

# 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, CPPO, 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)

July 5, 2011

## MEMORANDUM

**TO:** Honorable School Board Members

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

**RE:** Second Year Renewal of Three-Year Contract  
Bid #11-016-VJ Yearbooks – James W. Mitchell High School  
Walsworth

On September 14, 2010, official action (attached) was taken to award the above-referenced bid to Walsworth. This is a three-year bid, renewable annually, at the mutual agreement of the parties. The first year of the agreement will expire on July 20, 2011.

Considering services have been satisfactory, Walsworth was contacted to verify their willingness to enter into the second year of the agreement. As such, Walsworth has agreed in writing to enter into the second year of the contract. The second year of the contract will cover the period of July 21, 2011 through July 20, 2012. At this time it is my recommendation to enter into the second year of the contract.

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

KDG/vj

Attachments



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Department of Purchasing  
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May 27, 2011

### RFP RENEWAL REQUEST

RFP #: 11-016-VJ

RFP TITLE: Yearbooks – James W. Mitchell High School

VENDOR: Walsworth

Yes, I agree to renew RFP 11-016-VJ, for the second year under the same terms and conditions as the existing contract. The second year will begin on July 1, 2011 and expire on June 30, 2012.

No, I do not agree to renew RFP 11-016-VJ.

Company Name: WALSWORTH PUBLISHING

Signature: Mary Green Date: 6/9/11

Typed Name and Title: MARY GREEN Sales Representative

Telephone (w/area code): 800. 735. 9998 Fax Number (w/area code): 407. 831. 0588

DATE DUE: PLEASE FAX TO PURCHASING NO LATER THAN MAY 31, 2011.

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 813/794-2521 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) 794-2111 (FAX)

# District School Board of Pasco County

## Bid Recommendation

<b>RFP Title</b>	J. W. Mitchell High School Yearbooks	<b>Number of Vendors Notified</b>	255
<b>RFP Number</b>	11-016-VJ	<b>Number of Proposals Distributed</b>	10
<b>Date Solicited</b>	June 2, 2010	<b>Number of Vendors Proposing</b>	4
<b>Date Opened</b>	June 23, 2010	<b>Number of Formal "No Bid" Responses</b>	0
<b>Date Board Presentation</b>	September 14, 2010	<b>Funding Source</b>	Internal Funds
<b>Total Savings</b>	Est. \$3,278	<b>Grand Total of RFP</b>	Est. \$46,725

**Recommendation:**

Recommend acceptance of RFP from Walsworth as noted on the attached tabulation sheet as best, 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 15, 2010 through July 20, 2011.

**Notations and Exceptions:**

This RFP was awarded upon a weighted points system. The weighted point criteria were based upon the following weights: Quality (4), Total Price (3), and References (2), Workshop Options (2) Support Services (7) and Online Customer Service (2). Points were assigned on a scale of 1 (Low) to 5 (High) in each of the above entries, then multiplied by the weighted points factor. A savings was able to be calculated because the awarded vendor has both the highest point total and lowest base price submission. Savings were calculated by averaging the base price of each submission and then subtracting the lowest price submission.

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.

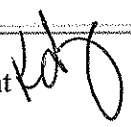
**Bids Evaluated By:**

Angie Murphy, Assistant Principal  
 Sabrina Schmitz, Yearbook Advisor  
 3 Members of the student body (names on file in the Purchasing Department)

**Bids Prepared By:**

Stephanie Noble, Buyer, Purchasing Department

**Reviewed and Authorized By:**

Kendra Goodman, CPPO, CPPB, Purchasing Agent 

District School Board  
of Pasco County

SEP 14 2010

Board Approved

TABULATION SHEET  
YEARBOOKS-JWMHS

<b>DATE OF OPENING:</b> June 23, 2010 @ 2:30pm		Herff-Jones	Jostens	Taylor Publishing	Walsworth
<b>RFP NAME:</b> Yearbooks - James W. Mitchell High School		305 Church St.	3601 Minnesota Dr.	10707 66th St. N. #9	1511 Druid Rd.
<b>RFP #:</b> 11-016-VJ		Safety Harbor, FL 34695	Minneapolis, MN 55435	Pinellas Park, FL 33782	Maitland, FL 32751
		727-410-9757	800-325-4774	727-546-4551	407-701-8238
<b>UNIT</b>	<b>DESCRIPTION:</b>	<b>TOTAL PRICE</b>	<b>TOTAL PRICE</b>	<b>TOTAL PRICE</b>	<b>TOTAL PRICE</b>
	<b>James W. Mitchell High School</b>				
	Base Price:	\$54,779.64	\$55,000.00	\$43,511.00	\$46,725.00
	<b>TOTAL POINTS:</b>	<b>73.75</b>	<b>46.25</b>	<b>43.75</b>	<b>93.75</b>

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SEP 14 2010

Board Approved