

District School Board of Pasco County RFP Recommendation

RFP Title	Trophies and Awards – “As-Needed” Basis		Number of Vendors Notified	262
RFP Number	13-039-SB		Number of Proposals Distributed	36
Date Solicited	September 25, 2012		Number of Vendors Proposing	7
Date Opened	October 16, 2012		Number of Formal “No Bid” Responses	1
Date Board Presentation	November 6, 2012		Funding Source	General and Internal
Total Savings	Estimated \$1,200		Grand Total of RFP	Estimated \$70,000

Recommendation: Recommend acceptance of proposals as noted on the attached tabulation sheet, as the responsive, responsible proposals having the highest points per region and meeting written specifications and testing criteria.

Term of Contract: The intent of this RFP is to establish a three-year contract, renewable annually by mutual consent, with up to six (6) vendors (three vendors for Region 1 and three vendors for Region 2) for the purchase of trophies and awards on an “as-needed” basis. The contract will commence on December 4, 2012 and continue through December 3, 2013.

Notations and Exceptions: Each RFP was evaluated and points assigned according to the following criteria for each Region as outlined in the specifications: References (5), Delivery Requirements (5), Minimum Order Requirements (5), Storefront Location (5), Samples (20), and Cost (10).

Recommend rejection of proposal from Positive Promotions as they are unable to provide at least ninety percent (90%) of the items purchased most often by the District as stated in the RFP document.

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.

RFP’s Evaluated By:

Tammy Cockill, Bookkeeper, Dr. John Long Middle School
Susan Daniel, Bookkeeper, Zephyrhills High School
Gail Fisher, Bookkeeper, Raymond B. Stewart Middle School
Anita Snider, Bookkeeper, Land O’ Lakes High School

RFP’s Prepared By:

Stephanie Bunford, Buyer, Purchasing Department

Reviewed and Authorized By:

Michael J. Woodall, CPPO, Purchasing Agent



DISTRICT SCHOOL BOARD OF PASCO COUNTY BID TABULATION

DATE OF OPENING: October 16, 2012 @ 2:30 PM		A-OK Trophies	Crown Trophies	Gulfside Trophies	Landmark Awards, Inc.	Levy Marketing and Awards	Unique Awards and Engraving
RFP TITLE: Trophies and Awards		3724 Land O' Lakes Blvd.	18051 A. Highwoods Preserve Pkwy	3336 Grand Blvd.	460 E. Lemon Street	2415 N. Albany Unit 1	6329 River Road
RFP #: 13-039-SB		Land O' Lakes, FL 34639	Tampa, FL 33647	The Colannades Suite 104	Tarpon Springs, FL 34639	Tampa, FL 33607	New Port Richey, FL 34652
BOARD MEETING: November 6, 2012				Holiday, FL 34690			
Region 1 (East Side of County)							
Category A	References: (5 Point Max)	5	5	4.83	5	5	
Category B	Delivery Requirements: (5 Point Max)	Yes	Yes	Yes	Yes	Yes	
	Delivery Charges:	\$0-\$25.00	\$0.00	\$0.00	\$0.00	\$25.00	
	Points Awarded:	2.50	5.00	5.00	5.00	2.50	
Category C	Minimum Order Requirements: (5 Point Max)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
	Points Awarded:	5.00	5.00	5.00	5.00	5.00	
Category D	Storefront Location: (5 Point Max)	12.57 miles	7.05 miles	28.87 miles	29.69 miles	24.79 miles	
	Points Awarded:	2.80	5.00	1.22	1.19	1.42	
Category E	Samples: (20 Point Max)	13	16	17	18	11	
Category F	Cost: (10 Point Max)	\$146.65	\$134.58	\$153.70	\$122.55	\$165.45	
	(Excludes items 13-15, 17-19) Total:	8.36	9.11	7.97	10.00	7.41	
	Total Points Region 1: (50 Point Max)	36.66	45.11	41.03	44.19	32.33	No Bid
		A-OK Trophies	Crown Trophies	Gulfside Trophies	Landmark Awards, Inc.	Levy Marketing and Awards	Unique Awards and Engraving
		3724 Land O' Lakes Blvd.	18051 A. Highwoods Preserve Pkwy	3336 Grand Blvd.	460 E. Lemon Street	2415 N. Albany Unit 1	6329 River Road
		Land O' Lakes, FL 34639	Tampa, FL 33647	The Colannades Suite 104	Tarpon Springs, FL 34639	Tampa, FL 33607	New Port Richey, FL 34652
				Holiday, FL 34690			
Regions 2 (West Side of County)							
Category A	References: (5 Point Max)			4.83	5	5	5
Category B	Delivery Requirements: (5 Point Max)			Yes	Yes	Yes	No Delivery
	Delivery Charges:			\$0.00	\$0.00	\$25.00	N/A
	Points Awarded:			5	5	2.5	0
Category C	Minimum Order Requirements: (5 Point Max)			\$0.00	\$0.00	\$0.00	\$0.00
	Points Awarded:			5	5	5	5
Category D	Storefront Location: (5 Point Max)			3.17 miles	6.28 miles	33.50 miles	1.54 miles
	Total:			2.43	1.23	0.23	5.00
Category E	Samples: (20 Point Max)			17	18	11	11
Category F	Cost: (10 Point Max)			\$153.70	\$122.55	\$165.45	\$156.45
	(Excludes items 13-15, 17-19) Total:			7.97	10.00	7.41	3.92
	Total Points Region 2: (50 Point Max)	No Bid	No Bid	42.24	44.23	31.14	29.92