



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: Second Year Renewal of Three-Year Contract
RFP 09-051-SN Caps, Gowns, Rings, Announcements – Sunlake High School
Herff-Jones/John McLay & Associates, Inc.

On October 21, 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 October 21, 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 October 22, 2009 through October 21, 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 (4)

DATE/TIME: August 12, 2009 12:05:00

District School Board of Pasco County

Bid Recommendation

RFP Title	Caps & Gowns, Rings and Announcements-SLHS		Number of Vendors Notified	40
RFP Number	09-051-SN		Number of Bids Distributed	11
Date Solicited	August 25, 2008		Number of Vendors Bidding	1
Date Opened	September 29, 2008		Number of Formal "No Bid" Responses	1
Date Board Presentation	October 21, 2008		Funding Source	School Internal Funds
Total Savings	N/A		Grand Total of Bid	Estimated \$ 62,000

Recommendation: Recommend acceptance of "all-or-none" proposal from Herff Jones per the attached tabulation sheet as lowest and best, responsive, responsible proposal receiving the highest points.

Term of Contract: This proposal is for the purchase of Caps & Gowns, Rings and Announcements for Sunlake High School. This is a three-year contract, renewable annually based upon the mutual consent of both parties. The first year will commence on October 22, 2008 and continue through October 21, 2009.

Notations and Exceptions: This RFP was awarded upon a weighted points system. The weighted point criteria were based upon the following weights: Quality (15), Base Price (5), and References (10). Points were assigned on a scale of one (1) to five (5) in each of the above entries, and then multiplied by the weighted point factor.

Although only one bid was received, prices have been deemed competitive based on a comparison of previous bids for caps and gowns, rings and announcements awarded by the District.

The estimated total of the bid was calculated by multiplying the average cost for each section by the estimated number of student that will be purchasing the items.

Offers from 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.

Proposal Evaluated By:

Angie Stone, Principal, Sunlake High School
 Two (1) Faculty Members
 One (1) Parent
 Two (2) Members of the Student Body

Proposal Prepared By: Stephanie Noble, Buyer, Purchasing Department

Reviewed and Authorized By: Kendra Goodman, CPPB, Purchasing Agent

Date/Time: October 15, 2008; 09:09:00

DISTRICT SCHOOL BOARD OF PASCO COUNTY BID TABULATION

DATE OF OPENING:			Herff Jones
September 29, 2008 @ 2:30 P.M.			6009 Dr. MLK Street North
BID TITLE:			St. Petersburg, FL 33703
Caps & Gowns, Rings and Announcements - SLHS			
BID #:			John P. McLay, Jr.
09-051-SN			727-381-7714
			727-381-7713
ITEM#	Units	DESCRIPTION	TOTAL PRICE
Part A - Caps & Gowns:			
CG-1		Basic line caps, gowns, tassels, etc. as specified. To be sized in increments of 2"	\$16.95
CG-2		Premium line caps, gowns, tassels, etc. as specified. To be sized in increments of 2"	\$26.50
CG-3		Custom Medallion with Ribbon (other than graduate pendant that is included in package price)	\$5.95
CG-4		Activity Cords	\$5.95
CG-5		Honor Cords (other than the set included in package price)	\$6.95
CG-6		Stoles	\$9.95
CG-7		Custom 3-color and 4-color stoles	\$15.95
CG-8		Additional tassels	\$10.00
Part B - Rings:			
		Prices for Men's 10kt yellow gold class rings based on \$600 per ounce gold	\$569.95
		Prices for Women's 10kt yellow gold class rings based on \$600 per ounce gold	\$475.95
Traditional Style			
R-1		Men's Medium Traditional ring	\$536.95
		Manufacturer	
		Model	
		Page	

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ITEM#	Units	DESCRIPTION	TOTAL PRICE
		Price	
R-2		Men's Large Traditional ring	\$569.95
		Manufacturer	
		Model	
		Page	
		Price	
R-4		Ladies Petite Traditional ring	\$445.95
		Manufacturer	
		Model	
		Page	
		Price	
R-5		Ladies Small Traditional ring	\$456.95
		Manufacturer	
		Model	
		Page	
		Price	
R-6		Ladies Regular Traditional ring	\$475.95
		Manufacturer	
		Model	
		Page	
		Price	

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ITEM#	Units	DESCRIPTION	TOTAL PRICE
		Special Ultrium Style or Equal	
R-7		Men's Medium Special/Ultrium ring	\$319.95
		Maufacturer	
		Model	
		Page	
		Price	
R-8		Men's Large Special/Ultrium ring	\$319.95
		Maufacturer	
		Model	
		Page	
		Price	
R-10		Ladies Petite Special/Uniform ring	\$299.95
		Maufacturer	
		Model	
		Page	
		Price	
R-11		Ladies Small Special/Uniform ring	\$299.95
		Maufacturer	
		Model	
		Page	
		Price	

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ITEM#	Units	DESCRIPTION	TOTAL PRICE
R-12		Ladies Regular Special/Uniform ring	\$299.95
		Maufacturer	
		Model	
		Page	
		Price	
		Athletic Style (All Star, Varsity, Letterman, or Equal)	
R-13		Men's Large ring	\$619.95
		Maufacturer	
		Model	
		Page	
		Price	
R-14		Ladies Small ring	\$539.95
		Maufacturer	
		Model	
		Page	
		Price	
		Rectangular/Vintage Style (Crestline, Heritage, Legend, or Equal)	
R-15		Men's Medium Rectangular/Vintage ring	\$562.95
		Maufacturer	
		Model	
		Page	
		Price	

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ITEM#	Units	DESCRIPTION	TOTAL PRICE
R-16		Men's Large Rectangular/Vintage ring	\$605.95
		Maufacturer	
		Model	
		Page	
		Price	
R-17		Ladies Small Rectangular/Vintage ring	\$462.95
		Maufacturer	
		Model	
		Page	
		Price	
R-18		Ladies Regular Rectangular/Vintage ring	\$510.95
		Maufacturer	
		Model	
		Page	
		Price	
		Petite Style Ring (LaPetite, Signature, Essence, or Equal)	
R-19		Ladies Small Petite ring	\$399.95
		Maufacturer	
		Model	
		Page	
		Price	

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ITEM#	Units	DESCRIPTION	TOTAL PRICE
R-20		Ladies Regular Petite ring	\$479.95
		Maufacturer	
		Model	
		Page	
		Price	
Part C: Announcements:			
A-1		Graduation Announcements Single Fold	\$10.00
		Minimum size: 4"x6" (based on 25 announcements per box)	
A-2		Graduation Announcements Double Fold	\$12.50
		Minimum size: 4"x6" (based on 25 announcements per box)	
A-3		Graduation Announcements Triple Fold	\$18.75
		Minimum size: 4"x6" (based on 25 announcements per box)	
A-4		Additional options (gold foil - will not be part of the calculation for award)	\$3.75
A-5		Thank You Cards (25 cards per box to include envelope)	\$14.75
A-6		Name Cards (100 cards per box) Raised print with raised embossed borders	\$18.95
		Name Cards with raised embossed borders	
TOTAL POINTS:			150