



# 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  
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August 28, 2008

## **MEMORANDUM**

**TO:** Honorable School Board Members

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

**RE:** Third Year Renewal of Three-Year Contract  
Bid #08-807-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 second year of the contract expires on October 17, 2008. At this time they are requesting approval for the third 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. The estimated dollar expenditure for this bid is \$6,282 and the funding source is Internal Accounts.

Considering services have been satisfactory, Balfour Company was contacted to verify their willingness to enter into the third year of the agreement. They have agreed to do so – renewal request attached for your review. The third year of the agreement will commence on October 18, 2008 and expire on October 17, 2009.

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

KDG/vs  
Attachments (6)

**DATE/TIME:** October 1, 2008; 10:34:00



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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