



## District School Board of Pasco County

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

Heather Fiorentino, Superintendent

[www.pasco.k12.fl.us](http://www.pasco.k12.fl.us)

### Department of Purchasing

Kendra Goodman, CPPO, CPPB, Purchasing Agent

813/794-2222 Fax: 813/794-2111


727/774-2222 TDD: 813/794-2484

352/524-2222 email: [kgoodman@pasco.k12.fl.us](mailto:kgoodman@pasco.k12.fl.us)

April 17, 2012

### MEMORANDUM

**TO:** Honorable School Board Members

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

**SUBJECT:** RFP 12-010-SB Yearbooks  
Fivay High School  
Second Year of a Three-Year Contract  
Jostens

On April 19, 2011, official action (attached) was taken to award the above-referenced RFP to Jostens. This RFP is a three-year contract, renewable annually at the mutual agreement of both parties. The first year of the contract is due to expire on June 15, 2012.

Considering services have been satisfactory, the above-referenced vendor was contacted to verify their willingness to enter into the second year of the contract. They have indicated in writing (attached) that they are willing to do so.

Therefore, it is my recommendation to enter into the second year of the contract with Jostens. The contract period will be June 16, 2012 through June 15, 2013. Should you have any questions regarding this matter, please feel free to me at your earliest convenience.

KDG/sb

Attachment

Date/Time: April 11, 2012 09:26:00



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352/ 524-2221 e-mail: [kgoodman@pasco.k12.fl.us](mailto:kgoodman@pasco.k12.fl.us)

March 29, 2012

## RFP RENEWAL REQUEST

**TITLE: FHS Yearbooks**

**RFP#: 12-010-SB**

X  
Yes, I agree to renew RFP 12-010-SB for FHS Yearbooks for the second year under the same terms and conditions. The second year of the contract period will begin June 16, 2012 and expire June 15, 2013.

       No, I do not agree to renew 12-010-SB for FHS Yearbooks.

COMPANY NAME: Jostens

SIGNATURE: Jim Reppi

PRINTED NAME/TITLE: Jim Reppi / Representative DATE: 3/29/12

TELEPHONE W/AREA CODE: 813 957 8779 FAX W/AREA CODE: 813 319 2851

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: [http://laws.flrules.org/files/Ch\\_2005-028.pdf](http://laws.flrules.org/files/Ch_2005-028.pdf). 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: Stephanie Bunford**

**PURCHASING DEPARTMENT**

**20430 GATOR LANE**

**LAND O' LAKES, FL 34638**

**(813) 794-2225 (PHONE)**

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

District Wide Accreditation • Southern Association of Colleges and Schools



# District School Board of Pasco County

## Bid Recommendation

|                         |                             |  |                                     |                       |
|-------------------------|-----------------------------|--|-------------------------------------|-----------------------|
| RFP Title               | Yearbooks-Fivay High School |  | Number of Vendors Notified          | 250                   |
| RFP Number              | 12-010-SB                   |  | Number of Proposals Distributed     | 24                    |
| Date Solicited          | March 2, 2011               |  | Number of Vendors Proposing         | 3                     |
| Date Opened             | March 30, 2011              |  | Number of Formal "No Bid" Responses | 0                     |
| Date Board Presentation | April 19, 2011              |  | Funding Source                      | School Internal Funds |
| Total Savings           | Estimated \$4,133.14        |  | Grand Total of RFP                  | Estimated \$54,840    |

**Recommendation:** Recommend acceptance of RFP from Jostens 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 June 16, 2011 and continue through June 15, 2012.

**Notations and Exceptions:**

This RFP was awarded upon a weighted points system. The weighted point criteria were based upon the following weights: Quality of Samples (4), Base Price (6), Add-on Prices (3), References (3), Website, Software (4), Educational Resources (4), Workshop Options (1). Points were assigned on a scale of 1 (Low) to 5 (High) to in each of the above entries force ranked depending on the number of respondents and then multiplied by the weighted point factor. The add-on prices were evaluated on the items each vendor had in common. (See the attached tabulation sheet for item #1,2,4,8,11,12,13,14,15,17,18,19,20,21,22,24, 25,26,27,28,30,32,33,34,35,37,38,39,40).

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

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:**


Angela Stone, Principal, Fivay High School  
Tara Kruck, Yearbook Adviser, Fivay High School  
3 Students from Fivay 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

Date/Time: April 13, 2011 08:48:00

APR 19 2011

Board Approved

|  |                    |  |                         |                         |                       |
|--|--------------------|--|-------------------------|-------------------------|-----------------------|
| <b>DATE OF OPENING: March 30, 2011 @ 2:30 PM</b> |                    |  | <b>Balfour</b>          | <b>Herff Jones</b>      | <b>Jostens</b>        |
| <b>RFP TITLE: Yearbooks - Fivay High School</b>  |                    |  | 10707 66th St. N., #9   | 305 Church St.          | 3601 Minnesota Drive  |
| <b>RFP # 12-010-SB</b>                           |                    |  | Pinellas Park, FL 33782 | Safety Harbor, FL 34695 | Minneapolis, MN 55435 |
|  |                    |  | P 727-546-4551          | P 727-410-9757          | P 800-325-4774        |
|  |                    |  | F 727-548-7240          | F 727-797-4262          | F 813-319-2851        |
|  |                    |  |                         |                         |                       |
| <b>ITEM#</b>                                     | <b>Units</b>       | <b>DESCRIPTION</b>   | <b>TOTAL PRICE</b>      | <b>TOTAL PRICE</b>      | <b>TOTAL PRICE</b>    |
|  |                    |  |                         |                         |                       |
| <b>Section B</b>                                 |                    | <b>Base Price:</b>   | <b>\$27,499.00</b>      | <b>\$31,896.42</b>      | <b>\$20,000.00</b>    |
|  |                    |  |                         |                         |                       |
| <b>Section C</b>                                 |                    | <b>Add-ons:</b>  |                         |                         |                       |
| <b>1</b>   | <b>per copy</b>    | <b>Cost of additional copies (after the 400 specified)</b> | \$29.58                 | \$25.37                 | \$45.00               |
| <b>2</b>   | <b>per copy</b>    | <b>Credit for reduction in quantity of yearbooks</b>       | \$26.58                 | \$25.37                 | \$45.00               |
| <b>3</b>   | <b>per page</b>    | <b>Credit for reduction in 4 color pages</b>               | N/A                     | \$475.00                | \$300.00              |
| <b>4</b>   | <b>per page</b>    | <b>Credit for reduction in 8 color pages</b>               | \$150.00                | \$950.00                | \$600.00              |
| <b>5</b>   | <b>per page</b>    | <b>Credit for reduction in 4 black and white pages</b>     | N/A                     | N/A                     | N/A                   |
| <b>6</b>   | <b>per page</b>    | <b>Credit for reduction in 8 black and white pages</b>     | \$80.00                 | N/A                     | N/A                   |
| <b>7</b>   | <b>per page</b>    | <b>Cost for 4 additional color pages</b>                   | N/A                     | \$475.00                | \$300.00              |
| <b>8</b>   | <b>per page</b>    | <b>Cost for 8 additional color pages</b>                   | \$150.00                | \$950.00                | \$600.00              |
| <b>9</b>   | <b>per page</b>    | <b>Cost for 4 additional black and white pages</b>         | N/A                     | N/A                     | N/A                   |
| <b>10</b>  | <b>per page</b>    | <b>Cost for 8 additional black and white pages</b>         | \$80.00                 | N/A                     | N/A                   |
| <b>11</b>  | <b>1 line</b>      | <b>Cost for lines of personalization</b>                   | \$3.10                  | \$2.90                  | \$4.00                |
| <b>12</b>  | <b>2 lines</b>     | <b>Cost for lines of personalization</b>                   | Additional \$3.10       | \$4.70                  | \$6.00                |
| <b>13</b>  | <b>per icon</b>    | <b>Cost for Icons</b>                                      | \$3.10                  | \$2.25                  | \$2.00                |
| <b>14</b>  | <b>per cover</b>   | <b>Cost for plastic protective covers</b>                  | \$1.11                  | \$0.85                  | \$1.10                |
| <b>15</b>  | <b>per section</b> | <b>Cost for autograph sections</b>                         | \$0.54                  | \$0.60                  | \$1.00                |
| <b>16</b>  | <b>per pocket</b>  | <b>Cost for photo pockets</b>                              | \$1.00                  | N/A                     | \$1.00                |
| <b>17</b>  | <b>per copy</b>    | <b>Yearbook curriculum textbook cost</b>                   | \$0.63                  | N/C                     | \$15.00               |
| <b>18</b>  | <b>per copy</b>    | <b>Photography curriculum textbook cost</b>                | \$0.63                  | N/C                     | \$10.00               |
| <b>19</b>  | <b>per copy</b>    | <b>Direct sales to students/parents cost</b>               | \$1.85                  | N/C                     | \$1.00                |
| <b>20</b>  | <b>per hour</b>    | <b>Company Graphic Artist</b>                              | \$67.00                 | \$34.00                 | \$35.00               |
| <b>21</b>  | <b>per copy</b>    | <b>Current events insert cost – sewn into book</b>         | \$1.85                  | \$2.25                  | \$2.00                |
| <b>22</b>  | <b>per copy</b>    | <b>Current events insert cost – tape insertion</b>         | \$1.85                  | \$2.25                  | \$2.00                |
| <b>23</b>  | <b>per copy</b>    | <b>DVD supplement cost of production and insertion</b>     | N/A                     | N/A                     | \$4.50                |
| <b>24</b>  | <b>per copy</b>    | <b>Spine copy/decoration (school design cover)</b>         | N/C                     | N/C                     | included              |
| <b>25</b>  | <b>per copy</b>    | <b>Spine copy/decoration (company design cover)</b>        | N/C                     | N/C                     | included              |
| <b>26</b>  | <b>per copy</b>    | <b>Back cover decoration charge</b>                        | N/C                     | N/C                     | included              |

|  |                 |  |                         |                         |                       |
|--|-----------------|--|-------------------------|-------------------------|-----------------------|
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|  |                 |  |                         |                         |                       |
| <b>Section B</b>                                 |                 | <b>Base Price:</b>   | <b>\$27,499.00</b>      | <b>\$31,896.42</b>      | <b>\$20,000.00</b>    |
|  |                 |  |                         |                         |                       |
| <b>Section C</b>                                 |                 | <b>Add-ons:</b>  |                         |                         |                       |
| <b>27</b>  | <b>per copy</b> | <b>Additional silkscreen color applied</b>                       | \$1.30                  | \$0.72                  | \$0.70                |
| <b>28</b>  | <b>per copy</b> | <b>Additional foil – stamp color applied</b>                     | \$1.30                  | \$0.94                  | \$0.90                |
| <b>29</b>  | <b>per copy</b> | <b>Foil – stamp die charge (if new die)</b>                      | Quote required          | depend on detail of die | \$0.25                |
| <b>30</b>  | <b>per copy</b> | <b>Embossing</b>   | \$1.53                  | \$452.00                | \$0.90                |
| <b>31</b>  | <b>per copy</b> | <b>Embossing die charge (if new die)</b>                         | Quote required          | depend on detail of die | \$0.60                |
| <b>32</b>  | <b>per copy</b> | <b>Metalique/metalay application</b>                             | \$3.34                  | \$1.44                  | \$1.35                |
| <b>33</b>  | <b>per copy</b> | <b>Rounding and Backing</b>                                      | N/C                     | N/C                     | included              |
| <b>34</b>  | <b>per copy</b> | <b>Four color printed cover</b>                                  | \$1.07                  | \$750.00                | included              |
| <b>35</b>  | <b>per copy</b> | <b>Mylar lamination for printed cover</b>                        | N/C                     | N/C                     | included              |
| <b>36</b>  | <b>per copy</b> | <b>Company – design die cut end-sheets</b>                       | N/C                     | N/A                     | \$0.50                |
| <b>37</b>  | <b>per copy</b> | <b>Company – design embossed end-sheets</b>                      | N/C                     | N/C                     | \$0.50                |
| <b>38</b>  | <b>per copy</b> | <b>Company – design foil – stamped end-sheets</b>                | N/C                     | N/C                     | \$0.50                |
| <b>39</b>  | <b>per copy</b> | <b>Different front &amp; back end-sheet designs</b>              | \$1.22                  | \$195.00                | \$2.00                |
| <b>40</b>  | <b>per copy</b> | <b>Four color process end-sheets, same design front and back</b> | \$0.91                  | \$750.00                | \$1.15                |
|  |                 | <b>Total for Add-ons #</b>                                       | <b>\$98.43</b>          | <b>\$58.28</b>          | <b>\$87.10</b>        |
|  |                 |  |                         |                         |                       |
|  |                 | <b>Total Points Awarded:</b>                                     | <b>103.32</b>           | <b>73.24</b>            | <b>114.97</b>         |