



Agenda Item Details

Meeting	Nov 19, 2024 - REGULAR MEETING AGENDA (5:30 PM)
Category	24. Consent - Finance - Procurement
Subject	O. RFP Extension: Dispensing System for General Cleaning Supplies, RFP #151702
Type	Action (Consent)
Fiscal Impact	Yes
Dollar Amount	20,000.00
Budgeted	Yes
Budget Source	(1110) General Fund
Recommended Action	Approve RFP Extension: Dispensing System for General Cleaning Supplies, RFP #151702

Description of Purchase

An extension for an additional thirty-five (35) days to provide dispensing systems for general cleaning supplies and services throughout the District. The extension period will be used to issue another RFP solicitation.

Effective Dates: January 23, 2025 through February 28, 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, January 20, 2015.

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

Motion by Kevin Adams, second by Paul Fetsko.

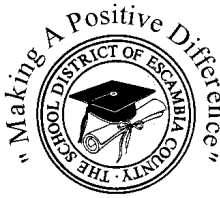
Final Resolution: Motion Carries

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

Workflow

Workflow Oct 29, 2024 6:28 PM :: Submitted by Tamara Harden. Routed to Allison Watson for approval.
Nov 4, 2024 5:24 PM :: Approved by Allison Watson. Routed to Tammy Edwards for approval.
Nov 5, 2024 11:20 AM :: Approved by Tammy Edwards. Routed to Terry St Cyr for approval.
Nov 5, 2024 11:33 AM :: Final approval by Terry St Cyr

Last Modified by Holley DeWees on November 19, 2024



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

October 29, 2024

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

Dear Mr. Millet,

Subject: Request for 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 regarding the current contract for Dispensing System for General Cleaning Supplies, RFP #151702, which is set to expire on January 22, 2025. We recognize the importance of these Custodial supply and services to the safety and hygiene of our schools and facilities and appreciate the quality of service provided by Supreme Paper Supply throughout this ten year contract period.

We are in the process of preparing a new Request for Proposal (RFP) to ensure the continuity of Custodial supply and services. However, we require 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 Escambia County School District is requesting a thirty-sixty (36) day extension of the current RFP #151702.

We kindly request your consideration of this thirty-sixty (36) day extension under the current terms and conditions for the period of January 23, 2025 through February 28, 2025. This extension would ensure continuity of service while we work diligently to 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,

Tamara Harden

Senior Procurement Specialist

Supreme Paper Supplies, hereby agree to the existing pricing, terms, and conditions for RFP #151702 for the extended period of January 23, 2025 - February 28, 2025.

Signed by:

Ray Millet

Branch Manager

10/31/2024 | 7:40 AM CDT

Authorized Signature

Title

Date