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PALM BEACH COUNTY, FLORIDA

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LUNG CHIU, CIG, CPA
INSPECTOR GENERAL

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MEMORANDUM

TO: Honorable Chair and Members of the School Board
Dr. Donald E. Fennoy, Superintendent
Chair and Members of the Audit Committee

FROM: ^{KLC} Lung Chiu, Inspector General

DATE: May 14, 2019

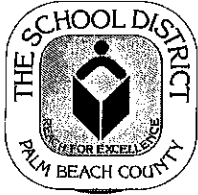
SUBJECT: Transmittal of Final Investigative Report Case # 19-864
Misappropriation - Instructional Materials Department

In accordance with School Board Policy 1.092 we hereby transmit the above-referenced final report.

The report addresses the following Allegation:

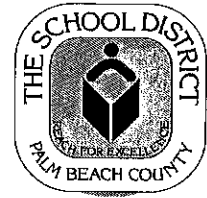
Instructional Material Analyst Vicki Cornman ordered excess math and science textbooks and gave them to her brother to resell for personal gain. *Unsubstantiated.*

The report is finalized and will be posted on the Inspector General's website; https://www.palmbeachschools.org/about_us/reports_and_publications/inspector_general_report
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Donald E. Fennoy II
Superintendent

**SCHOOL DISTRICT OF PALM BEACH
COUNTY
OFFICE OF INSPECTOR GENERAL**



K. Lung Chiu
Inspector General

REPORT OF INVESTIGATION

Case Number:
19-864

Date of Complaint:
October 23, 2018

Complainant:
Horace Towns, former Technician Material Handling

Subject:
Vicki Cornman, Instructional Materials Analyst

Witnesses:
Thomas Cornman, Analyst Warehouse Inventory
Kevin Evans, Warehouse Foreman
John Gilbert, Textbook Warehouse Company
Magdiel Jorro, Depository Floor Staff
Barbie Keough, Sr. Accounting Technician
Peter Nikolopoulos, Owner, Books Services, Inc.
William J. Purtell, former Instructional Materials Manager
Nolan Rowell, Instructional Materials Manager
Tina Sparks, Instructional Material Specialist
Gordon Unger, Co-Owner Textbook Warehouse Company

Type of Report:
FINAL

AUTHORITY

School Board Policy 1.092 provides for the Inspector General to receive and consider complaints, and conduct, supervise, or coordinate such inquiries, investigations, or reviews, as the Inspector General deems appropriate.

This investigation was conducted by Senior Investigator Robert Sheppard, in compliance with the *Quality Standards for Investigations, Principles, and Standards for Offices of Inspector General*, promulgated by the Association of Inspectors General.

INTRODUCTION

On October 23, 2018, Senior Investigator Veronica Vallecillo received a telephone call from Palm Beach County School Board Member Debra Robinson stating that she received information from a complainant alleging that employees took School District textbooks and gave them to friends and relatives.

The complaint alleged that Instructional Material Analyst Vicki Cornman ordered excess math and science textbooks. The excess textbooks were allegedly picked up from the District's textbook warehouse (McKesson Bldg.) by Ms. Cornman's brother, who resold the textbooks for personal gain.

BACKGROUND

The Palm Beach County School District Instructional Material's Department, orders, receives, distributes, and redistributes instructional materials to District Schools for student learning.

The Textbook Warehouse Company was founded on December 30, 2004, and is co-owned by Don Unger and Randy Black. The company provides textbooks to school Districts throughout the United States and is located at 936 Curie Drive, Alpharetta, Georgia 30005. The services provided are selling and buying pre-owned textbooks, workbooks, and teacher editions at discounted prices. Other services include buying and selling paperback classics, reference materials from publishers and the purchase of unwanted textbook/workbooks for cash or credit. The company employs approximately 70 staff and earns an estimated annual revenue of 21-25 million.

ALLEGATION AND FINDINGS

Instructional Material Analyst Vicki Cornman ordered excess math and science textbooks and gave them to her brother to recycle for personal gain. *Unsubstantiated.*

GOVERNING BOARD POLICIES AND DISTRICT DIRECTIVES

- Florida Statutes 1006.28 - 1006.42, Instructional Materials
- School Board Policy 3.02, Code of Ethics 5 c(v)
- School Board Policy 6.14(4)(a)(i)(ii), Purchasing Department
- School Board Policy 8.122, Textbooks and Instructional Materials
- School Board Policy 8.1225, Instructional Materials Accountability
- School District Vendor Contracts with Textbook Warehouse Company (16C-807K; 18C-811K; 18C-809K; 18C-011V)

ALLEGATION 1: EVIDENCE & TESTIMONY

Allegation: Instructional Material Analyst Vicki Cornman ordered excess math and science textbooks and gave them to her brother to resell for personal gain. Unsubstantiated.

Testimony of former Technician Material Handling Horace Towns

Mr. Towns stated he had been employed at the warehouse since November 2017. Mr. Towns said he has witnessed the disposal of several pallets of new textbooks that were labeled as discard or recycle. Mr. Towns stated it seems unusual to discard new textbooks.

Mr. Towns stated Instructional Materials Analyst Vicki Cornman is the supervisor who orders textbooks for the District. After a textbook Purchase Order is received from a District school, Ms. Cornman completes an invoice for the textbooks. The textbooks are ordered by Ms. Cornman, received at the warehouse, and delivered to the schools by warehouse staff.

Mr. Towns alleged that Ms. Cornman deliberately ordered excess textbooks. The excess textbooks were stored in various places throughout the warehouse. Ms. Cornman later labeled those textbooks as discard or recycle. Mr. Towns stated he is not familiar with the District's policy regarding discarded textbooks but overheard a conversation between Ms. Cornman and her brother (non-district employee), where she asked him to come to the warehouse and pick-up the textbooks that are labeled as discard or recycle. Mr. Towns stated he heard that Ms. Cornman's brother picked up the textbooks in a commercial semi-truck. Mr. Towns stated he has never seen Ms. Cornman's brother pick up textbooks from the warehouse, but he heard it happened. Mr. Towns stated he does not know what happened to the textbooks after they were picked up by Ms. Cornman's brother. Ms. Towns stated that money could be made from recycling textbooks. Mr. Towns stated the current process the District has in place to dispose of new textbooks does not seem to be cost-effective because the new textbooks are labeled as no good. Mr. Towns stated Ms. Cornman orders the textbooks and disposes of the textbooks without any accountability.

Mr. Towns stated Depository Floor Staff Magdiel Jorro has information about this concern. Mr. Towns stated Mr. Jorro was going to contact the media about the disposal of the new textbooks.

Written Testimony of Former Instructional Materials Manager William J. Purtell

On November 6, 2018, the OIG telephonically contacted Mr. Purtell. Mr. Purtell stated as of October 31, 2018, he is on annual leave until his official retirement date in March 2019. He currently resides in New Smyrna Beach Florida. On November 6, 2018, Mr. Purtell provided a written statement which is included in its entirety (**Exhibit 1**).

"Ordering process: Each school has (1) person responsible for the ordering of instructional materials through the Destiny Textbook Manager program. Those orders would then come to my office through the Destiny Portal for approval. Once approved, the order would then go to Vicki Cornman. Vicki would accumulate the orders by vendor and then notify me the cost(s). I would then work with Barbie Keough (bookkeeper) to create a P.O.(s) and permit Vicki to send the order(s) off to the various vendors.

The Florida Department of Education has a (5) year adoption cycle when it comes to the purchase of instructional materials. Each year we purchase a different core subject and those materials are used for (5) years. In FY19 we purchase K-12 science that will be used within our district schools (On-Adoption). In FY20, the district will be purchasing K-12 math materials and so on.

This means all the old science materials (Off-Adoption) are the Instructional Materials Department responsibility to remove from each school and dispose of (School Board policy 8.122).

We do have a Give-Away program where we offer these off-adoption materials for free to charter schools, churches, home school education, and in some cases send them to other countries.

Materials that we are unable to give to the community we have them sent to several recycling centers (approved vendors), either locally or out of state. Basically, the district receives \$40-\$50 per ton. One of the companies is Textbook Warehouse where their main office is in Georgia (Atlanta, I believe). They offer us two services; once recycling and the other service is if the off-adoption texts have value in another state, the district receives a percentage of the value of the text. All checks received by our office are made out to SDPBC and the proper paperwork is filled out by Barbie and myself.

It is true that Vicki Cornman's brother-in-law works for the Textbook Warehouse Company, but in a lower level position. When bids were created, Jan Butts (Purchasing Department) and I always worked with Bob Leto (not sure his title), who is one of the top officials within the company. I have always worked with Bob directly. Textbook Warehouse is a company that is used throughout the entire state of Florida and Georgia (could be many others).

There are times when we need materials that are no longer being printed by the publisher for various reason and Textbook Warehouse is one of the companies we check to see if they carry them. (I don't think I told you this information in our earlier conversation)

Because of the amount of off adoption materials, we use several avenues in order to get the materials out of the schools. The funding procedure is the same regardless of the vendor." [sic]

Mr. Purtell sent the OIG a follow up email to clarify that Gordon Unger is the contact person at the Textbook Warehouse and Bob Leto works for Follet Education. A review of Contract 18C-811K and 16C-807K between the District and Textbook Warehouse Company shows that Don Unger and Diane Goldsmith were the contact representative on behalf of the Textbook Warehouse Company (See Tables 2&3).

Testimony of Instructional Materials Manager Nolan Rowell

Mr. Rowell stated he was hired by the District's Instructional Material Department in January 2017 and was scheduled to replace former Instructional Material Manager William Purtell on November 14, 2018.

Mr. Rowell stated he had been employed with the District for a total of seven years. Mr. Rowell stated the Instructional Material Department orders textbooks for District schools, but he does not personally order the textbooks. Instructional Material Analyst Vicki Cornman receives purchase orders from District schools and orders the requested textbooks.

Mr. Rowell stated he is unfamiliar with the District's policy or procedure regarding disposal of excess textbooks. Mr. Rowell stated he has no knowledge about Ms. Cornman's brother picking up textbooks from the warehouse and disposing of them for personal gain.

On March 14, 2019, the OIG emailed Mr. Rowell to request information regarding who picked-up the off-adoption textbooks from District schools for the 2015-16 and 2016-17 school year. Mr. Rowell stated that Mr. Evans told him that the documentation that showed who picked-up the off-adoption textbooks was discarded by warehouse staff once Ms. Sparks started using the District's google-doc system to record off-adoption pick-ups (**Exhibit 2**).

Testimony of Warehouse Foreman Kevin Evans

Mr. Evans stated he has been employed with the District for a total of 15 years and is the warehouse foreman. His responsibilities include distribution and redistribution of instructional textbooks to District schools. Mr. Evans stated he does not order textbooks for District Schools. Instructional Materials Analyst Vicki Cornman and Instructional Materials Manager William Purtell order textbooks for District schools.

Mr. Evans stated that the process to order textbook is, Ms. Cornman receives a purchase-order email from a school requesting textbooks, prepares an invoice of the requested textbooks, and emails the invoice to Mr. Purtell for approval. If Mr. Purtell approves the order, the warehouse staff compiles the requested textbooks and delivers them to the school.

Mr. Evans stated Ms. Cornman does not order excess textbooks. The District has a process to get rid of textbooks that are referred to as off-adoption. Off-adoption is the disposal of textbooks that are determined obsolete or non-usable. A warehouse department staff member reports to the schools to pick up the off-adoption textbooks and transports them to the warehouse for storage, or warehouse staff will contact local District vendor Peter Nikolopoulos to report to the school to pick-up the off-adoption textbooks.

Mr. Evans stated either Ms. Cornman, or the District office contacts the vendor, Textbook Warehouse Company, to report to the District's textbook warehouse to pick up the off-adoption textbooks that will be either resold or destroyed. Mr. Evans provided the OIG a form called Bill of Lading-Short Form that shows that the vendor Textbook Warehouse Company subcontracted services to a company called Recycle Management to report to the District textbook warehouse to pick up 24-skids of off-adoption textbooks (**Exhibit 3**).

Mr. Evans stated there is another process to redistribute textbooks which are referred to as on-adoption. On-adoption is when a school orders too many textbooks. The excess textbooks are picked up by warehouse staff from the schools and transported to the District warehouse to be stored or redistributed to other schools that are in need of textbooks.

Mr. Evans stated Ms. Cornman's brother, Tom Cornman, does not pick up excess textbooks from the warehouse. Ms. Cornman's brother works for the District's Assessment Department. The assessment department has nothing to do with the District's textbooks department. Mr. Evans stated he heard rumors that Ms. Cornman has a family member who works for the Textbook

Warehouse Company, who picks up the off-adoption books from the District warehouse. Mr. Evans stated he has never seen Ms. Cornman's brother or family member pick up excess textbooks from the District warehouse.

Testimony of Depository Floor Staff Magdiel Jorro

Mr. Jorro stated he has been employed with the District for a total of 12 years and has been assigned to the District Instructional Material warehouse for the past ten years as a Floor Depository staff. Mr. Jorro stated his responsibilities include delivering instructional materials to District schools.

Mr. Jorro stated that for the past ten years a semi-truck has come to the District warehouse to pick up excess textbooks. Mr. Jorro stated in January schools request textbooks. In March, the warehouse staff completes the school purchase order and delivers the textbooks to the schools. In September, all excess textbooks are picked up by a District vendor to be destroyed.

Mr. Jorro stated Instructional Materials Analyst Vicki Cornman orders textbooks for District schools after approval from Instructional Materials Manager Bill Purtell. Mr. Jorro stated he does not know who makes the decision to destroy or who picks up the textbooks from schools.

Mr. Jorro stated Ms. Cornman has never approached him or instructed him to place excess textbooks on a pallet that will be picked up by her brother or a family member. Mr. Jorro believes that Ms. Cornman orders too many math, science, and social studies textbooks that are destroyed.

Testimony of Senior Accounting Technician Barbara Keough

Ms. Keough stated she has been employed with the District for a total of 15 years and assigned to the District's textbook warehouse for 11 years. She is the senior accountant who is responsible for paying bills incurred by the Instructional Materials Department. Ms. Keough stated she is not responsible for ordering textbooks. Instructional Material Analyst Vick Cornman or Instructional Materials Specialist Tina Sparks orders textbooks for the District schools. Ms. Keough stated she has never witnessed Ms. Cornman's brother or family member come to the warehouse to pick up excess textbooks.

Ms. Keough provided the OIG a total of 14 invoices payable to the District from textbook vendors who have picked up off-adoption textbooks from the warehouse between 2015 and 2017. The 14 invoices payable to the District totaled \$8,163.68 (**See Table 1**).

Of the 14 invoices:

- Three invoices were payable to the District from the Textbook Warehouse Company.
- Two invoices were payable to the District from the RockTenn Company.
- One invoice was payable to the District from the BookSmart Enterprise, Inc.
- Eight invoices were payable to the District from Peter Nikolopoulos who owns Books Services Plus, Inc.

(Table 1) Invoices payable to PBCSD from the Textbook Vendors

Date	Check#	Payable To:	Vendor	Amount \$
07-02-2015	47192	PBCSD	Textbook Warehouse Co	\$435.36
09-10-2015	14391826	PBCSD	RockTenn Co.	\$589.20
10-01-2015	14414545	PBCSD	RockTenn Co.	\$294.60
10-07-2015	48787	PBCSD	Textbook Warehouse Co.	\$471.84
11-13-2015	49254	PBCSD	Textbook Warehouse Co.	\$716.64
03-14-2017	1488	PBCSD	Books Service Plus	\$160.00
05-19-2017	1496	PBCSD	Books Service Plus	\$200.00
05-30-2017	1499	PBCSD	Books Service Plus	\$200.00
06-01-2017	1501	PBCSD	Books Service Plus	\$100.00
06-25-2017	1519	PBCSD	Books Service Plus	\$400.00
07-05-2017	62362	PBCSD	BookSmart Enterprise	\$1,896.04
08-18-2017	1538	PBCSD	Books Service Plus	\$700.00
11-08-2017	1557	PBCSD	Books Service Plus	\$1,000.00
03-14-2018	1572	PBCSD	Books Service Plus	\$1,000.00
Total:				\$8,163.68

Testimony of Instructional Materials Specialist Tina Sparks

Ms. Sparks stated she has been employed with the District for a total of 29 years and assigned at the warehouse for six years. Her responsibilities include overseeing the distributions of on-adoption textbooks and the warehouse staff. Ms. Sparks stated she orders textbooks. Ms. Sparks stated Vicki Cornam does not order textbooks. She (Ms. Cornman) receives purchase orders from schools through the District Destiny textbook program and forwards the school purchase order request to Mr. Purtell for review.

Ms. Sparks stated she has never witnessed Ms. Cornman’s brother come to the warehouse to pick up excess textbooks. Ms. Sparks stated Ms. Cornman has a brother who works for the District in the Assessment Department. His responsibilities with the Assessment Department have nothing to do with the daily duties of the Instructional Materials Department. Ms. Sparks stated Ms. Cornman has a brother-in-law who works for the District Vendor, Textbook Warehouse Company, but she has never observed him come to the District warehouse to pick up excess textbooks.

On March 12, 2019, the OIG emailed Ms. Sparks to request information regarding off-adoption pick-ups for the 2015-16 and 2016-17 school year. Ms. Sparks stated she was not able to provide requested information because she did not facilitate off-adoption pick-ups before last year. Ms. Sparks recommended that OIG refer the request to Mr. Rowell (**Exhibit 2**).

Testimony of Vicki Cornman Instructional Material Analyst

Ms. Cornman stated she has been employed with the District for a total of 32 years and assigned at the District textbook warehouse for 20 years. Her responsibilities include ordering instructional textbooks for District schools and tracking the school's purchase orders using the District Destiny Textbook program. Once the adoption cycle expires for a textbook, the textbook is determined to be non-usable or obsolete. For example, there are two processes for handling textbooks. The first process is called on-adoption; on-adoption is when textbooks are redistributed to District schools.

that have a textbook shortage. The second process is off-adoption, off adoption is when a textbook is determined obsolete and is recycled. Ms. Cornman stated Mr. Purtell determines if excess textbooks are obsolete.

Ms. Cornman stated Ms. Sparks or Mr. Evans contact local vendor Pete Nikolopoulos to pick up off-adoption textbooks. If Mr. Nikolopoulos determines there is value in the off-adoption textbooks, he will prepare a check payable to the District. If the off-adoption textbooks have no value, he will destroy the textbooks.

Ms. Cornman stated she has a brother, Tom Cornman, who works for the District's Assessment Department and a brother-in-law, John Gilbert, who works for District Vendor, Textbook Warehouse Company. Her brother Tom Cornman's job responsibilities have nothing to do with the Instructional Materials Department. The only time the two departments work together is to discard old instructional materials through the District's Recycling Management Vendor.

Ms. Cornman stated her brother-in-law, John Gilbert, is a procurement manager at the Textbook Warehouse Company, and his responsibilities are to determine if a textbook is obsolete or if the textbook can be redistributed to school Districts throughout the United States. Ms. Cornman stated her brother-in-law did not negotiate any contracts with the District on behalf of Textbook Warehouse Company.

Ms. Cornman stated her brother-in-law does not report to the District textbook warehouse to pick up excess textbooks. The Textbook Warehouse Company subcontracts other companies to come to the District warehouse to pick up the off-adoption textbooks.

Testimony of Peter Nikolopoulos Owner of Book Service Plus Inc.

The OIG telephonically attempted to contact Mr. Nikolopoulos multiple times to request an interview. Mr. Nikolopoulos did not return a telephone call nor was he available to interview.

Testimony of Thomas Cornman

Mr. Cornman stated he has been employed with the District for a total 32 years and assigned to the Assessment Department for 24 years. His responsibilities include ordering and distributing standardize tests to District schools. Mr. Cornman stated his sister, Vickie Cornman, works for the District's Instructional Materials Department and orders textbooks for District schools. Mr. Cornman stated his sister has never asked him to report to the District warehouse to pick up excess textbooks. Mr. Cornman stated he has never reported to the District warehouse to pick up excess textbooks to sell for personal gain.

Testimony of John Gilbert Purchasing Director Textbook Warehouse Company

On February 5, 2019, the OIG telephonically contacted Mr. Gilbert who resides in Carters Georgia. Mr. Gilbert stated he was a former District employee 20 years ago (October 1984 – January 1997) for the Instructional Materials Department. Mr. Gilbert stated he does not drive any commercial vehicles to pick up textbooks for the Textbook Warehouse Company, nor did he travel to the

District's textbook warehouse to pick up excess textbooks. Mr. Gilbert stated his sister-in-law, Ms. Cornman, has never asked him to travel to the District warehouse to pick up excess textbooks to sell for personal gain. Mr. Gilbert stated he did not negotiate the contract between the Textbook Warehouse Company and the Palm Beach County School District.

Testimony of Gordon Unger Co-Owner of Textbook Warehouse Company

On March 14, 2019, the OIG contacted Gordon Unger via email and telephonically. Mr. Unger stated John Gilbert did not negotiate the contract for services between the Textbook Warehouse Company and the Palm Beach County School District. Mr. Unger said he negotiated the contract with the school District. A review of the District contracts between the Textbook Warehouse Company and the school District shows that Gordon Unger and Diane Goldsmith were the Textbook Warehouse contact representatives for the District (**Exhibits 5&7**).

Mr. Unger stated John Gilbert has been employed with the Textbook Warehouse Company as a Purchasing Director for ten years. He is responsible for logistics of transporting books to various locations, recycling textbooks, and purchasing books nationwide. According to Mr. Unger, John Gilbert is not involved in negotiating contracts Textbook Warehouse. Additionally, Mr. Unger confirmed that Mr. Gilbert is an employee of the company and has no ownership stake in the company.

Mr. Unger stated the Textbook Warehouse Company has not provided services to Palm Beach County School District for the past four years, he recalls in 2015 a textbook recycling company was acquired for services to pick-up off-adoption textbooks from the District's Instructional Textbook Warehouse (McKesson Bldg). A review of the invoices payable to the District shows that the Textbook Warehouse Company last paid the District on November 13, 2015 (**See Table 1**).

Documents Reviewed

The Textbook Warehouse Company specializes in buying used textbooks, workbooks, recycling and redistributing textbooks to learning institutions throughout the United States. The company is in Alpharetta, Georgia (**Exhibit 4**).

On November 8, 2018, the OIG emailed District Purchasing Agent III Jan Butts to request contracts between Textbook Warehouse Company and Palm Beach County School District for the past three years. Ms. Butts provided the OIG with four piggyback contracts between the Textbook Warehouse Company, and the School District of Palm Beach County.

- The first contract (16C-807K) was awarded for one year, from July 18, 2015, through July 17, 2016. The contract required the Follet School Solution, Inc., and Textbook Warehouse Company to collect, resell and recycle used textbooks, workbooks and educational materials. The financial impact was not to exceed \$45,000 (**Exhibit 5**). The source of the funds was indicated to come from various schools and department budgets (**See Table 2**).

(Table 2) Contract 16C-807K between the School District, Textbook Warehouse, & Follet Solution School Inc.

Contract #	Contract Term	Estimated Financial Impact	Services Provided	Sources of Funding
16C-807K	7/18/15 thru 7/17/16	\$45,000	Collect, resale & recycle obsolete Instructional Textbooks	Various schools & Dept. budgets

- The second contract 16C-807K, the same as the first contract was extended from July 18, 2016, through July 17, 2017. The contract required that Follet School Solution, Inc., and Textbook Warehouse Company to collect, resell and recycle used textbooks, workbooks and educational materials. The financial impact was not to exceed \$45,000 (Exhibit 6). The source of the funds was indicated to come from various schools and department budgets (See Table 3).

(Table 3) Contract 16C-807K between the School District, Textbook Warehouse, Follet School Solution, Inc.

Contract #	Contract Term	Estimated Financial Impact	Services Provided	Sources of Funding
16C-807K	7/18/16 thru 7/17/17	\$45,000	Collect, resale & recycle obsolete Instructional Textbooks	Various schools & Dept. budgets

- The third contract 18C-811K was awarded for one year, from July 18, 2017, through July 17, 2018. The contract required that Textbook Warehouse, Follet School Solutions, Inc., and Superior Text collect, resell and recycle used textbooks, workbooks, and educational materials. The financial impact of the contract was not to exceed \$45,000 (Exhibit 7). The source of the funds was indicated to come from various schools and department budgets (See Table 4).

(Table 4) Contract 18C-811K between the School District, Textbook Warehouse, Follet, School Solution, Inc., & Superior Text

Contract #	Contract Term	Estimated Financial Impact	Services Provided	Sources of Funding
18C-811K	7/18/17 thru 7/17/18	\$45,000	Collect, resale & recycle obsolete Instructional Textbooks	Various schools & Dept. budgets

Books Services Plus, Inc. is a local company owned by Peter Nikolopoulos that specializes in purchasing off-adoption surplus textbooks and recycling. The company is in Oakland Park, FL.

On November 12, 2018, the OIG emailed District Purchasing Agent III Jan Butts to request contracts between the Books Services Plus, Inc. and Palm Beach County School District. Ms. Butts referred the request to District Purchasing Agent Debra Hammerschlag. Mr. Hammerschlag confirmed that Books Services Plus, Inc. is a District approved vendor.

- o Contract 18C-011V was awarded in May 2017, no contract end date was attach in the contract provided by Ms. Hammerschlag. The contract required that Books Services Plus, Inc., collect, resell and recycle used textbooks, workbooks and educational materials. The financial impact was not to exceed \$2,250 (**Exhibit 8**). The source of the funds was indicated to come from various schools and department budgets (**See Table 6**).

(Table 6) Contract 18-C-011V between the School District and Book Services Plus, Inc.

Contract #	Contract Term	Estimated Financial Impact	Services Provided	Source of Funding
18C-011V		\$2,250	Purchase off-adoption surplus textbooks	Various Schools & Dept. budgets.

Investigative Review

Mr. Evans stated warehouse staff contacts Mr. Nikolopoulos to pick up off-adoption textbooks. Ms. Sparks provided the OIG a document that shows the dates and District schools that Mr. Nikolopoulos visited to pick up the off-adoption textbooks (**Exhibit 9**). A review of the documents shows that Mr. Nikolopoulos visited schools 46 times and picked up 5128 cases of textbooks between August 8, 2018, and November 6, 2018.

Review of the Bill of Lading form provided by Warehouse Foreman Mr. Evans shows that the vendor Textbook Warehouse Company did not report to the District textbook warehouse to pick up off-adoption textbooks. Textbook Warehouse Company subcontracted the pickup of the off-adoption textbooks through a company called Recycling Management (**Exhibit 3**). No transaction date was attached to the Bill of Lading form. Ms. Keough provided the OIG 14 invoices payable to the District from textbook vendors for receiving off-adoption textbooks, and no invoices showed the Textbook Warehouse Company paid the District any funds for receiving off-adoption textbooks since 2015 (**See Table 1**).

Mr. Purtell stated that the Florida Department of Education has a (5) year adoption cycle when it comes to the purchase of core instructional materials. Each year the District purchases a different core subject, and those materials are used for (5) years. For example, in FY19 the District purchased K-12 science textbook. In the FY20 the District will purchase K-12 Math textbooks. In FY21, the District will purchase K-12 language arts textbooks. In FY22, the District will purchase K-12 social studies textbooks. In FY23, the District will purchase K-12 reading textbooks, and so on.

Per School District Policy 8.122 Textbook and Instruction Materials (Section 1.b.c.)

1. Adequate Instructional Materials

- b. *As stated in Fla. Stat s 1006.28 (1) (a) 1, "The term 'adequate instructional materials' means a sufficient number of students or site licenses or sets of material that are available in bound, unbound, kit, or package form and may consist of hardback or soft backed textbooks, electronic content, consumables, learning laboratories, manipulatives, electronic media and computer courseware or*

software that serve as the basis for instruction for each student in the core subject areas of mathematics, language arts, social studies, science, reading and literature."

- c. *Pursuant to Fla. Stat 1006.37(1) and 1006.28(3)(a), the superintendent or designee shall requisition State adopted instructional materials from the depository of the publisher with whom a State contract has been made. The Superintendent or designee shall "requisition current instructional materials to provide each student with a textbook or other materials as a major tool of instruction in core courses of the subject areas specified in [Fla. Stat.] s1006.40(2). These materials must be requisitioned within the first three years after the adoption cycle, except for materials related to the growth of student membership or instructional materials maintenance needs."*

Mr. Purtell stated all the old science materials (off-adoption) are the Instructional Materials Department responsibility to remove from each school and dispose of following School Board Policy 8.122.

Per School Board Policy 8.122 Textbooks and Instructional Materials (Sections 3.b.i & 5b)

b. *District Adoption Procedures:*

- i. *The District adoption cycle for instructional materials shall coincide with the State Cycle. Adopted materials shall be used during the adoption cycle until physically unsuitable until replaced with newly-adopted materials, or until the course is no longer offered.*
5. *Disposal. --The District Instructional Materials Department shall arrange for the Disposal of obsolete or physically unsuitable materials or those no longer on State contract, as stated in Fla. Stat. 1006.41, and no longer on the District's adoption list or otherwise still officially in use in the District, as follows:*
- b. *Selling the materials to used book dealers, recycling plants, pulp mills, or other persons, firms, or corporations upon such terms as are most economically advantageous to the District School Board.*

Based on the information obtained and documents reviewed, the OIG determined that the allegation that Instructional Material Analyst Vicki Cornman ordered excess math and science textbooks and gave them to her brother to recycle for personal gain was **Unsubstantiated**.

RECOMMENDATIONS

It is recommended that no further action be taken regarding this matter.

AFFECTED PARTY NOTICE

In accordance with School Board Policy 1.092 (8)(b)(iv), on April 2, 2019, Vicki Cornman was notified of the investigative findings and provided with an opportunity to submit a written response to these findings. No response to the finding was received from Ms. Cornman.

DISTRIBUTION

Palm Beach County School Board Members
Donald E. Fennoy II, Superintendent
Audit Committee Members
Office of Professional Standards
OIG file

Investigation Conducted by:

Robert Sheppard, CIGI, Senior Investigator


Date 5-14-19

Investigation Supervised by:

Oscar Restrepo, CIGI, Director of Investigations


Date 5-14-19

Investigation Approved by:

K. Lung Chiu, CIG, Inspector General


Date 5-14-19

The evidentiary standard used by the School District of Palm Beach County OIG in determining whether the facts and claims asserted in the complaint were proven or disproven is based upon the preponderance of the evidence. The preponderance of the evidence is contrasted with "beyond a reasonable doubt," which is the more severe test required to convict a criminal and "clear and convincing evidence," a standard describing the proof of a matter established to be substantially more likely than not to be true. OIG investigative findings classified as "substantiated" means there was sufficient evidence to justify a reasonable conclusion that the actions occurred and there was a violation of law, policy, rule, or contract to support the allegation. Investigative findings classified as "unfounded" means sufficient evidence to justify a reasonable conclusion that the actions did not occur and there was no violation of law, policy, rule, or contract to substantiate the allegation. Investigative findings classified as "unsubstantiated" means there was insufficient evidence to justify a reasonable conclusion that the actions did or did not occur and a violation of law, policy, rule, or contract to support the allegation could not be proven or disproven.

EXHIBIT #1

November 6, 2018, Email Written Statement

from

Instructional Materials Department Manager

William J. Purtell



Robert Sheppard <robert.sheppard@palmbeachschools.org>

Off Adoption Instructional Materials

1 message

Bill Purtell <bill.purtell@palmbeachschools.org>

Tue, Nov 6, 2018 at 7:34 PM

To: Robert Sheppard <robert.sheppard@palmbeachschools.org>

Per our conversation earlier today...

Ordering Process: Each school has (1) person responsible for the ordering of instructional materials through the Destiny Textbook Manager program. Those orders would then come to my office through the Destiny Portal for approval. Once approved, the order would then go to Vicki Cornman. Vicki would accumulate the orders by vendor and then notify me the cost(s). I would then work with **Barbie Keough** (bookkeeper) to create a P.O.(s) and give Vicki the permission to send the order(s) off to the various vendors.

The Florida Department of Education has a (5) year adoption cycle when it comes to the purchase of instructional materials. Each year we purchase a different core subject and those materials are used for (5) years. In FY19 we purchase K-12 science that will be used within our district schools (**On-Adoption**). In FY20, the district will be purchasing K-12 math materials and so on.

This means all the old science materials (**Off Adoption**) are the Instructional Materials Department responsibility to remove from each school and dispose of. (School Board policy 8.122)

We do have a Give-Away program where we offer these off adoption materials for free to charter schools, churches, home school education, and in some cases send them to other countries.

Materials that we are unable to give to the community we have them sent to several recycling centers (approved vendors), either locally or out of state. Basically, the district receives \$40-\$50 per ton. One of the companies is Textbook Warehouse where their main office is in Georgia (Atlanta, I believe). They offer us two services; one recycling and the other service is if the off adoption texts have a value in another state, the district receives a percentage of the value of the text. All checks received by our office are made out to SDPBC and the proper paperwork is filled out by Barbie and myself.

It is true that Vicki Cornman's bother-in-law works for the Textbook Warehouse Company, **but in a lower level position**. When bids were created, **Jan Butts** (Purchasing Department) and I always worked with Bob Leto (not sure his title), who is one of the top officials within the company. I have always worked with Bob directly. Textbook Warehouse is a company that is used throughout the entire state of Florida and Georgia (could be may others).

There are times when we need materials that are no longer being printed by the publisher for various reasons and Textbook Warehouse is one of the companies we check to see if the carry them. (I don't think I told you this information in our earlier conversation)

Because of the amount of off adoption materials, we use several avenues in order to get the materials out of the schools. The funding procedure is the same regardless of the vendor.

LMK if you need me to clarify anything else.

Bill -

William J. Purtell

Manager, Library Media Services & Instructional Materials
The School District of Palm Beach County
561-684-5145
bill.purtell@palmbeachschools.org

RECEIVED
NOV 6 - 2018

INSPECTOR GENERAL



Robert Sheppard <robert.sheppard@palmbeachschools.org>

Off Adoption part 2

2 messages

Bill Purtell <bill.purtell@palmbeachschools.org>
To: Robert Sheppard <robert.sheppard@palmbeachschools.org>

Tue, Nov 6, 2018 at 9:36 PM

Robert,

Now that I have been thinking about it I did make one mistake. Bob Leto isn't with Textbook Warehouse. He works for another company we deal with, Follett Education.

Gordon (I can't remember his last name) is who I worked with at Textbook Warehouse.

Sorry, If I can remember I'll let you know.

William J. Purtell
Manager, Library Media Services & Instructional Materials
The School District of Palm Beach County
561-684-5145
bill.purtell@palmbeachschools.org

Bill Purtell <bill.purtell@palmbeachschools.org>
To: Robert Sheppard <robert.sheppard@palmbeachschools.org>

Wed, Nov 7, 2018 at 7:26 AM

I just remembered. **Gordon Unger** is from Textbook Warehouse.

William J. Purtell
Manager, Library Media Services & Instructional Materials
The School District of Palm Beach County
561-684-5145
bill.purtell@palmbeachschools.org

[Quoted text hidden]

EXHIBIT#2

March 12, 2019, Email from Instructional
Specialist Tina Sparks

&

March 14, 2019, Email from Manager
Instructional Materials

Nolan Rowell

Email: Robert.Sheppard@palmbeachschools.org

Robert Sheppard <robert.sheppard@palmbeachschools.org>
To: Tina Sparks <tina.sparks@palmbeachschools.org>

Mon, Mar 11, 2019 at 2:54 PM

Hi Tina,

Is it possible for you to provide me a list that shows who picked up the off-adoption textbooks for the following school years: 2015-2016 & 2016-2017.....Previously you provided me a detailed list that showed that P. Nikolopoulos picked up off adoption textbooks for the school year 2017-2018.

If you do not have this information please advise who I should speak with about said request...

Robert L. Sheppard, Jr.
Auditor/Investigator SRI
Office of Inspector General
3138 Forest Hill Blvd., Suite C-306
West Palm Bch, FL 33406
Phone: (561) 649-6877
PX# 46877
Email: Robert.Sheppard@palmbeachschools.org

[Quoted text hidden]

Tina Sparks <tina.sparks@palmbeachschools.org>
To: Robert Sheppard <robert.sheppard@palmbeachschools.org>

Tue, Mar 12, 2019 at 8:15 AM

Good morning,

I did not facilitate off adoption pick ups before last year. The chart I provided is our shared department document for this past year.

I would suggest you contact Nolan Rowell.

Tina Sparks
Instructional Specialist
Teaching and Learning
561-649-6838
PX46838
Twitter: @tmschools



It is amazing what you can accomplish if you do not care who gets the credit. ~ Harry S. Truman

[Quoted text hidden]

Robert Sheppard <robert.sheppard@palmbeachschools.org>
To: Tina Sparks <tina.sparks@palmbeachschools.org>

Tue, Mar 12, 2019 at 2:55 PM

Ok
[Quoted text hidden]



Robert Sheppard <robert.sheppard@palmbeachschools.org>

Concern regarding Off Adoption Materials Investigation

5 messages

Tina Sparks <tina.sparks@palmbeachschools.org>

Thu, Feb 21, 2019 at 9:16 AM

To: Robert Sheppard <robert.sheppard@palmbeachschools.org>

Cc: Nolan Rowell <nolan.rowell@palmbeachschools.org>

Good morning,

This morning when I arrived in my office, I was privy to overhearing a conversation by our department Analyst, Vicki Cornman and our Account Technician, Barbie Keough.

During this conversation Vicki was discussing her opinion and course of action regarding the off adoption investigation. It was directed at me, making statements inferring I reported this and originated it's investigation, that she was going to demand transcripts of all statements made, as well as very descriptive plan to confront me.

I did walk in to the office and let them know what I overheard. I did articulate my shock of what I heard and that she was absolutely incorrect in her opinion. She then stated that she knows things people do not know, like why did I contact Jan Butts in purchasing to get a copy of the contract we have regarding off adoption pickups as well inferring it was me because it was 2 days after Bill left.

For obvious reasons I am disturbed by this and wanted you to be aware of my concern.

I have copied our new Manager, Nolan Rowell so he is also aware of my concerns regarding the office climate.

Sincerely,

Tina Sparks

Instructional Materials Specialist

Teaching and Learning

561-684-5127

PX45127

Twitter: @tmschools



It is amazing what you can accomplish if you do not care who gets the credit. ~ Harry S. Truman

Robert Sheppard <robert.sheppard@palmbeachschools.org>

Thu, Feb 21, 2019 at 9:28 AM

To: Tina Sparks <tina.sparks@palmbeachschools.org>

Good morning Tina:

Thanks for the information, and I will be back in my office after 1:00 pm...

[Quoted text hidden]

--

Robert L. Sheppard, Jr.

Auditor/Investigator SRI

Office of Inspector General

3138 Forest Hill Blvd., Suite C-306

West Palm Bch, FL 33406

Phone: (561) 648-6877

PX# 46877



Robert Sheppard <robert.sheppard@palmbeachschools.org>

Off-Adoption

5 messages

Robert Sheppard <robert.sheppard@palmbeachschools.org>
To: Nolan Rowell <nolan.rowell@palmbeachschools.org>

Wed, Mar 13, 2019 at 11:13 AM

Hi Nolan,

3) I hate to bother you, but regarding the investigation, a few concerns need to be addressed...I spoke with Tina via email and requested information regarding who picked-up the off-adoption textbooks from the schools. She was able to provide me information for the 2017-2018 school year but could not provide any information for the 2015-2016 & 2016-2017 school year.

If it is within your reach could you please provide me a list of **who/when** and **what school** the off-adoption textbooks picked-up from for the 2015-2016 & 2016-2017 school year.

Robert L. Sheppard, Jr.
Auditor/Investigator SRI
Office of Inspector General
3138 Forest Hill Blvd., Suite C-306
West Palm Bch, FL 33406
Phone: (561) 649-6877
PX# 46877
Email: Robert.Sheppard@palmbeachschools.org

Nolan Rowell <nolan.rowell@palmbeachschools.org>
To: Robert Sheppard <robert.sheppard@palmbeachschools.org>

Thu, Mar 14, 2019 at 2:50 PM

Good afternoon.

4) I've done some digging into this and prior to the 17-18 school year, the warehouse guys would work off of a list and visit the schools only twice throughout the year. **According to my understanding from talking to Kevin, the paper lists were thrown away once Tina started using the Google doc method.** I wish that I had more information for you on this matter for you, but that seems to be the extent of it.

[Quoted text hidden]

Nolan Rowell, M.ED

School District of Palm Beach County
The Division of Teaching and Learning
Manager of K-12 Instructional Materials
and Library Media Services
PX: 45145
Phone: (561) 684-5145



Professional Organizations:

Florida Association of District Instructional Materials Administrators
Florida Association of Media Educators
Educational Media Association of Palm Beach County

Robert Sheppard <robert.sheppard@palmbeachschools.org>
To: Nolan Rowell <nolan.rowell@palmbeachschools.org>

Thu, Mar 14, 2019 at 3:53 PM

Ok- thanks for your efforts...

[Quoted text hidden]

--

Robert L. Sheppard, Jr.
Auditor/Investigator SRI
Office of Inspector General
3138 Forest Hill Blvd., Suite C-306
West Palm Bch, FL 33406
Phone: (561) 648-6877
PX# 46877
Email: Robert.Sheppard@palmbeachschools.org

Nolan Rowell <nolan.rowell@palmbeachschools.org>
To: Robert Sheppard <robert.sheppard@palmbeachschools.org>

Thu, Mar 14, 2019 at 4:03 PM

Any idea how much longer before this closes?

[Quoted text hidden]

Robert Sheppard <robert.sheppard@palmbeachschools.org>
To: Nolan Rowell <nolan.rowell@palmbeachschools.org>

Thu, Mar 14, 2019 at 4:11 PM

The report is pending the Inspector General's review- I would assume on or about next week the attach findings might be forwarded to Ms. Cornman.

[Quoted text hidden]

EXHIBIT#3
Bill of Lading-Short Form
For
Recycling Management
&
Textbook Warehouse Company

Ship From	Bill of Lading Number: _____
Palm Beach County Schools 1400 No. Florida Mango Road West Palm Beach, Fl 33409	Bar Code Space
7AM TO 3:15	

Ship To	Carrier Name: R&L
Recycling Management 3312 North Berkeley Lake Rd Duluth, Ga 30096 Suite E	Heavy weight ticket required for delivery!

Freight Charges Bill to:	SPAC:
TEXTBOOK WAREHOUSE 936 Curie Drive ALPHARETTA, GA 30005	Pro Number:
	Bar Code Space

Special Instructions: HAVE QUESTIONS? PLEASE CALL TEXTBOOK WAREHOUSE Contact Vicki Cornman 561-684-5157 vicki.cornman@palmbeachschools.org	Freight Charge Terms: (Freight charges are prepaid unless marked otherwise) Prepaid: _____ Collect: <input checked="" type="checkbox"/> 3 rd Party: _____
(check box): Master bill of lading with attached underlying bills of lading.	

Customer Order Information

Customer Order No.	No. Packages	Weight	Pallet/Slip (circle one)		Additional Shipper Information
PO 117498					Heavy Weight Ticket Required.
Quote #	24	35,000	Y	N	
Reservation			Y	N	
			Y	N	
			Y	N	
Grand Total					

Carrier Information

Handling Unit		Package		Weight	HM (X)	Commodity Description <small>Commodities requiring special or additional care or attention in handling or stowing must be so marked and packaged as to ensure safe transportation with ordinary care. See Section 2(e) of NMFC item 360</small>	LTL Only	
Qty	Type	Qty	Type				NMFC No.	Class
24	Skids			35,000		TEXTBOOKS		60
						Heavy Weight Ticket Required.		
						INSPECTOR GENERAL		
						NOV 3 - 2018		
						RECEIVED		

Lynn Martin

Where the rate is dependent on value, shippers are required to state specifically in writing the agreed or declared value of the property as follows: "The agreed or declared value of the property is specifically stated by the shipper to be not exceeding _____ per _____"

Note Liability limitation for loss or damage in this shipment may be applicable. See 49 USC § 14706(c)(1)(A) and (B).

Received, subject to individually determined rates or contracts that have been agreed upon in writing between the carrier and shipper. If applicable, otherwise to the rates, classifications and rules that have been established by the carrier and are available to the shipper, on request, and to all applicable state and federal regulations.

**The carrier shall not make delivery of this shipment without payment of and all other lawful charges.
Shipper Signature**

Shipper Signature/Date

This is to certify that the above named materials are properly classified, packaged, marked and labeled, and are in proper condition for transportation according to the applicable regulations of the DOT.

Trailer Loaded:

- By shipper
- By driver

Freight Counted:

- By shipper
- By driver/pallets said to contain
- By driver/pieces

Carrier Signature/Pickup Date

Carrier acknowledges receipt of packages and required placards. Carrier certifies emergency response information was made available and/or carrier has the DOT emergency response guidebook or equivalent documentation in the vehicle. Property described above is received in good order, except as noted.

EXHIBIT#4

Textbook Warehouse Company



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Textbook Warehouse
 936 Curie Drive
 Alpharetta, GA 30005
 phone **800-796-9152** local 678-297-0744
 fax **800-796-9154**
info@tbwarehouse.com

To request marketing materials or if you have any questions or comments please fill out the form below.
 To submit a list of books to sell, please click "SELL BOOKS" tab above and enter books.

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*Contact Name:

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*Message:

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EXHIBIT#5

16C-807K Contract

Between

Palm Beach County School District

&

Textbook Warehouse Company

①
Date: 7/21/15
Sharon Swan, Director of Purchasing
Award per School Board Policy 6.14

INVITATION TO BID NO.: 16C-807K PIGGYBACK FOR USED TEXTBOOKS, WORKBOOKS AND EDUCATIONAL MATERIALS

DATE: JULY 14, 2015

CONTRACT PERIOD: JULY 18, 2015 through JULY 17, 2016

DEPARTMENT: Various FUND: Various FUNCTION: Various ACCOUNT: Various

FUNDING SOURCE: Various School and Department Budgets

REQUESTING DEPARTMENT: Various Schools and Departments

FINANCIAL IMPACT

The annual financial impact to the various school and department budgets is not to exceed \$45,000.
The source of funds is various school and department budgets.

NOTICE OF PIGGYBACK AWARD

Quote/Contract No. 15-0123 for Used Textbooks, Workbooks and Educational Materials, was awarded to Follett and **Textbook Warehouse, LLC** by the School Board of Sarasota County for the contract period July 18, 2015 through July 17, 2016. In accordance with the Department of Education Rule 6A.1.012(5) and School Board of **Palm Beach County Policy 6.14**, the School District of Palm Beach County may participate in the award by the School Board of Sarasota County of their Quote No. 15-0123.

Items to be purchased from this bid include Used Textbooks, Workbooks and Educational Materials.

SS:GM:JB



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

July 8, 2014

RE: Used Textbooks, Workbooks and Educational Materials - Quote #15-0123

Quoters,

Follett and **Textbook Warehouse** have been awarded portions of the Used Textbooks, Workbooks and Educational Materials - Quote #15-0123.

Attached is a copy of the quote tabulation. The highlighted items indicate the awardee and the low or best low quote meeting the advertised specifications.

This quote is for a one-year period beginning July 18, 2014 through July 17, 2015. The quote may be renewed, by mutual consent of both parties, for two (2) additional one-year periods adhering to the original quote terms and conditions.

Purchase Orders will be issued for specified services as per the quote document.

Thank you for quoting, and we look forward to doing business **with Follett and Textbook Warehouse.**

Sincerely,

JoAnn Joyce

JoAnn Joyce
Buyer, CPPB
Materials Management
School Board of Sarasota County
101 Old Venice Road
Osprey, FL 34229

JJ:nb

THE SCHOOL BOARD OF SARASOTA COUNTY, FLORIDA

Opened July 7, 2014 at 4:00 p.m.

Tabulation for Used Textbooks, Workbooks And Educational Materials - Quote #15-0123

	DESCRIPTION	Follett	Textbook Warehouse, LLC
1	Used textbooks	DISCOUNT OFF VENDOR'S INTERNET LIST PRICE Delivery Discount 0%*	DISCOUNT OFF VENDOR'S INTERNET LIST PRICE Delivery Discount 10%
2	Used workbooks	0%*	10%
3	Used hard-back books	0%*	37%*
4	Used soft-back books	0%*	37%*
5	Used audio books	0%*	37%*
6	Balance of product line (used) minimum discount	0%*	10%
7	Estimated delivery time after receipt of purchase order.	5 to 7 business days	5 to 7 days
	Please include vendor's internet website to view price lists:	www.fes.follett.com	www.textbookwarehouse.com
Notes	*Our online catalog is already discounted up to 45% off publisher price. Publisher price is subject to change. Please contact your sales consultant for current prices.	* New only - price off publisher list price.	
Contact	John F. Fleming	Diane Goldsmith	
Address	1340 Ridgeview Drive McHenry, IL 60050	936 Curie Drive Alpharetta, GA 30005	
Phone	800-621-4272	800-796-9152	
Fax	800-638-4424	800-796-9154	
Federal ID#	411426933	202080039	
Email	fssbidadmin@follett.com	info@tbwarehouse.com	
Recorded by: JoAnn Joyce	Witnessed by: JoAnn Joyce		



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

QUOTATION REQUEST
Used Textbooks, Workbooks and Educational Materials – Quote #15-0123

June 23, 2014

TO: «Company_Name»
 «Contact»
 «Address»
 «City_State_Zip»
 «Phone»
 «Email»

FROM: JoAnn Joyce, Buyer
 School Board of Sarasota County
 Materials Management
 101 Old Venice Road
 Osprey, FL 34229
 941-486-2183

Please return your quotation to the attention of JoAnn Joyce, Buyer, to be received in our office prior to **4:00 p.m. on July 7, 2014**, via email to joann.joyce@sarasotacountyschools.net, fax to 941-486-2188, or mail to the address listed above.

CERTIFICATION

The below-signed quoter certifies that he/she has read and thoroughly understands the terms, conditions and specifications as contained in this quotation request, and, further, the items of material, or services offered in this quotation meet the required minimum specifications. It is understood that any item offered as an alternate not meeting specifications will be rejected.

Prices are firm for re-orders for 12 months after award of quote.

The prospective quoter certifies, by submission and signature of this quote, that the quoter complies fully with the drug-free workplace certification on page 4. Please indicate in the space provided whether or not your company meets the drug-free workplace certification. _____ **Does** meet drug-free workplace certification.
 _____ **Does not** meet the drug-free workplace certification.

Company	Address
Printed Name	City
Signature	State Zip
Title	Telephone
Date	Fax
Federal ID Number	E-Mail

INSURANCE REQUIREMENTS

Contractor's Liability Insurance

The insurance required shall be written for not less than any limits of liability required by law or those set forth below, whichever is greater, and shall include contractual liability insurance as applicable to the Contractor's obligations under and in conformance to the following sections:

1. "In consideration of \$10.00 and other good and valuable considerations, the Contractor agrees to indemnify and save harmless the owner from all suits and actions and all costs and damage to the person or property of another resulting from the performance of the work, or by any Subcontractor to anyone directly or indirectly employed by either of them. The limit of the Contractor liability shall be the limits of liability as stated in the liability insurance policies covering this contract.
2. Certificates of Insurance for each policy shall be transmitted to the Contractor for forwarding to the owner, and any document found to be incomplete or not according to the proper form will be returned as being unsatisfactory. The prescribed form of Certificate of Insurance shall be the AIA Document G705, or other similar form approved by the owner. Coverage cannot be canceled without thirty (30) days' prior Notice to Owner.
3. The Contractor shall purchase and maintain the following minimum insurance from a company or companies properly licensed in the State of Florida and rated A-IX or better by A.M. Best Company and against which the owner will entertain no reasonable objection.
4. Workers' Compensation Insurance: The Contractor shall provide and maintain, during the life of this contract, adequate Workers' Compensation Insurance in accordance with the laws of the State of Florida for all his employees at the site of the project, and if any part of the work is sublet, the contract shall require each of the Subcontractors to maintain such insurance for all of their employees who will be so engaged, unless the Subcontractors' employees are protected by the principal Contractor's Workers' Compensation insurance. All persons employed directly and indirectly on the project site by the Contractor and his/her Subcontractors shall be adequately protected by Workers' Compensation Insurance. The Contractor shall provide employer's liability coverage as part of the Workers' Compensation Insurance with minimum limit of \$100,000. Coverage shall be in compliance with statutory limitations in Chapter 440, **Florida Statutes**.
5. Comprehensive Automobile Liability: per person/per occurrence.
Coverage shall apply (to ALL VEHICLES owned, rented, or used by the Contractor) for the following limits:
 - a. Bodily Injury Liability - per person \$250,000
- per occurrence \$500,000
 - b. Property Damage Liability - per occurrence \$250,000
 - c. Special Insurance - as required by railroads or others
6. Comprehensive General Liability:
 - a. Bodily injury, personal injury, and property damage at \$500,000 per incident or occurrence and \$500,000 per claimant.
 - b. Blanket Contractual to include comprehensive general liability, products and completed operations liability, and contractual liability.
7. Contingent Liability:
 - a. The Contractor shall produce, pay for, and maintain such insurance as will protect the owner from his contingent liability for damages, for injury to the person or property of another which may arise from the operations of all Subcontractors under this Contract. Contractor shall provide Owner's and Contractor's protective liability. The limits of coverage shall be the same as the Contractor's Comprehensive General Liability. The Contractor shall furnish to the owner a letter from Contractor's insurance agent, certifying that the Contractor does carry valid Contractor's Contingent Liability Insurance.
8. Insurance certificates regarding liability coverages, as required by the Contract Documents, shall name Owner as additional insured and shall be provided upon request.
9. Contractor and Subcontractors will be responsible for insurance on their tools and equipment.

THE SCHOOL BOARD OF SARASOTA COUNTY, FLORIDA
USED TEXTBOOKS, WORKBOOKS AND EDUCATIONAL MATERIALS – QUOTE #15-0123
QUOTE SPECIFICATIONS

INTENT

The School Board of Sarasota County, Florida intends to establish a contract for the purchase of used textbooks, workbooks, and educational materials for grades Kindergarten through 12th grade on an as needed basis for the approximate 40 schools owned and operated by the District.

DEFINITION

In this document “Contractor” refers to the successful bidder and “School Board of Sarasota County” or “SBSC”, refers to the owner.

TERM OF CONTRACT

This quote is for a one-year period beginning **July 18, 2014 through July 17, 2015**. The quote may be renewed, by mutual consent of awardee(s) and the SBSC, for two (2) additional one-year periods adhering to the original quote terms and conditions.

TERMINATION OF AGREEMENT

This agreement may be terminated by the SBSC by giving written notice to awardee(s) thirty (30) days in advance of intention to cancel. The SBSC reserves the right to cancel on a shorter notice if it is determined that any part of the work is not being performed properly, or if the problem is not satisfactorily resolved within three (3) days of notification. The SBSC shall only be liable for payment of services rendered prior to the effective date of termination.

SCOPE

This quote establishes the minimum requirements for used textbooks, workbooks, and educational materials listed and described in the body of these specifications to be used as noted by the SBSC.

METHOD OF ORDERING

Items shall be ordered via individual purchase orders on an “as needed” basis for the term of the contract. Invoices must be submitted against each individual purchase order.

PRICING

Bidders are invited to offer a minimum percentage discount off the vendor’s internet list price on used textbooks, workbooks, and educational materials. Bidders are to quote a flat percentage discount that will be applied to items on the vendor’s internet list price for the purpose of this quote.

A Contractor may conduct sales promotions involving greater price reductions than quote for a specified lesser period. Promotional prices shall be available to all customers.

This quote may be awarded to multiple vendors on the basis of the highest percentage discount off vendor’s internet list price.

Unless a change is deemed to be in the best interest of the SBSC, there will not be any discount adjustments allowed during the contract period. The percentage discounts submitted on the quote form must remain firm throughout the contract period. Bidders are to consider this requirement when offering discounts on the quote form.

All prices shall be FOB: Destination freight prepaid. Delivery charges or fees, if any, shall be included in the percentage discount quote.

NOTE: If any other public agency wishes to purchase products’ utilizing this quote and negotiates a lesser price than those indicated on this quote, the lower price, including any rebates, shall be extended to the SBSC. Failure to do so may disqualify the bidder.

THE SCHOOL BOARD OF SARASOTA COUNTY, FLORIDA
USED TEXTBOOKS, WORKBOOKS AND EDUCATIONAL MATERIALS – QUOTE #15-0123
QUOTE SPECIFICATIONS

DELIVERY

Items are to be FOB: Destination freight prepaid to: Media Warehouse, School Board of Sarasota County, 925 North Brink Avenue, Sarasota, Florida, 34237, or to the individual requesting schools or departments. Deliveries shall be so timed that unloading can be completed before 4:00 p.m., EST, during the normal work week, Monday through Friday. A delivery ticket or packing slip shall accompany each delivery and shall contain, at a minimum, the following information:

Purchase Order
Quantity of Article
Name of Vendor
Name of Article

PACKAGING

All items shall be securely packed to prevent damage in handling and in transit. Each shipping carton, package, etc., shall be clearly marked on the outside with the Purchase Order number. Additionally, each individual container which is to be shelved shall be clearly marked as to contents and include name of item and/or appropriate identification. It is understood and agreed that the Contractor shall bear any costs accrued as a result of the failure to mark shipment as provided herein.

INVOICES

The Contractor agrees that bills and invoices for fees or other compensation services or expenses shall cite the purchase order number, if applicable, location, and name of person requesting the materials. The invoice shall be submitted to the Accounts Payable Department within ten (10) working days upon completion of the job. The invoice shall be in detail sufficient for a proper pre-audit and post audit thereof. Each bill or invoice must properly identify materials and products for which compensation is sought.

PAYMENT

Payment will be tendered only for services or the portion of services completed, providing the services performed are satisfactory to the SBSC. No later than thirty (30) days after receipt and approval of invoice, the SBSC shall remit payment to the Contractor. Payment will not be authorized for product that is sub-standard.

RETURN AGREEMENT

Each Contractor shall agree to accept, for full credit and return shipping charges, the return of any item received which is found to be defective in quality or defective in packaging so as to render the item unusable for its intended purpose.

SUBSTITUTES

Unapproved substitutes will not be allowed. If items are not available, the authorized representative of the ordering facility must be contacted prior to shipment to determine if a substitute is acceptable.

INSURANCE

Prior to commencing work, the Contractor/Subcontractor shall acquire and maintain insurance as outlined on page 2 INSURANCE REQUIREMENTS. Insurance certificates regarding liability coverages, as required by the contract documents, shall name the School Board of Sarasota County as additional insured. **The insurance certificates must be received before any purchase order can be released.** Failure to provide valid insurance documentation may result in removal from the vendor list and/or removal of Contractor from the quote.

GUARANTEED QUANTITIES

THE SCHOOL BOARD OF SARASOTA COUNTY, FLORIDA
USED TEXTBOOKS, WORKBOOKS AND EDUCATIONAL MATERIALS – QUOTE #15-0123
QUOTE SPECIFICATIONS

No guarantee is given or implied as to the total quantity or dollar value of this quote. The SBSC is not obligated to place any order with any Contractor participating in this quote.

QUOTE AWARD

This quote may be awarded to multiple vendors on the basis of the highest percentage discount off vendor's internet list price. This percentage discount must remain firm throughout the term of the contract. In all cases, the SBSC shall be the sole judge of what is considered equal.

EXEMPT FROM THIS QUOTE

Purchases shall not include items available at lower prices on other public entity quote awards or State of Florida Contracts. The SBSC reserves the right to quote any item separately if deemed in the best interest of the SBSC.

Questions related to this quote should be directed to JoAnn Joyce, Buyer, via e-mail at JoAnn.Joyce@sarasotacountyschools.net or fax at 941-486-2188.

Quote Submittals

Executed Certification Form
Completed Quote Form

THE SCHOOL BOARD OF SARASOTA COUNTY
USED TEXTBOOKS, WORKBOOKS AND EDUCATIONAL MATERIALS - QUOTE #15-0123

QUOTE FORM

Indicate the minimum percentage discount off vendor's internet list price for the specified items. Minimum percentage discount shall include delivery. Balance of product line minimum discount shall reflect discounts off all categories not otherwise listed.	
	DISCOUNT OFF VENDOR'S INTERNET LIST PRICE
	Delivery Discount
1	Used textbooks
2	Used workbooks
3	Used hard-back books
4	Used soft-back books
5	Used audio books
6	Balance of product line (used) minimum discount
7	Estimated delivery time after receipt of purchase order.
	% % % % % % Day (s)
Please include vendor's internet website to view price lists:	

EXHIBIT#6

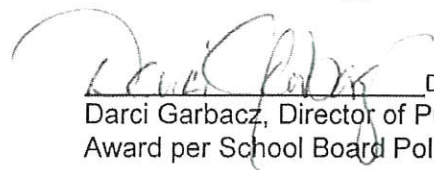
16C-807K Contract

Between

Palm Beach County School District

&

Textbook Warehouse Company

②
 Date: 6/15/16
Darci Garbacz, Director of Purchasing
Award per School Board Policy 6.14

INVITATION TO BID NO.: 16C-807K PIGGYBACK FOR USED TEXTBOOKS, WORKBOOKS AND EDUCATIONAL MATERIALS

DATE: June 15, 2016

CONTRACT PERIOD: JULY 18, 2016 through JULY 17, 2017

DEPARTMENT: Various FUND: Various FUNCTION: Various ACCOUNT: Various

FUNDING SOURCE: Various School and Department Budgets

REQUESTING DEPARTMENT: Various School and Departments

FINANCIAL IMPACT

The annual financial impact to the various school and department budgets is not to exceed \$45,000.
The source of funds is the various school and department budgets.

NOTICE OF PIGGYBACK AWARD

Quote/Contract No. 15-0123 for Used Textbooks, Workbooks and Educational Materials, was awarded to Follett and **Textbook Warehouse, LLC** by the School Board of Sarasota County for the contract period of July 18, 2016 through July 17, 2017. In accordance with the Department of Education Rule 6A.1.012(5) and School Board of **Palm Beach County Policy 6.14**, the School District of Palm Beach County may participate in the award by the School Board of Sarasota County of their Quote Bid No. 15-0123.

Items to be purchased from this bid include Used Textbooks, Workbooks and Educational Materials.


DG:GM:JB



SARASOTA
County Schools

MATERIALS MANAGEMENT
PURCHASING DEPARTMENT
101 Old Venice Road, Osprey, FL 34229
941-486-2183 • Fax 941-486-2188
SarasotaCountySchools.net

QUOTATION REQUEST

**USED TEXTBOOKS, WORKBOOKS AND EDUCATIONAL MATERIALS
QUOTE #18-0123**

May 22, 2017

NOTICE TO ALL QUOTERS:

Please return your quotation to the attention of JoAnn Joyce, Buyer, to be received in our office prior to **3:00 p.m. on June 14, 2017**, via email to: joann.joyce@sarasotacountyschools.net, fax to 941-486-2188, or mail to the address listed above.

CERTIFICATION

The below-signed quoter certifies that he/she has read and thoroughly understands the terms, conditions and specifications as contained in this quotation request, and, further, the items of material, or services offered in this quotation meet the required minimum specifications. It is understood that any item offered as an alternate not meeting specifications will be rejected.

The prospective quoter certifies, by submission and signature of this quote, that the quoter complies fully with the drug-free workplace certification on page 2. Please indicate in the space provided whether or not your company meets the drug-free workplace certification. _____ **Does** meet drug-free workplace certification.
_____ **Does not** meet the drug-free workplace certification.

Company	Address
Printed Name	City
Signature	State Zip
Title	Telephone
Date	Fax
Federal ID Number	E-Mail

THE SCHOOL BOARD OF SARASOTA COUNTY, FLORIDA
USED TEXTBOOKS, WORKBOOKS AND EDUCATIONAL MATERIALS – QUOTE #18-0123
QUOTE SPECIFICATIONS

INTENT

The School Board of Sarasota County, Florida intends to establish a contract for the purchase of used textbooks, workbooks, and educational materials for grades Kindergarten through 12th grade on an as needed basis for the approximate 40 schools owned and operated by the District.

DEFINITION

In this document “Contractor” refers to the successful bidder and “School Board of Sarasota County” or “SBSC”, refers to the owner.

TERM OF CONTRACT

This quote is for a one-year period beginning July 18, 2017 through July 17, 2018. The quote may be renewed, by mutual consent of awardee(s) and the SBSC, for two (2) additional one-year periods adhering to the original quote terms and conditions.

TERMINATION OF AGREEMENT

This agreement may be terminated by the SBSC by giving written notice to awardee(s) thirty (30) days in advance of intention to cancel. The SBSC reserves the right to cancel on a shorter notice if it is determined that any part of the work is not being performed properly, or if the problem is not satisfactorily resolved within three (3) days of notification. The SBSC shall only be liable for payment of services rendered prior to the effective date of termination.

DRUG-FREE WORKPLACE CERTIFICATION

Tie quote preference shall be given to businesses with drug-free workplace programs whenever two or more quotes are equal with respect to price, quality, and service and are received by the state or by any political subdivision for the procurement of commodities or contractual services. Established procedures for processing tie bids will be followed if none of the tied quoters have a drug-free workplace program.

SCOPE

This quote establishes the minimum requirements for used textbooks, workbooks, and educational materials listed and described in the body of these specifications to be used as noted by the SBSC.

METHOD OF ORDERING

Items shall be ordered via individual purchase orders on an “as needed” basis for the term of the contract. Invoices must be submitted against each individual purchase order.

PRICING

Quoters are invited to offer a minimum percentage discount off the vendor’s internet list price on used textbooks, workbooks, and educational materials. Quoters are to quote a flat percentage discount that will be applied to items on the vendor’s internet list price for the purpose of this quote.

A Contractor may conduct sales promotions involving greater price reductions than quote for a specified lesser period. Promotional prices shall be available to all customers.

This quote may be awarded to multiple vendors on the basis of the highest percentage discount off vendor’s internet list price.

Unless a change is deemed to be in the best interest of the SBSC, there will not be any discount adjustments allowed during the contract period. The percentage discounts submitted on the quote form must remain firm throughout the contract period. Quoters are to consider this requirement when offering discounts on the quote form.

THE SCHOOL BOARD OF SARASOTA COUNTY, FLORIDA
USED TEXTBOOKS, WORKBOOKS AND EDUCATIONAL MATERIALS – QUOTE #18-0123
QUOTE SPECIFICATIONS

All prices shall be FOB: Destination freight prepaid. Delivery charges or fees, if any, shall be included in the percentage discount quote.

NOTE: If any other public agency wishes to purchase products' utilizing this quote and negotiates a lesser price than those indicated on this quote, the lower price, including any rebates, shall be extended to the SBSC. Failure to do so may disqualify the quoter.

DELIVERY

Items are to be FOB: Destination freight prepaid to: Media Warehouse, School Board of Sarasota County, 925 North Brink Avenue, Sarasota, Florida, 34237, or to the individual requesting schools or departments. Deliveries shall be so timed that unloading can be completed before 4:00 p.m., EST, during the normal work week, Monday through Friday. A delivery ticket or packing slip shall accompany each delivery and shall contain, at a minimum, the following information:

Purchase Order
Quantity of Article
Name of Vendor
Name of Article

PACKAGING

All items shall be securely packed to prevent damage in handling and in transit. Each shipping carton, package, etc., shall be clearly marked on the outside with the Purchase Order number. Additionally, each individual container which is to be shelved shall be clearly marked as to contents and include name of item and/or appropriate identification. It is understood and agreed that the Contractor shall bear any costs accrued as a result of the failure to mark shipment as provided herein.

INVOICES

The Contractor agrees that invoices shall cite the purchase order number, site location, and name of person requesting the order. The invoice shall be submitted to the Accounts Payable Department, 1960 Landings Boulevard, Sarasota, Florida 34231 within ten (10) working days upon completion of the job. The invoice shall be in detail sufficient for a proper pre-audit and post audit thereof. Each bill or invoice must properly identify the services, portion of services, and expenses for which compensation is sought.

PAYMENT

Payment will be tendered only for services or the portion of services completed, providing the services performed are satisfactory to the SBSC. No later than thirty (30) days after receipt and approval of invoice, the SBSC shall remit payment to the Contractor. Payment will not be authorized for product that is sub-standard.

RETURN AGREEMENT

Each Contractor shall agree to accept, for full credit and return shipping charges, the return of any item received which is found to be defective in quality or defective in packaging so as to render the item unusable for its intended purpose.

SUBSTITUTES

Unapproved substitutes will not be allowed. If items are not available, the authorized representative of the ordering facility must be contacted prior to shipment to determine if a substitute is acceptable.

GUARANTEED QUANTITIES

No guarantee is given or implied as to the total quantity or dollar value of this quote. The SBSC is not obligated to place any order with any Contractor participating in this quote.

THE SCHOOL BOARD OF SARASOTA COUNTY, FLORIDA
USED TEXTBOOKS, WORKBOOKS AND EDUCATIONAL MATERIALS – QUOTE #18-0123
QUOTE SPECIFICATIONS

QUOTE AWARD

This quote may be awarded to multiple vendors on the basis of the highest percentage discount off vendor's internet list price. This percentage discount must remain firm throughout the term of the contract. In all cases, the SBSC shall be the sole judge of what is considered equal.

EXEMPT FROM THIS QUOTE

Purchases shall not include items available at lower prices on other public entity quote awards or State of Florida Contracts. The SBSC reserves the right to quote any item separately if deemed in the best interest of the SBSC.

Questions related to this quote should be directed to JoAnn Joyce, Buyer, via e-mail at JoAnn.Joyce@sarasotacountyschools.net or fax at 941-486-2188.

Quote Submittals

Executed Certification Form

Completed Quote Form

THE SCHOOL BOARD OF SARASOTA COUNTY
USED TEXTBOOKS, WORKBOOKS AND EDUCATIONAL MATERIALS - QUOTE #18-0123

QUOTE FORM

Indicate the minimum percentage discount off vendor's internet list price for the specified items. Minimum percentage discount shall include delivery. Balance of product line minimum discount shall reflect discounts off all categories not otherwise listed.	
	DISCOUNT OFF VENDOR'S INTERNET LIST PRICE
	Delivery Discount
1	Used textbooks %
2	Used workbooks %
3	Used hard-back books %
4	Used soft-back books %
5	Used audio books %
6	Balance of product line (used) minimum discount %
7	Estimated delivery time after receipt of purchase order. Day (s)
Please include vendor's internet website to view price lists:	

EXHIBIT#7

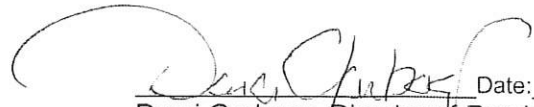
18C-811K Contract

Between

Palm Beach County School District

&

Textbook Warehouse Company


Date: 6/29/17
Darci Garbacz, Director of Purchasing
Award per School Board Policy 6.14

INVITATION TO BID NO.: 18C-811K PIGGYBACK for USED TEXTBOOKS, WORKBOOKS AND EDUCATIONAL MATERIALS

3

DATE: June 29, 2017

CONTRACT PERIOD: July 18, 2017 through July 17, 2018

DEPARTMENT: Various FUND: Various FUNCTION: Various ACCOUNT: Various

FUNDING SOURCE: Various School and Department Budgets

REQUESTING DEPARTMENT: Various Schools and Departments

This Piggyback Contract effective date for the School District of Palm Beach County is July 18, 2017 through June 17, 2018.

FINANCIAL IMPACT

The annual financial impact to various school and department budgets is not to exceed \$45,000. The source of funds is the various school and department budgets.

NOTICE OF PIGGYBACK AWARD

Quote/Contract No. 18-0123 for Used Textbooks, Workbooks and Educational Materials, was awarded to Follett, Superior Text and Textbook Warehouse by the School Board of Sarasota County for the contract period July 18, 2017 through July 17, 2018. In accordance with the Department of Education Rule 6A.1.012(5) and School Board of Palm Beach County Policy 6.14, the School District of Palm Beach County may participate in the award by the School Board of Sarasota County of their Quote No. 18-0123.

Items to be purchased from this bid include Used Textbooks, Workbooks and Educational Materials.


DG SM:JB



MATERIALS MANAGEMENT
PURCHASING DEPARTMENT
101 Old Venice Road, Osprey, FL 34229
941-486-2183 • Fax 941-486-2188
SarasotaCountySchools.net

June 29, 2017

RE: Used Textbooks, Workbooks and Educational Materials - Quote #18-0123

Quoters,

Follett, Superior Text, and **Textbook Warehouse** have been awarded portions of the Used Textbooks, Workbooks and Educational Materials - Quote #18-0123.

Attached is a copy of the quote tabulation. The highlighted items indicate the awardee and the low or best low quote meeting the advertised specifications.

This quote is for a one-year period beginning **July 18, 2017 through July 17, 2018**. The quote may be renewed, by mutual consent of both parties, for two (2) additional one-year periods adhering to the original quote terms and conditions.

Purchase Orders will be issued for specified services as per the quote document.

Thank you for quoting, and we look forward to doing business with Follett, Superior Text, and Textbook Warehouse.

Sincerely,

JoAnn Joyce

JoAnn Joyce, CPPB
Buyer
The School Board of Sarasota County
Materials Management, Purchasing
101 Old Venice Road
Osprey, FL 34229
941.486.2183 x68489
Joann.joyce@sarasotacountyschools.net

THE SCHOOL BOARD OF SARASOTA COUNTY, FLORIDA

Tabulation for Used Textbooks, Workbooks And Educational Materials - Quote #18-0123

Opened June 14, 2017 at 3:00 p.m.

DESCRIPTION	Follett	Superior Text	Textbook Warehouse
	DISCOUNT OFF VENDOR'S INTERNET LIST PRICE Delivery Discount	DISCOUNT OFF VENDOR'S INTERNET LIST PRICE Delivery Discount	DISCOUNT OFF VENDOR'S INTERNET LIST PRICE Delivery Discount
1 Used textbooks	0%*	10%	10%
2 Used workbooks	0%*	3%	10%
3 Used hard-back books	0%*	10%	37%*
4 Used soft-back books	0%*	3%	37%*
5 Used audio books - REJECT	0%*	n/a	37%*
6 Balance of product line (used) minimum discount	0%*	n/a	10%
7 Estimated delivery time after receipt of purchase order.	10 to 15 Business Days	7 Days	5 to 7 Business Days
Please include vendor's internet website to view price lists:	www.folletlearning.com	www.superiortext.com	www.textbook warehouse.com
Notes	*See Discount Summary in the proposal (Clarified Items 1 & 2 are used - Items 3 - 6 are new)		* New only - price off publisher list price.
Contact	Thomas E. Luchinski	Rick Scott	Gordon Unger
Address	1340 Ridgeview Drive	151 Airport Industrial Drive	936 Curie Drive
Phone	McHenry, IL 60050	Ypsilanti, MI 48198	Alpharetta, GA 30005
Fax	877-899-8550	866-482-8762 x105	800-796-9152
Federal ID#	800-852-5458	877-482-8843	800-796-9154
Email	41-1426933	84-1708761	20-2080039
Recorded by:	fssbidadmin@follett.com	sales@superiortext.com	info@tbwarehouse.com
Witnessed by:			

THE SCHOOL BOARD OF SARASOTA COUNTY, FLORIDA

Justification for Award

Opened June 14, 2017 at 3:00 p.m.

Item	Vendor	Reason for Not Awarding
3	Textbook Warehouse	Vendor clarified bid was for new books only. Awarded to Superior Text.
4	Textbook Warehouse	Vendor clarified bid was for new books only. Awarded to Superior Text.
5	Follett Textbook Warehouse	Reject item. Vendors clarified bid was for new books only.

EXHIBIT#8

18C-011V Contract

Between

❖ Palm Beach County School District

&

Books Services Plus

❖ May 26, 2017, Email Between District
Purchasing Department and


Vendor Books Services Plus

(Owner Peter Nikolopoulos)

❖ Sunbiz.Org Division Corporation

Business: Books Services Plus

(Owner Peter Nikolopoulos)


Date 6/12/17
Darci Garbacz, Director of Purchasing
Award approved per School Board Policy 6.14

Quote NO.:18C-011V for Purchase of Off Adoption Surplus Textbooks

DATE: June 5, 2017
DATE SOLICITED: May 26, 2017
DATE OPENED:

FINANCIAL IMPACT
The financial impact to the District's budget is expected to be an estimated revenue of \$2,250.

QUOTE AWARD

Items to be purchased by the awarded vendor is the collection of Off Adoption Surplus Textbooks.

<u>Vendor</u>	<u>Minority Status</u>	<u>Item 1</u>
Book Services Plus, Inc.	---	\$2,250

MINORITY - (2-African American, 3-Hispanic American, 4-Native American, 5-Asian American, 6-American Woman, 7-Physically Impaired, 8-Other)

EXCEPTIONS:

(List exceptions here)

AWARD: It is recommended that the award be made to responsive and responsible responder(s), as indicated above.

Note: Original Quote document is available upon request.

DISQUALIFYING CRIMES

The bidder certifies by submission of this quote, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in this transaction by the State of Florida or Federal Government. Further, bidder certifies that is has divulged, in its quote response, information regarding any of these actions or proposed actions with other governmental agencies.





Debra Hammerschlag <debra.hammerschlag@palmbeachschools.org>

Re: Off-Adoption Surplus Textbooks

peter nik <peter_j_nik@yahoo.com>

Fri, May 26, 2017 at 5:10 PM

Reply-To: peter nik <peter_j_nik@yahoo.com>

To: Debra Hammerschlag <debra.hammerschlag@palmbeachschools.org>

Cc: Bill Purtell <bill.purtell@palmbeachschools.org>

Thank you for your email. Yes, we are interested in the pickup. I believe that the dates were meant to read 2017 so please clarify for me when you have a chance. I have a badge for the state of Florida and we have proof of insurance that can be provided to the district. We use a 16-foot box truck for pickups and the truck fits 8 pallets so we can offer \$120 for each full truck or \$15 per pallet when we have to go to the schools. If we can pick up the pallets at the district warehouse, we can offer \$20 per pallet. Would you have a rough idea of how many pallets there are?

Pete Nikolopoulos
Book Services Plus, Inc.
4540 NE 6 Ave
Oakland Park, FL 33334
561-305-3201

On Friday, May 26, 2017 2:25 PM, Debra Hammerschlag <debra.hammerschlag@palmbeachschools.org> wrote:

Peter,

I was given your name from Bill Purtell regarding our off-adoption surplus textbooks.

The School District of Palm Beach County is requesting information on pick-up of off-adoption surplus textbooks. There are approximately 80 schools that require pick up of textbooks. A list of school addresses would be provided.

The books will be ready for pick up at the school beginning October 3, 2018 between the hours of 8:00am to 3:00pm. Pick-ups are to be completed by November 1, 2018. They will be palletized and will be required to be picked up by the vendor at each individual location.

If selected, you will need to provide the school district with proof of insurance and will also be required to have a badge.

Please let me know if you are interested in providing the School District with this service by Friday, June 2, 2017 and what the compensation would be.

Debra Hammerschlag

Purchasing Agent
School District of Palm Beach County
3300 Forest Hill Blvd., Suite A-323
West Palm Beach, FL 33406
Phone: 561-434-8229 PX 48229



Disclaimer: Under Florida law, e-mail addresses are public records. If you do not want your e-mail address released in response to a public records request, do not send electronic mail to this entity. Instead, contact this office by phone or in writing.



[Department of State](#) / [Division of Corporations](#) / [Search Records](#) / [Detail By Document Number](#) /

Detail by Entity Name

Florida Profit Corporation

BOOK SERVICES PLUS INC.

Filing Information

Document Number	P08000087194
FEI/EIN Number	36-4641305
Date Filed	09/23/2008
State	FL
Status	ACTIVE
Last Event	CANCEL ADM DISS/REV
Event Date Filed	11/13/2009
Event Effective Date	NONE

Principal Address

4540 NE 6TH AVE
OAKLAND PARK, FL 33334

Mailing Address

4540 NE 6TH AVE
OAKLAND PARK, FL 33334

Registered Agent Name & Address

NIKOLOPOULOS, PETE J

4540 NE 6 AVE
Oakland Park, FL 33334

Address Changed: 04/29/2014

Officer/Director Detail

Name & Address

Title CEO

NIKOLOPOULOS, PETE J
4540 NE 6TH AVE
OAKLAND PARK, FL 33334

Title CEO

NIKOLOPOULOS, CINDY
4540 NE 6TH AVE
OAKLAND PARK, FL 33334

Annual Reports

Report Year	Filed Date
2016	03/31/2016
2017	04/20/2017
2018	04/30/2018

Document Images

04/30/2018 -- ANNUAL REPORT	View image in PDF format
04/20/2017 -- ANNUAL REPORT	View image in PDF format
03/31/2016 -- ANNUAL REPORT	View image in PDF format
04/08/2015 -- ANNUAL REPORT	View image in PDF format
04/29/2014 -- ANNUAL REPORT	View image in PDF format
04/08/2013 -- ANNUAL REPORT	View image in PDF format
04/11/2012 -- ANNUAL REPORT	View image in PDF format
04/20/2011 -- ANNUAL REPORT	View image in PDF format
03/31/2010 -- ANNUAL REPORT	View image in PDF format
11/13/2009 -- REINSTATEMENT	View image in PDF format
09/23/2008 -- Domestic Profit	View image in PDF format

2018 FLORIDA PROFIT CORPORATION ANNUAL REPORT

DOCUMENT# P08000087194

Entity Name: BOOK SERVICES PLUS INC.

Current Principal Place of Business:

4540 NE 6TH AVE
OAKLAND PARK, FL 33334

Current Mailing Address:

4540 NE 6TH AVE
OAKLAND PARK, FL 33334

FEI Number: 36-4641305

Certificate of Status Desired: No

Name and Address of Current Registered Agent:

NIKOLOPOULOS, PETE J
4540 NE 6 AVE
OAKLAND PARK, FL 33334 US

The above named entity submits this statement for the purpose of changing its registered office or registered agent, or both, in the State of Florida.

SIGNATURE: _____

Electronic Signature of Registered Agent

_____ Date

Officer/Director Detail :

Title CEO
Name **NIKOLOPOULOS, PETE J**
Address 4540 NE 6TH AVE
City-State-Zip: OAKLAND PARK FL 33334

Title CEO
Name NIKOLOPOULOS, CINDY
Address 4540 NE 6TH AVE
City-State-Zip: OAKLAND PARK FL 33334

I hereby certify that the information indicated on this report or supplemental report is true and accurate and that my electronic signature shall have the same legal effect as if made under oath; that I am an officer or director of the corporation or the receiver or trustee empowered to execute this report as required by Chapter 607, Florida Statutes; and that my name appears above, or on an attachment with all other like empowered.

SIGNATURE: PETE NIKOLOPOULOS

CEO

04/30/2018

Electronic Signature of Signing Officer/Director Detail

Date

2017 FLORIDA PROFIT CORPORATION ANNUAL REPORT

DOCUMENT# P08000087194

Entity Name: BOOK SERVICES PLUS INC.

Current Principal Place of Business:

4540 NE 6TH AVE
OAKLAND PARK, FL 33334

Current Mailing Address:

4540 NE 6TH AVE
OAKLAND PARK, FL 33334

FEI Number: 36-4641305

Certificate of Status Desired: No

Name and Address of Current Registered Agent:

NIKOLOPOULOS, PETE J
4540 NE 6 AVE
OAKLAND PARK, FL 33334 US

The above named entity submits this statement for the purpose of changing its registered office or registered agent, or both, in the State of Florida.

SIGNATURE: _____

Electronic Signature of Registered Agent

_____ Date

Officer/Director Detail :

Title CEO
Name NIKOLOPOULOS, PETE J
Address 4540 NE 6TH AVE
City-State-Zip: OAKLAND PARK FL 33334

Title CEO
Name NIKOLOPOULOS, CINDY
Address 4540 NE 6TH AVE
City-State-Zip: OAKLAND PARK FL 33334

I hereby certify that the information indicated on this report or supplemental report is true and accurate and that my electronic signature shall have the same legal effect as if made under oath; that I am an officer or director of the corporation or the receiver or trustee empowered to execute this report as required by Chapter 607, Florida Statutes; and that my name appears above, or on an attachment with all other like empowered.

SIGNATURE: PETE NIKOLOPOULOS

PRESIDENT

04/20/2017

Electronic Signature of Signing Officer/Director Detail

Date

2016 FLORIDA PROFIT CORPORATION ANNUAL REPORT

DOCUMENT# P08000087194

Entity Name: BOOK SERVICES PLUS INC.

Current Principal Place of Business:

4540 NE 6TH AVE
OAKLAND PARK, FL 33334

Current Mailing Address:

4540 NE 6TH AVE
OAKLAND PARK, FL 33334

FEI Number: 36-4641305

Certificate of Status Desired: No

Name and Address of Current Registered Agent:

NIKOLOPOULOS, PETE J
4540 NE 6 AVE
OAKLAND PARK, FL 33334 US

The above named entity submits this statement for the purpose of changing its registered office or registered agent, or both, in the State of Florida.

SIGNATURE: _____

Electronic Signature of Registered Agent

_____ Date

Officer/Director Detail :

Title CEO
Name NIKOLOPOULOS, PETE J
Address 4540 NE 6TH AVE
City-State-Zip: OAKLAND PARK FL 33334

Title CEO
Name NIKOLOPOULOS, CINDY
Address 4540 NE 6TH AVE
City-State-Zip: OAKLAND PARK FL 33334

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SIGNATURE: PETE NIKOLOPOULOS

CEO

03/31/2016

Electronic Signature of Signing Officer/Director Detail

Date

2015 FLORIDA PROFIT CORPORATION ANNUAL REPORT

**FILED
Apr 08, 2015
Secretary of State
CC4006037092**

DOCUMENT# P08000087194

Entity Name: BOOK SERVICES PLUS INC.

Current Principal Place of Business:

4540 NE 6TH AVE
OAKLAND PARK, FL 33334

Current Mailing Address:

4540 NE 6TH AVE
OAKLAND PARK, FL 33334

FEI Number: 36-4641305

Certificate of Status Desired: No

Name and Address of Current Registered Agent:

NIKOLOPOULOS, PETE J
4540 NE 6 AVE
OAKLAND PARK, FL 33334 US

The above named entity submits this statement for the purpose of changing its registered office or registered agent, or both, in the State of Florida.

SIGNATURE: _____

Electronic Signature of Registered Agent

_____ Date

Officer/Director Detail :

Title	CEO	Title	CEO
Name	NIKOLOPOULOS, PETE J	Name	NIKOLOPOULOS, CINDY
Address	4540 NE 6TH AVE	Address	4540 NE 6TH AVE
City-State-Zip:	OAKLAND PARK FL 33334	City-State-Zip:	OAKLAND PARK FL 33334

I hereby certify that the information indicated on this report or supplemental report is true and accurate and that my electronic signature shall have the same legal effect as if made under oath; that I am an officer or director of the corporation or the receiver or trustee empowered to execute this report as required by Chapter 607, Florida Statutes; and that my name appears above, or on an attachment with all other like empowered.

SIGNATURE: PETE NIKOLOPOULOS

CEO

04/08/2015

Electronic Signature of Signing Officer/Director Detail

Date

2014 FLORIDA PROFIT CORPORATION ANNUAL REPORT

DOCUMENT# P08000087194

Entity Name: BOOK SERVICES PLUS INC.

Current Principal Place of Business:

4540 NE 6TH AVE
OAKLAND PARK, FL 33334

Current Mailing Address:

4540 NE 6TH AVE
OAKLAND PARK, FL 33334

FEI Number: 36-4641305

Certificate of Status Desired: No

Name and Address of Current Registered Agent:

NIKOLOPOULOS, PETE J
4540 NE 6 AVE
OAKLAND PARK, FL 33334 US

The above named entity submits this statement for the purpose of changing its registered office or registered agent, or both, in the State of Florida.

SIGNATURE: _____

Electronic Signature of Registered Agent

_____ Date

Officer/Director Detail :

Title CEO
Name **NIKOLOPOULOS, PETE J**
Address 4540 NE 6TH AVE
City-State-Zip: OAKLAND PARK FL 33334

Title CEO
Name NIKOLOPOULOS, CINDY
Address 4540 NE 6TH AVE
City-State-Zip: OAKLAND PARK FL 33334

I hereby certify that the information indicated on this report or supplemental report is true and accurate and that my electronic signature shall have the same legal effect as if made under oath; that I am an officer or director of the corporation or the receiver or trustee empowered to execute this report as required by Chapter 607, Florida Statutes; and that my name appears above, or on an attachment with all other like empowered.

SIGNATURE: PETE NIKOLOPOULOS

CEO

04/29/2014

Electronic Signature of Signing Officer/Director Detail

_____ Date

2013 FLORIDA PROFIT CORPORATION ANNUAL REPORT

DOCUMENT# P08000087194

Entity Name: BOOK SERVICES PLUS INC.

Current Principal Place of Business:

4540 NE 6TH AVE
OAKLAND PARK, FL 33334

Current Mailing Address:

4540 NE 6TH AVE
OAKLAND PARK, FL 33334

FEI Number: 36-4641305

Certificate of Status Desired: No

Name and Address of Current Registered Agent:

NIKOLOPOULOS, PETE J
4077 NW 2ND CT
DELRAY BEACH, FL 33445 US

The above named entity submits this statement for the purpose of changing its registered office or registered agent, or both, in the State of Florida.

SIGNATURE:

Electronic Signature of Registered Agent

Date

Officer/Director Detail :

Title CEO
Name NIKOLOPOULOS, PETE J
Address 4540 NE 6TH AVE
City-State-Zip: OAKLAND PARK FL 33334

Title CEO
Name NIKOLOPOULOS, CINDY
Address 4540 NE 6TH AVE
City-State-Zip: OAKLAND PARK FL 33334

I hereby certify that the information indicated on this report or supplemental report is true and accurate and that my electronic signature shall have the same legal effect as if made under oath; that I am an officer or director of the corporation or the receiver or trustee empowered to execute this report as required by Chapter 607, Florida Statutes; and that my name appears above, or on an attachment with all other like empowered.

SIGNATURE: PETE NIKOLOPOULOS

CEO

04/08/2013

Electronic Signature of Signing Officer/Director Detail

Date

2012 FOR PROFIT CORPORATION ANNUAL REPORT

DOCUMENT# P08000087194

Entity Name: BOOK SERVICES PLUS INC.

FILED
Apr 11, 2012
Secretary of State

Current Principal Place of Business:

4540 NE 6TH AVE
OAKLAND PARK, FL 33334

New Principal Place of Business:

Current Mailing Address:

4540 NE 6TH AVE
OAKLAND PARK, FL 33334

New Mailing Address:

FEI Number: 36-4641305 FEI Number Applied For () FEI Number Not Applicable () Certificate of Status Desired ()

Name and Address of Current Registered Agent:

NIKOLOPOULOS, PETE J
4077 NW 2ND CT
DELRAY BEACH, FL 33445 US

Name and Address of New Registered Agent:

The above named entity submits this statement for the purpose of changing its registered office or registered agent, or both, in the State of Florida.

SIGNATURE: _____

Electronic Signature of Registered Agent

_____ Date

OFFICERS AND DIRECTORS:

Title: CEO
Name: NIKOLOPOULOS, PETE J
Address: 4540 NE 6TH AVE
City-St-Zip: OAKLAND PARK, FL 33334

Title: CEO
Name: NIKOLOPOULOS, CINDY
Address: 4540 NE 6TH AVE
City-St-Zip: OAKLAND PARK, FL 33334

I hereby certify that the information indicated on this report or supplemental report is true and accurate and that my electronic signature shall have the same legal effect as if made under oath; that I am an officer or director of the corporation or the receiver or trustee empowered to execute this report as required by Chapter 607, Florida Statutes, and that my name appears above, or on an attachment with all other like empowered.

SIGNATURE: PETE NIKOLOPOULOS

CEO

04/11/2012

Electronic Signature of Signing Officer or Director

_____ Date

2011 FOR PROFIT CORPORATION ANNUAL REPORT

DOCUMENT# P08000087194

FILED
Apr 20, 2011
Secretary of State

Entity Name: BOOK SERVICES PLUS INC.

Current Principal Place of Business:

4540 NE 6TH AVE
OAKLAND PARK, FL 33334

New Principal Place of Business:

Current Mailing Address:

4540 NE 6TH AVE
OAKLAND PARK, FL 33334

New Mailing Address:

FEI Number: 36-4641305 FEI Number Applied For () FEI Number Not Applicable () Certificate of Status Desired ()

Name and Address of Current Registered Agent:

NIKOLOPOULOS, PETE J
4077 NW 2ND CT
DELRAY BEACH, FL 33445 US

Name and Address of New Registered Agent:

The above named entity submits this statement for the purpose of changing its registered office or registered agent, or both, in the State of Florida.

SIGNATURE: _____

Electronic Signature of Registered Agent

_____ Date

OFFICERS AND DIRECTORS:

Title: CEO
Name: NIKOLOPOULOS, PETER J
Address: 4540 NE 6TH AVE
City-St-Zip: OAKLAND PARK, FL 33334

Title: CEO
Name: RODRIGUEZ, CINDY
Address: 4540 NE 6TH AVE
City-St-Zip: OAKLAND PARK, FL 33334

I hereby certify that the information indicated on this report or supplemental report is true and accurate and that my electronic signature shall have the same legal effect as if made under oath; that I am an officer or director of the corporation or the receiver or trustee empowered to execute this report as required by Chapter 607, Florida Statutes; and that my name appears above, or on an attachment with all other like empowered.

SIGNATURE: PETE NIKOLOPOULOS

CEO

04/20/2011

Electronic Signature of Signing Officer or Director

_____ Date

2010 FOR PROFIT CORPORATION ANNUAL REPORT

DOCUMENT# P08000087194

**FILED
Mar 31, 2010
Secretary of State**

Entity Name: BOOK SERVICES PLUS INC.

Current Principal Place of Business:

4540 NE 6TH AVE
OAKLAND PARK, FL 33334

New Principal Place of Business:

Current Mailing Address:

4540 NE 6TH AVE
OAKLAND PARK, FL 33334

New Mailing Address:

FEI Number: 36-4641305 FEI Number Applied For () FEI Number Not Applicable () Certificate of Status Desired ()

Name and Address of Current Registered Agent:

NIKOLOPOULOS, PETE J
4077 NW 2ND CT
DELRAY BEACH, FL 33445 US

Name and Address of New Registered Agent:

The above named entity submits this statement for the purpose of changing its registered office or registered agent, or both, in the State of Florida.

SIGNATURE: _____

Electronic Signature of Registered Agent

_____ Date

Election Campaign Financing Trust Fund Contribution ().

OFFICERS AND DIRECTORS:

Title: CEO
Name: NIKOLOPOULOS, PETER J
Address: 4540 NE 6TH AVE
City-St-Zip: OAKLAND PARK, FL 33334

Title: CEO
Name: RODRIGUEZ, CINDY
Address: 4540 NE 6TH AVE
City-St-Zip: OAKLAND PARK, FL 33334

I hereby certify that the information indicated on this report or supplemental report is true and accurate and that my electronic signature shall have the same legal effect as if made under oath; that I am an officer or director of the corporation or the receiver or trustee empowered to execute this report as required by Chapter 607, Florida Statutes; and that my name appears above, or on an attachment with all other like empowered.

SIGNATURE: PETE NIKOLOPOULOS

CEO

03/31/2010

Electronic Signature of Signing Officer or Director

_____ Date

2009 FOR PROFIT CORPORATION REINSTATEMENT

**FILED
Nov 13, 2009
Secretary of State**

DOCUMENT# P08000087194

Entity Name: BOOK SERVICES PLUS INC.

Current Principal Place of Business:

4540 NE 6TH AVE
OAKLAND PARK, FL 33334

New Principal Place of Business:

Current Mailing Address:

4540 NE 6TH AVE
OAKLAND PARK, FL 33334

New Mailing Address:

FEI Number: 36-4641305 FEI Number Applied For () FEI Number Not Applicable () Certificate of Status Desired ()

Name and Address of Current Registered Agent:

NIKOLOPOULOS, PETE J
4077 NW 2ND CT
DELRAY BEACH, FL 33445 US

Name and Address of New Registered Agent:

The above named entity submits this statement for the purpose of changing its registered office or registered agent, or both, in the State of Florida.

SIGNATURE: PETER J NIKOLOPOULOS

Electronic Signature of Registered Agent

Date

In accordance with s. 607.193(2)(b), F.S., the corporation did not receive the prior notice.
Election Campaign Financing Trust Fund Contribution ()

OFFICERS AND DIRECTORS:

Title: CEO () Delete
Name: NIKOLOPOULOS, PETER J
Address: 4540 NE 6TH AVE
City-St-Zip: OAKLAND PARK, FL 33334

Title: CEO () Delete
Name: RODRIGUEZ, CINDY
Address: 4540 NE 6TH AVE
City-St-Zip: OAKLAND PARK, FL 33334

ADDITIONS/CHANGES TO OFFICERS AND DIRECTORS:

Title: () Change () Addition
Name:
Address:
City-St-Zip:

Title: () Change () Addition
Name:
Address:
City-St-Zip:

I hereby certify that the information supplied with this filing does not qualify for the exemption stated in Chapter 119, Florida Statutes. I further certify that the information indicated on this report or supplemental report is true and accurate and that my electronic signature shall have the same legal effect as if made under oath, that I am an officer or director of the corporation or the receiver or trustee empowered to execute this report as required by Chapter 607, Florida Statutes; and that my name appears above, or on an attachment with an address, with all other like empowered.

SIGNATURE: CINDY RODRIGUEZ

Electronic Signature of Signing Officer or Director

CEO

11/13/2009

Date

**Electronic Articles of Incorporation
For**

P08000087194
FILED
September 23, 2008
Sec. Of State
jshivers

BOOK SERVICES PLUS INC.

The undersigned incorporator, for the purpose of forming a Florida profit corporation, hereby adopts the following Articles of Incorporation:

Article I

The name of the corporation is:
BOOK SERVICES PLUS INC.

Article II

The principal place of business address:
4540 NE 6TH AVE
OAKLAND PARK, FL. 33334

The mailing address of the corporation is:
4540 NE 6TH AVE
OAKLAND PARK, FL. 33334

Article III

The purpose for which this corporation is organized is:
ANY AND ALL LAWFUL BUSINESS.

Article IV

The number of shares the corporation is authorized to issue is:
1,000

Article V

The name and Florida street address of the registered agent is:
PETE J NIKOLOPOULOS
4077 NW 2ND CT
DELRAY BEACH, FL. 33445

I certify that I am familiar with and accept the responsibilities of registered agent.

P08000087194
FILED
September 23, 2008
Sec. Of State
jshivers

Registered Agent Signature: PETE J NIKOLOPOULOS

Article VI

The name and address of the incorporator is:

PETE J NIKOLOPOULOS
4540 NE 6TH AVE

OAKLAND PARK, FL 33334

Incorporator Signature: PETE J NIKOLOPOULOS

Article VII

The initial officer(s) and/or director(s) of the corporation is/are:

Title: CEO
PETER J NIKOLOPOULOS
4540 NE 6TH AVE
OAKLAND PARK, FL. 33334

Title: CEO
CINDY RODRIGUEZ
4540 NE 6TH AVE
OAKLAND PARK, FL. 33334



Debra Hammerschlag <debra.hammerschlag@palmbeachschools.org>

RE: Off-Adoption Surplus Textbooks

Leto, Bob <BLeto@follett.com>

To: Debra Hammerschlag <debra.hammerschlag@palmbeachschools.org>

Cc: "Cabo, Greg" <gcabo@follett.com>

Fri, Jun 2, 2017 at 1:02 PM

Hello Ms. Hammerschlag,

My name is Bob Leto, I am your Follett School Solutions Purchasing Account Executive. I am sorry I've been missing you, I did leave you a voicemail earlier today to explain the situation. In the past we have picked up your districts obsolete textbooks, but unfortunately the value coming out of the schools today has not made it profitable for us to go school to school to pick up books. We do offer this service as a paid service and we have spoken to Bill Purtell a few time about this service but he has declined.

We have spoken to Bill about picking up the books at central location like your warehouse or if you would like to learn more about our fee based service I would be glad to help you out.

Thank you for considering Follett and I wish we could have been of more service to you.

Thank you,

Bob Leto

Account Executive, Sales and Purchasing, Southeast Region



Tel: 800.621.4272 Ext:46872 Cell: 786 486-0851

Follett School Solutions

1433 Internationale Parkway

Woodridge, IL 60517

bleto@follett.com

From: Debra Hammerschlag [mailto:debra.hammerschlag@palmbeachschools.org]
Sent: Friday, May 26, 2017 1:28 PM
To: Cabo, Greg
Subject: Off-Adoption Surplus Textbooks

Good afternoon.

The School District of Palm Beach County is requesting information on pick-up of off-adoption surplus textbooks. There are approximately 80 schools that require pick up of textbooks. A list of school addresses would be provided.

The books will be ready for pick up at the school beginning October 3, 2018 between the hours of 8:00am to 3:00pm. Pick-ups are to be completed by November 1, 2018. They will be palletized and will be required to be picked up by the vendor at each individual location.

If selected, you will need to provide the school district with proof of insurance and will also be required to have a badge.

Please let me know if you are interested in providing the School District with this service by Friday, June 2, 2017 and what the compensation would be.

Debra Hammerschlag
Purchasing Agent
School District of Palm Beach County
3300 Forest Hill Blvd., Suite A-323
West Palm Beach, FL 33406
Phone: 561-434-8229 PX 48229



Disclaimer: Under Florida law, e-mail addresses are public records. If you do not want your e-mail address released in response to a public records request, do not send electronic mail to this entity. Instead, contact this office by phone or in writing.



Debra Hammerschlag <debra.hammerschlag@palmbeachschools.org>

RE: Off-Adoption Surplus Textbooks

Todd Reynolds <todd@textbookwarehouse.com>

Fri, Jun 2, 2017 at 11:45 AM

To: Debra Hammerschlag <debra.hammerschlag@palmbeachschools.org>

Hi Debra,

I am so sorry about taking so long to respond to you. This kind of thing is outside of my department. I was just informed however that we are not able to participate in the pick-up of the off-adoption textbooks. Thank you very much for giving us the opportunity to participate in this process.

Have a great weekend!

Sincerely,

Todd Reynolds



phone 800-796-9152 fax 800-796-9154

www.tbwarehouse.com

todd@tbwarehouse.com

From: Debra Hammerschlag [mailto:debra.hammerschlag@palmbeachschools.org]

Sent: Friday, June 2, 2017 9:45 AM

To: Todd Reynolds

Subject: Re: Off-Adoption Surplus Textbooks

Todd,

Good morning.

Will you have an answer by the end of the day today?

Debra Hammerschlag

Purchasing Agent

School District of Palm Beach County

3300 Forest Hill Blvd., Suite A-323
West Palm Beach, FL 33406

Phone: 561-434-8229 PX 48229



On Tue, May 30, 2017 at 11:43 AM, Todd Reynolds <todd@textbookwarehouse.com> wrote:

Hi Debra,

Thank you for the email. I have my purchasing team hear looking into this for me.

Sincerely,

Todd Reynolds



phone 800-796-9152 fax 800-796-9154

www.tbwarehouse.com

todd@tbwarehouse.com

From: Debra Hammerschlag [mailto:debra.hammerschlag@palmbeachschools.org]
Sent: Tuesday, May 30, 2017 9:27 AM
To: todd@textbookwarehouse.com
Subject: Re: Off-Adoption Surplus Textbooks

Todd,

I have an updated on my email from last week.

The books will be boxed up at the schools and we will require the vendor to palletize them.

The number of books to be picked-up at each school has many variables, so these numbers are approximate. I would guesstimate, at a minimum, there will be 150 pallets worth of materials.

Thank you and sorry for the confusion.

Debra Hammerschlag

Purchasing Agent

School District of Palm Beach County

3300 Forest Hill Blvd., Suite A-323

West Palm Beach, FL 33406

Phone: 561-434-8229 PX 48229



On Fri, May 26, 2017 at 2:26 PM, Debra Hammerschlag <debra.hammerschlag@palmbeachschools.org> wrote:

Todd,

Good afternoon.

The School District of Palm Beach County is requesting information on pick-up of off-adoption surplus textbooks. There are approximately 80 schools that require pick up of textbooks. A list of school addresses would be provided.

The books will be ready for pick up at the school beginning October 3, 2018 between the hours of 8:00am to 3:00pm. Pick-ups are to be completed by November 1, 2018. They will be palletized and will be required to be picked up by the vendor at each individual location.

If selected, you will need to provide the school district with proof of insurance and will also be required to have a badge.

Please let me know if you are interested in providing the School District with this service by Friday, June 2, 2017 and what the compensation would be.

Debra Hammerschlag

Purchasing Agent

School District of Palm Beach County

3300 Forest Hill Blvd., Suite A-323
West Palm Beach, FL 33406

Phone: 561-434-8229 PX 48229



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Disclaimer: Under Florida law, e-mail addresses are public records. If you do not want your e-mail address released in response to a public records request, do not send electronic mail to this entity. Instead, contact this office by phone or in writing.



Debra Hammerschlag <debra.hammerschlag@palmbeachschools.org>

Re: Off-Adoption Surplus Textbooks

David Leavitt <dave@a1assets.com>

Fri, Jun 2, 2017 at 9:04 AM

To: Debra Hammerschlag <debra.hammerschlag@palmbeachschools.org>

Cc: "<andrew@a1assets.com>" <andrew@a1assets.com>

Hi Debra. No luck on those titles. We can pick them up for a fee of \$1 per book, or \$250 per location, or \$1000 per day per truck, whichever is higher. Ideally we can pick up 4 or more schools per day per truck.

This is assuming we have approximately 20 business days to dedicate at least one vehicle per day for pickups.

Sorry. I always look for ways to get money back into the school systems, but I do not see that happening with these books.

Regards,

Dave

On Tue, May 30, 2017 at 10:17 AM, David Leavitt <dave@a1assets.com> wrote:

Understood. Thank you.

On Tue, May 30, 2017 at 9:25 AM, Debra Hammerschlag

<debra.hammerschlag@palmbeachschools.org> wrote:

David,

Another update for you.

The books will be boxed up at the schools and we will require the vendor to palletize them.

As for the number of books, the number to be picked-up at each school has many variables, so these numbers are approximate. I would guesstimate, at a minimum, there will be 150 pallets worth of materials.

Thank you and sorry for the confusion.

Debra Hammerschlag
Purchasing Agent
School District of Palm Beach County
3300 Forest Hill Blvd., Suite A-323
West Palm Beach, FL 33406
Phone: 561-434-8229 PX 48229



On Tue, May 30, 2017 at 8:29 AM, Debra Hammerschlag

<debra.hammerschlag@palmbeachschools.org> wrote:

Just an updated, I believe there will be an estimated 3-4 pallets per school.

Please let me know if you need anything else at this time.

Thank you.

Debra Hammerschlag
Purchasing Agent
School District of Palm Beach County
3300 Forest Hill Blvd., Suite A-323
West Palm Beach, FL 33406
Phone: 561-434-8229 PX 48229



On Tue, May 30, 2017 at 7:44 AM, Debra Hammerschlag <debra.hammerschlag@palmbeachschools.org> wrote:

David,

Good morning.

I do not have the titles or estimated quantities at this time. I know there are approximately 80 schools that will have pallets to be picked up. At this time I am requesting information to see which supplier we would go with for this project.

What would you offer us per pallet?

Debra Hammerschlag
Purchasing Agent
School District of Palm Beach County
3300 Forest Hill Blvd., Suite A-323
West Palm Beach, FL 33406
Phone: 561-434-8229 PX 48229



On Sun, May 28, 2017 at 12:15 PM, David Leavitt <dave@a1assets.com> wrote:
Hi Debra. We are interested. Do you have a list of titles and quantities available?

Dave

On Fri, May 26, 2017 at 2:26 PM, Debra Hammerschlag <debra.hammerschlag@palmbeachschools.org> wrote:

Dave/Andrew,

Good afternoon.

The School District of Palm Beach County is requesting information on pick-up of off-adoption surplus textbooks. There are approximately 80 schools that require pick up of textbooks. A list of school addresses would be provided.

The books will be ready for pick up at the school beginning October 3, 2018 between the hours of 8:00am to 3:00pm. Pick-ups are to be completed by November 1, 2018. They will be palletized and will be required to be picked up by the vendor at each individual location.

If selected, you will need to provide the school district with proof of insurance and will also be required to have a badge.

Please let me know if you are interested in providing the School District with this service by Friday, June 2, 2017 and what the compensation would be.

Debra Hammerschlag
Purchasing Agent
School District of Palm Beach County
3300 Forest Hill Blvd., Suite A-323
West Palm Beach, FL 33406
Phone: 561-434-8229 PX 48229



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--
David Leavitt
CEO

Disclaimer: Under Florida law, e-mail addresses are public records. If you do not want your e-mail address released in response to a public records request, do not send electronic mail to this entity. Instead, contact this office by phone or in writing.

David Leavitt
CEO

--
David Leavitt
CEO



Debra Hammerschlag <debra.hammerschlag@palmbeachschools.org>

Re: Off-Adoption Surplus Textbooks

Bill Purtell <bill.purtell@palmbeachschools.org> Tue, May 30, 2017 at 9:19 AM
To: Debra Hammerschlag <debra.hammerschlag@palmbeachschools.org>, Bill Purtell <bill.purtell@palmbeachschools.org>

Hi Debra,

The dates are incorrect, as they should be '2017' not '2018'... also, it's a little confusing because it says the books will be palletized and the vendor would pick up @ the schools. The books will be boxed up at the schools and the vendor will need to palletize them.

I have also attached the total number of books that are out at schools. The exact number to be picked-up at each school has many variables, so these numbers are approximate. I would guesstimate, at a minimum, there will be 150 pallets worth of materials.

Bill -

William J. Purtell
Manager, Library Media Services & Instructional Materials
The School District of Palm Beach County
561-684-5145
bill.purtell@palmbeachschools.org

On Tue, May 30, 2017 at 7:41 AM, Debra Hammerschlag <debra.hammerschlag@palmbeachschools.org> wrote:

Bill,

Sorry about that, yes 2017.

At this time I don't have an estimated number of pallets but I will hopefully have that when it gets closer and we determine which vendor we are going to award this to.

I will be in touch.

Thank you.

Debra Hammerschlag
Purchasing Agent
School District of Palm Beach County
3300 Forest Hill Blvd., Suite A-323
West Palm Beach, FL 33406
Phone: 561-434-8229 PX 48229



On Fri, May 26, 2017 at 5:10 PM, peter nik <peter_j_nik@yahoo.com> wrote:

Thank you for your email. Yes, we are interested in the pickup. I believe that the dates were meant to read 2017 so please clarify for me when you have a chance. I have a badge for the state of Florida and we have proof of insurance that can be provided to the district. We use a 16-foot box truck for pickups and the truck fits 8 pallets so we can offer \$120 for each full truck or \$15 per pallet when we have to go to the schools. If we can pick up the pallets at the district warehouse, we can offer \$20 per pallet. Would you have a rough idea of how many pallets there are?

Pete Nikolopoulos
Book Services Plus, Inc.
4540 NE 6 Ave
Oakland Park, FL 33334
561-305-3201

On Friday, May 26, 2017 2:25 PM, Debra Hammerschlag
<debra.hammerschlag@palmbeachschools.org> wrote:

Peter,

I was given your name from Bill Purtell regarding our off-adoption surplus textbooks.

The School District of Palm Beach County is requesting information on pick-up of off-adoption surplus textbooks. There are approximately 80 schools that require pick up of textbooks. A list of school addresses would be provided.

The books will be ready for pick up at the school beginning October 3, 2018 between the hours of 8:00am to 3:00pm. Pick-ups are to be completed by November 1, 2018. They will be palletized and will be required to be picked up by the vendor at each individual location.

If selected, you will need to provide the school district with proof of insurance and will also be required to have a badge.

Please let me know if you are interested in providing the School District with this service by Friday, June 2, 2017 and what the compensation would be.

Debra Hammerschlag
Purchasing Agent
School District of Palm Beach County
3300 Forest Hill Blvd., Suite A-323
West Palm Beach, FL 33406
Phone: 561-434-8229 PX 48229



Disclaimer: Under Florida law, e-mail addresses are public records. If you do not want your e-mail address released in response to a public records request, do not send electronic mail to this entity. Instead, contact this office by phone or in writing.

 **Off adoption totals.pdf**
42K

EXHIBIT#9

Books Services Plus Inc.

Pick-up Off-adoption Textbooks

from

Palm Beach County District Schools

KEY: (white=done) (green=needs pick up)

Area	Form Rec'd	School Name	# Cases	scheduled date	completed	Contact	
	4/31/18 (8/23/18)	Addison Mizner	65	PETE 9/7/18		Joe Boone	
Central	7/23/2018	Adult ED	50	PETE 9/20/2018		Cathy Borden	
Central	9/20/2018	BAK MSOA	44	Guys 1/15/2018		Micah Kossowe	
Central	8/29/2018	Banyan Creek EI	50	PETE 9/12/2018		Jeanne Pierre Louis/Lori Hall	
North	8/13/2018	Beacon Cove	75			Judith Braswell/Michale Martinro	both - back of media center
	5/31/2018/9/24/18	Belle Glade EI	70	GUYS 10/8/18		Maria Sumner	
Central	6/6/2018	Berkshire EI	35	Guys 10/31/18		Maria Sumner	
Central	9/11/2018	Birks Forest EI	40	Guys 10/19/18		Darlene Starling	
	7/25/2018	Boca High	40	PETE 10/18			
South	9/20/18	Boca High	25	Guys 11/1/18		Martin Guevara	
	7/25/18	Boca Middle	36	PETE 9/25/18		Jude Hodgens	
	4/3/2018	Boynton Beach HS	190	PETE 9/26/18		Will Heckman	
	9/11/2018	Causa Elem	20	Guys 10/2/18		Chris Wotton	
	9/5/2018	Carver Middle	60	PETE 9/25/18		Juanice Brown	
South	5/8/2018	CO Taylor EI	17	Guys 10/5/18		Traci Koplan	
	10/22/2018	Congress Middle	150	PETE 11/5/18		Sharon Grace	
	9/4/2018	Conniston Middle	20	PETE 9/12/18		Derrin Gatlin/Karen Patureau	
	6/6/2018	Conservatory School @NPB	10	PETE 8/8/18		Derek Schumann	
Central	10/11/2018	Coral Reef EI	51			Wendy Franklin/Toni DiPietro	
	5/16/2018	Coral Sunset	10	Guys 10/2/18		Sherry May	
	9/20/2018	Crestwood Middle	100	PETE 10/18		Melissa Kaliser	
	5/25/2018	Crosspointe	27	Guys date?		Gina North	
South	9/21/2018	Cystal Lakes EI	50			John Pennington	blig - 11 APs book room
	5/8/2018	Cypress Trails EI	150	PETE 8/10/18		Lauren Hall	
South	4/24/2018	Del Prado EI	60	Guys 10/30/18		Laurel Cash	
	9/13/2018	Diamond View EI	130	PETE 10/10		Yanny Diaz	
	10/26/2018	Discovery Key	11			Nicole Blaz	
South	9/26/2018	Don Estridge Middle	20	Guys 10/24/18		Justine Young	library - back of media center enter through front office
South	10/3/18	Eagles Landing Middle	4	Guys 10/24/18		Thomas D'Annunzio/Alonso Torres	textbooks - main office textbook room
	9/2/18	Emerald Cove Middle	30	Guys 10/16/18		April Morphesis	Library - media center
	8/30/2018	Equestrian Trails EI	25	Guys 10/16/18		Antoinetta Daqui	
Near West	9/21/2018	Everglades Elementary	60			Jennifer Benn	
Central	10/3/2018	Freedom Shores	39	Guys 10/24/18		Kimberly Rodgers	textbooks - in both up and down textbooks rm - needs day notice to bring down
	10/30/2018	Forest Hill High	2200 books	ETE(need to finish after 18	11/2	Saara Saarel/Vening	
South	9/26/2018	Forest Park Elem	17	Guys 10/24/18		Toni McMillian	media center
	8/17/2018	Frontier EI	10	Wasn't ready (9/25)		Laurie Suarez Will	
Near West	10/1/18	Golden Grove EI	85			Marge Keller/Phillip Preddy	
	9/4/18	Gove Elem	23	GUYS 10/8/18		Ara Groover	
	10/26/18	Gove Elem	3	Guys 10/31/18		Ara Groover	
Glades/Far West	9/28/18	Glades Central High	55	Guys 10/31/18		Maquissia Garcon	
Glades/Far West	10/1/18	Glade View EI	8	Guys 10/31/18		Anita Richardson	
South	9/6/18	Hagen Road Elem	15	Guys 10/30/18		Joi Grant	
Central	9/24/18	Heritage EI	27	Guys 10/30/18		Adriana Gonzalez	
South	9/4/18	Hidden Oaks Elem	40	PETE 10/29		Michelle Bushouse	
	10/19/18	Highland EI	76	Guys 10/22/18		Katie Leach/Erin Walsh	
Central	9/24/18	Hospital Homebound	9	Guys 10/30/18		Cynthia Disarham	
	8/17/18	Howell Watkins	65	PETE 9/20/18			
North	9/26/2018	Independence Middle	12			Warren Martin	both - 1-112 in main office

Central	9/18/2018	Indian Pines El	75	PETE		10/29/2018	Madeline Cox	both - cafeteria storage closet
	10/22/2018	Jagga Middle	43					
	9/6/2018	Jerry Thomas El	175	PETE		10/12/2018	Michael Impone/Amya Rizzo	library
Central	9/21/2018	John I Leonard	50	PETE		10/31/2018	Jenaeae Hass	
	5/25/2018	Jupiter El	7	warehouse		9/25/2018	Sheryl Merdguen	
	9/14/2018	Jupiter Middle	59	PETE		10/8	Guy Marino	
South	8/20/2018	Jupiter High	210/now 150	PETE		10/8	Susan Diaz	
	10/5/2018	Larlana Elem	67	Guys		11/1/18	Pamela Carnal	
	5/8/2018	Larlana Middle	50	PETE		9/11/18	Holly Randal	
Central	3/15/2018	L.C Swain	30	Said it was picked up		10/19/18	Shabana Ahmad-Farooq	
	6/5/2018	Lighthouse El	70	PETE		8/8/18	David Torres	
North	4/3/2018	Limestone Creek elementary	35	Guys		11/5/18	Jill Sherpits	
North	10/22/2018	Marsh Pointe El	6	Guys		11/5/18	Ryan Scott	
	8/17/2018	Metateuca El	200	PETE		9/20/18	Kelly Patrick	
	3/7/2018	Manatee Elementary	7			9/25 told Kevin no boxes	Amy Parks/Amy Evans	
Central	9/21/2018	Meachow Park El	32				Andrew Kline	both - computer lab downstairs
	5/31/2018	Morkiani El	40	PETE		9/24/18		
Near West	10/9/2018	New Horizons Elem	1400				Betsy Cardozo/Jeanne Zoborn	
North	8/20/2018	Northboro El	31	Guys		11/17/18	Mary Beth Decker	textbooks - APs office
North	10/16/2018	Northway El	9	Guys		11/17/18	Alisha Mcknight/Monique Foushae	
Central	9/25/2018	Okeahoe Middle	25				Julie Greene	
	9/20/2018	Osceola Creek	40	PETE		10/10	Christopher Forte	
	8/20/2018	Panoxe Elementary	23	GUYS		10/8/18	Jeney Mullins	
	8/22/2018	Panoxe Middle	30	GUYS		10/8/18	Samantha Butler	
North	8/23/2018	Palm Beach Central	100	PETE		9/5/18	Kari Evans	
	9/21/2018	Palm Beach Gardens El	18	Guys		11/8/18	David Freshman	
	10/5/2018	Palm Beach Lakes High	238	PETE		10/16/18	Michael Higgins	
	8/22/2018	Palm Beach Lakes High	300	PETE		9/13/18	Madie Rowe	
	8/27/2018	Palm Springs Elementary	50	PETE		9/7/18	Tavis Vanscoy	
	8/17/2018	Palm Springs Middle	98	PETE		9/7/18	Danny Moya/Bobbie Ball	both - east campus/media work room
Central	9/13/2018	Palmetto El	25	Guys		11/8/18	Ross Suarez	both - textbook room and media center
	10/30/2018	Parlier Run El	24	Guys		11/8/18	Brent Higley	
	9/18/2018	Park Vista High	528	PETE		10/4 & 10/5	Edwina Mooney	
	8/8/2018/9/25/18	Pierce Hammock	46	PETE		10/10	Chris Holstrand	
	8/20/2018	Polo Park Middle	181	PETE		8/24/18	Kisa Harley-Permerier	
	8/21/2018	Plumoso School of the Arts El	15	Guys		10/2/18	Mark Simmonds	textbooks- bldg. 1 south side storage cage
North	9/28/18	Riviera Beach Prep	30				Lynn Cato	
	12/7/2017	Rolling Green Elementary	20	PETE		8/8/18	Cristina Fong/Kim Yau	
South	9/24/2018	Rolling Green Elementary	100	PETE		11/6	Ranee Houck/p/24024	
	7/17/2018-9/4/18	Royal Palm Beach El	50	PETE		9/17/18	Sheila Boone	
	8/8/2018	Royal Palm Beach High	50	PETE		8/16/18	Alison Mos	
Near West	9/20/18	Royal Palm Beach High	40				Mazen Saleh	
	9/5/18	Sandpiper Shores Elem	45	PETE		9/27	Elizabeth Boulet	
	9/18/18	Santaluces High	250/now 100	PETE		9/27	Jennifer Lo	
	8/17/18	S.D. Spady El	13	Guys		10/2/18	Eric Cross	
North	8/30/2018	Seminole Ridge High	350	PETE		9/14/2018 & 9/17	Joshua Wade	Had more than expected + 11 left behind per Pete
	6/13/2018/9/12/18	Seminole Trails	52	Guys		11/7/2018	Matthew Payer	
South	6/12/2018	South Intensive Transition	12	PETE		8/8/18		
South	8/17/2018	Spanish River High	225 (11)	(Need to finish -11)		Pete-11/1/2018		
South	8/22/2018	Starlight Cove El	35	PETE		10/29		

