



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 18, 2009

MEMORANDUM

TO: Honorable School Board Members

FROM: Kendra Goodman, CPPB, Purchasing Agent

RE: Second Year Renewal of Three-Year Contract
Bid 09-037-SN Diplomas – “As Needed” Secondary Schools
Herff-Jones/John McLay & Associates, Inc.

On September 16, 2008, official action (attached) was taken to award the above-referenced bid to Herff-Jones/John McLay & Associates, Inc. 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 2, 2009.

Considering services have been satisfactory, Herff-Jones/John McLay & Associates, Inc., was contacted to verify their willingness to enter into the second year of the agreement. As such, Herff-Jones/John McLay & Associates, Inc., has agreed in writing to enter into the second year of the contract. The second year of the contract will cover the period of September 3, 2009 through September 2, 2010. At this time, it is my recommendation to enter into the second year of the contract.

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

KDG/vj

Attachments (2)

DATE/TIME: August 12, 2009 11:57:00

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Jostens bid was not considered as they requested their bid be withdrawn.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

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

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