



District School Board of Pasco County

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Heather Fiorentino, Superintendent

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Department of Purchasing
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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 – Ridgewood High School
Woodside's Photography

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

Information was received in the Purchasing office before the expiration date of May 20, 2007, but not within enough time to be presented to the Board by May 15, 2007. At this time we are requesting approval of an estimated dollar amount of \$96,485.07. 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, Woodside's Photography was contacted to verify their willingness to enter the third-year of the agreement. They have agreed to do so. The contract is attached for your review. The third year of the agreement will continue through on May 20, 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