



**THE SCHOOL BOARD OF SARASOTA COUNTY, FLORIDA**  
MATERIALS MANAGEMENT DEPARTMENT  
101 OLD VENICE ROAD • OSPREY, FLORIDA 34229  
TELEPHONE (941) 486-2183 • FAX (941) 486-2188

## **MEMORANDUM**

**TO: Members of the School Board**  
**Lori White, Superintendent**  
**Mitsi Corcoran, Chief Financial Officer**

**FROM: Carol A. Lichon, CPPO, Director of Materials Management**

**TITLE: APPROVAL TO PURCHASE OFFICE AND CLASSROOM**  
**FURNITURE ON STATE CONTRACT**

The Materials Management Department requests permission to purchase office and classroom furniture from The Hon Company on the State of Florida Furniture Contract #425-001-12-1. Consolidating purchases under this agreement will result in discounts ranging from 59.7% to 74.0%. The funds for these purchases are contained in the capital budgets for new construction and individual cost center budgets.

**Requested by:**  
Carol A. Lichon

Not to exceed  
**Fiscal Impact:** \$500,000.00

**Recommended Motion:** That the purchase of furniture from The Hon Company, in an amount not to exceed \$500,000.00, be approved as presented.



April 15, 2015

**Blanket Purchase Agreement**

BPA Number: School Board of Sarasota County, Florida  
(This number should be placed on all orders)

This Blanket Purchase Agreement (this "Agreement") is effective as of 5/6/2015 ("Effective Date"), by and between The HON Company LLC ("HON") and School Board of Sarasota County, Florida (the "Agency"). HON and the Agency have entered into this Agreement in order for the Agency to purchase HON commercial products ("Products") and related services ("Services") directly from HON. HON may utilize its network of authorized dealers in the performance of this Agreement.

Except as expressly stated herein, Agency's purchase of Products and Services are based upon the pricing, terms and conditions set forth in HON's Florida Contract # 425-001-12-1, by and between HON and the State of Florida (the "Florida Contract"). The pricing and available Products and Services of the HON Florida Contract may be amended, revised, or renewed from time to time pursuant to the terms of the Florida Contract, and all such changes, amendments and revisions are incorporated by reference herein without need to formally amend this Agreement.

During the following dates: 5/6/2015 –5/5/2016, the Agency agrees to purchase a minimum of \$300,000.00 List of product from HON ("Annual Purchase Projection"), determined on cumulative invoiced purchases during the term. In consideration for the Annual Purchase Projection, the Agency shall be entitled to purchase HON products at the discounts off the current list price in effect under the HON Florida Contract. As of the Effective Date, the current discounting applicable to Agency's purchases of Products is as follows:

Systems and Pedestals	74.0%
Vertical and Lateral Files/Storage	64.0%
Tables, Metal Desks, Veneer & Laminate Casegoods	62.1%
HON Brand Seating	62.1%
Select basyx Branded Seating & Tables	64.0%
Education	61.7%

**Non-contract items will be discounted at 59.7%**

Discounts on projects over \$125,000 List may be eligible for additional discount; additional discounts will be negotiated on a project-by-project basis.

HON reserves the right to deny the Agency future Blanket Purchase Agreements. The pricing applicable to installation in the Florida Contract shall not apply to any purchases for Services made by Agency from HON through an authorized dealer. All

pricing for installation Services must be negotiated on a case by case basis between Agency and an authorized dealer.

All of Agency's orders must be made out to The HON Company LLC and shall reference the Florida Contract number: 425-001-12-1, and the BPA number at the top of this Agreement. Each order must have a single "ship-to" destination within the United States in order for the freight to be paid by HON.

This Agreement expires 5/5/2016.

The following office(s) are hereby authorized to place orders under this Agreement:

Agency Name: School Board of Sarasota County

Address: 101 Old Venice Road

City, State, Zip Code: Osprey, FL 34229

Will orders be placed by one centralized purchasing location? Yes

If no, please list other locations that will be utilizing this Agreement:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Orders may be sent to the HON Servicing Dealer providing the product installation services for review prior to order placement.

HON shall invoice the Agency upon shipment of Product.

Payment terms are net 30 days, with no additional discount for early payment.

Product shall be shipped not to exceed 60 days after receipt of a valid order.

The Agency:

The HON Company LLC:

Frank Kovach  
(Printed Name)

\_\_\_\_\_  
(Printed Name)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Signature)

Chairman  
(Title)

\_\_\_\_\_  
(Title)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Date)