



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

Department of Purchasing
Kendra Goodman, CPPB, Purchasing Agent
813/794-2221 Fax: 813/794-2221
727/774-2221 TDD: 813/794-2484
352/524-2221 e-mail: kgoodman@pasco.k12.fl.us

August 17, 2007

MEMORANDUM

TO: Honorable School Board Members

FROM: Kendra Goodman, CPPB, Purchasing Agent

RE: Second Year Renewal of Three-Year Contract
Bid #807-CG-MK Caps & Gowns – Land O' Lakes High School
Balfour Company

Land O' Lakes High School solicited proposals for Caps & Gowns from three vendors. The school received proposals from Balfour, Herff Jones/Denny Kollmeyer and Jostens for a three-year contract, renewable annually by mutual agreement of both parties. Balfour Company was selected by obtaining the highest total points by a committee of administrators, staff, faculty members, parents, and students. At this time please find listed below a recap and recommendation of their proposals.

<u>VENDOR</u>	<u>TOTAL POINTS</u>
Balfour	90 *Recommendation
Herff Jones	72
Jostens	66

The first year of the contract expires on October 17, 2007. At this time they are requesting approval for the second year renewal. This total is based upon estimated quantities required and changes in the options for this year's requirements. All changes are consistent with the proposal document's pricing structures.

Considering services have been satisfactory, Balfour Company was contacted to verify their willingness to enter the second year of the agreement. They have agreed to do so – renewal request attached for your review. The second year of the agreement will commence on October 18, 2007 and expire on October 17, 2008.

Should you have any questions regarding this matter, or if I can be of further assistance, please contact me at your earliest convenience.

KDG/ne

Attachments (3)

Date/Time: August 29, 2007 10:56:00