



District School Board of Pasco County

20430 Gator Lane • Land O' Lakes, Florida 34638 • 813/ 794-2221

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

May 20, 2008

MEMORANDUM

TO: Honorable School Board Members

FROM: Kendra Goodman, CPPB, Purchasing Agent

RE: Second Year Renewal of Three-Year Contract
Bid #07-125-MK Yearbooks – Ridgewood High School
Walsworth

On June 5, 2007, official action (attached) was taken to award the above-referenced bid to Walsworth. This is a three year bid renewable annually at the mutual agreement of the parties. The first year of the agreement will expire on June 30, 2008.

Considering services have been satisfactory, Walsworth was contacted to verify their willingness to enter into the second year of the agreement. As such, Walsworth has agreed in writing to enter into the second year of the contract. The second year of the contract will cover the period of July 1, 2008 through June 30, 2009. At this time it is my recommendation to enter into the second year of the contract.

If you have any questions, please feel free to contact me at your earliest convenience.

KDG/vj

Attachments (3)

District School Board of Pasco County

Bid Recommendation

RFP/Bid Title	Ridgewood High School Yearbooks		Number of Vendors Notified	180
Bid Number	07-125-MK		Number of Bids Distributed	19
Date Solicited	3/26/2007		Number of Vendors Bidding	5
Date Opened	4/23/2007		Number of Formal "No Bid" Responses	0
Date Board Presentation	6/5/2007		Funding Source	101 General Funds
Total Savings	0		Grand Total of Bid	\$40,825.00

Recommendation:

Recommend acceptance of RFP/bid from Walsworth as noted on the attached tabulation sheet as the responsive, responsible proposal receiving the highest points. Tie points for award were determined by vendor being a drug free business as verified in their submitted bid documents.

Term of Contract:

This is a three year contract, renewable annually by mutual agreement of all parties. The first year of the contract will commence on July 1, 2007 and expire on June 30, 2008.

Notations and Exceptions:

This RFP/bid was awarded upon a weighted points system. The weighted point criteria were based upon the following weights: Quality (9); Base Price (6), and References (3). Points were assigned on a scale of 5 (High) to 1 (Low) in each of the above entries, then multiplied by the weighted points factor.

Offers from the vendors listed herein are the only offers received timely as of the above opening date and time. All other offers submitted in response to this solicitation, if any, are hereby rejected as late.

Bids Evaluated By:

Mr. Koenigsfeld, Principal
 3 Faculty members: Melissa Olen, Gail Schuck and Cathy Tezber
 2 Parents
 3 Members of the student body with experience in yearbook production.
 * All evaluation records on file in Purchasing

Bids Prepared By:

Mina Kaeding, CPPB, Buyer

Reviewed and Authorized By:

Kendra Goodman, CPPB, Purchasing Agent

DATE/TIME:

