



District School Board of Pasco County

7227 Land O' Lakes Boulevard • Land O' Lakes, Florida 34638 • 813/794-2000

Heather Fiorentino, Superintendent

www.pasco.k12.fl.us

Department of Purchasing
Kendra Goodman, CPPO, CPPB, Purchasing Agent
813/794-2221 Fax: 813/794-2221
727/774-2221 TDD: 813/794-2484
352/524-2221 e-mail: kgoodman@pasco.k12.fl.us

August 17, 2010

MEMORANDUM

TO: Honorable School Board Members

FROM: Kendra Goodman, CPPO, CPPB, Purchasing Agent *KDG*

RE: Third Year Renewal of Three-Year Contract
Bid # 09-037-SN Diplomas – “As Needed” Secondary Schools
Herff-Jones/John McLay & Associates, Inc.

On August 18, 2009, official action (attached) was taken to renew above-referenced proposal to Herff-Jones/John McLay & Associates, Inc. This is a three-year bid renewable annually at the mutual agreement of the parties. The second year of the agreement will expire on September 2, 2010.

Considering services have been satisfactory, Herff-Jones/John McLay & Associates, Inc., was contacted to verify their willingness to enter into the third year of the agreement. As such, Herff-Jones/John McLay & Associates, Inc., has agreed in writing to enter into the third year of the contract. The third year of the contract will cover the period of September 3, 2010 through September 2, 2011. At this time, it is my recommendation to enter into the third year of the contract.

If you have any questions, please feel free to contact me at your earliest convenience.

KDG/vj

Attachments



District School Board of Pasco County

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August 4, 2010

RFP RENEWAL REQUEST

RFP #: 09-037-SN

RFP TITLE: Diplomas

VENDOR: Herff Jones

Yes, I agree to renew 09-037-SN for Diplomas for the third year under the same terms and conditions as the existing contract. The renewal period will begin on September 3, 2010 and expire on September 2, 2011.

No, I do not agree to renew 09-037-SN.

Company Name: Herff-Jones/John McLay & Associates

Signature: [Handwritten Signature] Date: 8/5/10

Typed Name and Title: John P. McLay Jr

Telephone (w/area code): 727-381-7714 Fax Number (w/area code): 727-381-7713

DATE DUE: PLEASE FAX TO PURCHASING NO LATER THAN AUGUST 6, 2010

By agreeing to renew, vendor acknowledges and agrees to be in compliance with the "Jessica Lunsford Act". Vendors conducting business, with the District School Board of Pasco County, who will (1) be at the school when students are present, or (2) have direct contact with students, or (3) have access to or control of school funds **must** be Level 2 fingerprinted by Human Resources. If any of the above applies to this contract, you **must** have those individuals Level 2 fingerprinted and screened by the Districts Human Resource Department **prior** to commencement of services or work and must provide a list of employees with renewal. Please contact 813/794-2521 to arrange for an appointment. Costs associated with this background screening are to borne by the vendor. You may access information regarding this law by reviewing Sections 1012.32 and 1012.465, Florida Statutes. This law became effective September 1, 2005.

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 RETURN TO: DISTRICT SCHOOL BOARD OF PASCO COUNTY
ATTN: **Vickie Jones, Buyer Assistant**
PURCHASING DEPARTMENT
20430 GATOR LANE
LAND O' LAKES, FL 34638
(813) 794-2226 (PHONE) (813) 794-2713 (FAX)



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

August 18, 2009

MEMORANDUM

TO: Honorable School Board Members

FROM: Kendra Goodman, CPPB, Purchasing Agent *KDG*

RE: Second Year Renewal of Three-Year Contract
Bid 09-037-SN Diplomas – “As Needed” Secondary Schools
Herff-Jones/John McLay & Associates, Inc.

On September 16, 2008, official action (attached) was taken to award the above-referenced bid to Herff-Jones/John McLay & Associates, Inc. This is a three-year bid renewable annually at the mutual agreement of the parties. The first year of the agreement will expire on September 2, 2009.

Considering services have been satisfactory, Herff-Jones/John McLay & Associates, Inc., was contacted to verify their willingness to enter into the second year of the agreement. As such, Herff-Jones/John McLay & Associates, Inc., has agreed in writing to enter into the second year of the contract. The second year of the contract will cover the period of September 3, 2009 through September 2, 2010. At this time, it is my recommendation to enter into the second year of the contract.

If you have any questions, please feel free to contact me at your earliest convenience.

District School Board
of Pasco County

KDG/vj

AUG 18 2009

Attachments (2)

Board Approved

DATE/TIME:

District School Board of Pasco County Bid Recommendation

| | | | |
|------------------------------------|---|--|--------------------------|
| Bid Title | Diplomas "As Needed" Secondary Schools | Number of Vendors Notified | 287 |
| Bid Number | 09-037-SN | Number of Bids Distributed | 17 |
| Date Solicited | 7/24/2008 | Number of Vendors Bidding | 2 |
| Date Opened | 8/15/2008 | Number of Formal "No Bid" Responses | 1 |
| Date Board Presentation | 9/16/2008 | Funding Source | School Internal Funds |
| Total Savings | N/A | Grand Total of Bid | \$31,705.60 |

Recommendation:

Recommend acceptance of the bid from Herff Jones/John McLay & Associates as noted on the attached tabulation sheet as lowest and best, responsive, responsible bid meeting written specifications. This is a student-direct purchase.

Term of Contract:

This is a three-year contract, renewable by mutual agreement of all parties. The first year of the contract will commence on September 3, 2008 and expire on September 2, 2009.

Notations and Exceptions:

Jostens bid was not considered as they requested their bid be withdrawn.

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:

Stephanie Noble, Buyer, Purchasing Department
Nicole Ellis, Buyer Assistant, Purchasing Department

Bids Prepared By:

Stephanie Noble, Buyer, Purchasing Department
Nicole Ellis, Buyer Assistant, Purchasing Department

Reviewed and Authorized By:

Kendra Goodman, CPPB, Purchasing Agent

Date/Time: September 10, 2008; 08:52:00

District School Board
of Pasco County

AUG 18 2009

Board Approved

| | | | | |
|-----|---|--------------------|--|--------------------|
| 375 | CERTIFICATE OF COMPLETION | | | |
| | Option E-A: Gold Seal | \$1.75 | | \$1.73 |
| | Option E-B: Gold Seal Crest | \$0.20 | | \$0.18 |
| | Option E-C: Gold School Crest w/1 color background | \$0.20 | | \$0.18 |
| | Option E-C: Gold School Crest w/1 color background | \$0.35 | | \$0.13 |
| | Option E-D: Gold School Crest w/2 color background | \$0.45 | | \$0.43 |
| | Cost for Cover | \$4.65 | | \$4.63 |
| | Cost for Envelope | N/C | | N/C |
| | TOTAL PRICE | \$6.40 | | \$6.36 |
| | x EACH UNIT | \$2,400.00 | | \$2,385.00 |
| 126 | SPECIAL CERTIFICATE OF COMPLETION | | | |
| | Option E-A: Gold Seal | \$1.75 | | \$1.73 |
| | Option E-B: Gold Seal Crest | \$0.20 | | \$0.18 |
| | Option E-C: Gold School Crest w/1 color background | \$0.20 | | \$0.18 |
| | Option E-C: Gold School Crest w/1 color background | \$0.35 | | \$0.13 |
| | Option E-D: Gold School Crest w/2 color background | \$0.45 | | \$0.43 |
| | Cost for Cover | \$4.65 | | \$4.63 |
| | Cost for Envelope | N/C | | N/C |
| | TOTAL PRICE | \$6.40 | | \$6.36 |
| | x EACH UNIT | \$806.40 | | \$801.36 |
| | TOTAL "ALL OR NONE" BID PRICE | \$31,705.60 | | \$31,507.44 |

District School Board
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AUG 18 2009

Board Approved

| UNITS: | DESCRIPTION: | TOTAL PRICE | TOTAL PRICE |
|--------|---|--------------------|--------------------|
| | Diplomas | | |
| 4189 | STANDARD DIPLOMAS | \$1.75 | \$1.73 |
| | Option E-A: Gold Seal | \$0.20 | \$0.18 |
| | Option E-B: Gold Seal Crest | \$0.20 | \$0.18 |
| | Option E-C: Gold School Crest w/1 color background | \$0.35 | \$0.13 |
| | Option E-D: Gold School Crest w/2 color background | \$0.45 | \$0.43 |
| | Cost for Cover | \$4.65 | \$4.63 |
| | Cost for Envelope | N/C | N/C |
| | TOTAL PRICE | \$6.40 | \$6.36 |
| | x EACH UNIT | \$26,809.60 | \$26,642.04 |
| 264 | SPECIAL DIPLOMAS | \$1.75 | \$1.73 |
| | Option E-A: Gold Seal | \$0.20 | \$0.18 |
| | Option E-B: Gold Seal Crest | \$0.20 | \$0.18 |
| | Option E-C: Gold School Crest w/1 color background | \$0.35 | \$0.13 |
| | Option E-D: Gold School Crest w/2 color background | \$0.45 | \$0.43 |
| | Cost for Cover | \$4.65 | \$4.63 |
| | Cost for Envelope | N/C | N/C |
| | TOTAL PRICE | \$6.40 | \$6.36 |
| | x EACH UNIT | \$1,689.60 | \$1,679.04 |

DATE OF OPENING: August 15, 2008 @ 2:30pm
 BID NAME: Diplomas "As Needed" - Secondary Schools
 BID #: 09-037-SN

John McLay & Associates
 dba Herff Jones
 6009 Dr. MLK Jr. St. N
 St. Petersburg, FL 33703

Jostens Inc.
 148 East Broadway
 Owatonna, MN 55060

District School Board
 of Pasco County

AUG 18 2009

Board Approved