



# District School Board of Pasco County

20430 Gator Lane • Land O' Lakes, Florida 34638 • 813/ 794-2221

Heather Fiorentino, Superintendent

[www.pasco.k12.fl.us](http://www.pasco.k12.fl.us)

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## Department of Purchasing

Kendra Goodman, CPPB, Purchasing Agent

813/ 794-2221 Fax: 813/ 794-2111

727/ 774-2221 TDD: 813/ 794-2484

352/ 524-2221 e-mail: [kgoodman@pasco.k12.fl.us](mailto:kgoodman@pasco.k12.fl.us)

May 19, 2009

## MEMORANDUM

TO: Honorable School Board Members

FROM: Kendra Goodman, CPPB, Purchasing Agent

RE: Third Year Renewal of Three-Year Contract  
Bid #07-139-LR, HVAC Carrier Factory Chiller Service & OEM Parts – Maintenance  
Department  
Cortez Heating & Air Conditioning, Inc.

On July 10, 2007, official action (attached) was taken to award the above-referenced bid to Cortez Heating & Air Conditioning, Inc. This bid is a three-year contract, renewable annually based upon mutual consent of both parties. The first year of the agreement expired on June 5, 2008. Subsequently, the second year of the agreement was awarded on May 6, 2008 and covers the period of June 6, 2008 through June 5, 2009.

Considering services have been satisfactory, Dan Snider, Service Manager, Cortez Heating & Air Conditioning, Inc. was contacted to verify his willingness to enter into the third year of the agreement. As such, Dan Snider has agreed, in writing (attached), to enter into the third year of the contract.

Therefore, at this time, it is my recommendation to enter into the third year of the agreement with Cortez Heating & Air Conditioning, Inc. The third year of the contract will cover the period of June 6, 2009 through June 5, 2010. Should you have any questions regarding this matter, or if I can be of further assistance, please feel free to contact me at your earliest convenience.

KDG/cc

Attachments

Date/Time: May 13, 2009 10:35:00

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May 6, 2008

## MEMORANDUM

TO: Honorable School Board Members

FROM: Kendra Goodman, CPPB, Purchasing Agent

RE: Second Year Renewal of Three-Year Contract  
Bid #07-139-LR, Carrier Factory Chiller Service and OEM Parts – Maintenance  
Department  
Cortez Heating & Air Conditioning, Inc.

On July 10, 2007, official action (attached) was taken to award the above-referenced bid to Cortez Heating & Air Conditioning, Inc. This bid is a three-year contract, renewable annually based upon mutual consent of both parties. The first year of the agreement will expire on June 5, 2008.

Considering services have been satisfactory, Dan Snider, Service Manager, Cortez Heating & Air Conditioning, Inc. was contacted to verify his willingness to enter into the second year of the agreement. As such, Dan Snider has agreed, in writing (attached), to enter into the second year of the contract.

Therefore, at this time, it is my recommendation to enter into the second year of the agreement with Cortez Heating & Air Conditioning, Inc. The second year of the contract will cover the period of June 6, 2008 through June 5, 2009. Should you have any questions regarding this matter, or if I can be of further assistance, please feel free to contact me at your earliest convenience.

KDG/lmr

Attachments (3)

# District School Board of Pasco County

## Bid Recommendation

<b>Bid Title</b>	Carrier Factory Chiller Service and OEM Parts Maintenance Department		<b>Number of Vendors Notified</b>	370
<b>Bid Number</b>	07-139-LR		<b>Number of Bids Distributed</b>	11
<b>Date Solicited</b>	April 27, 2007		<b>Number of Vendors Bidding</b>	2
<b>Date Opened</b>	May 21, 2007		<b>Number of Vendors Not Bidding</b>	0
<b>Date Board Presentation</b>	July 10, 2007		<b>Funding Source</b>	N/A
<b>Total Savings</b>	<b>\$2,500.00</b>		<b>Grand Total of Bid</b>	<b>\$100,000.00</b> (First-Year Estimate)

**Recommendation:**

Recommend acceptance of bid from Cortez Heating & Air Conditioning, Inc. as noted on attached bid tabulation sheet, as lowest and best, responsive and responsible bid meeting written specifications.

**Term of Contract:**

This bid is for HVAC Factory Chiller Service and OEM Parts “as needed” by the Maintenance Department for use throughout the District. This is a three-year contract, renewable annually, based upon mutual agreement of both parties. The first year of this contract shall be effective from July 10, 2007 to June 5, 2008. Labor prices are firm and fixed and will remain in effect for the term of the bid. Discount percentage for parts is firm and fixed and will remain in effect for the term of the bid; however, manufacturer’s price list (pricer) may be updated annually. “Grand Total” of bid is based upon an estimated \$100,000 annual expenditure.

**Notations and Exceptions:**

Offers 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.

**Bids Evaluated By:**

Phil Laycock, Crew Chief, Maintenance Department

**Bids Prepared By:**

Laurie Roberts, CPPB, Buyer, Purchasing Department

**Reviewed and Authorized By:**

Kendra Goodman, CPPB, Purchasing Agent

DISTRICT SCHOOL BOARD OF PASCO COUNTY BID TABULATION

DATE OF OPENING: May 21, 2007 @ 2:30pm	Cortez Heating & Air Conditioning, Inc.			Carrier Corportation		
BID TITLE: Carrier Factory Chiller Service and OEM Parts	5928 21st St. E			8656 Elm Fair Boulevard		
BID # 07-139-LR	Bradenton, FL 34203			Tampa, FL 33610		
<b>**Board Meeting 7/10/07**</b>						
DESCRIPTION	Regular Time	Overtime	Sunday/Holidays	Regular Time	Overtime	Sunday/Holidays
Centrifugal (Hour)	\$85.00	\$110.00	\$130.00	\$85.00	\$127.00	\$170.00
Recipro (Hour)	\$85.00	\$110.00	\$130.00	\$85.00	\$127.00	\$170.00
Screw (Hour)	\$85.00	\$110.00	\$130.00	\$85.00	\$127.00	\$170.00
Controls (Hour)	\$85.00	\$110.00	\$130.00	\$85.00	\$127.00	\$170.00
Catalog Discount	40%			35%		
<b>SUBMITTALS:</b>						
Parts Catalog	Y			N		