



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 18, 2009

MEMORANDUM

TO: Honorable School Board Members

FROM: Kendra Goodman, CPPB, Purchasing Agent

RE: Requesting Permission to Piggy-back Wiregrass Ranch High School
Caps, Gowns, Rings, and Announcements Bid #08-035-SN for Pasco High School
Herff Jones

The attached piggyback request for Pasco High School is being forwarded for your consideration and subsequent approval. This request is for the purchase of Caps, Gowns, Rings, and Announcements for the 2009-2010 school year. The vendor, Herff Jones, is willing to honor all the terms and conditions of the Wiregrass Ranch High School bid for Pasco High School (see attached). The funding source is internal funds. The estimated dollar expenditure for Pasco High School is \$136,950 based on the number of students multiplied by the average picture package cost.

At this time, it is my recommendation to approve the request for Pasco High School to piggyback bid #08-035-SN. The coverage period shall be from September 5, 2009 through September 4, 2010.

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/vj
Attachments (2)

DATE/TIME: August 12, 2009 12:08:00

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