



# 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](http://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](mailto:kgoodman@pasco.k12.fl.us)

November 29, 2006

## MEMORANDUM

**TO:** Honorable Board Members

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

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

On December 6, 2005, the above-referenced bid was awarded to Herff Jones for Class Rings, Caps and Gowns, and Announcements for Ridgewood 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 December 5, 2006.

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 December 6, 2006 and expire on December 5, 2007. Should you have any questions or wish to discuss this matter further, please contact me at your convenience

KDG/mk

Attachments (4)