



District School Board of Pasco County

7227 Land O' Lakes Boulevard • Land O' Lakes, Florida 34638 • 813/ 794-2000

Heather Fiorentino, Superintendent

www.pasco.k12.fl.us

Department of Purchasing
Kendra Goodman, CPPB, Purchasing Agent
813/ 794-2221 Fax: 813/ 794-2111
727/ 774-2221 TDD: 813/ 794-2484
352/ 524-2221 e-mail: kgoodman@pasco.k12.fl.us

July 25, 2006

MEMORANDUM

TO: Honorable Board Members

FROM: Kendra Goodman, CPPB, Purchasing Agent

RE: Pasco High School
Class Rings, Caps, Gowns, and Graduation Announcements

On March 8, 2006, Pasco High School solicited bids for class rings, caps, gowns, and graduation announcements. Solicitations were sent to four vendors: Apple Awards, Balfour, Herff Jones and Jostens. Herff Jones was the only vendor to respond to the solicitation. The evaluation committee for Pasco High School has recommended this contract be awarded to Herff Jones. Estimated bid expenditures are \$63,000.

Recommend acceptance of bid from Herff Jones. Although it was the only bid received, it is in line with previous bid prices for class rings, caps, gowns and graduation announcements. Prices submitted were deemed to be competitive by comparing previous bid prices to those currently submitted by Herff Jones. This is a three-year agreement, renewable annually based upon mutual agreement of both parties. The first year of the contract will begin on July 25, 2006 and run through July 24, 2007.

At this time, it is my recommendation to enter into agreement. Should you have any questions or wish to discuss this matter further, please contact me at your convenience

KDG/mk

DISTRICT SCHOOL BOARD OF PASCO COUNTY BID TABULATION

Date of Opening: March 8, 2006 @ 3:00 P.M.		Apple Awards	Balfour	Herff Jones Company	Jostens
Class Rings, Caps, Gowns and Graduation Announcements		15845 W. 2nd Street	4704 140th N Ave., Suite 127	5555 Central Avenue	3849 Vermillion Street
Pasco High School		Hayward, FL 54843	Clearwater, FL 33762	St. Petersburg, FL 33710	Red Wing, MN 55066
Three Year Contract					
ITEM #	DESCRIPTION			UNIT PRICE	No Bid
IT-01	Rings	No Bid	No Bid	\$119.95	
IT-02	Caps and Gowns	No Bid	No Bid	\$22.95	No Bid
IT-03	Graduation Announcements	No Bid	No Bid	\$0.50	No Bid