

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, 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

August 2, 2011

MEMORANDUM

TO: Honorable School Board Members

FROM: Kendra Goodman, CPPO, CPPB, Purchasing Agent *Kdg/sb*

RE: Extension of Three-Year Contract
RFP 09-051-SN Caps, Gowns, Rings, and Announcements-Sunlake High School
Herff Jones

On, October 21, 2008, official action (attached) was taken to award the Caps, Gowns, Rings, and Announcements-Sunlake High School RFP to the above-referenced vendor. This RFP is a three-year contract, renewable annually based upon mutual consent of all parties with the option to extend for up to a year. The third year of the contract will expire on October 21, 2011.

Considering services have been satisfactory, Herff Jones contacted to verify their willingness to enter the fourth year of the contract. As such, John McClay, President, has agreed to do so in writing (attached).

At this time, it is my recommendation to enter into the fourth year of the contract with Herff Jones. The fourth year of the contract will cover the period of October 22, 2011 through October 21, 2012.

Should you have any questions regarding this matter, or if I can be of further assistance, please contact me at your earliest convenience.

KDG/sb

Attachments

Date/Time: July 26, 2011 08:49:00



District School Board of Pasco County

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

Heather Fiorentino, Superintendent

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Department of Purchasing
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813/ 794-2221 Fax: 813/ 794-2111
727/ 774-2221 TDD: 813/ 794-2484
352/ 524-2221 e-mail: kgoodman@pasco.k12.fl.us

July 20, 2011

RFP RENEWAL REQUEST

TITLE: Caps, Gowns, Rings, Announcements-Sunlake High School
RFP #: 09-051-SN

Yes, I agree to extend RFP 09-051-SN for Caps, Gowns, Rings and Announcements-Sunlake High School for the fourth year under the same terms and conditions as the existing contract. The fourth year of the contract period will begin **October 22, 2011** and expire **October 21, 2012**.

No, I do not agree to extend RFP 09-051-SN for Caps, Gowns, Ring, Announcements-Sunlake High School.

COMPANY NAME: Herff Jones

SIGNATURE: _____

PRINTED NAME/TITLE: John P. McLaughlin Jr.

DATE: 7/21/11

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/EMAIL BACK TO:

DISTRICT SCHOOL BOARD OF PASCO COUNTY

ATTENTION: Stephanie Bunford- email sbunford@pasco.k12.fl.us

PURCHASING DEPARTMENT

20430 GATOR LANE

LAND O' LAKES, FL 34638

(813) 794-2225 (PHONE)

(813) 794-2111 (FAX)



District School Board of Pasco County

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

October 5, 2010

MEMORANDUM

TO: Honorable School Board Members

FROM: Kendra Goodman, CPPO, CPPB, Purchasing Agent 

RE: Third Year Renewal of Three-Year Contract
RFP 09-051-SN Caps, Gowns, Rings, Announcements – Sunlake High School
Herff-Jones/John McLay & Associates, Inc.

On October 21, 2008, official action (attached) was taken to award the above-referenced bid to Herff-Jones/John McLay & Associates, Inc. This is a three-year bid renewable annually at the mutual agreement of the parties. The second year of the agreement will expire on October 21, 2010.

Considering services have been satisfactory, Herff-Jones/John McLay & Associates, Inc. was contacted to verify their willingness to enter into the third year of the agreement. As such, Herff-Jones/John McLay & Associates, Inc. has agreed in writing to enter into the third year of the contract. The third year of the contract will cover the period of October 22, 2010 through October 21, 2011. At this time, it is my recommendation to enter into the third year of the contract.

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

KDG/vj

Attachments

District School Board
of Pasco County

OCT 05 2010

Board Approved



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

September 23, 2010

BID RENEWAL REQUEST

BID TITLE: Caps, Gowns, Rings, Announcements – Sunlake High School
BID #09-051-SN



Yes, I agree to renew Bid #09-051-SN for Caps, Gowns, Rings, Announcements – Sunlake 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 October 22, 2010 and expire October 21, 2011.

No, I do not agree to renew Bid #09-051-SN for Caps, Gowns, Rings, Announcements – Sunlake High School.

COMPANY NAME: Herff Jones

SIGNATURE: [Handwritten Signature]

PRINTED NAME/TITLE: John McLay DATE: 9/24/10

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)

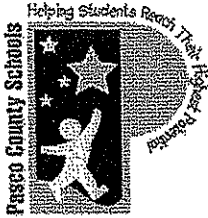
PLEASE RETURN COMPLETED FORM BY SEPTEMBER 24, 2010

District Wide Accreditation • Southern Association of Colleges and Schools

**District School Board
of Pasco County**

OCT 05 2010

Board Approved



District School Board of Pasco County

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August 18, 2009

MEMORANDUM

TO: Honorable School Board Members

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

RE: Second Year Renewal of Three-Year Contract
RFP 09-051-SN Caps, Gowns, Rings, Announcements – Sunlake High School
Herff-Jones/John McLay & Associates, Inc.

On October 21, 2008, official action (attached) was taken to award the above-referenced bid to Herff-Jones/John McLay & Associates, Inc. This is a three-year bid renewable annually at the mutual agreement of the parties. The first year of the agreement will expire on October 21, 2009.

Considering services have been satisfactory, Herff-Jones/John McLay & Associates, Inc. was contacted to verify their willingness to enter into the second year of the agreement. As such, Herff-Jones/John McLay & Associates, Inc. has agreed in writing to enter into the second year of the contract. The second year of the contract will cover the period of October 22, 2009 through October 21, 2010. 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.

District School Board
of Pasco County

KDG/mj

AUG 18 2009

Attachments (4)

Board Approved

DATE/TIME:

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District School Board
of Pasco County

OCT 05 2010

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District School Board of Pasco County

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Department of Purchasing
Kendra Goodman, OPPB, Purchasing Agent
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727/774-2221 TDD: 813/794-2484
852/624-2221 e-mail: kgoodman@pasco.k12.fl.us

July 21, 2009

BID RENEWAL REQUEST

BID TITLE: Caps, Gowns, Rings, Announcements - Sunlake High School
BID #09-051-SN

Yes, I agree to renew Bid #09-051-SN for Caps, Gowns, Rings, Announcements - Sunlake High School for the second year under the same terms and conditions as the existing bid. The third year of the contract period will begin October 22, 2009 and expire October 21, 2010.

No, I do not agree to renew Bid #09-051-SN for Caps, Gowns, Rings, Announcements - Sunlake High School.

COMPANY NAME: Herff Jones

SIGNATURE:

PRINTED NAME/TITLE: John McLay DATE: 7/27/09

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

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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)

District School Board
of Pasco County

AUG 18 2009

Board Approved District School Board
of Pasco County

PLEASE RETURN COMPLETED FORM BY JULY 28, 2009

District Wide Accreditation • Southern Association of Colleges and Schools

OCT 05 2010

Board Approved

District School Board of Pasco County Bid Recommendation

| | | | |
|--------------------------------|--|--|-----------------------|
| RFP Title | Caps & Gowns, Rings and Announcements-SLHS | Number of Vendors Notified | 40 |
| RFP Number | 09-051-SN | Number of Bids Distributed | 11 |
| Date Solicited | August 25, 2008 | Number of Vendors Bidding | 1 |
| Date Opened | September 29, 2008 | Number of Formal "No Bid" Responses | 1 |
| Date Board Presentation | October 21, 2008 | Funding Source | School Internal Funds |
| Total Savings | N/A | Grand Total of Bid | Estimated \$ 62,000 |

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

Term of Contract: This proposal is for the purchase of Caps & Gowns, Rings and Announcements for Sunlake High School. This is a three-year contract, renewable annually based upon the mutual consent of both parties. The first year will commence on October 22, 2008 and continue through October 21, 2009.

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, and then multiplied by the weighted point factor.

Although only one bid was received, prices have been deemed competitive based on a comparison of previous bids for caps and gowns, rings and announcements awarded by the District.

The estimated total of the bid was calculated by multiplying the average cost for each section by the estimated number of student that will be purchasing the items.

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:
 Angie Stone, Principal, Sunlake High School
 Two (1) Faculty Members
 One (1) Parent
 Two (2) Members of the Student Body

Proposal Prepared By: Stephanie Noble, Buyer, Purchasing Department

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

Date/Time: October 15, 2008; 09:09:00

District School Board
of Pasco County

AUG 18 2009

Board Approved

District School Board
of Pasco County

OCT 05 2010

Board Approved

DISTRICT SCHOOL BOARD OF PASCO COUNTY BID TABULATION

| | | | |
|--|--------------|---|---------------------------|
| DATE OF OPENING: | | | Herff Jones |
| September 29, 2008 @ 2:30 P.M. | | | 6009 Dr. MLK Street North |
| BID TITLE: | | | St. Petersburg, FL 33703 |
| Caps & Gowns, Rings and Announcements - SLHS | | | |
| BID #: | | | John P. McLay, Jr. |
| 09-051-SN | | | 727-381-7714 |
| | | | 727-381-7713 |
| ITEM# | Units | DESCRIPTION | TOTAL PRICE |
| Part A - Caps & Gowns: | | | |
| CG-1 | | Basic line caps, gowns, tassels, etc. as specified. To be sized in increments of 2" | \$16.95 |
| CG-2 | | Premium line caps, gowns, tassels, etc. as specified. To be sized in increments of 2" | \$26.50 |
| CG-3 | | Custom Medallion with Ribbon (other than graduate pendant that is included in package price) | \$5.95 |
| CG-4 | | Activity Cords | \$5.95 |
| CG-5 | | Honor Cords (other than the set included in package price) | \$6.95 |
| CG-6 | | Stoles | \$9.95 |
| CG-7 | | Custom 3-color and 4-color stoles | \$15.95 |
| CG-8 | | Additional tassels | \$10.00 |
| Part B - Rings: | | | |
| | | Prices for Men's 10kt yellow gold class rings based on \$600 per ounce gold | \$569.95 |
| | | Prices for Women's 10kt yellow gold class rings based on \$600 per ounce gold | \$475.95 |
| Traditional Style | | | |
| R-1 | | Men's Medium Traditional ring | \$536.95 |
| | | Manufacturer | |
| | | Model | |
| | | Page | |

DISTRICT SCHOOL BOARD OF PASCO COUNTY BID TABULATION

| | | | |
|--|--------------|---------------------------------|---------------------------|
| DATE OF OPENING: | | | Herff Jones |
| September 29, 2008 @ 2:30 P.M. | | | 6009 Dr. MLK Street North |
| BID TITLE: | | | St. Petersburg, FL 33703 |
| Caps & Gowns, Rings and Announcements - SLHS | | | |
| BID #: | | | John P. McLay, Jr. |
| 09-051-SN | | | 727-381-7714 |
| | | | 727-381-7713 |
| ITEM# | Units | DESCRIPTION | TOTAL PRICE |
| | | Price | |
| R-2 | | Men's Large Traditional ring | \$569.95 |
| | | Manufacturer | |
| | | Model | |
| | | Page | |
| | | Price | |
| R-4 | | Ladies Petite Traditional ring | \$445.95 |
| | | Manufacturer | |
| | | Model | |
| | | Page | |
| | | Price | |
| R-5 | | Ladies Small Traditional ring | \$456.95 |
| | | Manufacturer | |
| | | Model | |
| | | Page | |
| | | Price | |
| R-6 | | Ladies Regular Traditional ring | \$475.95 |
| | | Manufacturer | |
| | | Model | |
| | | Page | |
| | | Price | |

DISTRICT SCHOOL BOARD OF PASCO COUNTY BID TABULATION

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| Caps & Gowns, Rings and Announcements - SLHS | | | |
| BID #: | | | John P. McLay, Jr. |
| 09-051-SN | | | 727-381-7714 |
| | | | 727-381-7713 |
| ITEM# | Units | DESCRIPTION | TOTAL PRICE |
| | | Special Ultrium Style or Equal | |
| R-7 | | Men's Medium Special/Ultrium ring | \$319.95 |
| | | Maufacturer | |
| | | Model | |
| | | Page | |
| | | Price | |
| R-8 | | Men's Large Special/Ultrium ring | \$319.95 |
| | | Maufacturer | |
| | | Model | |
| | | Page | |
| | | Price | |
| R-10 | | Ladies Petite Special/Uniform ring | \$299.95 |
| | | Maufacturer | |
| | | Model | |
| | | Page | |
| | | Price | |
| R-11 | | Ladies Small Special/Uniform ring | \$299.95 |
| | | Maufacturer | |
| | | Model | |
| | | Page | |
| | | Price | |

DISTRICT SCHOOL BOARD OF PASCO COUNTY BID TABULATION

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| BID TITLE: | | | St. Petersburg, FL 33703 |
| Caps & Gowns, Rings and Announcements - SLHS | | | |
| BID #: | | | John P. McLay, Jr. |
| 09-051-SN | | | 727-381-7714 |
| | | | 727-381-7713 |
| ITEM# | Units | DESCRIPTION | TOTAL PRICE |
| R-12 | | Ladies Regular Special/Uniform ring | \$299.95 |
| | | Maufacturer | |
| | | Model | |
| | | Page | |
| | | Price | |
| | | Athletic Style (All Star, Varsity, Letterman, or Equal) | |
| R-13 | | Men's Large ring | \$619.95 |
| | | Maufacturer | |
| | | Model | |
| | | Page | |
| | | Price | |
| R-14 | | Ladies Small ring | \$539.95 |
| | | Maufacturer | |
| | | Model | |
| | | Page | |
| | | Price | |
| | | Rectangular/Vintage Style (Crestline, Heritage, Legend, or Equal) | |
| R-15 | | Men's Medium Rectangular/Vintage ring | \$562.95 |
| | | Maufacturer | |
| | | Model | |
| | | Page | |
| | | Price | |

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| BID TITLE: | | | St. Petersburg, FL 33703 |
| Caps & Gowns, Rings and Announcements - SLHS | | | |
| BID #: | | | John P. McLay, Jr. |
| 09-051-SN | | | 727-381-7714 |
| | | | 727-381-7713 |
| ITEM# | Units | DESCRIPTION | TOTAL PRICE |
| R-16 | | Men's Large Rectangular/Vintage ring | \$605.95 |
| | | Maufacturer | |
| | | Model | |
| | | Page | |
| | | Price | |
| R-17 | | Ladies Small Rectangular/Vintage ring | \$462.95 |
| | | Maufacturer | |
| | | Model | |
| | | Page | |
| | | Price | |
| R-18 | | Ladies Regular Rectangular/Vintage ring | \$510.95 |
| | | Maufacturer | |
| | | Model | |
| | | Page | |
| | | Price | |
| | | Petite Style Ring (LaPetite, Signature, Essence, or Equal) | |
| R-19 | | Ladies Small Petite ring | \$399.95 |
| | | Maufacturer | |
| | | Model | |
| | | Page | |
| | | Price | |

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| BID #: | | | John P. McLay, Jr. |
| 09-051-SN | | | 727-381-7714 |
| | | | 727-381-7713 |
| ITEM# | Units | DESCRIPTION | TOTAL PRICE |
| R-20 | | Ladies Regular Petite ring | \$479.95 |
| | | Maufacturer | |
| | | Model | |
| | | Page | |
| | | Price | |
| Part C: Announcements: | | | |
| A-1 | | Graduation Announcements Single Fold | \$10.00 |
| | | Minimum size: 4"x6" (based on 25 announcements per box) | |
| A-2 | | Graduation Announcements Double Fold | \$12.50 |
| | | Minimum size: 4"x6" (based on 25 announcements per box) | |
| A-3 | | Graduation Announcements Triple Fold | \$18.75 |
| | | Minimum size: 4"x6" (based on 25 announcements per box) | |
| A-4 | | Additional options (gold foil - will not be part of the calculation for award) | \$3.75 |
| A-5 | | Thank You Cards (25 cards per box to include envelope) | \$14.75 |
| A-6 | | Name Cards (100 cards per box) Raised print with raised embossed borders | \$18.95 |
| | | Name Cards with raised embossed borders | |
| TOTAL POINTS: | | | 150 |