



# 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](http://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](mailto: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 #808-A-MK Announcements – Land O' Lakes High School  
Herff Jones/Denny Kollmeyer

On October 17, 2006, Land O' Lakes High School solicited proposals for graduation announcements 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. Herff Jones/Denny Kollmeyer 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	72
Herff Jones	81 *Recommendation
Josten	75

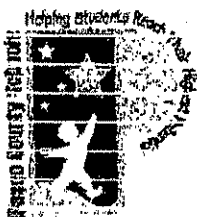
The third year of the contract expires on October 17, 2009. This total is based upon estimated quantities required and changes in the options for this year's requirements. All changes are consistent with the proposal document's pricing structures. The estimated dollar expenditure for this bid is \$10,200 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, Herff-Jones 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 (3)

Date/Time: August 26, 2009; 9:27:00



# 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](http://www.pasco.k12.fl.us)

Department of Purchasing  
Kendra Goodman, OPPB, Purchasing Agent  
813/794-2001 Fax: 813/794-2111  
727/774-2221 TDD: 813/794-2484  
852/594-2221 e-mail: [kgoodman@pasco.k12.fl.us](mailto:kgoodman@pasco.k12.fl.us)

August 5, 2009

## BID EXTENSION REQUEST

BID #: 808-A-MK

BID TITLE: Announcements - Land O' Lakes High School

VENDOR: Herff Jones/John McLay & Associates, Inc.



Yes, I agree to extend Bid #808-A-MK for Announcements - 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 #808-A-MK.

Company Name: Herff Jones

Signature: [Handwritten Signature] Date: 8/5/09

Typed Name and Title: JOHN P. MCLAY JR President

Telephone (w/area code): 727-381-7714 Fax Number (w/area code): 727-381-7713

DATE DUE: PLEASE FAX TO PURCHASING NO LATER THAN AUGUST 11, 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 Districts Human Resource Department prior to commencement of services or work and must provide a list of employees with renewal. Please contact 813/794-2021 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)



# 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](http://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](mailto:kgoodman@pasco.k12.fl.us)

August 28, 2008

## **MEMORANDUM**

**TO:** Honorable School Board Members

**FROM:** Kendra Goodman, CPPB, Purchasing Agent

**RE:** Third Year Renewal of Three-Year Contract  
Bid #08-808-A-MK Announcements – Land O' Lakes High School  
Herff Jones/Denny Kollmeyer

Land O' Lakes High School solicited proposals for graduation announcements 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. Herff Jones/Denny Kollmeyer 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	72
Herff Jones	81 *Recommendation
Josten	75

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 \$10,200 and the funding source is Internal Accounts.

Considering services have been satisfactory, Herff Jones/Denny Kollmeyer 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; 10:35:00



# 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](http://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](mailto:kgoodman@pasco.k12.fl.us)

August 17, 2007

## **MEMORANDUM**

**TO:** Honorable School Board Members

**FROM:** Kendra Goodman, CPPB, Purchasing Agent

**RE:** Second Year Renewal of Three-Year Contract  
Bid #808-A-MK Announcements – Land O' Lakes High School  
Herff Jones/Denny Kollmeyer

Land O' Lakes High School solicited proposals for Announcements 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. Herff Jones/Denny Kollmeyer 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	72	
Herff Jones	81	*Recommendation
Jostens	75	

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, Herff Jones/Denny Kollmeyer 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

<b>Bid Title</b>	LOLHS Announcements		<b>Number of Vendors Notified</b>	3
<b>Bid Number</b>	808-A-MK		<b>Number of Bids Distributed</b>	3
<b>Date Solicited</b>	8/23/2006		<b>Number of Vendors Bidding</b>	3
<b>Date Opened</b>	9/15/2006		<b>Number of Formal "No Bid" Responses</b>	0
<b>Date Board Presentation</b>	10/17/2006		<b>Funding Source</b>	Internal Funds
<b>Total Savings</b>	Estimated \$890.00		<b>Grand Total of Bid</b>	Estimated \$10,200.00

**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

DISTRICT SCHOOL BOARD OF PASCO COUNTY BID TABULATION

<b>DATE OF OPENING: September 15, 2006 @ 2:30 PM</b>	Belfour Company	Herff Jones/Denny Kollmeyer	Jostens, Inc.
<b>BID TITLE: LOLHS Graduation Annoucements</b>	4707 140th Ave. N. #217	5555 Central Avenue	2005 Tree Fork Lane, Ste 125
<b>BID #808-A-MK</b>	Clearwater, FL 33762	St. Petersburg, FL 33710	Longwood, FL 32750
	800-704-7464	727-381-7714	407-934-3022
<b>DESCRIPTION</b>	<b>TOTAL PRICE</b>	<b>TOTAL PRICE</b>	<b>TOTAL PRICE</b>
Graduation Annoucements	\$0.40	\$0.30	\$0.85
Additional options (gold foil, etc.)	\$0.10	\$0.10	No Charge
Deluxe annoucements starting price	\$0.50	\$0.50	\$0.85
Maximum cost for any deluxe annoucements	\$0.70	\$0.90	\$0.95
Thank You Cards	\$12.95	\$13.75	\$10.00
Name Cards	\$16.95	\$17.00	\$19.00
Percentage Discount off Balance of Line	10%	N/A	2%
<b>POINT TOTAL</b>	<b>72</b>	<b>81</b>	<b>75</b>