



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 16, 2011

MEMORANDUM

TO: Honorable School Board Members

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

RE: Requesting Permission to Piggy-back
RFP 11-022-SB Caps, Gowns, Rings, and Announcements - Pasco High School
for Fivay High School
John McLay & Associates/Herff-Jones

At this time, Fivay High School is requesting permission to piggyback the Caps, Gowns, Rings, and Announcements contract for Pasco High School awarded to John McLay and Associates/Herff-Jones. The attached request for the purchase of 2011-2012 Caps, Gowns, Rings, and Announcements is being forwarded for your consideration and subsequent approval. John McLay and Associates/Herff-Jones is willing to honor all the terms and conditions of the Pasco High School contract for Fivay High School. The estimated dollar expenditure for Fivay High School is \$22,232 utilizing the school's internal funds.

At this time, it is my recommendation to approve the request for Fivay High School to piggyback RFP #11-022-SB. The coverage period shall be from September 5, 2011 through September 4, 2012.

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



District School Board of Pasco County

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

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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

August 16, 2011

BID PIGGYBACK REQUEST

BID TITLE: Caps, Gowns, Rings, Announcements – Pasco High School
REQUEST FOR: Fivay High School

Yes, I agree to allow Fivay High School to piggyback on the bid for Caps, Gowns, Rings, Announcements – Pasco High School under the same terms and conditions as the existing contract. The contract period will begin September 5, 2011 and expire September 4, 2012.

No, I do not agree to allow Fivay High School to piggyback the bid for Caps, Gowns, Rings, Announcements – Pasco High School.

COMPANY NAME: Herff-Jones
 SIGNATURE: [Signature]
 PRINTED NAME/TITLE: John P. McClay Jr DATE: 8/3/11
 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: 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 AUGUST 15, 2011

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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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 *KDG*

SUBJECT: RFP 11-022-SN Caps, Gowns, Rings, Announcements-
Pasco 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

District School Board
of Pasco County

JUL 26 2011

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Board Approved



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

July 8, 2011

RFP RENEWAL REQUEST

TITLE: Caps, Gowns, Rings, and Announcements-Pasco High School

RFP #: 11-022-SN

Yes, I agree to renew RFP 11-022-SN for Caps, Gowns, Rings, and Announcements-PHS 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 11-022-SN for Caps, Gowns, Rings, and Announcements-PHS.

COMPANY NAME: Herff Jones

SIGNATURE: [Handwritten Signature]

PRINTED NAME/TITLE: John P. McLay 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 School Board
of Pasco County

District Wide Accreditation • Southern Association of Colleges and Schools

JUL 26 2011

Board Approved

District School Board of Pasco County Bid Recommendation

RFP Title	Caps, Gowns, Rings, Announcements-PHS	Number of Vendors Notified	231
RFP Number	11-022-SN	Number of Proposals Distributed	13
Date Solicited	March 29, 2010	Number of Vendors Proposing	4
Date Opened	April 26, 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 \$40,000

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 Pasco 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.

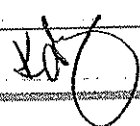
Recommend rejection of RFP submitted by Graduation Solutions as they were disqualified for not bidding on Part B (Class Rings) and Part C (Announcements).

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:
Mr. Patrick Reedy, Principal, Pasco High School
Three (3) 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

JUL 26 2011

Board Approved

DISTRICT SCHOOL BOARD OF PASCO COUNTY BID TABULATION

DATE OF OPENING:	Balfour	Graduation Solutions d.b.a. Gordon International	Herff Jones	Jostens
April 26, 2010 @ 2:30 P.M.	4707 140th Ave N #217	200 William Street, Suite 306	6009 Dr. MLK Street North	140 Island Way #300
BID TITLE: Caps, Gowns, Rings and Announcements	Clearwater, FL 33762	Port Chester, NY 10573	St. Petersburg, FL 33703	Clearwater, FL 33767
Pasco High School				
BID #:				
11-022-SN				
ITEM #	DESCRIPTION			
	Part A - Caps & Gowns:			
CG-1	Basic line caps, gowns, tassels set as specified.	\$29.95	\$20.99	\$25.95
CG-2	Premium line caps, gowns, tassels, set as specified.	\$32.95	\$24.95	\$29.95
CG-3	Custom Medallion with Ribbon (each)	\$8.00	\$12.95	\$6.00
CG-4	Activity Cords (each)	\$6.00	\$4.05	\$3.00
CG-5	Stoles (each)	\$10.00	\$4.05	\$7.00
CG-6	Custom 3-color and 4-color Stoles (each)	\$14.00	\$12.95	\$8.00
CG-7	Additional Tassels (each)	\$7.00	\$1.75	\$5.00
CG-8	Sash (each)	\$10.00	\$10.95	\$8.00
	Part B - Rings:			
	Formula for gold variance based on \$1,000 per ounce or + \$1.00 Mens	\$0.00	NB	\$0.35
	Formula for gold variance based on \$1,000 per ounce or + \$1.00 Ladies		NB	\$0.11
	Traditional Style			
R-1	Men's Medium Traditional ring	\$469.95	NB	\$372.99
	Maufacturer	Balfour	HJ	Jostens
	Model	I12	P100LL	T13
	Page	8	3	18
R-2	Men's Large Traditional ring	\$489.95	NB	\$382.99
	Maufacturer	Balfour	HJ	Jostens
	Model	I11	P100XL	T11
	Page	8	2,3	18
R-3	Ladies Petite Traditional ring	\$379.95	NB	\$239.99
	Maufacturer	Balfour	HJ	Jostens
	Model	I22	P100 XS	T20
	Page	2	4	10

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BID TITLE: Caps, Gowns, Rings and Announcements	Clearwater, FL 33762	Port Chester, NY 10573	St. Petersburg, FL 33703	Clearwater, FL 33767	
Pasco High School					
BID #:					
11-022-SN					
ITEM #	DESCRIPTION				
R-4	Ladies Small Traditional ring	\$299.95	NB	\$439.95	\$309.99
	Maufacturer	Balfour		HJ	Jostens
	Model	C41		P100XS	T14
	Page	26		3	10
R-5	Ladies Regular Traditional ring	\$399.95	NB	\$449.95	\$319.99
	Maufacturer	Balfour		HJ	Jostens
	Model	I21		P100S	T12
	Page	2		3	10
	Special Ultrium Style or Equal				
R-6	Men's Medium Special/Ultrium ring	\$289.95	NB	\$319.95	\$224.99
	Maufacturer	Balfour		HJ	Jostens
	Model	I12		P100 LL	A13
	Page	8		3	15
R-7	Men's Large Special/Ultrium ring	\$289.95	NB	\$319.95	\$239.99
	Maufacturer	Balfour		HJ	Jostens
	Model	I11		P100 XL	A17
	Page	8		3	15
R-8	Ladies Petite Special/Uniform ring	\$289.95	NB	\$299.95	\$308.99
	Maufacturer	Balfour		HJ	Jostens
	Model	I22		P100 XS	B82
	Page	2		3	5
R-9	Ladies Small Special/Uniform ring	\$199.95	NB	\$299.95	\$204.99
	Maufacturer	Balfour		HJ	Jostens
	Model	C41		P110 XS	F24
	Page	26		3	5
R-10	Ladies Regular Special/Uniform ring	\$289.95	NB	\$299.95	\$169.99
	Maufacturer	Balfour		HJ	Jostens
	Model	I21		P100S	T24
	Page	2		4	5

DISTRICT SCHOOL BOARD OF PASCO COUNTY BID TABULATION

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BID TITLE: Caps, Gowns, Rings and Announcements	Clearwater, FL 33762	Port Chester, NY 10573	St. Petersburg, FL 33703	Clearwater, FL 33767	
Pasco High School					
BID #:					
11-022-SN					
ITEM #	DESCRIPTION				
	Athletic Style (All Star, Varsity, Letterman, or Equal)				
R-11	Men's Large ring	\$299.95	NB	\$519.95	\$447.99
	Maufacturer	Balfour		HJ	Jostens
	Model	S13		P195LX	A93
	Page	Flyer		5	14
R-12	Ladies Small ring	\$199.95	NB	\$479.95	\$391.99
	Maufacturer	Balfour		HJ	Jostens
	Model	S23		P195S	A94
	Page	Flyer		5	5
	Rectangular/Vintage Style (Crestline, Heritage, Legend, or Equal)				
R-13	Men's Medium Rectangular/Vintage ring	\$199.95	NB	\$489.95	\$437.99
	Maufacturer	Balfour		HJ	Jostens
	Model	C35		P807L	H21
	Page	26		7	16
R-14	Men's Large Rectangular/Vintage ring	\$489.95	NB	\$509.95	\$447.99
	Maufacturer	Balfour		HJ	Jostens
	Model	L32		P811X	H29
	Page	10		7	16
R-15	Ladies Small Rectangular/Vintage ring	\$179.95	NB	\$439.95	\$381.99
	Maufacturer	Balfour		HJ	Jostens
	Model	C45		P811 S	H22
	Page	26		7	6
R-16	Ladies Regular Rectangular/Vintage ring	\$399.95	NB	\$459.95	\$391.99
	Maufacturer	Balfour		HJ	Jostens
	Model	L43		P808 S	H30
	Page	4		7	7

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Pasco High School					
BID #:					
11-022-SN					
ITEM #	DESCRIPTION				
	Petite Style Ring (LaPetite, Signature, Essence, or Equal)				
R-17	Ladies Small Petite ring	\$359.95	NB	\$429.95	\$331.99
	Maufacturer	Balfour		HJ	Jostens
	Model	E22		C903	S66
	Page	5		11	9
R-18	Ladies Regular Petite ring	\$379.95	NB	\$449.95	\$341.99
	Maufacturer	Balfour		HJ	Jostens
	Model	E61		C882	S22
	Page	6		10	8
	Retro Style (Alliance, Achiever or Equal)				
R-19	Men's Medium Retro Style	\$299.95	NB	\$499.95	\$417.99
	Maufacturer	Balfour		HJ	Jostens
	Model	C32		P174LX	A15
	Page	26		6	14
R-20	Men's Large Retro Ring	\$319.95	NB	\$509.95	\$425.99
	Maufacturer	Balfour		HJ	Jostens
	Model	C31		P185J	A11
	Page	28		6	14
R-21	Ladies Small Retro Ring	\$199.95	NB	\$479.95	\$386.99
	Maufacturer	Balfour		HJ	Jostens
	Model	C42L		P166 S	A18
	Page	28		6	5
R-22	Ladies Regular Retro Ring	\$219.95	NB	\$489.95	\$369.99
	Maufacturer	Balfour		HJ	Jostens
	Model	C41L		P170 S	A14
	Page	28		6	5

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BID TITLE: Caps, Gowns, Rings and Announcements		Clearwater, FL 33762	Port Chester, NY 10573	St. Petersburg, FL 33703	Clearwater, FL 33767
Pasco High School					
BID #:					
11-022-SN					
ITEM #	DESCRIPTION				
	Ladies Slender Traditional Style (Princess, Epic, Ladies Achiever or Equal)				
R-23	Ladies Small Traditional Ring	\$289.95	NB	\$399.95	\$361.99
	Maufacturer	Balfour		HJ	Jostens
	Model	C42L		P200 P	A16
	Page	26		8,9	17
R-24	Ladies Regular Traditional Ring	\$379.95	NB	\$399.95	\$369.99
	Maufacturer	Balfour		HJ	Jostens
	Model	I24		P210P	A12
	Page	2		8,9	5
	Classic Style (Monarch, Voice, Reflection or Equal)				
R-25	Men's Medium Classic Ring	\$219.95	NB	\$399.95	\$347.99
	Maufacturer	Balfour		HJ	Jostens
	Model	RE1 M		1081 X	W19
	Page	6		More choices insert	17
R-26	Men's Large Classic Ring	\$259.95	NB	\$429.95	\$357.99
	Maufacturer	Balfour		HJ	Jostens
	Model	R26 M		P150 XL	W23
	Page	6		More choices insert	17
R-27	Ladies Small Classic Ring	\$199.95	NB	\$379.95	\$311.99
	Maufacturer	Balfour		HJ	Jostens
	Model	RE1 L		2130 M	F12
	Page	6		More choices insert	7
R-28	Ladies Regular Classic Ring	\$239.95	NB	\$399.95	\$311.99
	Maufacturer	Balfour		HJ	Jostens
	Model	R26L		P150 S	W20
	Page	6		More choices insert	7
	Balance of Line Discount for Ring "Add-ons"	0.00%		5.00%	0.00%

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Pasco High School					
BID #:					
11-022-SN					
ITEM #	DESCRIPTION				
	Total Price for All Twenty-Eight Rings	\$8,538.60	\$0.00	\$11,988.60	\$9,611.72
	Divided by 28 Ring Selections	\$304.95	NB	\$428.16	\$343.28
	Part C: Announcements:				
A-1	Graduation Announcements Single Fold (25-box)	\$0.40/\$10.00	NB	\$10.00	\$16.00
A-2	Graduation Announcements Double Fold (25-box)	\$0.80/\$20.00	NB	\$12.50	\$16.00
A-3	Graduation Announcements Triple Fold (25-box)	\$0.90/\$22.50	NB	\$18.75	\$16.00
A-4	Additional options (gold foil - will not be part of the calculation for award)	\$0.00	NB	\$3.75	N/A
A-5	Thank You Cards (25 cards per box)	\$14.95	NB	\$14.95	\$7.75
A-6	Name Cards (100 cards per box) Raised print with raised embossed borders	\$18.95	NB	\$18.95	\$16.25
	Balance of Line Discount for Announcement "Add-ons"	0.00%	NB	5.00%	0.00%
	TOTAL POINTS:	124.95	Disqualified	131.85	87.6