



District School Board of Pasco County

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Heather Fiorentino, Superintendent

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Department of Purchasing
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May 17, 2006

MEMORANDUM

TO: Honorable Board Members

FROM: Kendra Goodman, CPPB, Purchasing Agent

RE: Second Year Renewal of Three-Year Contract
School Pictures – Ridgewood High School
Woodside's Photography

Ridgewood High School solicited three picture vendors and received proposals from Bryn-Alan and Woodside's Photography for a three-year contract, renewable annually by mutual agreement of both parties. Lifetouch Photography was also solicited but did not respond. Woodside's Photography was selected by obtaining the highest total points by a committee of administrators, staff, and students.

The first year of the contract expires on May 20, 2006. Information was received in the Purchasing office before the expiration date, but not enough time to be presented to the Board by May 20. At this time we are requesting approval of an estimated dollar amount of \$96,485.07. This estimated total was based upon the "Actual ADM" (Average Daily Membership), multiplied by the total average package from the fixed unit costs. All prices and commissions will remain the same throughout the contract period.

Considering services have been satisfactory, Woodside's Photography was contacted to verify their willingness to enter the third-year of the agreement. They have agreed to do so. The contract is attached for your review. The second year of the agreement will continue through on May 20, 2007.

Should you have any questions regarding this matter, or if I can be of further assistance, please contact me at your earliest convenience.

KDG/sw

Attachments (3)