



# 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](http://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](mailto:kgoodman@pasco.k12.fl.us)

April 21, 2009

## **MEMORANDUM**

**TO:** Honorable School Board Members

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

**RE:** Requesting Permission to Piggyback  
Sunlake High School Yearbook Bid 07-135-MK  
Jostens

The attached piggyback request for Wiregrass Ranch High School is being forwarded for your consideration and subsequent approval. This request is for the purchase of yearbooks for the 2009-2010 school year. The vendor, Jostens, is willing to honor all the terms and conditions of the Sunlake High School bid for Wiregrass Ranch High School. The funding source is school internal funds and the estimated dollar expenditure is \$26,157.

At this time, it is my recommendation to approve the request for Wiregrass Ranch High School to piggyback bid #07-135-MK for one year. The coverage period shall be from July 1, 2009 through June 30, 2010.

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

KDG/vj

Attachments (6)

DATE/TIME: April 15, 2009 11:21:00



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April 21, 2009

## **MEMORANDUM**

**TO:** Honorable School Board Members

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

**RE:** Third Year Renewal of Three-Year Contract with Jostens  
Bid #07-135-MK Yearbooks – Sunlake High

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 second year of the agreement will expire on June 30, 2009.

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 third year of the contract. The third year of the contract will cover the period of July 1, 2009 through June 30, 2010. At this time it is my recommendation to enter into the third year of the contract.

If you have any questions, please feel free to contact me at your earliest convenience.

KDG/vj

Attachments (6)

**DATE/TIME:**



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May 20, 2008

## **MEMORANDUM**

**TO:** Honorable School Board Members

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

**RE:** Second Year Renewal of Three-Year Contract with Jostens  
Bid #07-135-MK Yearbooks – Sunlake High

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/vs

Attachments (3)

# District School Board of Pasco County

## Bid Recommendation

<b>RFP/Bid Title</b>	Sun Lake High School Yearbooks		<b>Number of Vendors Notified</b>	181
<b>Bid Number</b>	07-135-MK		<b>Number of Bids Distributed</b>	16
<b>Date Solicited</b>	04/09/2007		<b>Number of Vendors Bidding</b>	5
<b>Date Opened</b>	4/30/2007		<b>Number of Formal "No Bid" Responses</b>	0
<b>Date Board Presentation</b>	6/5/2007		<b>Funding Source</b>	101 General Funds
<b>Total Savings</b>	\$3,506.00		<b>Grand Total of Bid</b>	\$18,987.00

**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. Tie points for award were determined by-toss-of -the-coin witnessed by both vendors.

**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 July1, 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:**

2 Faculty members  
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:

