



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

October 20, 2009

MEMORANDUM

TO: Honorable School Board Members

FROM: Kendra Goodman, CPPB, Purchasing Agent

RE: Requesting Permission to Piggyback
RFP 08-035-SN Caps, Gowns, Rings, Announcements – WRHS
For Zephyrhills High School
Herff-Jones

The attached piggyback request for Zephyrhills 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 contract for Zephyrhills High School. The funding source is school internal funds.

At this time, it is my recommendation to approve the request for Zephyrhills High School to piggyback RFP #08-035-SN for one year. The coverage period shall be from October 21, 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 (3)

Date/Time: October 14, 2009 10:31:00



District School Board of Pasco County

20430 Gator Lane • Land O' Lakes, Florida 34638 • 813/ 794-2221

Heather Florentino, Superintendent

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Department of Purchasing
Kendra Goodman, CPPB, Purchasing Agent
813/ 794-2221 Fax: 813/ 794-2111
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352/ 524-2221 e-mail: kgoodman@pasco.k12.fl.us

September 16, 2009

RFP PIGGYBACK REQUEST

RFP TITLE: ~~08-035-SN Caps, Gowns, Rings, Announcements - WRHS~~
REQUEST FOR: Zephyrhills High School

✓

Yes, I agree to allow ~~the above-referenced school~~ to piggyback ~~RFP 08-035-SN~~ for Caps, Gowns, Rings, Announcements - WRHS under the same terms and conditions as the existing contract. The contract period will begin October 7, 2009 and expires September 4, 2010.

No, I do not agree to allow ~~the above-referenced school~~ to piggyback ~~RFP 08-035-SN~~ the bid for Caps, Gowns, Rings, Announcements - WRHS.

COMPANY NAME: John McLay & Assoc. / Horff Jones

SIGNATURE: [Signature]

PRINTED NAME/TITLE: John McLay DATE: 9/16/09

TELEPHONE W/AREA CODE: 727-381-7714 FAX W/AREA CODE: 727-381-7713

By agreeing to allow this piggyback, 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 Resources 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 be borne by the vendor. You may access information regarding this law through the internet link: http://laws.flrules.org/files/Ch_2005-028.pdf. This law is effective September 1, 2005. The prospective bidder certifies, by submission and signature of this piggyback request 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 FAX BACK TO:
DISTRICT SCHOOL BOARD OF PASCO COUNTY
ATTENTION: Vickie Jones, Buyer Assistant
PURCHASING DEPARTMENT
20430 GATOR LANE
LAND O' LAKES, FL 34638
(813) 794-2489 (PHONE)
(813) 794-2713 (FAX)

PLEASE RETURN COMPLETED FORM BY SEPTEMBER 24, 2009
District Wide Accreditation * Southern Association of Colleges and Schools



District School Board of Pasco County

7227 Land O' Lakes Boulevard • Land O' Lakes, Florida 34638 • 813/794-2000

Heather Fiorentino, Superintendent

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352/524-2221 e-mail: kgoodman@pasco.k12.fl.us

July 21, 2009

MEMORANDUM

TO: Honorable School Board Members

FROM: Kendra Goodman, CPPB, Purchasing Agent

RE: Third Year Renewal of Three-Year Bid
RFP 08-035-MK Caps & Gowns, Rings, and Announcements – Wiregrass Ranch High School
Herff Jones

On September 4, 2007, official action (attached) was taken to award the above-referenced bid to Herff Jones. This is a three-year bid renewable annually at the mutual agreement of the parties. The second year of the agreement will expire on September 4, 2009.

Considering services have been satisfactory, Herff Jones was contacted to verify their willingness to enter into the third year of the agreement. As such, Herff Jones has agreed in writing to enter into the third year of the contract. At this time it is my recommendation to enter into the third year of the contract which will cover the period of September 5, 2009 through September 4, 2010.

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

KDG/vj

Attachments (5)

District School Board
of Pasco County

JUL 21 2009

Board Approved

DATE/TIME: July 15, 2009 08:53:00



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

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 19, 2008

MEMORANDUM

TO: Honorable School Board Members

FROM: Kendra Goodman, CPPB, Purchasing Agent

RE: Second Year Renewal of Three-Year Bid
RFP 08-035-MK Caps & Gowns, Rings, and Announcements – Wiregrass Ranch High School
Herff Jones

On September 4, 2007, official action (attached) was taken to award the above-referenced bid to Herff Jones. 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 4, 2008.

Considering services have been satisfactory, Herff Jones was contacted to verify their willingness to enter into the second year of the agreement. As such, Herff Jones has agreed in writing to enter into the second year of the contract. At this time it is my recommendation to enter into the second year of the contract which will cover the period of September 5, 2008 through September 4, 2009.

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

KDG/vj

Attachments (4)

DATE/TIME: August 13, 2008; 10:20:00

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District School Board
of Pasco County

AUG 19 2008

Board Approved



District School Board of Pasco County
20430 Gator Lane • Land O' Lakes, Florida 34638 • 813/794 2221

Heather Florentino, Superintendent

www.pasco.k12.fl.us

Department of Purchasing
Kendra Goodman, CPPB, Purchasing Agent
813/794-2221 Fax: 813/794-2111
727/774-2221 TDD: 813/794-2484
352/524-2221 e-mail: kngoodman@pasco.k12.fl.us

June 30, 2009

BID RENEWAL REQUEST

BID TITLE: Caps, Gowns, Rings, Announcements – Wiregrass Ranch High School
BID #08-035-MK



Yes, I agree to renew Bid #08-035-MK for Caps, Gowns, Rings, Announcements – Wiregrass Ranch High School for the third year under the same terms and conditions as the existing bid. The third year of the contract period will begin September 5, 2009 and expire September 4, 2010.

No, I do not agree to renew Bid #08-035-MK for Caps, Gowns, Rings, Announcements – Wiregrass Ranch High School.

COMPANY NAME: Herli Jones

SIGNATURE: [Handwritten Signature]

PRINTED NAME/TITLE: John McLay DATE: 6/1/09

TELEPHONE W/AREA CODE: 727-381-7714 FAX W/AREA CODE: 727-381-7713

By agreeing to allow this piggyback, 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 Resources 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 be borne by the vendor. You may access information regarding this law through the internet link: http://laws.flrules.org/files/Ch_2005-028.pdf. This law is effective September 1, 2005.

The prospective bidder certifies, by submission and signature of this piggyback request 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 FAX BACK TO:
DISTRICT SCHOOL BOARD OF PASCO COUNTY
ATTENTION: Vickie Jones, Buyer Assistant
PURCHASING DEPARTMENT
20430 GATOR LANE
LAND O' LAKES, FL 34638
(813) 794-2226 (PHONE)
(813) 794-2713 (FAX)

PLEASE RETURN COMPLETED FORM BY JULY 7, 2009
District Wide Accreditation • Southern Association of Colleges and Schools

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

District School Board
of Pasco County

Reviewed and Authorized By:

Kendra Goodman, CPPB, Purchasing Agent

AUG 19 2008

Board Approved

District School Board
of Pasco County

SEP 04 2007

Board Approved

DATE/TIME: August 29, 2007 10:45:00

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	\$16.00
		Premium Line	\$21.95	\$22.00
		Medallion with Ribbon	N/C	\$5.00
		Custom Medallion with Ribbon	\$7.95	\$6.00
		Activity Cords	\$6.00	\$7.00
		Honor Cords	\$6.00	\$7.00
		Stoles	\$8.00	\$16.00
		Custom 3-color and 4-color stoles	\$14.00	\$18.00
		Part B Rings:		
		Men's 120kt yellow gold class rings	\$349.95	\$219.95
		Ladies 10k yellow gold class rings	\$299.95	\$209.95
		Rings price change per \$1.00:		
		Men's	\$0.20	\$0.20
		Ladies	\$0.10	\$0.10
		Men's Small Traditional	\$269.95	\$179.95
		Men's Medium Traditional	\$279.95	\$199.95
		Men's Large Traditional	\$339.95	\$219.95
		Men's X-Large Traditional	\$349.95	\$219.95

District School Board
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SEP 04 2007

Board Approved

District School Board
of Pasco County

AUG 19 2008

Board Approved

DISTRICT SCHOOL BOARD OF PASCO COUNTY BID TABULATION

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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
		Ladies Petite Traditional	\$279.95	\$169.95
		Ladies Small Traditional	\$289.95	\$189.95
		Ladies Regular Traditional	\$299.95	\$209.95
		Special Ultrium Men's Ring Package Starting at:	\$99.95	\$61.95
		Special Ultrium Ladies Ring Package Starting at:	\$99.95	\$59.95
		Additional price for facted stones in either birth stone or school color:	\$25.00	N/C
		Part C: Announcements:		
		Graduation Announcements Single Fold	\$0.40	\$0.68
		Graduation Announcements Double Fold	\$0.50	\$0.78
		Graduation Announcements Triple Fold	\$0.60	\$0.88
		Additional options	\$0.10	N/C
		Thank You Cards	\$14.95	\$16.00
		Name Cards		
		Engraved Name	\$19.95	\$16.00
		Flat Print	\$7.95	\$18.00
		Raised Print	\$17.95	\$19.00
		Discount Off Balance of Line:	3%	5%
		TOTAL POINTS:	60	81

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SEP 04 2007

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AUG 19 2008

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