



## District School Board of Pasco County

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

Heather Fiorentino, Superintendent

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

Department of Purchasing  
Kendra Goodman, CPPO, CPPB, Purchasing Agent  
813/794-2221 Fax: 813/794-2111  
727/774-2221 TDD: 813/794-2484  
352/524-2221 e-mail: [kgoodman@pasco.k12.fl.us](mailto:kgoodman@pasco.k12.fl.us)

April 19, 2011

### MEMORANDUM

**TO:** Honorable School Board Members

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

**RE:** Second Year Renewal of Three-Year Contract  
Bid #10-076-DM, Social Studies Catalog Discount – District-Wide  
The Exploration Company  
Herff Jones/Nystrom  
Rand McNally

On May 4, 2010, official action (attached) was taken to award the above-referenced bid to The Exploration Company, Herff Jones/Nystrom, and Rand McNally. This bid is a three-year contract, renewable annually based upon mutual consent of both parties. The first year of the agreement will expire on May 4, 2011.

Considering services have been satisfactory, David McCutcheon, The Exploration Company, Mabel Frank, Herff Jones/Nystrom, and Paul Leib, Rand McNally were contacted to verify their willingness to enter into the second year of the agreement. As such, David McCutcheon, Mabel Frank, and Paul Leib have agreed in writing (attached), to enter into the second year of the contract.

Therefore, at this time, it is my recommendation to enter into the second year of the agreement with The Exploration Company, Herff Jones/Nystrom, and Rand McNally. The second year of the contract will cover the period of May 5, 2011 through May 4, 2012. Should you have any questions regarding this matter, or if I can be of further assistance, please feel free to contact me at your earliest convenience.

KDG/amj

Attachments



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### BID RENEWAL REQUEST BID #10-076-DM BID TITLE: Social Studies Catalog Discount

X

Yes, I agree to renew Written Quote #10-076-DM under the same terms and conditions as the existing bid. The second year period shall be from May 5, 2011 through May 4, 2012.

No, I do not agree to renew #10-076-DM.

COMPANY NAME: THE EXPLORATION CO. / AMERICAN EAGLE CO. INC.

SIGNATURE: [Signature]

TYPED NAME AND TITLE: DAVID MCCUTHEON PRODUCTION & OFFICE MANAGER

TELEPHONE (WITH AREA CODE): 888-394-6531

FAX NUMBER (WITH AREA CODE): 888-393-4093

E-MAIL: dmccutheon@teachersdiscovery.com

DATE: 3-9-11

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 FAX BACK TO: DISTRICT SCHOOL BOARD OF PASCO COUNTY  
ATTENTION: Andrea Jackson, Interim Buyer Assistant  
PURCHASING DEPARTMENT  
20430 GATOR LANE  
LAND O' LAKES, FL 34638  
(813) 794-2258 (PHONE)  
(813) 794-2111 (FAX)

00002/0002

DSBPC\_Purchasing Dept

03/09/2011 15:26 FAX 352 588 0845



**District School Board of Pasco County**

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

Member Executive, Superintendent

www.pasco.k12.fl.us

Department of Purchasing  
Kendra Cochran, CPRO, CFPB, Purchasing Agent  
813/794-2221 Fax: 813/784-2111  
727/794-2221 TDD: 813/784-2111  
352/524-2221 e-mail: kgcoc@pasco.k12.fl.us

**BID RENEWAL REQUEST**  
**BD #13-076-DM**  
**BID TITLE: Social Studies Catalog Discount**

Yes, I agree to renew Written Quote #13-076-DM under the same terms and conditions as the existing bid. The second year period shall be from May 6, 2011 through May 4, 2012.

No, I do not agree to renew #13-076-DM.

COMPANY NAME: Herff Jones | Nystrom  
SIGNATURE: Mabel Frank  
TYPED NAME AND TITLE: Mabel Frank, Contract Coordinator  
TELEPHONE (WITH AREA CODE): (800) 621-8086  
FAX NUMBER (WITH AREA CODE): (317) 329-3305  
EMAIL: MSFrank@herffjones.com  
DATE: March 10, 2011

The prospective bidder certifies, by authentication and signature of this bid renewal form, that neither he nor his principals are presently debarred, suspended, proposed for debarment, debarred ineligible, or voluntarily excluded from participation in this transaction per the provisions of Florida Statute 287.135(2)(a).

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20430 GATOR LANE  
LAND O' LAKES, FL 34638  
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(813) 784-2111 (FAX)

**Herff Jones | Nystrom**

4719 W. 62nd Street  
Indianapolis, Indiana 46268

317.612.3901

nystromnet.com



March 10, 2011

District School Board of Pasco County  
Office of Purchasing Agent  
20430 Gator Lane  
Land O' Lakes, Florida 34638-2803

Re: Renewal of Bid No. 10-076-DM Social Studies Catalog Discount

Thank you for your notice of intent to extend the above bid for an additional one year period. In accordance with our original submittal, we are offering the **Herff Jones | Nystrom 2010-2011 K-College catalog**. These prices will be effective through August 31, 2011. We will send you an updated catalog on or about September 1st for you to use for the remainder of your contract. You **MUST** reference your RFP number on the purchase order to receive the offered terms.

**We offer the following discount:**

5% discount from catalog prices.

9% discount for freight (F.O.B. Destination).

*Discounts offered are based on catalog prices in effect at the time of order receipt.*

**Exceptions:**

StrataLogica and individual Literacy Libraries are not included in the discount and will be billed at full catalog price in effect at time of order receipt.

New Nystrom catalogs and prices go into effect on September 1<sup>st</sup> of every year.

Terms are net 30 days, and delivery would be approximately 7-21 days after receipt of order. Nystrom products are guaranteed against defects in material and workmanship.

We look forward to being of service to your schools in the coming months.

Sincerely,

Mabel Frank  
Contract Coordinator



GRADUATION



CLASS RINGS &  
JEWELRY



YEARBOOKS



PHOTOGRAPHY



EDUCATIONAL  
PUBLISHING



MOTIVATION &  
RECOGNITION



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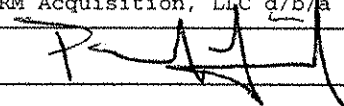
**BID RENEWAL REQUEST**  
**BID #10-076-DM**  
**BID TITLE: Social Studies Catalog Discount**

X

Yes, I agree to renew Written Quote #10-076-DM under the same terms and conditions as the existing bid. The second year period shall be from **May 5, 2011 through May 4, 2012.** As noted in the attached Rand letter

No, I do not agree to renew #10-076-DM.

COMPANY NAME: RM Acquisition, LLC d/b/a Rand McNally

SIGNATURE: 

TYPED NAME AND TITLE: Paul Leib, Chief Financial Officer

TELEPHONE (WITH AREA CODE): 800-333-0136

FAX NUMBER (WITH AREA CODE): 847-329-6139

E-MAIL: edpubbids@randmcnally.com

DATE: 3/31/11

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 FAX BACK TO: DISTRICT SCHOOL BOARD OF PASCO COUNTY  
ATTENTION: Andrea Jackson, Interim Buyer Assistant  
PURCHASING DEPARTMENT  
20430 GATOR LANE  
LAND O' LAKES, FL 34638  
(813) 794-2258 (PHONE)  
(813) 794-2111 (FAX)

March 31, 2011

District School Board of Pasco County  
Andrea Jackson, Interim Buyer Assistant  
Purchasing Department  
20430 Gator Lane  
Land O'Lakes, Florida 34638

Dear Ms. Jackson:

Thank you for your request for a renewal extension of Bid #10-076-DM "Social Studies Catalog Discount" for the period of 5/5/11 through 5/4/12.

We would like to renew the agreement in accordance with our original submittal terms of 0% discount from catalog prices in effect at time of order receipt. We will be happy to provide pricing on bid-specific items upon request. Please contact your Area Sales Representative, Earley Education, for quantity/volume pricing information and for special offers that may become available during the contract period.

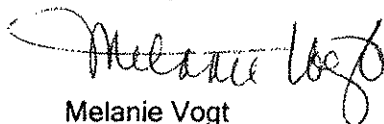
All prices are FOB Shipping Point (Richmond, KY). We will prepay and add to invoices 9% of the order total to cover shipping expense. Terms are net 30 days, and delivery is within 30 days after receipt of order (average delivery 7-10 business days ARO).

Rand McNally is proud to guarantee our maps, globes and atlases, under normal classroom use against defects in quality and craftsmanship. Custom made My School & Neighborhood Maps, mimio® products and any 3<sup>rd</sup> party products that may be available are covered under separate and/or individual warranties. If for any reason you are dissatisfied with your product, please contact your local Sales Representative or Rand McNally Customer Service for assistance with repair or replacement of your purchase.

Your Rand McNally Regional Sales Representatives can provide FREE in-service training for your teaching staff at a mutually convenient time. Please contact Customer Service at 1-800-678-7263 to get additional details.

Please confirm your receipt of this renewal offer as well as its acceptance as soon as possible. You may fax your response to my attention at 847-329-6139. We look forward to continuing to work closely with you and providing your district with superior products and service. Thank you.

Sincerely,



Melanie Vogt  
Contract Administrator

# District School Board of Pasco County

## Bid Recommendation

<b>Bid Title</b>	Social Studies Catalog Discount "As Needed" Basis	<b>Number of Vendors Notified</b>	242
<b>Bid Number</b>	10-076-DM	<b>Number of Bids Distributed</b>	20
<b>Date Solicited</b>	February 16, 2010	<b>Number of Vendors Bidding</b>	4
<b>Date Opened</b>	March 19, 2010	<b>Number of Formal "No Bid" Responses</b>	0
<b>Date Board Presentation</b>	May 4, 2010	<b>Funding Source</b>	*Various Funds
<b>Total Savings</b>	<b>\$2,500.00</b>	<b>Grand Total of Bid</b>	<b>\$50,000.00</b>

**Recommendation:**

Recommend acceptance of RFPs as noted on the attached tabulation sheet as having the highest average scores and best RFPs meeting written specifications.

**Term of Contract:**

This is a contract for social studies supplies to be purchased throughout the District. This is a three-year contract renewable annually based upon mutual agreement of all parties. The first year of this contract shall be effective from May 5, 2010 to May 4, 2011. The items in this contract will be ordered on an "as needed" basis during the contract period. Discounts will remain firm and in effect throughout the term of the contract. However, awarded companies may update their catalogs in six-month intervals.

**Notations and Exceptions:**

This is a multi-award RFP (up to three vendors) based upon the highest average scores. The evaluation consisted of a selection review committee, made up of representatives from Curriculum & Instructional Services, one middle school teacher and one high school teacher. Each RFP was evaluated according to a weighted point system (i.e. 4-Discount Offered, 4-Sufficient Products, 5-References) as outlined in the specifications with scores totaled and then averaged to obtain the respondents with the highest average scores. Copies of the evaluation forms are on file in the Purchasing Department.

Recommend rejection of Long's Electronics as their products did not meet the types of materials and supplies as specified in the RFP document (i.e. hanging maps, globes, desk maps).

Offers from the vendors listed herein are the only offers received timely as of the specified opening date and time. All other offers submitted in response to this solicitation, if any, are hereby rejected as late.

Savings were determined by averaging the submitted RFP Discounts and subtracting the discount from the total value of the RFP.

\*Various funding sources: Capital, Enterprise, General, Special Revenue and Internal.

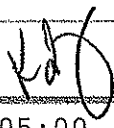
**Bids Evaluated By:**

Paula Lesko, Social Studies Supervisor, Curriculum & Instructional Services  
 Karen England, River Ridge Middle School Teacher  
 Jennifer Halls, Sunlake High School Teacher

**Bids Prepared By:**

Laurie Roberts, CPPB, Buyer, Purchasing Department

**Reviewed and Authorized By:**

Kendra Goodman, CPPO, CPPB, Purchasing Agent 

Date/Time: April 28, 2010; 9:05:00

DISTRICT SCHOOL BOARD OF PASCO COUNTY BID TABULATION

DATE OF OPENING: March 19, 2010 @ 2:30 PM	The Exploration Company	Long's Electronics, Inc.	Nystrom-Herff Jones Education Division
RFP TITLE: Social Studies Catalog Discount	2676 Paldan Drive	2630 - 5th Avenue South	4719 W. 62nd Street
RFP #10-076-DM	Auburn Hills, MI 48307	Irondale, AL 35210	Indianapolis, IN 46268
<b>**Board Meeting 5/4/10**</b>			
<b>DESCRIPTION</b>	<b>TOTAL PRICE</b>	<b>TOTAL PRICE</b>	<b>TOTAL PRICE</b>
Catalog Name	September 09-10 The Exploration Company - Secondary	2010 Long's Electronics Catalog	Nystrom 2009-2010 Social Studies Catalog
Discount	10%	5%	5%
Catalog Name	September 09-10 The Exploration Company - Elementary		
Discount	10%		
Catalog Name			
Discount			
Catalog Name			
Discount			
<b>Total Points Awarded</b>	<b>72.98</b>	<b>0.00</b>	<b>97.41</b>



DISTRICT SCHOOL BOARD OF PASCO COUNTY BID TABULATION

DATE OF OPENING: March 19, 2010 @ 2:30 PM	Rand McNally	Steiss-Perez Maps
RFP TITLE: Social Studies Catalog Discount	9855 Woods Drive	P.O. Box 10325
RFP #10-076-DM	Skokie, IL 60077	Tampa, FL 33679-0325
<b>**Board Meeting 5/4/10**</b>		
DESCRIPTION	TOTAL PRICE	TOTAL PRICE
Catalog Name	Rand McNally 2009-2010 Education Catalog	Universal Map 2010-2011
Discount	0%	30% except 20% on globes, 40% on Universal desk maps
Catalog Name		Wenschow 2010
Discount		25%
Catalog Name		Cram 2010
Discount		20% Globes, 15% Atlases & Map/Globes Skills Programs
Catalog Name		National Geographic -Student Atlas of the World 2010
Discount		20%
<b>Total Points Awarded</b>	<b>70.06</b>	<b>54.75</b>