



DISTRICT SCHOOL BOARD OF PASCO COUNTY

Kurt S. Browning, Superintendent of Schools

7227 Land O' Lakes Boulevard • Land O' Lakes, Florida 34638

Department of Purchasing
Michael J. Woodall, CPPO, Purchasing Agent
813/794-2221 Fax: 813/794-2111
727/774-2221 TDD: 813/794-2484
352/524-2221 email: mwoodall@pasco.k12.fl.us

March 19, 2013

MEMORANDUM

TO: Honorable School Board Members

FROM: Michael J. Woodall, CPPO, Purchasing Agent *M.J.W.*

SUBJECT: RFP 11-012-VJ Pasco High School
Yearbooks
One Year Extension
Balfour

On June 15, 2010, official action (attached) was taken to award RFP 11-012-VJ Pasco High School Yearbooks to Balfour (previously knows as Taylor Publishing). This RFP is a three-year contract, with the option of extending for up to 365 days. The second year term was renewed by the Board on May 3, 2011 and the third year term was renewed by the Board on May 1, 2012 and is set to expire on June 30, 2013.

Considering services have been satisfactory, John Pantelis, Balfour Representative, was contacted to determine his willingness to enter into the one year extension for the period of July 1, 2013 through June 30, 2014. As such, he has agreed in writing (attached) to do so.

It is my recommendation to enter into the one year extension with Balfour. The anticipated contract amount for the third year term is \$35,000 paid out of internal funds. Should you have any questions regarding this matter, please feel free to contact me at your earliest convenience.

MJW/sb
Attachments

Date/Time: March 13, 2013 08:42:00



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Purchasing Services

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RFP EXTENSION REQUEST

RFP 11-012-VJ

RFP Title: Pasco High School Yearbooks

X

Yes, I agree to extend 11-012-VJ for under the same terms and conditions as the existing contract. The extension period shall be from **July 1, 2013 through June 30, 2014.**

No, I do not agree to extend RFP 11-012-VJ.

COMPANY NAME: Balfour

SIGNATURE: John Pantelis

TYPED NAME AND TITLE: JOHN PANTELIS, REPRESENTATIVE

TELEPHONE (WITH AREA CODE): 727-546-4551 or 727-430-2849

FAX NUMBER (WITH AREA CODE): 727-548-7240

E-MAIL: taylorreps@aol.com

DATE: 3/5/13

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 EMAIL BACK TO: sbunford@pasco.k12.fl.us

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 Bid Recommendation

Bid Title	Yearbooks – Pasco High School	Number of Vendors Notified	227
Bid Number	11-012-VJ	Number of Bids Distributed	16
Date Solicited	April 27, 2010	Number of Vendors Bidding	2
Date Opened	May 18, 2010	Number of Formal “No Bid” Responses	0
Date Board Presentation	June 15, 2010	Funding Source	Internal Funds
Total Savings	*N/A	Grand Total of Bid	\$33,862.00

Recommendation:

Recommend acceptance of the proposal from Taylor Publishing as noted on the attached tabulation sheet as the highest scoring, responsive, responsible proposer meeting written specifications and testing criteria.

Term of Contract:

This is a three-year contract, renewable annually by mutual agreement of both parties. The first year of the contract will commence on July 1, 2010 and continue through June 30, 2011.

Notations and Exceptions:

This RFP was awarded upon a weighted points system. The weighted points criteria were based upon the following weights: Quality of Samples (4), Base Price (3), 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 and force ranked depending on the number of respondents and then multiplied by the weighted point factor.

*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.

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:

Jennifer Ingersoll, Assistant Principal, Pasco High School
Abigail Kennedy, Yearbook Advisor, Pasco High School
3 Members of the Student Body (names on file in the Purchasing Department)

Bid Prepared By:

Vickie Jones, Buyer Assistant, Purchasing Department

Reviewed and Authorized By:

Kendra Goodman, CPPO, CPPB, Purchasing Agent



District School Board
of Pasco County

Date/Time: June 9, 2010; 11:30:00

JUN 15 2010

Board Approved

**TABULATION SHEET
YEARBOOKS-PHS**

DATE OF OPENING: May 18, 2010 @ 2:30pm		Taylor Publishing	Walsworth
BID NAME: Yearbooks - Pasco High School		10707 66th St. N. #9	430 Chimney Rock Dr.
BID #: 11-012-VJ		Pinellas Park, FL 33782	Ruskin, FL 33570
		727-548-7240	813-465-3390
UNITS:	DESCRIPTION:	TOTAL PRICE	TOTAL PRICE
	Pasco High School		
	Base Price:	\$33,862.00	\$31,624.00
	TOTAL POINTS:	92.5	57.5

**District School Board
of Pasco County
JUN 15 2010
Board Approved**