



District School Board of Pasco County

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Heather Fiorentino, Superintendent

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Department of Purchasing

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June 3, 2008

MEMORANDUM

TO: Honorable School Board Members

FROM: Kendra Goodman, CPPB, Purchasing Agent

RE: Second Year Renewal of Three-Year Contract
Bid #07-122-MK Yearbooks – Zephyrhills High School
Jostens

On June 5, 2007, official action (attached) was taken to award the above-referenced bid to Jostens. 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, Jostens was contacted to verify their willingness to enter into the second year of the agreement. As such, Jostens 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)

DATE/TIME:

May28,2008

11:40:00

District School Board of Pasco County

Bid Recommendation

RFP/Bid Title	Zephyrhills High School Yearbooks		Number of Vendors Notified	98
Bid Number	07-122-MK		Number of Bids Distributed	20
Date Solicited	3/27/2007		Number of Vendors Bidding	5
Date Opened	4/25/2007		Number of Formal "No Bid" Responses	0
Date Board Presentation	6/5/2007		Funding Source	101 General Funds
Total Savings	\$2,932.00		Grand Total of Bid	\$37,745.00

Recommendation:

Recommend acceptance of RFP/bid from Josten's as noted on the attached tabulation sheet as the responsive, responsible proposal receiving the highest points.

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:

Ms. Gerri Painter, Principal
 3 Faculty members
 2 Parents
 3 Members of the student body with experience in yearbook production.

Bids Prepared By:

Mina Kaeding, CPPB, Buyer

Reviewed and Authorized By:

Kendra Goodman, CPPB, Purchasing Agent

DATE/TIME:

