



## DISTRICT SCHOOL BOARD OF PASCO COUNTY

Kurt S. Browning, Superintendent of Schools

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

### Purchasing Services

Michael J. Woodall, CPPO, Purchasing Agent

813/ 794-2221 Fax: 813/ 794-2112

727/ 774-2221 TDD: 813/794-2484

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

May 21, 2013

### MEMORANDUM

**TO:** Honorable School Board Members

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

**SUBJECT:** RFP 13-012-SB River Ridge High School Yearbooks  
Second Year of a Three-Year Contract  
Walsworth

On July 31, 2012, official action (attached) was taken to award RFP 13-012-SB River Ridge High School Yearbooks to Walsworth Publishing Company. 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 August 1, 2013.

Considering services have been satisfactory, Adam Livesay, Walsworth's Representative, was contacted to determine his willingness to enter into the second year of the agreement for the period of August 2, 2013 through August 1, 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 Publishing Company. The anticipated contract amount for the third year term is \$40,000 paid out of internal funds. Should you have any questions regarding this matter, please feel free to contact me at your earliest convenience.

MJW/mv  
Attachments

Date/Time: May 15, 2013 09:04:00



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### Purchasing Services

Michael J. Woodall, CPPO, Purchasing Agent

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### BID RENEWAL REQUEST

**BID TITLE: River Ridge High School Yearbooks**

Yes, I agree to renew **BID # 13-012-SB** under the same terms and conditions as the existing agreement. The second year period shall be from **August 2, 2013 through August 1, 2014**.

No, I do not agree to renew **BID # 13-012-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: 5/9/13

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: [mvelez@pasco.k12.fl.us](mailto:mvelez@pasco.k12.fl.us)

DISTRICT SCHOOL BOARD OF PASCO COUNTY

**ATTENTION: Monica Velez**

**PURCHASING DEPARTMENT**

**20430 GATOR LANE**

**LAND O' LAKES, FL 34638**

**(813) 794-2234 (PHONE)**

**(813) 794-2111 (FAX)**



# District School Board of Pasco County Bid Recommendation

<b>RFP Title</b>	Yearbooks-River Ridge High School	<b>Number of Vendors Notified</b>	257
<b>RFP Number</b>	13-012-SB	<b>Number of Proposals Distributed</b>	20
<b>Date Solicited</b>	May 31, 2012	<b>Number of Vendors Proposing</b>	3
<b>Date Opened</b>	June 25, 2012	<b>Number of Formal "No Bid" Responses</b>	0
<b>Date Board Presentation</b>	July 24, 2012	<b>Funding Source</b>	School Internal Funds
<b>Total Savings</b>	Estimated \$4,300	<b>Grand Total of RFP</b>	Estimated \$40,000

**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 2, 2012 and continue through August 1, 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 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:**

Maria Swanson, Principal, River Ridge High School  
Mike Carlson, Yearbook Adviser, River Ridge High School  
3 Students from River Ridge 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 24 2012

Board Approved

DISTRICT SCHOOL BOARD OF PASCO COUNTY BID TABULATION  
RFP# 13-012-SB RRHS Yearbooks

<b>DATE OF OPENING:</b> June 25, 2012 @ 2:30 PM			Herff Jones	Jostens, Inc	Walsworth Publishing Company  1511 Druid Road Maitland, FL 32751
<b>RFP TITLE:</b> Yearbooks - River Ridge High School			305 Church Street	3601 Minnesota Drive Suite 400	
<b>RFP #:</b> 13-012-SB			Safety Harbor, FL 34695	Minneapolis, MN 55435	
<b>BOARD MEETING:</b> July 24, 2012					
<b>ITEM#</b>	<b>Units</b>	<b>DESCRIPTION</b>	<b>TOTAL PRICE</b>	<b>TOTAL PRICE</b>	<b>TOTAL PRICE</b>
Category A	700 copies	<b>Base Price: (15 point Max)</b>	\$41,431.58	\$46,700.00	\$37,500.00
			<b>13.58</b>	<b>12.04</b>	<b>15.00</b>
Category B		<b>Add-ons: (10 point Max)</b>			
		<b>Total points for Add-ons:</b>	<b>10.00</b>	<b>8.94</b>	<b>5.93</b>
Category C		<b>References: (15 point Max)</b>	<b>14.40</b>	<b>14.75</b>	<b>15.00</b>
Category D		<b>Educational Resources/Website: (25 point Max)</b>	<b>10.00</b>	<b>15.00</b>	<b>22.00</b>
Category E		<b>Samples: (25 point Max)</b>	<b>10.00</b>	<b>17.00</b>	<b>24.00</b>
<b>Total Points: (90 point Max)</b>			<b>57.98</b>	<b>67.73</b>	<b>81.93</b>