



District School Board of Pasco County

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Heather Fiorentino, Superintendent

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Department of Purchasing
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July 7, 2009

MEMORANDUM

TO: Honorable School Board Members

FROM: Kendra Goodman, CPPB, Purchasing Agent

RE: Requesting Permission for Pasco High School to Piggyback Wiregrass Ranch High School RFP # 08-035-MK Caps and Gowns, Rings and Announcements
Herff Jones

The attached request for Pasco High School to piggyback Wiregrass Ranch High School is RFP # 08-035-MK is being forwarded for your consideration and subsequent approval. This request is for the purchase of caps, gowns, rings and announcements. The vendor, Herff Jones, has indicated in writing that they are willing to allow Pasco High School to piggyback RFP # 08-035-MK (see attached). The funding source for the student direct purchases are Internal Funds.

The original proposal for Wiregrass Ranch High School was board approved on August 19, 2008. The piggyback contract period will begin on July 25, 2009 and continue through September 4, 2009. In early August, Wiregrass Ranch High School will review the contract and determine whether to renew for the third year. At that time, Pasco High School will also review the contract and send the next year piggyback renewal to the Board for approval.

Should you have any questions regarding this request, or if I can be of further assistance, please feel free to contact me at your earliest convenience.

KDG/sn

Attachments