Agreement 31160000-18-ACS Industrial &		
		Commercial Supplies & Equipment - 11/14/2017 - 9/30/2020.		
		Materials & Supplies to be used District Wide by the		
1		Maintenance Department.	i i	
1		Material & Supplies	10000.00000	10,000.00
		ACCOUNT SUMMARY (FOR INTERNAL USE)		
		ACCOUNT NUMBER ACCOUNT AMOUNT		
		1100E8100 5100 9020 11013 79000 00000 10,000.00		
			PAGE TOTAL	10,000.00
State Tax Exe	emption #	- 85-8012621915C-2   FEID # - 59-6000615		10,000.00
All items purc	hased un	der this order must be received and invoiced by 06/30/2018	TOTAL	10,000.00

PURCHASE APPROVED BY:

07/18/2018

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# The School Board of Gadsden County

Attention: Accounts Payable 35 Martin Luther King, Jr. Blvd Quincy, FL 32351

PAGE 1 OF 1

PURCHASE ORDER NUMBER 0201900009

VENDOR KEY : REVELL E000

FISCAL YEAR : 2018-2019 : SMITHBAR001 ENTERED BY

ORIGINAL REQ#

: 0000001535

**VENDOR: REVELL ELECTRIC & AUTOATE ACCESS SYSTEMS** PO BOX 1125

CRAWFORDVILLE, FL 32326

PHONE: (850) 570-4484

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

ATTN: BARBARA SMITH

QUANTITY		DESCRIPTION OF ITEMS OR MATERIALS		UNIT PRICE	AMOUNT
		CSB local vendor policy #6450. Only quote	received from		
i i		hree requested. See attached quote.			
	E	lectric security gate installation at GWM	Elem. School	8650.00000	8,650.0
		ACCOUNT SUMMARY (FOR INTERNAL	USE)		
	A	CCOUNT NUMBER	ACCOUNT AMOUNT		
	13	100E7900 3500 0041 11013 79000 00000	8,650.00		
	1				
				PAGE TOTAL	8,650.0
te Tax Exen	nption # - 85	5-8012621915C-2   FEID # - 59-6000615		PAGE TOTAL	
items purch	ased under	this order must be received and invoiced by 06/30/2018	1	TOTAL	8,650.0

Cancellations must be in writing. No backorders without buyer approval.

PURCHASE APPROVED BY:

**VENDOR:** 

07/18/2018

**MAIL DROP 011-01** 

SHAW INTEGRATED SOLUTIONS

770 JOE FRANK HARRIS PKW

CARTERSVILLE, GA 30120

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### The School Board of Gadsden County

Attention: Accounts Payable 35 Martin Luther King, Jr. Blvd Quincy, FL 32351

PAGE 1 OF 1

**PURCHASE ORDER NUMBER** 

0201900002

VENDOR KEY FISCAL YEAR ENTERED BY

: SHAW INT001 : 2018-2019 : SMITHBAR001

ORIGINAL REQ# : 0000001504

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

ATTN: BARBARA SMITH

QUANTITY	UNIT	DESCRIPTION OF ITEMS OR MATERIALS	UNIT PRICE	AMOUNT
		Pricing based on PAEC Cooperative State Purchasing Agreement.		
		See attached quote for carpet/tile installation at GWM		
		Elementary School, RM #3, 6, 7.		
		Carpet/Tile Installation	8969.57000	8,969.57
		ACCOUNT SUMMARY (FOR INTERNAL USE)		
		ACCOUNT NUMBER ACCOUNT AMOUNT		
		3790E7400 6810 0041 09990 00000 00000 8,969.57		
				0.000.5
State Tay Eve	mntion #	- 85-8012621915C-2   FEID # - 59-6000615	PAGE TOTAL	8,969.57
		der this order must be received and invoiced by 06/30/2018	TOTAL	8,969.57

Cancellations must be in writing. No backorders without buyer approval.

PURCHASE APPROVED BY:

**VENDOR:** 

07/18/2018

2801 N DAVIS HWY

PENSACOLA, FL 32503

ENGINEERED COOLING SERV, INC

**PRINTED** 



# The School Board of Gadsden County

Attention: Accounts Payable 35 Martin Luther King, Jr. Blvd Quincy, FL 32351

PAGE 1 OF 1

**PURCHASE ORDER NUMBER** 

0201900008

: ENGINEER000 VENDOR KEY : 2018-2019 FISCAL YEAR ENTERED BY : SMITHBAR001 : 0000001528 ORIGINAL REQ#

SHIP TO: JAMES A SHANKS MIDDLE SCHOOL 1400 W KING STREET **QUINCY, FL 32351** 

ATTN: BARBARA SMITH

QUANTITY	UNIT	DESCRIPTION OF ITEMS OR MATERIALS	UNIT PRICE	AMOUNT
		Services provided under the Continuing Services for Mechanical		
		Maintenance and Repairs Contract ITB#1617-14. See attached		
		proposal.	į į	
1		Replace Chilled Water Pipe Insulation	11820.00000	11,820.00
		ACCOUNT SUMMARY (FOR INTERNAL USE)		
		ACCOUNT NUMBER ACCOUNT AMOUNT		
		3790E7400 6810 0211 09990 00000 00000 11,820.00		
			PAGE TOTAL	11,820.00
State Tax Exe	emption#	- 85-8012621915C-2   FEID # - 59-6000615	1 1	11,820.00
All items purc	hased un	der this order must be received and invoiced by 06/30/2018	TOTAL	11,020.00

All items purchased under this order must be received and invoiced by 06/30/2018 Cancellations must be in writing. No backorders without buyer approval.

PURCHASE APPROVED BY:

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07/18/2018



### The School Board of Gadsden County

Attention: Accounts Payable 35 Martin Luther King, Jr. Blvd Quincy, FL 32351

PAGE 1 OF 1

**PURCHASE ORDER NUMBER** 

0261900022

VENDOR KEY FISCAL YEAR ENTERED BY : OFFICE D000 : 2018-2019 : HALL LAU000

: 0000001514 ORIGINAL REQ#

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

**VENDOR:** OFFICE DEPOT PO BOX 633301 CINCINNATI, OH 45263

Contract Nbr: SOF Office Consum Suply SOF Contract + New National IPA/City of Tamarac (Lead Agency

QUANTITY	UNIT	DESCRIPTION OF ITEMS OR MATERIALS	UNIT PRICE	AMOUNT
ZUANIIIT	UNIT	Vendor - not a sub recipient		
		SAMS CHKD		
		Supplies for Head Start/Pre-K classrooms for the 2018-2019 SY	10000.00000	10,000.00
		ACCOUNT SUMMARY (FOR INTERNAL USE)		
		ACCOUNT NUMBER ACCOUNT AMOUNT		
		4200E5500 5100 9026 HEAD8 START 00000 10,000.00		
			PAGE TOTAL	10,000.0
tate Tax Exe	emption #	# - 85-8012621915C-2   FEID # - 59-6000615 nder this order must be received and invoiced by 06/30/2018	TOTAL	10,000.0

All items purchased under this order must be received and invoiced by 06/30/2018 Cancellations must be in writing. No backorders without buyer approval.

PURCHASE APPROVED BY:

#### **SUMMARY SHEET**

DECOMMENDATION TO	SUPERINTENDENT FOR	SCHOOL	ROARD	AGENDA
ZECOMMENDATION TO	SUPERINTENDENT FOR	SCHOOL		AOLINDA

AGENDA ITEM NO. \_\_\_\_\_3b

DATE OF SCHOOL BOARD WORKSHOP: July 24, 2018

TITLE OF AGENDA ITEMS: Purchase Order for Cooling Tower at Havana Magnet School

DIVISION: Finance Department

PURPOSE AND SUMMARY OF ITEMS: In accordance with Board Policy 6320 Purchasing and Contracting for Goods and Services, attached is a copy of the Purchase Order for the replacement of the Cooling Tower at Havana Magnet School.

FUND SOURCE: Capital Improvement Fund

AMOUNT: \$70,135.00

PREPARED BY: Bonnie Wood

POSITION: Finance Director

07/18/2018

**PRINTED** 



## The School Board of Gadsden County

Attention: Accounts Payable 35 Martin Luther King, Jr. Blvd Quincy, FL 32351

VENDOR: ENGINEERED COOLING SERV, INC 2801 N DAVIS HWY PENSACOLA, FL 32503

Cancellations must be in writing. No backorders without buyer approval.

PAGE 1 OF 1

**PURCHASE ORDER NUMBER** 

0201900007

VENDOR KEY : ENGINEER000 FISCAL YEAR : 2018-2019 ENTERED BY : SMITHBAR001 ORIGINAL REQ # : 0000001525

SHIP TO: HAVANA MAGNET SCHOOL 1210 KEMP RD HAVANA, FL 32333

ATTN: BARBARA SMITH

QUANTITY	UNIT	DESCRIPTION OF ITEMS OR MATERIALS	UNIT PRICE	AMOUNT
VOANTIT	O.V.	Services provided under the Continuing Services for Mechanic	al	
		Maintenance and Repair Contract ITB#1617-14. See attached	1 1	
		service proposal for replacement of the Cooling Tower at		
		Havana Magnet School.	1	
		Cooling Tower Replacement	70135.00000	70,135.0
		ACCOUNT SUMMARY (FOR INTERNAL USE)		
		ACCOUNT NUMBER ACCOUNT AMOU	TMT	
		3790E7400 6810 0091 09990 00000 00000 70,135	.00	
	1			
	i			
	1			
			PAGE TOTAL	70,135.0
tate Tax Exe	emption #	F - 85-8012621915C-2   FEID # - 59-6000615	TOTAL	70,135.0
Il items purc	hased un	nder this order must be received and invoiced by 06/30/2018	1 IUIAL	70,100.0

PURCHASE APPROVED BY: