

# THE SCHOOL DISTRICT OF OSCEOLA COUNTY, FLORIDA

## Purchasing/Property Records/Warehouse

817 Bill Beck Boulevard, Building 2000 • Kissimmee • Florida 34744-4495

Phone: 407-870-4630 • Fax: 407-870-4616 • [www.osceola.k12.fl.us](http://www.osceola.k12.fl.us)

### SCHOOL BOARD MEMBERS

- District 1 – Jay Wheeler  
407-390-0505
- District 2 – Julius Melendez  
407-922-5113
- District 3 – Cindy Lou Hartig  
407-832-3999
- District 4 – David Stone, Vice Chair  
407-933-2700
- District 5 – John McKay, Chair  
407-957-4056



### Superintendent of Schools

Michael A. Grego, Ed.D.

April 28, 2009

### REQUEST FOR INFORMATION

*OFFICE SUPPLIES - (Just In Time Delivery)*  
RFI #SDOC-09-I-101-LK

The School District of Osceola County, Florida is updating its Warehouse Inventory Analysis and is interested in evaluating our current bulk purchase pricing vs. just in time deliveries to each school and department located throughout Osceola County. Please submit your best just-in-time delivered price for the items listed on the attached Price Sheet. **The Closing Date is scheduled for May 6, 2009 at 2:00 PM.**

Attached is a current list of all department and school locations to assist you with your delivery calculations.

Annual estimated quantities are listed on the price sheet and are based on this fiscal year's (July 1, 2008 – June 30, 2009) estimated usage. The Item's minimum order quantity shall be considered the item's unit of measure.

All Delivery trucks must have lift gates as schools and departments do not have loading docks. Delivery time must be within one (1) week after receipt of order from the school or department.

All RFI documents must be returned to the buyer by email listed below before the closing date and time listed above.

If you have any questions regarding this RFI please contact Lisa Kesecker, CPPB, FCPA – Purchasing Specialist at phone (407) 870-4622 or by email at: [keseckel@osceola.k12.fl.us](mailto:keseckel@osceola.k12.fl.us)

If awarded a future bid for "Just-In-Time" deliveries, my firm has the ability to setup an electronic shopping cart for the awarded items, and accept credit card orders via this method \_\_\_\_ Yes \_\_\_\_ No

I hereby certify that I have read and understand the requirements of this Request for Information #SDOC-09-I-101-LK, "**Office Supplies – Just-In-Time Delivery**", and that I, as the bidder, am duly authorized to execute this document and understand that this submittal is for budget analysis purposes only. A separate solicitation will be issued if the District decides to outsource these commodities.

Company Name: \_\_\_\_\_

Signature \_\_\_\_\_

Printed Name: \_\_\_\_\_ Title: \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_

E-Mail Address \_\_\_\_\_

**Student Achievement – Our Number One Priority**

Districtwide Accreditation by the Southern Association of Colleges and Schools

School District Main Office: 817 Bill Beck Boulevard • Kissimmee • Florida • 34744-4492 • Phone: 407-870-4600 • [www.osceola.k12.fl.us](http://www.osceola.k12.fl.us)

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