DEPARTMENTAL INPUT
CONTRACT/PROJECT MEASURE ANALYSIS AND RECOMMENDATION

☐ New  ☐ OTR  ☐ Sole Source  ☐ Bid Waiver  ☐ Emergency

Contract  2 Re-Bid  ☐ Other

Previous Contract/Project No.  $DOC-15-B-023-KB

LIVING WAGE APPLIES:  ☐ YES  ☐ NO

Requisition No./Project No.:  RQID1600082

TERM OF CONTRACT  2 YEARS W/ NO OTR

Requisition /Project Title:  MUSIC RELATED SUPPLIES & EQUIPMENT

Description:  TO ESTABLISH A CONTRACT FOR MUSIC RELATED ITEMS THROUGHOUT THE COUNTY FOR VARIOUS CULTURAL FACILITIES.

Issuing Department:  CU

Contact Person:  Deborah Margol

Phone:  305-375-2577

Estimate Cost:  $100,000

Funding Source:

ANALYSIS

Commodity Codes:  420-24

Contract/Project History of previous purchases three (3) years
Check here ☐ if this is a new contract/purchase with no previous history.

EXISTING  2ND YEAR  3RD YEAR

Contractor:  Wenger Corporation

Small Business Enterprise:  Not applicable

Contract Value:  $100,000

Comments:

Continued on another page(s):  ☐ Yes  ☐ No

RECOMMENDATIONS

SBE

Set-aside  Sub-contractor goal  Bid preference  Selection factor

Basis of recommendation:

Signed:  Bonnie Taylor Wilson

Date sent to SBD:  9/12/2016

Date returned to DPM:

Revised April 2005
THE SCHOOL DISTRICT OF OSCEOLA COUNTY, FLORIDA

SCHOOL BOARD AGENDA ITEM

DATE: 09/06/2016
TO: SCHOOL BOARD MEMBERS
FROM: DR. DEBRA PACE, SUPERINTENDENT

SUBJECT/RECOMMENDATION: Approve Bid Renewal #SDOC-15-B-023-KB, Music Related Supplies & Equipment Catalog Discount

FINANCIAL SOURCE: Funds are available through the General Fund

EXECUTIVE SUMMARY: The purpose of the Invitation To Bid is to establish fixed discounts for the purchase of music related supplies & equipment. Staff requests approval of the attached renewal contracts for the two (2) year period as allowed per bid terms and conditions.

Peripole, Inc. Salem, OR
Taylor Music Aberdeen, SD
Washington Music Center Wheaton, MD
Wenger Owatonna, MN
West Music Coralville, IA

SOLICITATION INFORMATION

SOLICITATION TYPE: Renewal INFORMATION: Discounts remain the same as in the 2015 Bid Award.

Vendor Information

<table>
<thead>
<tr>
<th>Vendor Information</th>
<th>Local</th>
<th>Other</th>
<th>Total</th>
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<tbody>
<tr>
<td>Vendors Notified:</td>
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<td>Vendors Responded:</td>
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<tr>
<td>Vendors Awarded:</td>
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</table>

Vendorlink

For additional information regarding this solicitation, please visit Vendorlink at https://vendorlink.osceola.org/vendor/common/search/solutions.aspx

Type in ID Number: 15-B-023

STRATEGIC PLAN

1. ACADEMIC SUCCESS:
   - IA. LITERACY
   - IB. MATH
   - IC. COLLEGE & CAREER
   - ID. STEM/CITE
   - IE. COLLABORATIVE PROCESSES

2. TALENT MANAGEMENT:
   - IA. BUILD LEADERSHIP
   - IB. STRENGTHEN RECRUITMENT
   - IC. PROFESSIONAL GROWTH

3. FISCAL RESPONSIBILITY:
   - IA. EVALUATE RESOURCES
   - IB. MAXIMIZE FUNDING
   - IC. REVENUE SOURCES

4. COMMUNITY ENGAGEMENT:
   - IA. COMMUNICATE VALUE
   - IB. BUILD UNDERSTANDING

5. GOVERNANCE:
   - IA. BUILD CAPACITY
   - IB. CUSTOMER SERVICE

Submitted by: Stacey McMillian, Executive Director, Contract Services
Staff Recommended by: Sarah E. Graber, Chief Business & Finance Officer
July 12, 2016

Ms. Lauren Callin
West Music
1212 5th Street
Coralville, IA 522-1

RE: BID RENEWAL REQUEST
ITB #5DOC-16-B-023-KB, Music Related Supplies & Equipment Catalog Discount

Dear Ms. Callin,

Our current contract with your firm expires on October 7, 2016. Pending School Board approval, we would like to renew this contract for an additional two (2) year period. The bid's terms and conditions allow for one (1) two (2) year renewal of the contract under the same terms and conditions if agreeable to both parties.

The renewal period would begin on October 7, 2018 and expires on October 7, 2018. If you are agreeable to renewing the contract, please sign below and mail the ORIGINAL to the Purchasing Department of the School District of Osceola County by August 2, 2018 so we may ensure the contract continues uninterrupted. You will be notified when this renewal is School Board approved.

Please contact Kathy Brown, Senior Buyer at 407-870-4920 or by email at brownk@osceola.k12.fl.us if you should have any questions. Thank you for your past services, and we look forward to working with you in the future.

Sincerely,

Cheryl Jessoe
Cheryl Jessoe, CPBP, FCCM
Supervisor of Purchasing

West Music agrees to a two year renewal of ITB #5DOC 16-B-023-KB until October 7, 2018. The terms and conditions of the Bid remain in full force and effect except for the term, which is renewed by this letter.

___________________________
Signature

Lamon Callin

___________________________
Date

___________________________
Clarence Thacker, Chair

___________________________
Director of Customer Relations

___________________________
Date

___________________________
Accepted:

The School Board of Osceola County, Florida

___________________________
Date

___________________________
Attested by:

Debra Pace, Superintendent

___________________________
Date

Student Achievement – Our Number One Priority
Districtwide Accreditation by the Southern Association of Colleges and Schools
An Equal Opportunity Agency
July 12, 2016

Mr. John Przygocki
Washington Music Center
11151 Voirs Mill Road
Wheaton, MD 20902

RE: BID RENEWAL REQUEST
ITB #SDOC-15-B-023-KB, Music Related Supplies & Equipment Catalog Discount

Dear Mr. Przygocki,

Our current contract with your firm expires on October 7, 2016. Pending School Board approval, we would like to renew this contract for an additional two (2) year period. The bid’s terms and conditions allow for one (1) two (2) year renewal of the contract under the same terms and conditions if agreeable to both parties.

The renewal period would begin on October 7, 2016 and expires on October 7, 2018. If you are agreeable to renewing the contract, please sign below and mail the ORIGINAL to the Purchasing Department of the School District of Osceola County by August 2, 2016 so we may ensure the contract continues uninterrupted. You will be notified when this renewal is School Board approved.

Please contact Kathy Brown, Senior Buyer at 407-870-4626 or by email at brownk@osceola.k12.fl.us if you should have any questions. Thank you for your past services, and we look forward to working with you in the future.

Sincerely,

Cheryl Jessee, CPPB, FCM
Supervisor of Purchasing

Washington Music Center agrees to a two year renewal of ITB #SDOC 15-B-023-KB until October 7, 2016. The terms and conditions of the Bid remain in full force and effect except for the term, which is renewed by this letter.

[Signature]

Manager School Cost Sales

Date

Accepted:
The School Board of Osceola County, Florida

[Signature]

Clarence Thacke, Chair

Date

Debra Pace, Superintendent

Date
July 12, 2016

Ms. Mary McKinney
Taylor Music
513 South Main
Aberdeen, SD 57401

RE: BID RENEWAL REQUEST
ITB #SDOC-15-B-023-KB, Music Related Supplies & Equipment Catalog Discount

Dear Ms. McKinney,

Our current contract with your firm expires on October 7, 2016. Pending School Board approval, we would like to renew the contract for an additional two (2) year period. The bid's terms and conditions allow for one (1) two (2) year renewal of the contract under the same terms and conditions if agreeable to both parties.

The renewal period would begin on October 7, 2016 and expires on October 7, 2018. If you are agreeable to renewing the contract, please sign below and mail the ORIGINAL to the Purchasing Department of the School District of Osceola County by August 2, 2016 so we may ensure the contract continues uninterrupted. You will be notified when this renewal is School Board approved.

Please contact Kathy Brown, Senior Buyer at 407-870-4828 or by email at brownk@osceola.k12.fl.us if you should have any questions. Thank you for your past services, and we look forward to working with you in the future.

Sincerely,

Cheryl Jessee, CPPB, FCPP
Supervisor of Purchasing

Taylor Music agrees to a two year renewal of ITB #SDOC 15-B-023-KB until October 7, 2018. The terms and conditions of the Bid remain in full force and effect except for the term, which is renewed by this letter.

VP School Bid Sales
Title

Accredited:
The School Board of Osceola County, Florida

Attested by:
Debra Pace, Superintendent
July 12, 2016

Ms. Carol Lund
Peripole, Inc.
1270 Wilbur Street
Salem, OR 97302

RE: BID RENEWAL REQUEST
ITB #SDOC-15-B-023-KB, Music Related Supplies & Equipment Catalog Discount

Dear Ms. Lund,

Our current contract with your firm expires on October 7, 2016. Pending School Board approval, we would like to renew this contract for an additional two (2) year period. The bid’s terms and conditions allow for one (1) two (2) year renewal of the contract under the same terms and conditions if agreeable to both parties.

The renewal period would begin on October 7, 2016 and expires on October 7, 2018. If you are agreeable to renewing the contract, please sign below and mail the ORIGINAL to the Purchasing Department of the School District of Osceola County by August 2, 2016 so we may ensure the contract continues uninterrupted. You will be notified when this renewal is School Board approved.

Please contact Kathy Brown, Senior Buyer at 407-870-4626 or by email at brownk@osceola.k12.fl.us if you should have any questions. Thank you for your past services, and we look forward to working with you in the future.

Sincerely,

Cheryl Jesse
Supervisor of Purchasing

Peripole, Inc. agrees to a two year renewal of ITB #SDOC 15-B-023-KB until October 7, 2018. The terms and conditions of the Bid remain in full force and effect except for the term, which is renewed by this letter.

__________________________
signature

7-18-2016

Date

__________________________
clarence thacker, chair

__________________________
Debra Pace, Superintendent
July 12, 2016
Ms. Cathy Schieffer
Wenger
555 Park Drive
Owatonna, MN 55060

RE: BID RENEWAL REQUEST
ITB #SDOC-15-B-023-KB, Music Related Supplies & Equipment Catalog Discount

Dear Ms. Schieffer,

Our current contract with your firm expires on October 7, 2016. Pending School Board approval, we would like to renew this contract for an additional two (2) year period. The bid's terms and conditions allow for one (1) two (2) year renewal of the contract under the same terms and conditions if agreeable to both parties.

The renewal period would begin on October 7, 2016 and expires on October 7, 2018. If you are agreeable to renewing the contract, please sign below and mail the ORIGINAL to the Purchasing Department of the School District of Osceola County by August 2, 2016 so we may ensure the contract continues uninterrupted. You will be notified when this renewal is School Board approved.

Please contact Kathy Brown, Senior Buyer at 407-870-4629 or by email at brownk@osceola.k12.fl.us if you should have any questions. Thank you for your past services, and we look forward to working with you in the future.

Sincerely,

Cheryl Jesse, CPPB, FCCM
Supervisor of Purchasing

Wenger agrees to a two year renewal of ITB #SDOC 15-B-023-KB until October 7, 2018. The terms and conditions of the Bid remain in full force and effect except for the term, which is renewed by this letter.

Cathy Hamel
Signature
8/1/2016
Date

Attested:
The School Board of Osceola County, Florida
Clarence Thacker, Chair
Date

Debra Pace, Superintendent
Date

Student Achievement – Our Number One Priority
Districtwide Accreditation by the Southern Association of Colleges and Schools
An Equal Opportunity Agency