

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

October 19, 2010

#### MEMORANDUM

TO: Honorable School Board Members

- FROM: Kendra Goodman, CPPO, CPPB, Purchasing Agent  $\mathcal{W}$
- RE: Requesting Permission to Piggy-back Wesley Chapel High School Caps, Gowns, Rings, and Announcements Bid #08-039-MK For Ridgewood High School and James W. Mitchell High School Herff-Jones/John McLay & Associates

The attached piggyback requests for Ridgewood High School and James W. Mitchell High School is being forwarded for your consideration and subsequent approval. This request is for the purchase of Caps, Gowns, Rings, and Announcements for the 2010-2011 school year. The vendor is willing to honor all the terms and conditions of the Wesley Chapel High School bid for Ridgewood High School and James W. Mitchell High School. The funding source is each school's internal funds. The estimated dollar expenditure for Ridgewood High School is \$218,872.50 and James W. Mitchell is \$348,645.

At this time, it is my recommendation to approve the request for Ridgewood High School and James W. Mitchell High School to piggyback bid #08-039-MK. The coverage period shall be from November 7, 2010 through November 6, 2011.

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

KDG/vj Attachments

Date/Time: October 13, 2010 12:05:00



20430 Gator Lane • Land O' Lakes, Florida 34638 • 813/ 794-2221

Heather Fiorentino, Superintendent

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Department of Purchasing Kendra Goodman, CPPB, Purchasing Agent 813/ 794-2221 Fax: 813/ 794-2111 727/ 774-2221 TDD: 813/ 794-2484 352/ 524-2221 e-mail: kgoodman@pasco.k12.fl.us

October 7, 2010

#### BID PIGGYBACK REQUEST BID NUMBER: <u>08-039-MK</u> BID TITLE: <u>Caps, Gowns, Rings, Announcements – Wesley Chapel High School</u> REQUEST FOR: <u>Ridgewood High School</u>

Yes, I agree to allow <u>Ridgewood High School</u> to piggyback Bid <u>08-039-MK</u> for <u>Caps.</u> <u>Gowns, Rings, Announcements – Wesley Chapel High School</u> under the same terms and conditions as the existing bid. The contract period will begin <u>November 7, 2010</u> and expire <u>November 6, 2011</u>.

No, I do not agree to allow <u>Ridgewood High School</u> to piggyback <u>08-039-MK</u> for <u>Caps</u>, Gowns, Rings, <u>Announcements – Wesley Chapel High School</u>.

onff Jones 10HUMLA Assar Herff-Jones COMPANY NAME: SIGNATURE: net Jorin Jr DATE PRINTED NAME/TITLE FAX W/AREA CODE 727-381 **TELEPHONE W/AREA CODE:** 727-381-7714

By agreeing to allow this piggyback, 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 District's Human Resources 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 be borne by the vendor. You may access information regarding this law through the internet link: <u>http://laws.flrules.org/files/Ch\_2005-028.pdf</u>. This law is effective September 1, 2005.

The prospective bidder certifies, by submission and signature of this piggyback request 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 FAX BACK TO: DISTRICT SCHOOL BOARD OF PASCO COUNTY ATTENTION: Vickie Jones, Buyer Assistant PURCHASING DEPARTMENT 20430 GATOR LANE LAND O' LAKES, FL 34638 (813) 794-2216 (PHONE) (813) 794-2713 (FAX)

PLEASE RETURN COMPLETED FORM BY OCTOBER 8, 2010 District Wide Accreditation • Southern Association of Colleges and Schools



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Heather Fiorentino, Superintendent

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Department of Purchasing Kendra Goodman, CPPB, Purchasing Agent 813/ 794-2221 Fax: 813/ 794-2111 727/ 774-2221 TDD: 813/ 794-2484 352/ 524-2221 e-mail: kgoodman@pasco.k12.fl.us

October 7, 2010

#### BID PIGGYBACK REQUEST BIO TITLE: <u>Caps, Gowns, Rings, Announcements – Wesley Chapel High School</u> REQUEST FOR: <u>James W. Mitchell High School</u>

Yes, I agree to allow <u>James W. Mitchell High School</u> to piggyback on the bid for <u>Caps</u>. <u>Gowns, Rings, Announcements – Wesley Chapel High School</u> under the same terms and conditions as the existing bid. The contract period will begin <u>November 7, 2010</u> and expire <u>November 6, 2011</u>.

No, I do not agree to allow <u>James W. Mitchell High School</u> to piggyback the bid for <u>Caps</u>, Gowns, Rings, Announcements - Wesley Chapel High School.

COMPANY NAME:	Herff-Jones	JOHN M'Ling	CH2roc. Ates
SIGNATURE:			/_/
PRINTED NAME/TITLE; JOH-J	P. M'Lm Ja	DA'I	re: 10/8/10
TELEPHONE W/AREA CODE:	727-381-7714 FAX W/AR	EA CODE:	727-381-7713

By agreeing to allow this piggyback, 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 District's Human Resources 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 be borne by the vendor. You may access information regarding this law through the internet link: <u>http://laws.flrules.org/files/Ch\_2005-028.pdf</u>. This law is effective September 1, 2005.

The prospective bidder certifies, by submission and signature of this piggyback request 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 FAX BACK TO: DISTRICT SCHOOL BOARD OF PASCO COUNTY ATTENTION: 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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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

October 5, 2010

#### **MEMORANDUM**

- TO: Honorable School Board Members
- FROM: Kendra Goodman, CPPO, CPPB, Purchasing Agent  $\mathcal{W}^{1}$
- RE: One Year Extension of Three-Year Bid RFP 08-039-MK Caps & Gowns, Rings, and Announcements – Wesley Chapel High School Herff Jones

On November 6, 2007, official action (attached) was taken to award the above-referenced bid to Herff Jones. This is a three-year bid renewable annually at the mutual agreement of the parties. The third year of the agreement will expire on November 6, 2010.

Considering the services have been satisfactory, Herff-Jones was contacted to determine their willingness to enter into a one-year extension of this contract under the existing terms and conditions. Herff-Jones has agreed, in writing, to do so.

At this time, it is my recommendation to enter into a one-year extension of the agreement with Herff-Jones. The one-year extension of the contract will cover the period of November 7, 2010 through November 6, 2011.

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

KDG/vj

Attachments

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Department of Purchasing Kendra Goodman, CPPB, Purchasing Agent 813/794-2221 Fax: 813/794-2111 727/774-2221 TDD: 813/794-2484 352/524-2221 e-mail: kgoodman@pasco.k12.fl.us

September 22, 2010

#### RFP RENEWAL REQUEST RFP #: <u>08-039-MK</u> RFP TITLE: <u>Caps, Gowns, Rings, Announcements – Wesley Chapel High School</u> VENDOR: <u>Herff-Jones</u>

Yes, I agree to extend <u>08-039-MK</u>, through June 30, 2011, which does not exceed the one-year time limit for extension. The extension period will observe the same terms and conditions as the existing contract. The additional year will begin on <u>November 7, 2010</u> and expire on <u>June 30, 2011</u>.

\_\_\_\_No, I do not agree to renew 08-039-MK.

Company Name: Herff-Jones	<u> </u>
Signature:	Date: 9/24/10
Typed Name and Title: John P. M'L-y Jr.	Presimit.
(727)201 2011	ax Number (w/area code): 727 - 381- 7713

#### DATE DUE: PLEASE FAX TO PURCHASING NO LATER THAN SEPTEMBER 24, 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, Bnyer Assistant PURCHASING DEPARTMENT	
	20430 GATOR LANE LAND O' LAKES, FL 34638 (813) 794-2226 (PHONE) (813) 794-2713 (FAX)	

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Department of Purchasing Kendra Goodman, 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

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November 18, 2009

#### MEMORANDUM

TO: Honorable School Board Members



- FROM: Kendra Goodman, CPPB, Purchasing Agent
- RE: Requesting Permission to Piggy-back Wesley Chapel High School Rings, Caps, Gowns, and Announcements Bid #08-039-MK For Ridgewood High School and James W. Mitchell High School Herff-Jones/John McLay & Associates

The attached piggyback request for Ridgewood High School and James W. Mitchell High School is being forwarded for your consideration and subsequent approval. This request is for the purchase of Rings, Caps, Gowns, and Announcements for the 2009-2010 school year. The vendor is willing to honor all the terms and conditions of the Wesley Chapel High School bid for Ridgewood High School and James W. Mitchell High School. The funding source is each school's internal funds. The estimated dollar expenditure for Ridgewood High School is \$218,872.50 and James W. Mitchell is \$348,645.

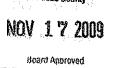
At this time, it is my recommendation to approve the request for Ridgewood High School and James W. Mitchell High School to piggyback bid #08-039-MK. The coverage period shall be from November 7, 2009 through November 6, 2010.

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

KDG/vi Attachments (6)

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District School Board of Pasco County



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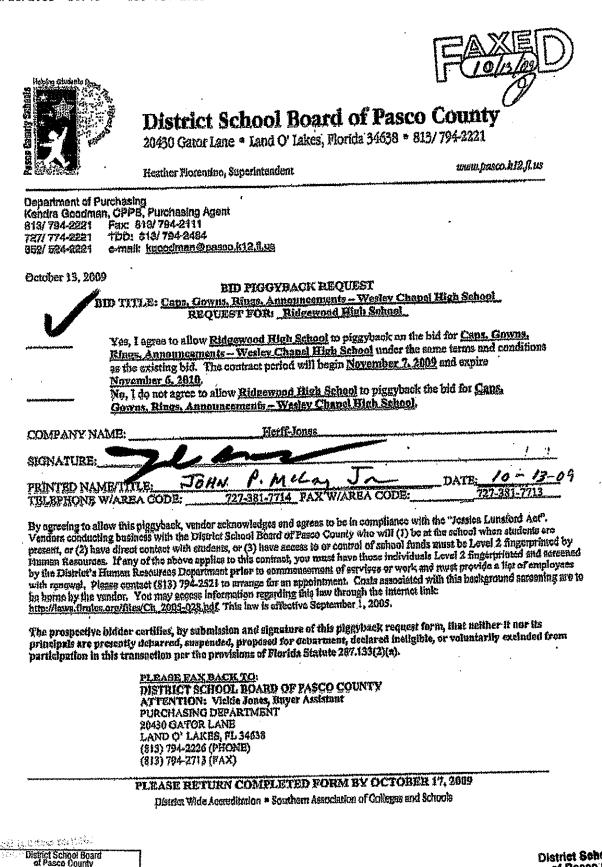
OCT-20-2009 01:55P FROM:JOHN MOLAY AND ASSOC 727 381 7713 10/13/2009 15:46 513-/34-2/13 MURCHASING

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**Board Approved** 

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District School Board of Pasco County

OCT 0.5 2010 Board Approved



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Board Approved

Department of Purchasing Kendra Goodman, 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

November 3, 2009

MEMORANDUM

**TO:** Honorable School Board Members

- FROM: Kendra Goodman, CPPB, Purchasing Agent
- RE: Third Year Renewal of Three-Year Bid RFP 08-039-MK Caps & Gowns, Rings, and Announcements – Wesley Chapel High School Herff Jones

On November 6, 2007, official action (attached) was taken to award the above-referenced bid to Herff Jones. This is a three-year bid renewable annually at the mutual agreement of the parties. The second year of the agreement will expire on November 6, 2009.

Considering services have been satisfactory, Herff Jones was contacted to verify their willingness to enter into the third year of the agreement. As such, Herff Jones has agreed in writing to enter into the third year of the contract. At this time it is my recommendation to enter into the third year of the contract which will cover the period of November 7, 2009 through November 6, 2010.

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

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Attachments (3)		OCT 05 2010
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Bezzel Approvaes	District Wide Accreditation • Southern Association of Colleges and Scho	<sup>15</sup> MOV 0 3 2009

DATE/TIME: OCTOBER 28, 2009; 10:12:00

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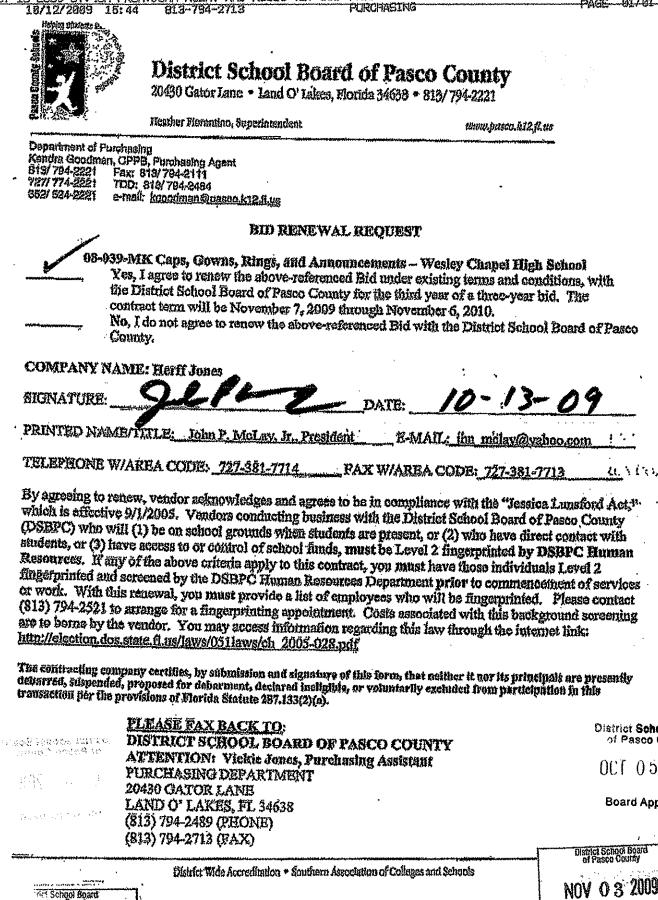
District School Board

of Pasco County

OCT 05 2010

Board Approved

District School Board





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

Heather Fiorentino, Superintendent

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Department of Purchasing Kendra Goodman, 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 19, 2008

#### MEMORANDUM

TO: Honorable School Board Members

FROM: Kendra Goodman, CPPB, Purchasing Agent

RE: Second Year Renewal of Three-Year Bid RFP 08-039-MK Caps & Gowns, Rings, and Announcements – Wesley Chapel High School Herff Jones

On November 6, 2007, official action (attached) was taken to award the above-referenced bid to Herff Jones. This is a three-year bid renewable annually at the mutual agreement of the parties. The first year of the agreement will expire on November 6, 2008.

Considering services have been satisfactory, Herff Jones was contacted to verify their willingness to enter into the second year of the agreement. As such, Herff Jones has agreed in writing to enter into the second year of the contract. At this time it is my recommendation to enter into the second year of the period of November 7, 2008 through November 6, 2009.

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

KDG/vj

Attachments (5)

DATE/TIME:

August13,2008:10:19:00

District School Board of Pasco County

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Department of Purchasing Kendra Goodman, 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

November 18, 2008

#### MEMORANDUM

TO: Honorable School Board Members

FROM: Kendra Goodman, CPPB, Purchasing Agent

RE: Requesting Permission to Piggy-back Wesley Chapel High School Rings, Caps, Gowns, and Announcements Bid #08-039-MK For Ridgewood High School and James W. Mitchell High School Herff-Jones/John McLay & Associates

The attached piggyback request for Ridgewood High School and James W. Mitchell High School is being forwarded for your consideration and subsequent approval. This request is for the purchase of Rings, Caps, Gowns, and Announcements for the 2008-2009 school year. The vendor is willing to honor all the terms and conditions of the Wesley Chapel High School bid for Ridgewood High School and James W. Mitchell High School. The funding source is each school's internal funds. The estimated dollar expenditure for Ridgewood High School is \$218,872.50 and James W. Mitchell is \$348,645.

At this time, it is my recommendation to approve the request for Ridgewood High School and James W. Mitchell High School to piggyback bid #08-039-MK. The coverage period shall be from November 19, 2008 through November 8, 2009.

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

KDG/vj Attachments (14)



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District School Board of Pasco County



OCT 05 2010

# Distnict School Board of Pasco County **Bid Recommendation**

	Bid Title	Wesley Chapel High School Caps, Gowns, Rings and Announcements		Number of Vendors Notified	176
	Bid Number	08-039-MK		Number of Bids Distributed	9
	Date Solicited	8/1/2007		Number of Vendors Bidding	3
	Date Opened	8/28/2007		Number of Formal "No Bid" Responses	0
	Date Board Presentation	11/6/2007		Funding Source	School Internal Funds
	Total Savings	N/A	54 <u>1</u>	Grand Total of Bid	\$107.753.00
	contract will com	ar contract, renewable annually t mence on November 7, 2007 and xceptions:	1 expi	re on November 8, 2008.	<u></u>
	the following wei to 5 in each of the Although Jostens school board atto (identifying which Offers from the v	s awarded upon a weighted point ights: Quality (9); Base Price (6) e above entries, then multiplied t received the highest number of rney, Jostens proposal was disqu h rings were being proposed in t vendors listed herein are the only	, and l by the points alified he par offers	References (9). Points were assigned weighted points factor. , after further review of the bid I due to non-compliance of requipplet/brochure with the originate received timely as of the above	gned on a scale of 1 documents by the ired submittals d submittal).
	time. All other o <u>Bids Evaluated</u> Andy Frelick, Pr 3 Faculty member 2 Members of the 1 Parent	ffers submitted in response to th By: incipal ers	is soli	vitation, if any, are hereby reject	ted as late.
	Bids Prepared I Stephanie Noble Nicole Ellis, Buy	, Buyer			
	Reviewed and A Kendra Goodma	uthorized By: n, CPPB, Purchasing Agent	*******		District School Boar of Pasco County
Bistricti School Board off Pasec County	DATE/TIME: (	October 31, 2007 09:39:00		YANYA YANGO YANG	OCT 05 2010
NOV 17 2009					Board Approved

DISTRICT SCHOOL BOARD OF PASCO COUNTY BID TABULATION `` .\*

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DATE OF OPENING	ENING:	Balfour	Harff Jones	Jostens
ugust 28, 20	August 28, 2007 @ 2:30 P.M.	4707 140th Ave N #217	-6009 Dr. MLK Street North	2005 Tree Fork Lane, Ste 125
ID TITLE:		Clearwater, FL 33762	St. Petersburg, FL 33703	Longwood, FL 32750
aps & Gowr	Caps & Gowns, Rings and Announcements - WCHS			
BID #:		Greg Fenlon	John P. McLay, Jr.	Oscar Bustos
08-039-SN		727-539-7070	727-381-7714	407-834-3022
		727-530-0745	727-381-7713	407-834-3276
ITEM# Units	IS DESCRIPTION	TOTAL PRICE	TOTAL PRICE	TOTAL PRICE
	Wesley Chapel High School	•	· · · · ·	
	Part A: Caps & Gowns:			
	Economy Line blended material	\$15.95	216.95	\$16.00
	Premium Line	\$21.95	_6 : 4: 7 · \$25550 € +	\$22.00
	Medallion with Ribbon	\$3.50	\$3.45	\$3.00
	Custom Medaliion with Ribbon	: \$8.95	1	\$6.00
	Activity Cords		The second second second second	\$6.00
	Honor Cords	* \$6.00	\$4.50	\$7.00
	Stoles	\$8.95	\$8.95	\$7.95
	Custom 3-color and 4-color stoles	\$14.00	\$11.50	\$18.00
	Part B Rings:	÷		
	Men's 120kt yellow gold class rings	\$279.95	\$330.95	\$326.95
	Ladies 10k yellow gold class rings	🔆 😵 3259.95	. \$269.95	\$283.95
	Rings price change per \$1.00:		· · ·	
	Ments	\$0.20	\$0.20	\$0.20
	Ladies	· \$0.10		\$0.10
	Mert's Small Traditional	\$269.95	20 1 1 1 2 2 3 2 5 5 5 W	\$219.95
	Men's Medium Traditional	\$279.95	100 12 8219 95 E	\$219.95
	Men's Large Traditional	\$289.95	. \$330.95	\$219.95
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District School Board of Pasco County

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**Board Approved** 

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DISTRICT SCHOOL BOARD OF PASCO COUNTY BID TABULATION

2005 Tree Fork Lane, Ste 125 Longwood, FL 32750 TOTAL PRICE 407-834-3276 Oscar Bustos 407-834-3022 \$19.00/box \$19.00/box \$5.95/box \$209.95 \$209.95 \$209.95 \$69.95 \$59.95 \$16.00 \$0.78 \$0.68 \$0.88 \$0.64 Jostens NC NC \$25.00 6009 Dr. MLK Street North St. Petersburg, FL 33703 209/265S John P. McLay, Jr. \$17.00/box TOTAL PRICE 727-381-7714 \$13.75/box 727-381-7713 \$17.00/box Herff Jones \$109.95 \$262.95 \$0.55 \$109.95 \$189.95 \$242.95 \$0.50 . \$0.20. \$0.30 \$0.10  $\tilde{\gamma} \sim \tilde{\gamma}$ • 4707 140th Ave N #217 Clearwater, FL 33762 727-530-0745 TOTAL PRICE 727-539-7070 **Greg Fenlon** \$18.00/box \$19.95/box \$8.00/box \$249.95 \$179.95 \$189.95 \$6,95 \$99.95 \$25.00 Balfour \$0.20 \$0.40 \$0.60 \$0.10 \$0.60 Additional price for facted stones in either birth stone or school color: Special Ultrium Ladies Ring Package Starting at: Special Ultrium Men's Ring Package Starting at: Graduation Announcements Double Fold Graduation Announcements Single Fold Graduation Announcements Triple Fold Caps & Gowns, Rings and Announcements - WCHS DESCRIPTION **Part C: Announcements:** Ladies Regular Traditional Ladies Petite Traditional Ladies Small Traditional Thank You Cards (25) Engraved Name (100) Additional options Raised Print (100) Flat Print (100) Name Cards: August 28, 2007 @ 2:30 P.M. DATE OF OPENING Units BID TITLE: 08-039-SN TEN# **General Source** See County 80 # District School Board of Paseo County District School Board of Pasco County  $(a,b) \in [a,b] \in [a,b] \in [b,b]$ 05 2010 **OCT** 

NOV 1 7 2009 Board Approved

**Board Approved** 

DISTRICT SCHOOL BOARD OF PASCO COUNTY BID TABULATION

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DATE (	DATE OF OPENING:	ING:	Balfour	Herff Jones	Jostens
August	28, 2007	August 28, 2007 @ 2:30 P.M.	4707 J40th Ave N #217	6009 Dr. MLK Street North	2005 Tree Fork Lane, Ste 125
BID TITLE:	LE:		Clearwater, FL 33762	St. Petersburg, PL 33703	Longwood, FL 32750
Caps &	Gowns,	Caps & Gowns, Rings and Announcements - WCHS			
BD#			Greg Fenlon	John P. McLay, Jr.	Osoar Bustos
NS-039-SN	SN		727-539-7070	727-381-7714	407-834-3022
			727-530-0745	727-381-7713	407-834-3276
ITEM#	Units	DESCRIPTION	TOTAL PRICE	TOTAL PRICE	TOTAL PRICE
				•	
		Discount Off Balance of Line:	See Above	5%	5%
					-
		TOTAL POINTS:	<u>18</u>	108	111

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