



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 #07-123-MK Yearbooks – Gulf High School
Taylor Publishing

On July 10, 2007, official action (attached) was taken to award the above-referenced bid to Taylor Publishing. This is a three year bid renewable annually at the mutual agreement of the parties. The first year of the agreement will expire on July 9, 2008.

Considering services have been satisfactory, Taylor Publishing was contacted to verify their willingness to enter into the second year of the agreement. As such, Taylor Publishing 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 10, 2008 through July 9, 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	Gulf High School Yearbooks		Number of Vendors Notified	174
Bid Number	07-123-MK		Number of Bids Distributed	12
Date Solicited	06/04/2007		Number of Vendors Bidding	4
Date Opened	06/22/2007		Number of Formal "No Bid" Responses	0
Date Board Presentation	07/10/2007		Funding Source	101 General Funds
Total Savings	Estimated Savings \$4,625.66		Grand Total of Bid	Estimated Total \$36,898.55

Recommendation:

Recommend acceptance of RFP/bid from Taylor Publishing 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 10, 2007 and expire on July 9, 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. Imerson, Principal
 3 Faculty Members, Dr. Lepley, Mr. Dewalt, and Ms. Deg
 2 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:

