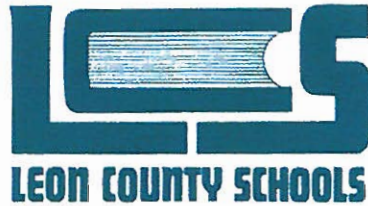


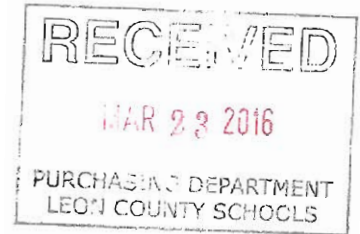
BOARD CHAIR  
DeeDee Rasmussen

BOARD VICE CHAIR  
Georgia "Joy" Bowen





BOARD MEMBERS  
Dee Crumpler  
Maggie Lewis-Butler  
Alva Swafford Striplin

SUPERINTENDENT  
Jackie Pons



## MEMORANDUM

TO: June Kail, Purchasing Director 

FROM: Vernea Randolph, Principal 

DATE: March 09, 2016

SUBJECT: Bid No. 5372-2016 – Lively Technical Center Industrial Paper Cutter

The Purchasing Department issued an Invitation to Bid (ITB) to identify qualified vendors and establish a contract for the purchase of an Industrial Paper Cutter for the Print Shop at Lively Technical Center.

Two (2) vendors submitted proposals in response to the ITB. It is my recommendation that the contract be awarded to RJ Young, the lowest responsive responsible bidder in the amount of \$30,500.00, which is within budget.

Should you have any questions regarding this matter, please do not hesitate to contact me at 487-7585. Thank you for your time and support in the procurement process.

2757 West Pensacola Street • Tallahassee, Florida 32304-2998 • Phone (850) 487-7110 • Fax (850) 414-5194 •

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*"The Leon County School District does not discriminate against any person on the basis of sex (including transgender status, gender nonconforming and gender identity), race, age, color, ethnicity, national origin, religion, pregnancy, marital status, disability, sexual orientation, or genetic information."*

**Building the Future Together**

**LCS Bid No. 5372-2016**

**Description:** Lively Technical Center Industrial Paper Cutter

**Department:** Lively Technical Center

**Opening Date:** March 3, 2016 @ 2:00 P.M.

Item #	Description	Larry & Associates	RJ Young
	Addendum Acknowledged	No	Yes
1.	TOTAL BID FOR INDUSTRIAL PAPER CUTTER	\$37,200.00	\$30,500.00
2.	ANTICIPATED NUMBER OF DAYS TO DELIVERY AND SET UP UPON RECEIPT OF LCSB PURCHASE ORDER	180 days	14-21 days

*Bidders are hereby notified that failure to file a protest within the time prescribed in section 120.57(3) Florida Statutes and Board Policy 6320.02, or failure to post the bond or other security required by law within the time allowed for filing a bond shall constitute a waiver of proceedings. Offers received from the vendors listed herein are the only offers received timely as of the above opening date and time. All other offers submitted in response to this solicitation, if any, are hereby rejected as late.*

Opened

By: June Kail Date: March 3, 2016 Recorded By: Nancy Scott Date: March 3, 2016