



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

November 18, 2009

MEMORANDUM

TO: Honorable School Board Members

FROM: Kendra Goodman, CPPB, Purchasing Agent

RE: Requesting Permission to Piggy-back Wesley Chapel High School Rings, Caps, Gowns, and Announcements Bid #08-039-MK For Ridgewood High School and James W. Mitchell High School Herff-Jones/John McLay & Associates

The attached piggyback request for Ridgewood High School and James W. Mitchell High School is being forwarded for your consideration and subsequent approval. This request is for the purchase of Rings, Caps, Gowns, and Announcements for the 2009-2010 school year. The vendor is willing to honor all the terms and conditions of the Wesley Chapel High School bid for Ridgewood High School and James W. Mitchell High School. The funding source is each school's internal funds. The estimated dollar expenditure for Ridgewood High School is \$218,872.50 and James W. Mitchell is \$348,645.

At this time, it is my recommendation to approve the request for Ridgewood High School and James W. Mitchell High School to piggyback bid #08-039-MK. The coverage period shall be from November 7, 2009 through November 6, 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 (6)

FAXED
10/13/09
9



District School Board of Pasco County

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

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

October 13, 2009

BID PIGGYBACK REQUEST

BID TITLE: Caps, Gowns, Rings, Announcements - Wesley Chapel High School
REQUEST FOR: Ridgewood High School

Yes, I agree to allow Ridgewood High School to piggyback on the bid for Caps, Gowns, Rings, Announcements - Wesley Chapel High School under the same terms and conditions as the existing bid. The contract period will begin November 7, 2009 and expire November 6, 2010.

No, I do not agree to allow Ridgewood High School to piggyback the bid for Caps, Gowns, Rings, Announcements - Wesley Chapel High School.

COMPANY NAME: Herff-Jones

SIGNATURE: [Signature]

PRINTED NAME/TITLE: JOHN P. MCLAY, JR DATE: 10-13-09

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 OCTOBER 17, 2009

District Wide Accreditation • Southern Association of Colleges and Schools



District School Board of Pasco County

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

Heather Fiorentino, Superintendent

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727/774-2221 TDD: 813/794-2484
352/524-2221 e-mail: kgoodman@pasco.k12.fl.us

October 19, 2009

BID PIGGYBACK REQUEST

BID TITLE: Caps, Gowns, Rings, Announcements – Wesley Chapel High School
REQUEST FOR: James W. Mitchell High School

Yes, I agree to allow James W. Mitchell High School to piggyback on the bid for Caps, Gowns, Rings, Announcements – Wesley Chapel High School under the same terms and conditions as the existing bid. The contract period will begin November 7, 2009 and expire November 6, 2010.

No, I do not agree to allow James W. Mitchell High School to piggyback the bid for Caps, Gowns, Rings, Announcements – Wesley Chapel High School.

COMPANY NAME: Herff-Jones

SIGNATURE: [Handwritten Signature]

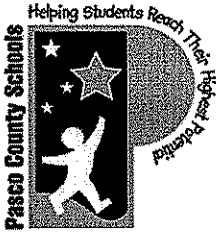
PRINTED NAME/TITLE: John P. McClay Jr / Pres. DATE: 10-19-09
TELEPHONE W/AREA CODE: 727-381-7714 FAX W/AREA CODE: 727-381-7713

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.

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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 OCTOBER 21, 2009
District Wide Accreditation • Southern Association of Colleges and Schools



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727/774-2221 TDD: 813/794-2484
352/524-2221 e-mail: kgoodman@pasco.k12.fl.us

November 3, 2009

MEMORANDUM

TO: Honorable School Board Members

FROM: Kendra Goodman, CPPB, Purchasing Agent

RE: Third Year Renewal of Three-Year Bid
RFP 08-039-MK Caps & Gowns, Rings, and Announcements – Wesley Chapel High School
Herff Jones

On November 6, 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 November 6, 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 November 7, 2009 through November 6, 2010.

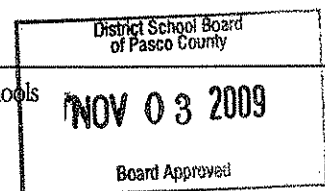
If you have any questions, please feel free to contact me at your earliest convenience.

KDG/vj

Attachments (3)

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DATE/TIME: OCTOBER 28, 2009; 10:12:00





District School Board of Pasco County

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

Heather Fiorentino, Superintendent

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727/ 774-2221 TDD: 813/ 794-2484
352/ 524-2221 e-mail: kgoodman@pasco.k12.fl.us

BID RENEWAL REQUEST

08-039-MK Caps, Gowns, Rings, and Announcements – Wesley Chapel High School
Yes, I agree to renew the above-referenced Bid under existing terms and conditions, with the District School Board of Pasco County for the third year of a three-year bid. The contract term will be November 7, 2009 through November 6, 2010.
 No, I do not agree to renew the above-referenced Bid with the District School Board of Pasco County.

COMPANY NAME: Herff Jones

SIGNATURE: [Signature] DATE: 10-13-09

PRINTED NAME/TITLE: John P. McLay, Jr., President E-MAIL: jhmcclay@yahoo.com

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

By agreeing to renew, vendor acknowledges and agrees to be in compliance with the "Jessica Lunsford Act," which is effective 9/1/2005. Vendors conducting business with the District School Board of Pasco County (DSBPC) who will (1) be on school grounds when students are present, or (2) who have direct contact with students, or (3) have access to or control of school funds, must be Level 2 fingerprinted by DSBPC Human Resources. If any of the above criteria apply to this contract, you must have those individuals Level 2 fingerprinted and screened by the DSBPC Human Resources Department prior to commencement of services or work. With this renewal, you must provide a list of employees who will be fingerprinted. Please contact (813) 794-2521 to arrange for a fingerprinting appointment. Costs associated with this background screening are to borne by the vendor. You may access information regarding this law through the internet link: http://election.dos.state.fl.us/laws/051laws/ch_2005-028.pdf

The contracting company certifies, by submission and signature of this 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, Purchasing Assistant
PURCHASING DEPARTMENT
20430 GATOR LANE
LAND O' LAKES, FL 34638
(813) 794-2489 (PHONE)
(813) 794-2713 (FAX)

District School Board
of Pasco County
NOV 03 2009
Board Approved



District School Board of Pasco County

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

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

BID RENEWAL REQUEST

✓ **08-039-MK Caps, Gowns, Rings, and Announcements – Wesley Chapel High School**

Yes, I agree to renew the above-referenced Bid under existing terms and conditions, with the District School Board of Pasco County for the third year of a three-year bid. The contract term will be November 7, 2009 through November 6, 2010.

No, I do not agree to renew the above-referenced Bid with the District School Board of Pasco County.

COMPANY NAME: Herff Jones

SIGNATURE: _____

DATE: _____

10-13-09

PRINTED NAME/TITLE: John P. McLay, Jr., President

E-MAIL: jhn_mclay@yahoo.com

TELEPHONE W/AREA CODE: 727-381-7714

FAX W/AREA CODE: 727-381-7713

By agreeing to renew, vendor acknowledges and agrees to be in compliance with the "Jessica Lunsford Act," which is effective 9/1/2005. Vendors conducting business with the District School Board of Pasco County (DSBPC) who will (1) be on school grounds when students are present, or (2) who have direct contact with students, or (3) have access to or control of school funds, must be Level 2 fingerprinted by DSBPC Human Resources. If any of the above criteria apply to this contract, you must have those individuals Level 2 fingerprinted and screened by the DSBPC Human Resources Department prior to commencement of services or work. With this renewal, you must provide a list of employees who will be fingerprinted. Please contact (813) 794-2521 to arrange for a fingerprinting appointment. Costs associated with this background screening are to borne by the vendor. You may access information regarding this law through the internet link: http://election.dos.state.fl.us/laws/051laws/ch_2005-028.pdf

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PLEASE FAX BACK TO:

DISTRICT SCHOOL BOARD OF PASCO COUNTY

ATTENTION: Vickie Jones, Purchasing Assistant

PURCHASING DEPARTMENT

20430 GATOR LANE

LAND O' LAKES, FL 34638

(813) 794-2489 (PHONE)

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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 08-039-MK Caps & Gowns, Rings, and Announcements – Wesley Chapel High School
Herff Jones

On November 6, 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 November 6, 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 November 7, 2008 through November 6, 2009.

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

KDG/vj

Attachments (5)

DATE/TIME: August 13, 2008: 10:19:00

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November 18, 2008

MEMORANDUM

TO: Honorable School Board Members

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

RE: Requesting Permission to Piggy-back Wesley Chapel High School Rings, Caps, Gowns, and Announcements Bid #08-039-MK For Ridgewood High School and James W. Mitchell High School Herff-Jones/John McLay & Associates

The attached piggyback request for Ridgewood High School and James W. Mitchell High School is being forwarded for your consideration and subsequent approval. This request is for the purchase of Rings, Caps, Gowns, and Announcements for the 2008-2009 school year. The vendor is willing to honor all the terms and conditions of the Wesley Chapel High School bid for Ridgewood High School and James W. Mitchell High School. The funding source is each school's internal funds. The estimated dollar expenditure for Ridgewood High School is \$218,872.50 and James W. Mitchell is \$348,645.

At this time, it is my recommendation to approve the request for Ridgewood High School and James W. Mitchell High School to piggyback bid #08-039-MK. The coverage period shall be from November 19, 2008 through November 8, 2009.

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 (14)

DATE/TIME:

District School Board of Pasco County

Bid Recommendation

Bid Title	Wesley Chapel High School Caps, Gowns, Rings and Announcements	Number of Vendors Notified	176
Bid Number	08-039-MK	Number of Bids Distributed	9
Date Solicited	8/1/2007	Number of Vendors Bidding	3
Date Opened	8/28/2007	Number of Formal "No Bid" Responses	0
Date Board Presentation	11/6/2007	Funding Source	School Internal Funds
Total Savings	N/A	Grand Total of Bid	\$107,753.00

Recommendation:

Recommend acceptance of "all or none" bid/RFP from Herff Jones as noted on the attached tabulation sheet as the responsive, responsible proposal receiving the highest number of points meeting written specifications.

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 November 7, 2007 and expire on November 8, 2008.

Notations and Exceptions:

This bid/RFP was awarded upon a weighted points system. The weighted point criteria were based upon the following weights: Quality (9); Base Price (6), and References (9). Points were assigned on a scale of 1 to 5 in each of the above entries, then multiplied by the weighted points factor.

Although Jostens received the highest number of points, after further review of the bid documents by the school board attorney, Jostens proposal was disqualified due to non-compliance of required submittals (identifying which rings were being proposed in the pamphlet/brochure with the original submittal).

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:

Andy Frelick, Principal
3 Faculty members
2 Members of the student body
1 Parent

Bids Prepared By:

Stephanie Noble, Buyer
Nicole Ellis, Buyer Assistant

Reviewed and Authorized By:

Kendra Goodman, CPPB, Purchasing Agent

DATE/TIME: October 31, 2007 09:39:00

DISTRICT SCHOOL BOARD OF PASCO COUNTY BID TABULATION

DATE OF OPENING:		Balfour	Herff Jones	Jostens
August 28, 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 - WCHS				
BID #:		Greg Fenlon	John P. McLay, Jr.	Oscar Bustos
08-039-SN		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
		Wesley Chapel High School		
		Part A: Caps & Gowns:		
		Economy Line blended material	\$16.95	\$16.00
		Premium Line	\$21.95	\$22.00
		Medallion with Ribbon	\$3.45	\$3.00
		Custom Medallion with Ribbon	\$9.25	\$6.00
		Activity Cords	\$4.50	\$6.00
		Honor Cords	\$4.50	\$7.00
		Stoles	\$8.95	\$7.95
		Custom 3-color and 4-color stoles	\$11.50	\$18.00
		Part B Rings:		
		Men's 120kt yellow gold class rings	\$330.95	\$326.95
		Ladies 10k yellow gold class rings	\$269.95	\$283.95
		Rings price change per \$1.00:		
		Men's	\$0.20	\$0.20
		Ladies	\$0.10	\$0.10
		Men's Small Traditional	\$299.95	\$219.95
		Men's Medium Traditional	\$219.95	\$219.95
		Men's Large Traditional	\$330.95	\$219.95
		Men's X-Large Traditional	\$249.95	\$219.95

DISTRICT SCHOOL BOARD OF PASCO COUNTY BID TABULATION

DATE OF OPENING: August 28, 2007 @ 2:30 P.M.		Balfour 4707 140th Ave N #217 Clearwater, FL 33762	Herff Jones 6009 Dr. MLK Street North St. Petersburg, FL 33703	Jostens 2005 Tree Fork Lane, Ste 125 Longwood, FL 32750
BID TITLE: Caps & Gowns, Rings and Announcements - WCHS				
BID #: 08-039-SN		Greg Fenlon 727-539-7070 727-530-0745 TOTAL PRICE	John P. McLay, Jr. 727-381-7714 727-381-7713 TOTAL PRICE	Oscar Bustos 407-834-3022 407-834-3276 TOTAL PRICE
ITEM#	Units	DESCRIPTION		
		Ladies Petite Traditional	\$189.95	\$209.95
		Ladies Small Traditional	\$189.95	\$209.95
		Ladies Regular Traditional	\$249.95	\$209.95
		Special Ultrium Men's Ring Package Starting at:	\$99.95	\$69.95
		Special Ultrium Ladies Ring Package Starting at:	\$99.95	\$59.95
		Additional price for faceted stones in either birth stone or school color:	\$25.00	N/C
		Part C: Announcements:		
		Graduation Announcements Single Fold	\$0.20	\$0.68
		Graduation Announcements Double Fold	\$0.40	\$0.78
		Graduation Announcements Triple Fold	\$0.60	\$0.88
		Additional options	\$0.10	N/C
		Thank You Cards (25)	\$0.60	\$16.00
		Name Cards:		\$0.64
		Engraved Name (100)	\$19.95/box	\$19.00/box
		Flat Print (100)	\$8.00/box	\$5.95/box
		Raised Print (100)	\$18.00/box	\$19.00/box
			\$13.75/box	\$16.00
			\$0.55	\$0.64
			\$0.10	N/C
			\$0.20	\$0.68
			\$0.30	\$0.78
			\$0.50	\$0.88
			\$0.10	N/C
			\$17.00/box	\$19.00/box
			\$5.95/box	\$5.95/box
			\$17.00/box	\$19.00/box

DISTRICT SCHOOL BOARD OF PASCO COUNTY BID TABULATION

DATE OF OPENING:		Balfour		Jostens	
August 28, 2007 @ 2:30 P.M.		4707 140th Ave N #217		2005 Tree Fork Lane, Ste 125	
BID TITLE:		Clearwater, FL 33762		Longwood, FL 32750	
Caps & Gowns, Rings and Announcements - WCHS					
BID #:		Greg Fenlon		Oscar Bustos	
08-039-SN		727-539-7070		407-834-3022	
		727-530-0745		407-834-3276	
ITEM#	Units	DESCRIPTION	TOTAL PRICE	TOTAL PRICE	TOTAL PRICE
		Discount Off Balance of Line:	See Above	5%	
		TOTAL POINTS:	87	108	111