



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 #07-142-MK Yearbooks – James W. Mitchell High School
Walsworth

On July 10, 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 July 9, 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 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 (4)

District School Board of Pasco County

Bid Recommendation

RFP/Bid Title	J.W. Mitchell High School Yearbooks		Number of Vendors Notified	174
Bid Number	07-142-MK		Number of Bids Distributed	14
Date Solicited	5/21/2007		Number of Vendors Bidding	4
Date Opened	6/12/2007		Number of Formal "No Bid" Responses	0
Date Board Presentation	7/10/2007		Funding Source	101 General Funds
Total Savings	\$15,667		Grand Total of Bid	Estimated Total \$44,063

Recommendation:

Recommend acceptance of RFP/bid from Walsworth 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:

Unit prices will remain firm and in effect throughout the term of the contract, however, the total dollars may vary depending on the number of copies and added amenities.

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), References (3), and Deadlines and Format (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. Ric Mellin, Principal
 2 Faculty members: Michele Williams and Angela Murphy
 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:

