



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

April 16, 2013

MEMORANDUM

TO: Honorable School Board Members

FROM: Michael J. Woodall, CPPO, Purchasing Agent *MJW.*

SUBJECT: RFP 13-016-SB Wesley Chapel High School Yearbooks
Second Year of a Three-Year Contract
Walsworth

On July 31, 2012, official action (attached) was taken to award RFP 13-016-SB Wesley Chapel High School Yearbooks to Walsworth. This RFP is a three-year contract, renewable annually based upon mutual consent of the parties. The first year term is set to expire on July 31, 2013.

Considering services have been satisfactory, Adam Livesay, Walsworth Representative, was contacted to determine his willingness to enter into the second year of the agreement for the period of August 1, 2013 through July 31, 2014. As such, he has agreed in writing (attached) to do so.

It is my recommendation to enter into the second year of the contract with Walsworth. The anticipated contract amount for the third year term is \$30,000 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: April 10, 2013 08:51:00



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Purchasing Services

Michael J. Woodall, CPPO, Purchasing Agent

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RFP RENEWAL REQUEST

RFP 13-016-SB

RFP Title: Wesley Chapel High School Yearbooks

Yes, I agree to renew 13-016-SB Wesley Chapel High School Yearbooks under the same terms and conditions as the existing contract. The second year period shall be from **August 1, 2013 through July 31, 2014.**

No, I do not agree to renew RFP 13-016-SB.

COMPANY NAME: Walsworth

SIGNATURE: Adam Livesay

TYPED NAME AND TITLE: Adam Livesay - Sales Representative

TELEPHONE (WITH AREA CODE): (813) 230-2812

FAX NUMBER (WITH AREA CODE): (407) 831-0588

E-MAIL: yearbookcentral@walsworth.com

DATE: 3-8-13

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

RFP Title	Yearbooks-Wesley Chapel High School	Number of Vendors Notified	248
RFP Number	13-016-SB	Number of Proposals Distributed	24
Date Solicited	June 15, 2012	Number of Vendors Proposing	3
Date Opened	July 11, 2012	Number of Formal "No Bid" Responses	0
Date Board Presentation	July 31, 2012	Funding Source	School Internal Funds
Total Savings	Estimated \$ 4,300	Grand Total of RFP	Estimated \$30,000

Recommendation: Recommend acceptance of RFP from Walsworth Publishing Company as noted on the attached tabulation sheet as the best, responsive, responsible proposal receiving the highest number of points.

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 August 1, 2012 and continue through July 31, 2013.

Notations and Exceptions:

This RFP was awarded upon the following point criteria: Total Price (15), Add-Ons (10), References (15), Educational Resources/Website (25), and Samples (25).

The grand total of the RFP was determined by adding the yearbook base price with the anticipated add-ons.

Savings were calculated by subtracting the awarded vendor's price from the average price of all submittals.

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.


Proposals Evaluated By:

Shelley Carrino, Assistant Principal, Wesley Chapel High School
Allison Taylor, Teacher, Wesley Chapel High School
3 Students from Wesley Chapel High School - Names on file in Purchasing

Proposal Prepared By:

Stephanie Bunford, Buyer, Purchasing Department

Reviewed and Authorized By:

Kendra Goodman, CPPO, CPPB, Purchasing Agent 

**District School Board
of Pasco County**

JUL 31 2012

Board Approved

DISTRICT SCHOOL BOARD OF PASCO COUNTY BID TABULATION

DATE OF OPENING: July 11, 2012 @ 2:30 PM RFP TITLE: Yearbooks - Wesley Chapel High School RFP #: 13-016-SB BOARD MEETING: July 31, 2012			Balfour 10707 66th Street N. # 9 Pinellas Park, FL 33782	Jostens, Inc 3601 Minnesota Drive Suite 400 Minneapolis, MN 55435	Walsworth Publishing Company 1511 Druid Road Maitland, FL 32751
ITEM#	Units	DESCRIPTION	TOTAL PRICE	TOTAL PRICE	TOTAL PRICE
Category A	400 copies	Base Price: (15 point Max)	\$26,009.00	\$40,000.00	\$26,543.00
			15.00	9.75	14.70
Category B		Add-ons: (10 point Max)			
	per copy	1. Cost of additional copies (after the 400 specified)	\$30.71 to 500/ \$24.14 over 500	\$40.00	\$28.05
Deduct	per copy	2. Credit for reduction in quantity of yearbooks	-\$30.71 to 500/ -\$24.14 over 500	-\$30.00	-\$23.05
Deduct	per page	3. Credit for reduction in 8 color pages	\$1300.00/- \$162.50	-\$100.00	-\$125.00
	per page	4. Cost for 8 additional color pages	\$1439.00/\$179.75	\$130.00	\$125.00
	per page	5. Cost for 8 additional black and white pages	N/A	\$75.00	N/A
	1 line	6. Cost for lines of personalization	\$3.65 Stamping/\$3.30 Name Plates	\$4.00	\$4.10
	per icon	7. Cost for Icons	\$3.25	\$2.00	\$3.00
	per cover	8. Cost for plastic protective covers	\$1.15	\$1.00	\$1.60
	per section	9. Cost for autograph sections	\$0.57	\$1.00	\$1.60
	per copy	10. Direct sales to students/parents cost	\$1.00	\$0.00	\$1.00
	per hour	11. Company Graphic Artist	\$70.25	\$0.00	\$50.00
	per copy	12. Current events insert cost – sewn into book	\$2.15	\$2.00	\$1.60
	per copy	13. Current events insert cost – tape insertion	\$2.15	\$2.00	\$1.60
	per copy	14. Spine copy/decoration (school design cover)	\$0.00	\$0.00	\$0.00
	per copy	15. Spine copy/decoration (company design cover)	\$0.00	\$0.00	\$0.00
	per copy	16. Back cover decoration charge	\$0.00	\$0.00	\$0.00
	per copy	17. Additional silkscreen color applied	\$1.36	\$0.75	\$0.75
	per copy	18. Additional foil – stamp color applied	\$1.36	\$1.00	\$0.95
	per copy	19. Foil – stamp die charge (if new die)	Quote Required	\$0.25	Quote Required
	per copy	20. Embossing	\$1.61	\$1.00	\$0.95
	per copy	21. Embossing die charge (if new die)	Quote Required	\$0.25	Quote Required
	per copy	22. Metalique/metalay application	\$3.51	\$1.40	\$0.95
	per copy	23. Rounding and Backing	\$0.00	\$0.00	\$0.00
	per copy	24. Four color printed cover	\$1.20	\$0.00	\$0.00
	per copy	25. Mylar lamination for printed cover	\$0.00	\$0.00	\$0.00
	per copy	26. Company – design die cut end-sheets	\$0.00	\$0.50	\$0.00
	per copy	27. Company – design embossed end-sheets	\$0.00	\$0.50	\$0.00
	per copy	28. Company – design foil – stamped end-sheets	\$0.00	\$0.50	\$0.00
	per copy	29. Different front & back end-sheet designs	\$1.29	\$0.75	\$0.00
	per copy	30. Four color process end-sheets, same design front and back	\$0.96	\$0.50	\$0.00
		Total for Add-ons # (1-4, 7-18, 20, 22-30):	\$109.06	\$54.90	\$69.00
		Total points for Add-ons:	5	10.00	7.96

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DISTRICT SCHOOL BOARD OF PASCO COUNTY BID TABULATION

DATE OF OPENING: July 11, 2012 @ 2:30 PM			Balfour	Jostens, Inc	Walsworth Publishing Company
RFP TITLE: Yearbooks -Wesley Chapel High School			10707 66th Street N. # 9	3601 Minnesota Drive Suite 400	1511 Druid Road
RFP #: 13-016-SB			Pinellas Park, FL 33782	Minneapolis, MN 55435	Maitland, FL 32751
BOARD MEETING: July 31, 2012					
ITEM#	Units	DESCRIPTION	TOTAL PRICE	TOTAL PRICE	TOTAL PRICE
Category C		References: (15 point Max)	13.35	14.75	15.00
Category D		Educational Resources/Website: (25 point Max)	16.00	15.00	24.00
Category E		Samples: (25 point Max)	18.00	14.00	24.00
Total Points: (90 point Max)			67.35	63.50	85.66

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