

# District School Board of Pasco County

## Bid Recommendation

<b>RFP Title</b>	Caps & Gowns, Rings and Announcements-SLHS		<b>Number of Vendors Notified</b>	40
<b>RFP Number</b>	09-051-SN		<b>Number of Bids Distributed</b>	11
<b>Date Solicited</b>	August 25, 2008		<b>Number of Vendors Bidding</b>	1
<b>Date Opened</b>	September 29, 2008		<b>Number of Formal "No Bid" Responses</b>	1
<b>Date Board Presentation</b>	October 21, 2008		<b>Funding Source</b>	School Internal Funds
<b>Total Savings</b>	N/A		<b>Grand Total of Bid</b>	<b>Estimated \$ 62,000</b>

**Recommendation:** Recommend acceptance of "all-or-none" proposal from Herff Jones per the attached tabulation sheet as lowest and best, responsive, responsible proposal receiving the highest points.

**Term of Contract:** This proposal is for the purchase of Caps & Gowns, Rings and Announcements for Sunlake High School. This is a three-year contract, renewable annually based upon the mutual consent of both parties. The first year will commence on October 22, 2008 and continue through October 21, 2009.

**Notations and Exceptions:** This RFP was awarded upon a weighted points system. The weighted point criteria were based upon the following weights: Quality (15), Base Price (5), and References (10). Points were assigned on a scale of one (1) to five (5) in each of the above entries, and then multiplied by the weighted point factor.

Although only one bid was received, prices have been deemed competitive based on a comparison of previous bids for caps and gowns, rings and announcements awarded by the District.

The estimated total of the bid was calculated by multiplying the average cost for each section by the estimated number of student that will be purchasing the items.

Offers from 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.

**Proposal Evaluated By:**

Angie Stone, Principal, Sunlake High School  
 Two (1) Faculty Members  
 One (1) Parent  
 Two (2) Members of the Student Body

**Proposal Prepared By:** Stephanie Noble, Buyer, Purchasing Department

**Reviewed and Authorized By:** Kendra Goodman, CPPB, Purchasing Agent

Date/Time: October 15, 2008; 09:09:00

DISTRICT SCHOOL BOARD OF PASCO COUNTY BID TABULATION

<b>DATE OF OPENING:</b>			Herff Jones
September 29, 2008 @ 2:30 P.M.			6009 Dr. MLK Street North
<b>BID TITLE:</b>			St. Petersburg, FL 33703
Caps & Gowns, Rings and Announcements - SLHS			
<b>BID #:</b>			John P. McLay, Jr.
09-051-SN			727-381-7714
			727-381-7713
<b>ITEM#</b>	<b>Units</b>	<b>DESCRIPTION</b>	<b>TOTAL PRICE</b>
<b>Part A - Caps &amp; Gowns:</b>			
CG-1		Basic line caps, gowns, tassels, etc. as specified. To be sized in increments of 2"	\$16.95
CG-2		Premium line caps, gowns, tassels, etc. as specified. To be sized in increments of 2"	\$26.50
CG-3		Custom Medallion with Ribbon (other than graduate pendant that is included in package price)	\$5.95
CG-4		Activity Cords	\$5.95
CG-5		Honor Cords (other than the set included in package price)	\$6.95
CG-6		Stoles	\$9.95
CG-7		Custom 3-color and 4-color stoles	\$15.95
CG-8		Additional tassels	\$10.00
<b>Part B - Rings:</b>			
		Prices for Men's 10kt yellow gold class rings based on \$600 per ounce gold	\$569.95
		Prices for Women's 10kt yellow gold class rings based on \$600 per ounce gold	\$475.95
<b>Traditional Style</b>			
R-1		Men's Medium Traditional ring	\$536.95
		Manufacturer	
		Model	
		Page	

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		Price	
R-2		Men's Large Traditional ring	\$569.95
		Manufacturer	
		Model	
		Page	
		Price	
R-4		Ladies Petite Traditional ring	\$445.95
		Manufacturer	
		Model	
		Page	
		Price	
R-5		Ladies Small Traditional ring	\$456.95
		Manufacturer	
		Model	
		Page	
		Price	
R-6		Ladies Regular Traditional ring	\$475.95
		Manufacturer	
		Model	
		Page	
		Price	

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<b>ITEM#</b>	<b>Units</b>	<b>DESCRIPTION</b>	<b>TOTAL PRICE</b>
		<b>Special Ultrium Style or Equal</b>	
R-7		Men's Medium Special/Ultrium ring	\$319.95
		Maufacturer	
		Model	
		Page	
		Price	
R-8		Men's Large Special/Ultrium ring	\$319.95
		Maufacturer	
		Model	
		Page	
		Price	
R-10		Ladies Petite Special/Uniform ring	\$299.95
		Maufacturer	
		Model	
		Page	
		Price	
R-11		Ladies Small Special/Uniform ring	\$299.95
		Maufacturer	
		Model	
		Page	
		Price	

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<b>ITEM#</b>	<b>Units</b>	<b>DESCRIPTION</b>	<b>TOTAL PRICE</b>
R-12		Ladies Regular Special/Uniform ring	\$299.95
		Maufacturer	
		Model	
		Page	
		Price	
		<b>Athletic Style (All Star, Varsity, Letterman, or Equal)</b>	
R-13		Men's Large ring	\$619.95
		Maufacturer	
		Model	
		Page	
		Price	
R-14		Ladies Small ring	\$539.95
		Maufacturer	
		Model	
		Page	
		Price	
		<b>Rectangular/Vintage Style (Crestline, Heritage, Legend, or Equal)</b>	
R-15		Men's Medium Rectangular/Vintage ring	\$562.95
		Maufacturer	
		Model	
		Page	
		Price	

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<b>ITEM#</b>	<b>Units</b>	<b>DESCRIPTION</b>	<b>TOTAL PRICE</b>
R-16		Men's Large Rectangular/Vintage ring	\$605.95
		Maufacturer	
		Model	
		Page	
		Price	
R-17		Ladies Small Rectangular/Vintage ring	\$462.95
		Maufacturer	
		Model	
		Page	
		Price	
R-18		Ladies Regular Rectangular/Vintage ring	\$510.95
		Maufacturer	
		Model	
		Page	
		Price	
		<b>Petite Style Ring (LaPetite, Signature, Essence, or Equal)</b>	
R-19		Ladies Small Petite ring	\$399.95
		Maufacturer	
		Model	
		Page	
		Price	

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<b>ITEM#</b>	<b>Units</b>	<b>DESCRIPTION</b>	<b>TOTAL PRICE</b>
R-20		Ladies Regular Petite ring	\$479.95
		Maufacturer	
		Model	
		Page	
		Price	
<b>Part C: Announcements:</b>			
A-1		Graduation Announcements Single Fold	\$10.00
		Minimum size: 4"x6" (based on 25 announcements per box)	
A-2		Graduation Announcements Double Fold	\$12.50
		Minimum size: 4"x6" (based on 25 announcements per box)	
A-3		Graduation Announcements Triple Fold	\$18.75
		Minimum size: 4"x6" (based on 25 announcements per box)	
A-4		Additional options (gold foil - will not be part of the calculation for award)	\$3.75
A-5		Thank You Cards (25 cards per box to include envelope)	\$14.75
A-6		Name Cards (100 cards per box) Raised print with raised embossed borders	\$18.95
		Name Cards with raised embossed borders	
<b>TOTAL POINTS:</b>			<b>150</b>