



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

Department of Purchasing
Kendra Goodman, CPPO, CPPB, Purchasing Agent
813/794-2222 Fax: 813/794-2111
727/774-2222 TDD: 813/794-2484
352/524-2222 email: kgoodman@pasco.k12.fl.us

July 26, 2011

MEMORANDUM

TO: Honorable School Board Members

FROM: Kendra Goodman, CPPO, CPPB, Purchasing Agent 

SUBJECT: RFP 11-021-SN- Caps, Gowns, Rings, and Announcements
Wiregrass Ranch High School
Second Year of a Three-Year Contract
Herff Jones

On May 18, 2010, official action (attached) was taken to award the above-referenced RFP to Herff Jones. This RFP is a three-year contract, renewable annually at the mutual agreement of both parties. The first year of the contract is due to expire on September 4, 2011.

Considering services have been satisfactory, the vendor was contacted to verify their willingness to enter into the second year of the contract. They have indicated in writing (attached) that they are willing to do so.

Therefore, it is my recommendation to enter into the second year of the contract with the vendor noted above. The contract period will be September 5, 2011 through September 4, 2012. Should you have any questions regarding this matter, please feel free to me at your earliest convenience.

KDG/sb

Attachments



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July 8, 2011

RFP RENEWAL REQUEST

TITLE: Caps, Gowns, Rings, and Announcements-Wiregrass Ranch High School

RFP #: 11-021-SN

Yes, I agree to renew RFP 11-021-SN for Caps, Gowns, Rings, and Announcements-WRHS for the second year under the existing terms and conditions. The second year of the contract period will begin September 5, 2011 and expire September 4, 2012.

No, I do not agree to renew RFP 11-021-SN for Caps, Gowns, Rings, and Announcements-WRHS.

COMPANY NAME: Herff Jones

SIGNATURE: [Handwritten Signature]

PRINTED NAME/TITLE: John P. McClay Jr Pres DATE: 7/11/11

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: Stephanie Bunford
PURCHASING DEPARTMENT
20430 GATOR LANE
LAND O' LAKES, FL 34638
(813) 794-2225 (PHONE)
(813) 794-2111 (FAX)

District Wide Accreditation • Southern Association of Colleges and Schools

District School Board of Pasco County Bid Recommendation

RFP Title	Caps, Gowns, Rings, Announcements-WRHS	Number of Vendors Notified	247
RFP Number	11-021-SN	Number of Proposals Distributed	11
Date Solicited	March 18, 2010	Number of Vendors Proposing	3
Date Opened	April 30, 2010	Number of Formal "No Bid" Responses	0
Date Board Presentation	May 18, 2010	Funding Source	School Internal Funds
Total Savings	*N/A	Grand Total of Proposal	Estimated \$55,000

Recommendation: Recommend acceptance of "all-or-none" proposal from Herff Jones per the attached tabulation sheet as the best, responsive, responsible proposal receiving the highest points.

Term of Contract: This proposal is for the student-direct purchase of caps, gowns, rings and announcements for Wiregrass Ranch High School. This is a three-year contract, renewable annually based upon the mutual consent of both parties. The first year will commence on September 5, 2010 and continue through September 4, 2011.

Notations and Exceptions: This RFP was awarded upon a weighted points system. The weighted point criteria were based upon the following weights: Quality (15), Base Price (5), and References (10). Points were assigned on a scale of one (1) to five (5) in each of the above entries, force ranked and then multiplied by the weighted point factor.

The estimated total of the bid was calculated by multiplying the average cost for each section by the estimated number of students that will be purchasing the items. *An estimated savings could not be calculated as this RFP was based on the above-referenced point system and recommended award to the vendor with the highest points.

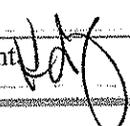
Recommend rejection of RFP submitted by Graduation Solutions as they were disqualified for not bidding on Part B (Class Rings) and Part C (Announcements).

Offers from 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.

Proposal Evaluated By:

Ms. Diamela Crocker, Assistant Principal, Wiregrass Ranch High School
Two (2) Staff Members, One (1) Parent and Three (3) Members of the Student Body (on file in Purchasing)

Proposal Prepared By: Stephanie Noble, Buyer, Purchasing Department

Reviewed and Authorized By: Kendra Goodman, CPPO, CPPB, Purchasing Agent 

District School Board
of Pasco County

MAY 18 2010

Board Approved

DISTRICT SCHOOL BOARD OF PASCO COUNTY BID TABULATION

DATE OF OPENING:		Graduation Source	Herff Jones	Jostens
April 30, 2010 @ 2:30 P.M.		200 William Street, Suite 306	6009 Dr. MLK Street North	140 Island Way # 300
RFP: Caps, Gowns, Rings and Announcements		Port Chester, NY 10573	St. Petersburg, FL 33703	Clearwater, FL 33767
Wiregrass Ranch High School				
RFP #:				
11-021-SN				
ITEM #	DESCRIPTION			
Part A - Caps & Gowns:				
CG-1	Basic line caps, gowns, tassels set as specified.	\$20.95	\$18.95	\$25.95
CG-2	Premium line caps, gowns, tassels, set as specified.	\$24.95	\$25.50	\$29.95
CG-3	Custom Medallion with Ribbon (each)	\$12.95	\$9.50	\$6.00
CG-4	Activity Cords (each)	\$4.05	\$9.50	\$3.00
CG-5	Stoles (each)	4.05	14.00	\$7.00
CG-6	Custom 3-color and 4-color Stoles (each)	12.95	18.95	\$8.00
CG-7	Additional Tassels (each)	1.75	10.00	\$5.00
CG-8	Sash (each)	10.95	16.95	\$8.00
Part B - Rings:				
	Formula for gold variance based on \$1,000 per ounce - or + \$1.00		\$0.20	\$0.35
	Formula women		\$0.10	\$0.111
Traditional Style				
R-1	Men's Medium Traditional ring	NB	\$409.95	\$372.99
	Maufacturer		HJ	Jostens
	Model		P100LL	T13
	Page		3	18
R-2	Men's Large Traditional ring	NB	\$489.95	\$382.99
	Maufacturer		HJ	Jostens
	Model		P100XL	T11
	Page		2,3	18

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Wiregrass Ranch High School				
RFP #:				
11-021-SN				
ITEM #	DESCRIPTION			
R-3	Ladies Petite Traditional ring	NB	\$439.95	\$239.99
	Maufacturer		HJ	Jostens
	Model		P100 XS	T20
	Page		4	10
R-4	Ladies Small Traditional ring	NB	\$439.95	\$309.99
	Maufacturer		HJ	Jostens
	Model		P100XS	T14
	Page		3	10
R-5	Ladies Regular Traditional ring	NB	\$449.95	\$319.99
	Maufacturer		HJ	Jostens
	Model		P100S	T12
	Page		3	10
	Special Ultrium Style or Equal			
R-6	Men's Medium Special/Ultrium ring	NB	\$319.95	\$224.99
	Maufacturer		HJ	Jostens
	Model		P100 LL	A13
	Page		3	15
R-7	Men's Large Special/Ultrium ring	NB	\$319.95	\$239.99
	Maufacturer		HJ	Jostens
	Model		P100 XL	A17
	Page		3	15
R-8	Ladies Petite Special/Uniform ring	NB	\$299.95	\$308.99
	Maufacturer		HJ	Jostens
	Model		P100 XS	B82
	Page		3	5

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Wiregrass Ranch High School				
RFP #:				
11-021-SN				
ITEM #	DESCRIPTION			
R-9	Ladies Small Special/Uniform ring	NB	\$299.95	\$204.99
	Maufacturer		HJ	Jostens
	Model		P110 XS	F24
	Page		3	5
R-10	Ladies Regular Special/Uniform ring	NB	\$299.95	\$169.99
	Maufacturer		HJ	Jostens
	Model		P100S	T24
	Page		4	5
	Athletic Style (All Star, Varsity, Letterman, or Equal)			
R-11	Men's Large ring	NB	\$519.95	\$447.99
	Maufacturer		HJ	Jostens
	Model		P195LX	A93
	Page		5	14
R-12	Ladies Small ring	NB	\$389.95	\$391.99
	Maufacturer		HJ	Jostens
	Model		P195	A94
	Page		5	5
	Rectangular/Vintage Style (Crestline, Heritage, Legend, or Equal)			
R-13	Men's Medium Rectangular/Vintage ring	NB	\$439.95	\$437.99
	Maufacturer		HJ	Jostens
	Model		P807L	H21
	Page		7	16

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Wiregrass Ranch High School				
RFP #:				
11-021-SN				
ITEM #	DESCRIPTION			
R-14	Men's Large Rectangular/Vintage ring	NB	\$499.95	\$447.99
	Maufacturer		HJ	Jostens
	Model		P811X	H29
	Page		7	16
R-15	Ladies Small Rectangular/Vintage ring	NB	\$399.95	\$381.99
	Maufacturer		HJ	Jostens
	Model		P811 S	H22
	Page		7	6
R-16	Ladies Regular Rectangular/Vintage ring	NB	\$429.95	\$391.99
	Maufacturer		HJ	Jostens
	Model		P808 S	H30
	Page		7	7
	Petite Style Ring (LaPetite, Signature, Essence, or Equal)			
R-17	Ladies Small Petite ring	NB	\$429.95	\$331.99
	Maufacturer		HJ	Jostens
	Model		C930	S66
	Page		11	9
R-18	Ladies Regular Petite ring	NB	\$449.95	\$341.99
	Maufacturer		HJ	Jostens
	Model		C882	S22
	Page		10	8

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Wiregrass Ranch High School				
RFP #:				
11-021-SN				
ITEM #	DESCRIPTION			
	Retro Style (Alliance, Achiever or Equal)			
R-19	Men's Medium Retro Style	NB	\$469.95	\$417.99
	Maufacturer		HJ	Jostens
	Model		P174LX	A15
	Page		6	14
R-20	Men's Large Retro Ring	NB	\$499.95	\$425.99
	Maufacturer		HJ	Jostens
	Model		P185LX	A11
	Page		6	14
R-21	Ladies Small Retro Ring	NB	\$439.95	\$386.99
	Maufacturer		HJ	Jostens
	Model		P166 S	A18
	Page		6	5
R-22	Ladies Regular Retro Ring	NB	\$459.95	\$369.99
	Maufacturer		HJ	Jostens
	Model		P170 S	A14
	Page		6	5
	Ladies Slender Traditional Style (Princess, Epic, Ladies Achiever or Equal)			
R-23	Ladies Small Traditional Ring	NB	\$399.95	\$361.99
	Maufacturer		HJ	Jostens
	Model		P200 P	A16
	Page		8,9	17

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Wiregrass Ranch High School				
RFP #:				
11-021-SN				
ITEM #	DESCRIPTION			
R-24	Ladies Regular Traditional Ring	NB	\$399.95	\$369.99
	Maufacturer		HJ	Jostens
	Model		P210P	A12
	Page		8,9	5
	Classic Style (Monarch, Voice, Reflection or Equal)			
R-25	Men's Medium Classic Ring	NB	\$379.95	\$347.99
	Maufacturer		HJ	Jostens
	Model		1081 X	W19
	Page		More choices insert	17
R-26	Men's Large Classic Ring	NB	\$409.95	\$357.99
	Maufacturer		HJ	Jostens
	Model		P150 XL	W23
	Page		More choices insert	17
R-27	Ladies Small Classic Ring	NB	\$359.95	\$311.99
	Maufacturer		HJ	Jostens
	Model		2130 M	F12
	Page		More choices insert	7
R-28	Ladies Regular Classic Ring	NB	\$379.95	\$311.99
	Maufacturer		HJ	Jostens
	Model		P150 S	W20
	Page		More choices insert	7
	Average of 28 Rings	NB	\$411.74	\$343.28
	Balance of Line Discount for Ring "Add-ons"		5.00%	0.00%

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Wiregrass Ranch High School				
RFP #:				
11-021-SN				
ITEM #	DESCRIPTION			
	Part C: Announcements:			
A-1	Graduation Announcements Single Fold	NB	\$10.00	\$16.00
	Minimum size: 4"x6" (25 announcements per box)			
A-2	Graduation Announcements Double Fold	NB	\$12.50	\$16.00
	Minimum size: 4"x6" (25 announcements per box)			
A-3	Graduation Announcements Triple Fold	NB	\$18.75	\$16.00
	Minimum size: 4"x6" (25 announcements per box)			
A-4	Additional options (gold foil - will not be part of the calculation for award)	NB	\$3.75	\$0.00
A-5	Thank You Cards (25 cards per box)	NB	\$14.95	\$7.75
A-6	Name Cards (100 cards per box)			
	Raised print with raised embossed borders	NB	\$18.95	\$16.25
	Name Cards with raised embossed borders			
	Balance of Line Discount for Announcement "Add-ons"		5%	0.00%
	TOTAL POINTS:	Disqualified	136.00	108.40