



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

Department of Purchasing
Kendra Goodman, CPPO, 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

May 1, 2012

MEMORANDUM

TO: Honorable School Board Members

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

RE: Third Year Renewal of Three-Year Contract
RFP #11-015-VJ, Yearbooks – Sunlake High School
Jostens

On July 6, 2010, official action (attached) was taken to award the above-referenced bid to Jostens. This bid is a three-year contract, renewable annually based upon mutual consent of both parties. The first year of the agreement expired on July 6, 2011. Subsequently, the second year of the agreement was awarded on April 19, 2011 and covers the period of July 7, 2011 through July 6, 2012.

Considering services have been satisfactory, Jim Reppi, Sales Representative with Jostens, was contacted to verify his willingness to enter into the third year of the agreement. As such, Jim Reppi has agreed, in writing (attached), to enter into the third year of the contract.

Therefore, at this time, it is my recommendation to enter into the third year of the agreement with Jostens. The third year of the contract will cover the period of July 7, 2012 through July 6, 2013. Should you have any questions regarding this matter, or if I can be of further assistance, please feel free to contact me at your earliest convenience.

KDG/plh

Attachments



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RFP RENEWAL REQUEST

RFP #11-015-VJ

RFP TITLE: Yearbooks – Sunlake High School

X

Yes, I agree to renew RFP #11-015-VJ under the same terms and conditions as the existing bid. The third year period shall be from July 7, 2012 through July 6, 2013.

No, I do not agree to renew RFP #11-015-VJ

COMPANY NAME: Jostens

SIGNATURE: _____

TYPED NAME AND TITLE: _____

TELEPHONE (WITH AREA CODE): _____

FAX NUMBER (WITH AREA CODE): _____

E-MAIL: _____

DATE: _____

NOTE: 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 through the internet link: http://election.dos.state.fl.us/laws/051laws/ch_2005-028.pdf. This law is 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 EMAIL BACK TO: pball@pasco.k12.fl.us
 DISTRICT SCHOOL BOARD OF PASCO COUNTY
 ATTENTION: Patty Hall, Interim Buyer Assistant
 PURCHASING DEPARTMENT
 20430 GATOR LANE
 LAND O' LAKES, FL 34638
 (813) 794-2489 (PHONE)
 (813) 794-2111 (FAX)

District School Board of Pasco County Bid Recommendation

Bid Title	Yearbooks – Sunlake High School		Number of Vendors Notified	236
Bid Number	11-015-VJ		Number of Bids Distributed	13
Date Solicited	May 21, 2010		Number of Vendors Bidding	4
Date Opened	June 16, 2010		Number of Formal “No Bid” Responses	0
Date Board Presentation	July 6, 2010		Funding Source	Internal Funds
Total Savings	*N/A		Grand Total of Bid	\$30,656.00

Recommendation:

Recommend acceptance of the proposal from Jostens as noted on the attached tabulation sheet as the highest scoring, responsive, responsible proposer meeting written specifications and evaluation criteria.

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 July 7, 2010 and continue through July 6, 2011.

Notations and Exceptions:

This RFP was awarded upon a weighted points system. The weighted points criteria were based upon the following weights: Quality of Samples (4), Base Price (3), References (2), Workshop Options (2), Support Services (7), and Online Customer Service (2). Points were assigned on a scale of 1 (Low) to 5 (High) in each of the above entries and force ranked depending on the number of respondents and then multiplied by the weighted point factor.

*An estimated savings could not be calculated as this RFP was based on the above-referenced point system and recommended award to the vendor with the highest points.

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:

Kim Davis, Assistant Principal, Sunlake High School
Wayne Grumet, Yearbook Advisor, Sunlake High School
3 Members of the Student Body (names on file in the Purchasing Department)

Bid Prepared By:

Vickie Jones, Buyer Assistant, Purchasing Department

Reviewed and Authorized By:

Kendra Goodman, CPPO, CPPB, Purchasing Agent 

District School Board
of Pasco County

APR 19 2011

Board Approved

District School Board
of Pasco County

JUL 06 2010

Board Approved

TABULATION SHEET
YEARBOOKS-SLHS

DATE OF OPENING: June 16, 2010 @ 2:30pm	Herff-Jones	Jostens	Taylor	Walsworth
BID NAME: Yearbooks - Sunlake High School	305 Church St.	3601 Minnesota Dr.	10707 66th St. N. #9	430 Chimney Rock Dr.
BID #: 11-015-VJ	Safety Harbor, FL 34695	Minneapolis, MN 55435	Pinellas Park, FL 33782	Ruskin, FL 33570
	727-410-9757	800-325-4774	727-204-7379	813-465-3390
DESCRIPTION:	TOTAL PRICE	TOTAL PRICE	TOTAL PRICE	TOTAL PRICE
Sunlake High School				
Base Price:	\$28,849.00	\$30,656.00	\$30,132.00	\$26,389.00
TOTAL POINTS:	47.50	88.75	54	65

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