



Agenda Item Details

Meeting	Feb 18, 2025 - REGULAR MEETING AGENDA (5:30 PM)
Category	24. Consent - Finance - Procurement
Subject	T. RFP Extension #2: Dispensing System for General Cleaning Supplies, RFP #151702
Type	Action (Consent)
Fiscal Impact	Yes
Dollar Amount	30,000.00
Budgeted	Yes
Budget Source	(1110) General Fund
Recommended Action	Approve RFP Extension #2: Dispensing System for General Cleaning Supplies, RFP #151702

Description of Purchase

An extension for an additional ninety-one (91) days to provide dispensing systems and services for general cleaning supplies throughout the District. The extension period will be used to complete the solicitation process for RFP #250604.

Effective Dates: March 1, 2025 through May 31, 2025

Requested By

Custodial Services and Central Warehouse

Supplier Name

Supreme Paper Supplies, a division of Imperial Dade, Pensacola, FL

Method of Procurement

ECSD RFP

Other References

Original award approved by the Board on December 16, 2014.

Our adopted rules of Parliamentary Procedure, Robert's Rules, provide for a consent agenda listing several items for approval of the Board by a single motion. Documentation concerning these items has been provided to all board members and the public in advance to assure an extensive and thorough review. Items may be removed from the consent agenda at the request of any board member.

Motion & Voting

Board Approval of Consent Agenda except for items pulled: Item 31.E (Bergosh)

Motion by Paul Fetsko, second by Tom Harrell.

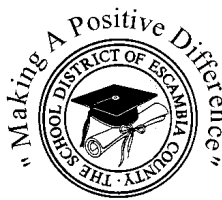
Final Resolution: Motion Carries

Yes: Kevin Adams, Paul Fetsko, David Williams, Carissa Bergosh, Tom Harrell

Workflow

Workflow Jan 29, 2025 1:41 PM :: Submitted by Tamara Harden. Routed to Allison Watson for approval.
Feb 4, 2025 1:19 PM :: Approved by Allison Watson. Routed to Tammy Edwards for approval.
Feb 5, 2025 10:29 AM :: Approved by Tammy Edwards. Routed to Terry St Cyr for approval.
Feb 5, 2025 10:52 AM :: Final approval by Terry St Cyr

Last Modified by Holley DeWees on February 18, 2025



THE SCHOOL DISTRICT OF ESCAMBIA COUNTY

PROCUREMENT DEPARTMENT
75 NORTH PACE BLVD.
PENSACOLA, FL 32505
PHONE (850) 469-6205
<https://escambiaschools.org>
KEITH LEONARD, SUPERINTENDENT

December 17, 2024

Ray Millet
Supreme Paper Supply
8965 Pensacola Boulevard
Pensacola, FL 32534

Dear Mr. Millet,

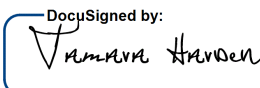
Subject: Request for Additional Contract Extension for RFP #151702 – Dispensing System for General Cleaning Supplies

I hope this message finds you well. I am writing to you on behalf of the Escambia County School District (District) regarding the current contract extension for Dispensing System for General Cleaning Supplies, RFP #151702, which is set to expire on February 28, 2025. We are continuing to move forward in the preparation of Request for Proposal (RFP #250604) - Custodial Dispensing Systems. The Escambia County School District requires additional time to finalize the posting and award process for the new RFP. To facilitate a smooth transition and maintain uninterrupted services during this period, the District is requesting an additional extension through May 31, 2025.

We kindly request your consideration of an additional ninety-one (91) days to extend the current terms and conditions for the period of March 1, 2025 through May 31, 2025. This extended term would ensure continuity of service while we progress and finalize the new RFP process. Your continued partnership is invaluable to the Escambia County School District, and we look forward to discussing this matter further with you.

Please let us know if you have any questions. Thank you for your cooperation.

Sincerely,

DocuSigned by:

E0BB051DFA704A6...
Tamara Harden

Senior Procurement Specialist

Supreme Paper Supply, hereby agree to the existing pricing, terms, and conditions for RFP #151702 for the extended period of March 1, 2025 - May 31, 2025.

Signed by:

08E3E417000545E...

Branch Manager

12/20/2024 | 2:27 PM CST

Authorized Signature

Title

Date

Affirmative action/equal opportunity employer

Certificate Of Completion

Envelope Id: 86CAD93C-2E34-4126-A4BE-566169174226

Status: Completed

Subject: Complete with Docusign: 2025 -Additional Extension Letter RFP 151702 - Supreme Paper.pdf

Source Envelope:

Document Pages: 1

Signatures: 2

Envelope Originator:

Certificate Pages: 5

Initials: 0

Tamara Harden

AutoNav: Enabled

75 North Pace Boulevard

Envelopeld Stamping: Enabled

Pensacola, FL 32505

Time Zone: (UTC-06:00) Central Time (US & Canada)

THarden1@ecsdf1.us

IP Address: 204.78.76.77

Record Tracking

Status: Original

Holder: Tamara Harden

Location: DocuSign

12/16/2024 4:29:26 PM

THarden1@ecsdf1.us

Signer Events

Signature

Timestamp

Tamara Harden

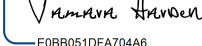
tharden1@ecsdf1.us

Procurement Specialist

My Nanny's Kitchen Catering & More

Security Level: Email, Account Authentication
(None)

DocuSigned by:



E0BB051DFA704A6...

Sent: 12/16/2024 4:44:36 PM

Viewed: 12/16/2024 4:44:51 PM

Signed: 12/16/2024 4:44:57 PM

Signature Adoption: Pre-selected Style

Using IP Address: 204.78.76.77

Electronic Record and Signature Disclosure:

Not Offered via DocuSign

Ray Millet

rmillet@imperialdade.com

Branch Manager

Security Level: Email, Account Authentication
(None)

Signed by:



6BE3E417606545E...

Sent: 12/16/2024 4:44:59 PM

Viewed: 12/20/2024 2:27:12 PM

Signed: 12/20/2024 2:27:26 PM

Signature Adoption: Pre-selected Style

Using IP Address: 184.187.38.86

Electronic Record and Signature Disclosure:

Accepted: 12/20/2024 2:27:12 PM

ID: ee01142a-9896-4938-9ca6-6e5e6f565e7b

In Person Signer Events

Signature

Timestamp

Editor Delivery Events

Status

Timestamp

Agent Delivery Events

Status

Timestamp

Intermediary Delivery Events

Status

Timestamp

Certified Delivery Events

Status

Timestamp

Carbon Copy Events

Status

Timestamp

Jason Gaylord

JGaylord2@ecsdf1.us

Security Level: Email, Account Authentication
(None)

COPIED

Sent: 12/20/2024 2:27:27 PM

Electronic Record and Signature Disclosure:

Accepted: 4/23/2024 12:01:40 PM

ID: c650e25e-baae-4981-8234-0766f38f1b31

Carbon Copy Events	Status	Timestamp
Jim Higgins JHiggins@ecsdfl.us Security Level: Email, Account Authentication (None) Electronic Record and Signature Disclosure: Accepted: 4/23/2024 3:38:58 PM ID: acde2f40-3d73-4cbd-a1bc-08c818d6f125	COPIED	Sent: 12/20/2024 2:27:27 PM
Greg Gibbs GGibbs@ecsdfl.us Security Level: Email, Account Authentication (None) Electronic Record and Signature Disclosure: Accepted: 4/23/2024 11:07:04 AM ID: 5170d789-61f0-4218-919a-3cbc85aef4da	COPIED	Sent: 12/20/2024 2:27:28 PM
Dave Gardner dgardner1@ecsdfl.us Security Level: Email, Account Authentication (None) Electronic Record and Signature Disclosure: Accepted: 10/11/2023 5:13:39 AM ID: d498b613-8e7d-4323-8a05-e2617614a143	COPIED	Sent: 12/20/2024 2:27:29 PM

Witness Events	Signature	Timestamp
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Notary Events	Signature	Timestamp
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Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	12/16/2024 4:44:36 PM
Certified Delivered	Security Checked	12/20/2024 2:27:12 PM
Signing Complete	Security Checked	12/20/2024 2:27:26 PM
Completed	Security Checked	12/20/2024 2:27:29 PM

Payment Events	Status	Timestamps
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Electronic Record and Signature Disclosure
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Withdrawing your consent

If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

Consequences of changing your mind

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. Further, you will no longer be able to use the DocuSign system to receive required notices and consents electronically from us or to sign electronically documents from us.

All notices and disclosures will be sent to you electronically

Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

How to contact Escambia County Schools:

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

To contact us by email send messages to: tthrash@ecsdfl.us

To advise Escambia County Schools of your new email address

To let us know of a change in your email address where we should send notices and disclosures electronically to you, you must send an email message to us at tthrash@ecsdfl.us and in the body of such request you must state: your previous email address, your new email address. We do not require any other information from you to change your email address.

If you created a DocuSign account, you may update it with your new email address through your account preferences.

To request paper copies from Escambia County Schools

To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an email to tthrash@ecsdfl.us and in the body of such request you must state your email address, full name, mailing address, and telephone number. We will bill you for any fees at that time, if any.

To withdraw your consent with Escambia County Schools

To inform us that you no longer wish to receive future notices and disclosures in electronic format you may:

- i. decline to sign a document from within your signing session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;
- ii. send us an email to tthrash@ecsdfi.us and in the body of such request you must state your email, full name, mailing address, and telephone number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

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The minimum system requirements for using the DocuSign system may change over time. The current system requirements are found here: <https://support.docusign.com/guides/signer-guide-signing-system-requirements>.

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To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please confirm that you have read this ERSD, and (i) that you are able to print on paper or electronically save this ERSD for your future reference and access; or (ii) that you are able to email this ERSD to an email address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format as described herein, then select the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

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- Until or unless you notify Escambia County Schools as described above, you consent to receive exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you by Escambia County Schools during the course of your relationship with Escambia County Schools.