

District School Board of Pasco County Bid Recommendation

Bid Title	Diplomas "As Needed" Secondary Schools		Number of Vendors Notified	287
Bid Number	09-037-SN		Number of Bids Distributed	17
Date Solicited	7/24/2008		Number of Vendors Bidding	2
Date Opened	8/15/2008		Number of Formal "No Bid" Responses	1
Date Board Presentation	9/16/2008		Funding Source	School Internal Funds
Total Savings	N/A		Grand Total of Bid	\$31,705.60

Recommendation:

Recommend acceptance of the bid from Herff Jones/John McLay & Associates as noted on the attached tabulation sheet as lowest and best, responsive, responsible bid meeting written specifications. This is a student-direct purchase.

Term of Contract:

This is a three-year contract, renewable by mutual agreement of all parties. The first year of the contract will commence on September 3, 2008 and expire on September 2, 2009.

Notations and Exceptions:

Jostens bid was not considered as they requested their bid be withdrawn.

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:

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

Bids Prepared By:

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

Reviewed and Authorized By:

Kendra Goodman, CPPB, Purchasing Agent

Date/Time: September 10, 2008; 08:52:00

TABULATION SHEET
YEARBOOKS-RRHS

DATE OF OPENING: August 15, 2008 @ 2:30pm		John McLay & Associates	Jostens Inc.
BID NAME: Diplomas "As Needed" - Secondary Schools		dba Herff Jones	148 East Broadway
BID #: 09-037-SN		6009 Dr. MLK Jr. St. N	Owatonna, MN 55060
		St. Petersburg, FL 33703	
UNITS:	DESCRIPTION:	TOTAL PRICE	TOTAL PRICE
	Diplomas		
4189	STANDARD DIPLOMAS	\$1.75	\$1.73
	Option E-A: Gold Seal	\$0.20	\$0.18
	Option E-B: Gold Seal Crest	\$0.20	\$0.18
	Option E-C: Gold School Crest w/1 color background	\$0.35	\$0.13
	Option E-D: Gold School Crest w/2 color background	\$0.45	\$0.43
	Cost for Cover	\$4.65	\$4.63
	Cost for Envelope	N/C	N/C
	TOTAL PRICE	\$6.40	\$6.36
	x EACH UNIT	\$26,809.60	\$26,642.04
264	SPECIAL DIPLOMAS	\$1.75	\$1.73
	Option E-A: Gold Seal	\$0.20	\$0.18
	Option E-B: Gold Seal Crest	\$0.20	\$0.18
	Option E-C: Gold School Crest w/1 color background	\$0.35	\$0.13
	Option E-D: Gold School Crest w/2 color background	\$0.45	\$0.43
	Cost for Cover	\$4.65	\$4.63
	Cost for Envelope	N/C	N/C
	TOTAL PRICE	\$6.40	\$6.36
	x EACH UNIT	\$1,689.60	\$1,679.04

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375	CERTIFICATE OF COMPLETION	\$1.75	\$1.73
	Option E-A: Gold Seal	\$0.20	\$0.18
	Option E-B: Gold Seal Crest	\$0.20	\$0.18
	Option E-C: Gold School Crest w/1 color background	\$0.35	\$0.13
	Option E-D: Gold School Crest w/2 color background	\$0.45	\$0.43
	Cost for Cover	\$4.65	\$4.63
	Cost for Envelope	N/C	N/C
	TOTAL PRICE	\$6.40	\$6.36
	x EACH UNIT	\$2,400.00	\$2,385.00
126	SPECIAL CERTIFICATE OF COMPLETION	\$1.75	\$1.73
	Option E-A: Gold Seal	\$0.20	\$0.18
	Option E-B: Gold Seal Crest	\$0.20	\$0.18
	Option E-C: Gold School Crest w/1 color background	\$0.35	\$0.13
	Option E-D: Gold School Crest w/2 color background	\$0.45	\$0.43
	Cost for Cover	\$4.65	\$4.63
	Cost for Envelope	N/C	N/C
	TOTAL PRICE	\$6.40	\$6.36
	x EACH UNIT	\$806.40	\$801.36
	TOTAL "ALL OR NONE" BID PRICE	\$31,705.60	\$31,507.44