



District School Board of Pasco County

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Heather Fiorentino, Superintendent

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May 24, 2007

MEMORANDUM

TO: Honorable School Board Members

FROM: Kendra Goodman, CPPB, Purchasing Agent

RE: Class Rings, Caps and Gowns, and Announcements
Pasco High School
Second Year Renewal of Three-Year Agreement

On July 25, 2006, the above-referenced bid was awarded to Herff Jones for Class Rings, Caps and Gowns, and Announcements for Pasco High School. This is a three-year agreement, renewable annually based upon mutual agreement of both parties. The first year of the contract will expire on July 24, 2007.

Considering services have been satisfactory, Herff Jones was contacted to verify their willingness to enter into the second year of the agreement. Herff Jones has agreed to do so -- see attached correspondence.

At this time, it is my recommendation to enter into the second year of the agreement. The second year of the contract will begin on July 25, 2007 and expire on July 24, 2008. Should you have any questions or wish to discuss this matter further, please contact me at your convenience

KDG/mk

Attachments