



# District School Board of Pasco County

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Heather Fiorentino, Superintendent

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November 5, 2007

## **MEMORANDUM**

**TO:** Honorable School Board Members

**FROM:** Kendra Goodman, CPPB, Purchasing Agent

**RE:** Third Year Renewal of Three-Year Contract  
Class Rings, Caps and Gowns, and Announcements-Ridgewood High School  
Herff Jones

On December 6, 2005 the above-referenced bid was awarded to Herff Jones for Class Rings, Caps & Gowns, and Announcements for Ridgewood High School. This is a three-year agreement, renewable annually based upon mutual agreement of both parties. The second year of the contract will expire on December 5, 2007.

Considering services have been satisfactory, Herff Jones was contacted to verify their willingness to enter into the third-year of the agreement. They have indicated in writing (attached) that they are willing to do so.

At this time, it is my recommendation to enter into the third year of the agreement. The third year of the agreement will commence on December 6, 2007 and expire on December 5, 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 (4)

DATE/TIME: November 14, 2007

09:39:00