January 22, 2019

Materials Management
Purchasing Department
101 Old Venice Road, Osprey, FL 34229
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SarasotaCountySchools.net

MEMORANDUM

TO: **Members of the School Board**
            Dr. Todd Bowden, Superintendent
            Mitsi Corcoran, Assistant Superintendent Chief Financial Officer

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

TITLE: **APPROVAL TO PURCHASE MATERIALS OR SERVICES (PER THE ATTACHED LIST) THROUGH PIGGYBACK CONTRACTING FROM VENDORS UNDER CONTRACT WITH A FEDERAL, STATE OR MUNICIPAL GOVERNMENT, OR A COOPERATIVE WITH A LEAD AGENCY THAT UTILIZED A COMPETITIVE PROCESS**

Piggybacking is the post-award use of a contractual document or process that allows an entity that was not contemplated in the original procurement to purchase the same supplies, equipment or services through that original document or process. The School Board of Sarasota County Policy 7.70 Purchasing and Bidding allows for this process subject to the provisions of law.

The Purchasing Department has researched and reviewed the competitive solicitations that are available for these purchases and has determined that the use of the attached contracts for the purpose cited presents the best value and/or is in the best interest of the School Board.

The funds for these purchases are contained in the budgets allocated to the appropriate departments and schools.

Requested by: **Financial Impact:**

Carol A. Lichon $ 300,000.00

Recommended Motion: That the attached list of contracts for the anticipated purchase of materials and services, using the piggyback contracting process, be approved as presented.

PURCHASE OF GOODS OR SERVICES THROUGH PIGGYBACK CONTRACTING

NAME OF OTHER ENTITIES BIDS	REASON	AWARDED VENDORS	NOT TO EXCEED AMOUNT
U.S. Communities RFP (though Prince William County Schools, Manassas, VA as lead agency) for Education, Classroom, Miscellaneous Support Furniture & Related Product and Services	To purchase furniture, miscellaneous support furniture, and related products and services.	Virco, Inc.	$300,000.00