



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 08-039-MK Caps & Gowns, Rings, and Announcements – Wesley Chapel High School
Herff Jones

On November 6, 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 November 6, 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 November 7, 2008 through November 6, 2009.

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

KDG/vj

Attachments (5)

DATE/TIME: August 13, 2008; 10:19:00

District School Board of Pasco County

Bid Recommendation

| | | | | |
|--------------------------------|--|--|--|-----------------------|
| Bid Title | Wesley Chapel High School Caps, Gowns, Rings and Announcements | | Number of Vendors Notified | 176 |
| Bid Number | 08-039-MK | | Number of Bids Distributed | 9 |
| Date Solicited | 8/1/2007 | | Number of Vendors Bidding | 3 |
| Date Opened | 8/28/2007 | | Number of Formal "No Bid" Responses | 0 |
| Date Board Presentation | 11/6/2007 | | Funding Source | School Internal Funds |
| Total Savings | N/A | | Grand Total of Bid | \$107,753.00 |

Recommendation:

Recommend acceptance of "all or none" bid/RFP from Herff Jones as noted on the attached tabulation sheet as the responsive, responsible proposal receiving the highest number of points meeting written specifications.

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 November 7, 2007 and expire on November 8, 2008.

Notations and Exceptions:

This bid/RFP was awarded upon a weighted points system. The weighted point criteria were based upon the following weights: Quality (9); Base Price (6), and References (9). Points were assigned on a scale of 1 to 5 in each of the above entries, then multiplied by the weighted points factor.

Although Jostens received the highest number of points, after further review of the bid documents by the school board attorney, Jostens proposal was disqualified due to non-compliance of required submittals (identifying which rings were being proposed in the pamphlet/brochure with the original submittal).

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:

Andy Frelick, Principal
 3 Faculty members
 2 Members of the student body
 1 Parent

Bids Prepared By:

Stephanie Noble, Buyer
 Nicole Ellis, Buyer Assistant

Reviewed and Authorized By:

Kendra Goodman, CPPB, Purchasing Agent

DISTRICT SCHOOL BOARD OF PASCO COUNTY BID TABULATION

| | | | | | |
|--|--------------|-------------------------------------|-----------------------|---------------------------|------------------------------|
| DATE OF OPENING: | | | Balfour | Herff Jones | Jostens |
| August 28, 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 - WCHS | | | | | |
| BID #: | | | Greg Fenlon | John P. McLay, Jr. | Oscar Bustos |
| 08-039-SN | | | 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 | TOTAL PRICE |
| | | Wesley Chapel High School | | | |
| | | Part A: Caps & Gowns: | | | |
| | | Economy Line blended material | \$15.95 | \$16.95 | \$16.00 |
| | | Premium Line | \$21.95 | \$25.50 | \$22.00 |
| | | Medallion with Ribbon | \$3.50 | \$3.45 | \$3.00 |
| | | Custom Medallion with Ribbon | \$8.95 | \$9.25 | \$6.00 |
| | | Activity Cords | \$6.00 | \$4.50 | \$6.00 |
| | | Honor Cords | \$6.00 | \$4.50 | \$7.00 |
| | | Stoles | \$8.95 | \$8.95 | \$7.95 |
| | | Custom 3-color and 4-color stoles | \$14.00 | \$11.50 | \$18.00 |
| | | Part B Rings: | | | |
| | | Men's 120kt yellow gold class rings | \$279.95 | \$330.95 | \$326.95 |
| | | Ladies 10k yellow gold class rings | \$259.95 | \$269.95 | \$283.95 |
| | | Rings price change per \$1.00: | | | |
| | | Men's | \$0.20 | \$0.20 | \$0.20 |
| | | Ladies | \$0.10 | \$0.10 | \$0.10 |
| | | Men's Small Traditional | \$269.95 | \$299.95 | \$219.95 |
| | | Men's Medium Traditional | \$279.95 | \$219.95 | \$219.95 |
| | | Men's Large Traditional | \$289.95 | \$330.95 | \$219.95 |
| | | Men's X-Large Traditional | \$299.95 | \$249.95 | \$219.95 |

DISTRICT SCHOOL BOARD OF PASCO COUNTY BID TABULATION

| | | | | | |
|--|--------------|--|-----------------------|---------------------------|------------------------------|
| DATE OF OPENING: | | | Balfour | Herff Jones | Jostens |
| August 28, 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 - WCHS | | | | | |
| BID #: | | | Greg Fenlon | John P. McLay, Jr. | Oscar Bustos |
| 08-039-SN | | | 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 | TOTAL PRICE |
| | | Ladies Petite Traditional | \$179.95 | \$189.95 | \$209.95 |
| | | Ladies Small Traditional | \$189.95 | \$242.95 | \$209.95 |
| | | Ladies Regular Traditional | \$249.95 | \$262.95 | \$209.95 |
| | | Special Ultrium Men's Ring Package Starting at: | \$99.95 | \$109.95 | \$69.95 |
| | | 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 | \$0.20 | \$0.20 | \$0.68 |
| | | Graduation Announcements Double Fold | \$0.40 | \$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 (25) | \$0.60 | \$13.75/box | \$16.00 |
| | | | | \$0.55 | \$0.64 |
| | | Name Cards: | | | |
| | | Engraved Name (100) | \$19.95/box | \$17.00/box | \$19.00/box |
| | | Flat Print (100) | \$8.00/box | \$5.95/box | \$5.95/box |
| | | Raised Print (100) | \$18.00/box | \$17.00/box | \$19.00/box |

DISTRICT SCHOOL BOARD OF PASCO COUNTY BID TABULATION

| | | | | | |
|--|--------------|-------------------------------|-----------------------|---------------------------|------------------------------|
| DATE OF OPENING: | | | Balfour | Herff Jones | Jostens |
| August 28, 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 - WCHS | | | | | |
| BID #: | | | Greg Fenlon | John P. McLay, Jr. | Oscar Bustos |
| 08-039-SN | | | 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 | TOTAL PRICE |
| | | Discount Off Balance of Line: | See Above | 5% | 5% |
| | | TOTAL POINTS: | 87 | 108 | 111 |