



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

September 1, 2009

MEMORANDUM

TO: Honorable School Board Members

FROM: Kendra Goodman, CPPB, Purchasing Agent

RE: One Year Extension of Three-Year Contract
RFP #807-CG-MK Caps & Gowns – Land O' Lakes High School
Balfour Company

On October 17, 2006, Land O' Lakes High School solicited proposals for Caps & Gowns from three vendors. The school received proposals from Balfour, Herff Jones/Denny Kollmeyer, and Jostens for a three-year contract, renewable annually by mutual agreement of both parties. Balfour Company was selected by obtaining the highest total points by a committee of administrators, staff, faculty members, parents, and students. At this time please find listed below a recap and recommendation of their proposals.

<u>VENDOR</u>	<u>TOTAL POINTS</u>
Balfour	90 *Recommendation
Herff Jones	72
Jostens	66

The third year of the contract expires on October 17, 2009. This total is based upon estimated quantities required and changes in the options for this year's requirements. All changes are consistent with the proposal document's pricing structures. The estimated dollar expenditure for this bid is \$6,282 and the funding source is Internal Accounts. At this time the school is requesting a one-year extension of the contract, which is allowed under the RFP general terms and conditions.

Considering services have been satisfactory, Balfour was contacted to verify their willingness to enter into a one-year extension of the contract. They have agreed to do so – extension request attached for your review. The one-year extension of the agreement will commence on October 18, 2009 and expire on October 17, 2010.

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

KDG/vs
Attachments (2)

Date/Time: August 26, 2009; 9:26:00



District School Board of Pasco County

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July 27, 2009

BID EXTENSION REQUEST

BID #: 807-CG-MK

BID TITLE: Caps & Gowns - Land O' Lakes High School

VENDOR: Balfour

Yes, I agree to extend Bid #807-CG-MK for Caps & Gowns - Land O' Lakes High School, under the same terms and conditions as the existing bid for one year. The extension period will begin on October 18, 2009 and expire October 17, 2010.

No, I do not agree to extend Bid #807-CG-MK

Company Name: Balfour

Signature: [Handwritten Signature] Date: 7/27/09

Typed Name and Title: Greg Fenlon, Regional Representative

Telephone (w/area code): 727-539-7070 Fax Number (w/area code): 727-530-0745

DATE DUE: PLEASE FAX TO PURCHASING NO LATER THAN AUGUST 3, 2009

By agreeing to renew, vendor acknowledges and agrees to be in compliance with the "Jessica Lunsford Act". Vendors conducting business, with the District School Board of Pasco County, who will (1) be at the school when students are present, or (2) have direct contact with students, or (3) have access to or control of school funds must be Level 2 fingerprinted by Human Resources. If any of the above applies to this contract, you must have those individuals Level 2 fingerprinted and screened by the District's Human Resource Department prior to commencement of services or work and must provide a list of employees with renewal. Please contact 813/794-2521 to arrange for an appointment. Costs associated with this background screening are to borne by the vendor. You may access information regarding this law by reviewing Sections 1012.32 and 1012.465, Florida Statutes. This law became effective September 1, 2005.

The prospective bidder certifies, by submission and signature of this bid renewal form, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction per the provisions of Florida Statute 287.133(2)(a).

PLEASE RETURN TO: DISTRICT SCHOOL BOARD OF PASCO COUNTY
ATTN: Vickie Jones, Buyer Assistant
PURCHASING DEPARTMENT
20430 GATOR LANE
LAND O' LAKES, FL 34638
(813) 794-2226 (PHONE) (813) 794-2713 (FAX)



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August 28, 2008

MEMORANDUM

TO: Honorable School Board Members

FROM: Kendra Goodman, CPPB, Purchasing Agent

RE: Third Year Renewal of Three-Year Contract
Bid #08-807-CG-MK Caps & Gowns – Land O' Lakes High School
Balfour Company

Land O' Lakes High School solicited proposals for Caps & Gowns from three vendors. The school received proposals from Balfour, Herff Jones/Denny Kollmeyer, and Jostens for a three-year contract, renewable annually by mutual agreement of both parties. Balfour Company was selected by obtaining the highest total points by a committee of administrators, staff, faculty members, parents, and students. At this time please find listed below a recap and recommendation of their proposals.

<u>VENDOR</u>	<u>TOTAL POINTS</u>
Balfour	90 *Recommendation
Herff Jones	72
Jostens	66

The second year of the contract expires on October 17, 2008. At this time they are requesting approval for the third year renewal. This total is based upon estimated quantities required and changes in the options for this year's requirements. All changes are consistent with the proposal document's pricing structures. The estimated dollar expenditure for this bid is \$6,282 and the funding source is Internal Accounts.

Considering services have been satisfactory, Balfour Company was contacted to verify their willingness to enter into the third year of the agreement. They have agreed to do so – renewal request attached for your review. The third year of the agreement will commence on October 18, 2008 and expire on October 17, 2009.

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

KDG/vs
Attachments (6)

DATE/TIME: October 1, 2008; 10:34:00



District School Board of Pasco County

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August 17, 2007

MEMORANDUM

TO: Honorable School Board Members

FROM: Kendra Goodman, CPPB, Purchasing Agent

RE: Second Year Renewal of Three-Year Contract
Bid #807-CG-MK Caps & Gowns – Land O' Lakes High School
Balfour Company

Land O' Lakes High School solicited proposals for Caps & Gowns from three vendors. The school received proposals from Balfour, Herff Jones/Denny Kollmeyer and Jostens for a three-year contract, renewable annually by mutual agreement of both parties. Balfour Company was selected by obtaining the highest total points by a committee of administrators, staff, faculty members, parents, and students. At this time please find listed below a recap and recommendation of their proposals.

<u>VENDOR</u>	<u>TOTAL POINTS</u>
Balfour	90 *Recommendation
Herff Jones	72
Jostens	66

The first year of the contract expires on October 17, 2007. At this time they are requesting approval for the second year renewal. This total is based upon estimated quantities required and changes in the options for this year's requirements. All changes are consistent with the proposal document's pricing structures.

Considering services have been satisfactory, Balfour Company was contacted to verify their willingness to enter the second year of the agreement. They have agreed to do so – renewal request attached for your review. The second year of the agreement will commence on October 18, 2007 and expire on October 17, 2008.

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

KDG/ne

Attachments (3)

Date/Time: August 29, 2007 10:56:00

District School Board of Pasco County

Bid Recommendation

Bid Title	LOLHS Caps and Gowns		Number of Vendors Notified	3
Bid Number	807-CG-MK		Number of Bids Distributed	3
Date Solicited	8/23/2006		Number of Vendors Bidding	3
Date Opened	9/15/2006		Number of Formal "No Bid" Responses	0
Date Board Presentation	10/17/2006		Funding Source	Internal Funds
Total Savings	Estimated \$123.00		Grand Total of Bid	Estimated \$6,282.00

Recommendation: Recommend acceptance of bids as noted on the attached tabulation sheet.

Term of Contract: This is a three-year contract, renewable annually by mutual agreement of both parties. The first year of the contract will commence on October 18, 2006 and continue through October 16, 2007.

Notations and Exceptions:

This bid was based upon a points system. The weighted point criteria were based on The following weights: Quality (9); References (6); and Base Price (3). Points were assigned on a scale of 5 (High) to 1 (Low) in each On the above listed categories. Then multiplied by the weight factor.

This bid was solicited by Monica Isles, Principal at Land O'Lakes High School with the assistance of the Purchasing Department.

Unit cost will remain firm for one year; however total will vary depending on actual purchases.

Total savings and grand total of bid dollars was based on the number of anticipated students graduating from Land O'Lakes High School in 2007.

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:

Principal, Assistant Principal, one staff member and three Students

Bids Prepared By:

Monica Isles, Principal LOLHS

Mina Kaeding, Buyer

Reviewed and Authorized By:

Kendra Goodman, CPPB, Purchasing Agent

