



# 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  
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August 5, 2008

## **MEMORANDUM**

**TO:** Honorable School Board Members

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

**RE:** Third Year Renewal of Three-Year Contract  
RFP 07-047-MK Yearbooks – Bayonet Point Middle School  
Lifetouch Publishing

On August 21, 2007, official action (attached) was taken to award the above-referenced bid to Lifetouch Publishing. This is a three-year bid renewable annually at the mutual agreement of the parties. The second year of the agreement will expire on September 18, 2008.

Considering services have been satisfactory, Lifetouch Publishing was contacted to verify their willingness to enter into the third year of the agreement. As such, Lifetouch Publishing has agreed in writing to enter into the third year of the contract. At this time it is my recommendation to enter into the third year of the contract which will cover the period of September 19, 2008 through September 18, 2009.

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

KDG/vj

Attachments (6)

DATE/TIME:

July30,2008;

09:13:00



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August 3, 2007

## MEMORANDUM

**TO:** Honorable Board Members

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

**RE:** Second Year Renewal of Three-Year Contract  
Bid #07-047-MK, Bayonet Point Middle School Yearbooks  
Lifetouch Publishing, Inc.

On September 12, 2006, official action was taken to award the above-referenced bid to Lifetouch Publishing, Inc. This bid is a three-year contract, renewable annually based upon mutual consent of both parties. First year of the contract will expire on September 18, 2007.

Considering services have been satisfactory, Lifetouch Publishing, Inc. was contacted to verify their willingness to enter into the second 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 second year of the agreement with Lifetouch Publishing, Inc. The second year of the contract will cover the period September 19, 2007 through September 18, 2008. Should you have any questions regarding this matter, or if I can be of any further assistance, please feel free to contact me at your earliest convenience.

KDG/ne  
Attachments (3)

# District School Board of Pasco County

## Bid Recommendation

<b>Bid Title</b>	<b>Bayonet Point Middle School Yearbooks</b>		<b>Number of Vendors Notified</b>	<b>190</b>
<b>Bid Number</b>	<b>07-047-MK</b>		<b>Number of Bids Distributed</b>	<b>22</b>
<b>Date Solicited</b>	<b>08/01/2006</b>		<b>Number of Vendors Bidding</b>	<b>4</b>
<b>Date Opened</b>	<b>08/23/2006</b>		<b>Number of Formal "No Bid" Responses</b>	<b>0</b>
<b>Date Board Presentation</b>	<b>09/12/2006</b>		<b>Funding Source</b>	<b>Internal Funds</b>
<b>Total Savings</b>	<b>\$3,530</b>		<b>Grand Total of Bid</b>	<b>\$7,199.00</b>

**Recommendation:** Recommend acceptance of bids as noted on the attached tabulation sheet.

**Term of Contract:** This is a three-year contract. The first year of the contract will commence on September 19, 2006 and continue through September 18, 2007.

**Notations and Exceptions:**

This bid was awarded upon a point system. The weighted point criteria were based on the following weights: Quality (9); Base Prices (6); and References (3). Points were assigned on a scale of 5 (High) to 1 (Low) in each of the above listed categories. Then multiplied by the weight 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:**

Stephen Knobl, Principal  
Panagiota Shaw, Yearbook Advisor  
Carolyn Bullock, Secretary

**Bids Prepared By:**

Mina Kaeding, CPPB, Buyer

**Reviewed and Authorized By:**

Kendra Goodman, CPPB, Purchasing Agent

