



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
813/794-2221 Fax: 813/794-2221
727/774-2221 TDD: 813/794-2484
352/524-2221 e-mail: kgoodman@pasco.k12.fl.us

August 19, 2008

MEMORANDUM

TO: Honorable School Board Members

FROM: Kendra Goodman, CPPB, Purchasing Agent

RE: Second Year Renewal of Three-Year Bid
RFP 08-035-MK Caps & Gowns, Rings, and Announcements – Wiregrass Ranch High School
Herff Jones

On September 4, 2007, official action (attached) was taken to award the above-referenced bid to Herff Jones. This is a three-year bid renewable annually at the mutual agreement of the parties. The first year of the agreement will expire on September 4, 2008.

Considering services have been satisfactory, Herff Jones was contacted to verify their willingness to enter into the second year of the agreement. As such, Herff Jones has agreed in writing to enter into the second year of the contract. At this time it is my recommendation to enter into the second year of the contract which will cover the period of September 5, 2008 through September 4, 2009.

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

KDG/vj

Attachments (4)

DATE/TIME: August 13, 2008; 10:20:00

District School Board of Pasco County

Bid Recommendation

Bid Title	Wiregrass Ranch High School Caps & Gowns, Rings and Announcements		Number of Vendors Notified	174
Bid Number	08-035-MK		Number of Bids Distributed	6
Date Solicited	7/10/2007		Number of Vendors Bidding	3
Date Opened	7/18/2007		Number of Formal "No Bid" Responses	0
Date Board Presentation	8/4/2007		Funding Source	School Internal Funds
Total Savings	N/A		Grand Total of Bid	Estimated \$211,000.00

Recommendation:

Recommend acceptance of bid from Herff Jones as noted on the attached tabulation sheet as the responsive, responsible proposal receiving the highest points.

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 September 5, 2007 and expire on September 4, 2008.

Notations and Exceptions:

This bid was awarded upon a weighted points system. The weighted point criteria were based upon the following weights: Quality (9); 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:

Robyn Marquith, Assistant Principal
3 Faculty members
1 Parent
2 Members of the student body

Bids Prepared By:

Stephanie Noble, Buyer, Purchasing Department
Nicole Ellis, Buyer Assistant, Purchasing Department

Reviewed and Authorized By:

Kendra Goodman, CPPB, Purchasing Agent

DISTRICT SCHOOL BOARD OF PASCO COUNTY BID TABULATION

DATE OF OPENING:		Balfour	Herff Jones	Jostens
July 31, 2007 @ 2:30 P.M.		4707 140th Ave N #217	6009 Dr. MLK Street North	2005 Tree Fork Lane, Ste 125
BID TITLE:		Clearwater, FL 33762	St. Petersburg, FL 33703	Longwood, FL 32750
Caps & Gowns, Rings and Announcements - WRHS				
BID #:		Greg Fenlon	John P. McLay, Jr.	Oscar Bustos
08-035-MK		727-539-7070	727-381-7714	407-834-3022
		727-530-0745	727-381-7713	407-834-3276
ITEM#	Units	DESCRIPTION	TOTAL PRICE	TOTAL PRICE
		Wiregrass Ranch High School		
		Part A: Caps & Gowns:		
		Economy Line blended material	\$17.95	\$16.95
		Premium Line	\$21.95	\$25.50
		Medallion with Ribbon	N/C	\$3.45
		Custom Medallion with Ribbon	\$7.95	\$9.25
		Activity Cords	\$6.00	\$4.50
		Honor Cords	\$6.00	\$4.50
		Stoles	\$8.00	\$8.95
		Custom 3-color and 4-color stoles	\$14.00	\$11.50
		Part B Rings:		
		Men's 120kt yellow gold class rings	\$349.95	\$330.95
		Ladies 10k yellow gold class rings	\$299.95	\$269.95
		Rings price change per \$1.00:		
		Men's	\$0.20	\$0.20
		Ladies	\$0.10	\$0.10
		Men's Small Traditional	\$269.95	\$299.95
		Men's Medium Traditional	\$279.95	\$219.95
		Men's Large Traditional	\$339.95	\$330.95
		Men's X-Large Traditional	\$349.95	\$249.95

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ITEM#	Units	DESCRIPTION	TOTAL PRICE	TOTAL PRICE	TOTAL PRICE
		Ladies Petite Traditional	\$279.95	\$189.95	\$169.95
		Ladies Small Traditional	\$289.95	\$242.95	\$189.95
		Ladies Regular Traditional	\$299.95	\$262.95	\$209.95
		Special Ultrium Men's Ring Package Starting at:	\$99.95	\$109.95	\$61.95
		Special Ultrium Ladies Ring Package Starting at:	\$99.95	\$109.95	\$59.95
		Additional price for facted stones in either birth stone or school color:	\$25.00	\$25.00	N/C
		Part C: Announcements:			
		Graduation Announcements Single Fold	\$0.40	\$0.20	\$0.68
		Graduation Announcements Double Fold	\$0.50	\$0.30	\$0.78
		Graduation Announcements Triple Fold	\$0.60	\$0.50	\$0.88
		Additional options	\$0.10	\$0.10	N/C
		Thank You Cards	\$14.95	\$13.75	\$16.00
		Name Cards			
		Engraved Name	\$19.95	\$17.00	\$16.00
		Flat Print	\$7.95	\$5.95	\$18.00
		Raised Print	\$17.95	\$17.00	\$19.00
		Discount Off Balance of Line:	3%	5%	5%
		TOTAL POINTS:	60	84	81