



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

Department of Purchasing

Kendra Goodman, CPPB, Purchasing Agent

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August 5, 2008

MEMORANDUM

TO: Honorable School Board Members

FROM: Kendra Goodman, CPPB, Purchasing Agent

RE: Third Year Renewal
Caps, Gowns, Rings, and Announcements – Pasco High School
Herff Jones

On June 5, 2007, official action (attached) was taken to award the above-referenced contract to Herff Jones for Caps, Gowns, Rings and Announcements for Pasco High School. This contract is a three-year agreement renewable annually at the mutual agreement of both parties.

Considering services have been satisfactory, the vendor 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.

Therefore, it is my recommendation to enter into the third year of the agreement with the vendor noted above. The third year of the contract will cover the period through July 24, 2009. If you have any questions, please feel free to contact me at your earliest convenience.

KDG/vj

Attachments (3)

DATE/TIME:

July30,2008;

09:16:00



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May 24, 2007

MEMORANDUM

TO: Honorable School Board Members

FROM: Kendra Goodman, CPPB, Purchasing Agent

RE: Class Rings, Caps and Gowns, and Announcements
Pasco High School
Second Year Renewal of Three-Year Agreement

On July 25, 2006, the above-referenced bid was awarded to Herff Jones for Class Rings, Caps and Gowns, and Announcements for Pasco High School. This is a three-year agreement, renewable annually based upon mutual agreement of both parties. The first year of the contract will expire on July 24, 2007.

Considering services have been satisfactory, Herff Jones was contacted to verify their willingness to enter into the second year of the agreement. Herff Jones has agreed to do so -- see attached correspondence.

At this time, it is my recommendation to enter into the second year of the agreement. The second year of the contract will begin on July 25, 2007 and expire on July 24, 2008. Should you have any questions or wish to discuss this matter further, please contact me at your convenience

KDG/mk

Attachments



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July 25, 2006

MEMORANDUM

TO: Honorable Board Members

FROM: Kendra Goodman, CPPB, Purchasing Agent

RE: Pasco High School
Class Rings, Caps, Gowns, and Graduation Announcements

On March 8, 2006, Pasco High School solicited bids for class rings, caps, gowns, and graduation announcements. Solicitations were sent to four vendors: Apple Awards, Balfour, Herff Jones and Jostens. Herff Jones was the only vendor to respond to the solicitation. The evaluation committee for Pasco High School has recommended this contract be awarded to Herff Jones. Estimated bid expenditures are \$63,000.

Recommend acceptance of bid from Herff Jones. Although it was the only bid received, it is in line with previous bid prices for class rings, caps, gowns and graduation announcements. Prices submitted were deemed to be competitive by comparing previous bid prices to those currently submitted by Herff Jones. This is a three-year agreement, renewable annually based upon mutual agreement of both parties. The first year of the contract will begin on July 25, 2006 and run through July 24, 2007.

At this time, it is my recommendation to enter into agreement. Should you have any questions or wish to discuss this matter further, please contact me at your convenience

KDG/mk

