



# District School Board of Pasco County

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Heather Fiorentino, Superintendent

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May 25, 2007

## MEMORANDUM

**TO:** Honorable School Board Members

**FROM:** Kendra Goodman, CPPB, Purchasing Agent

**RE:** Third Year Renewal of Three-Year Contract  
School Pictures – Pasco High School  
Bryn-Alan Photography

Pasco High School solicited four picture vendors and received proposals from Bryn-Alan and Bob Knight Photography for a three-year contract, renewable annually by mutual agreement of both parties. Lifetouch National Studios was also solicited but did not respond. Bryn-Alan Photography was selected by obtaining the highest total points by a committee of administrators, staff, and students.

The second-year of the contract expires on June 30, 2007. At this time we are requesting the third-year renewal and approval of an estimated dollar amount of \$72,406.90. This estimated total was based upon the "Actual ADM" (Average Daily Membership), multiplied by the total average package from the fixed unit costs. All prices and commissions will remain the same throughout the contract period.

Considering services have been satisfactory, Bryn-Alan Photography was contacted to verify their willingness to enter the third-year of the agreement. They have agreed to do so. Enclosed is the contract along with pertinent documents for unit costs for your review. The third year of the agreement will commence on July 1, 2007, and expires June 30, 2008.

Should you have any questions regarding this matter, or if I can be of further assistance, please contact me at your earliest convenience.

KDG/mk

Attachments