



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 15, 2012

MEMORANDUM

TO: Honorable School Board Members

FROM: Kendra Goodman, CPPO, CPPB, Purchasing Agent 

RE: Third Year Renewal of Three-Year Contract
Bid #11-013-VJ Yearbooks – Wiregrass Ranch High School
Walsworth

On June 15, 2010, official action (attached) was taken to award the above-referenced bid to Walsworth. This bid is a three-year contract, renewable annually based upon mutual consent of both parties. The first year of the agreement expired on June 30, 2011. Subsequently, the second year of the agreement was awarded on May 17, 2011 and covers the period of July 1, 2011 through June 30, 2012.

Considering services have been satisfactory, Walsworth was contacted to verify their willingness to enter into the third year of the agreement. As such, Walsworth 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 Walsworth. The third year of the contract will cover the period of July 1, 2012 through June 30, 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 #11-013-VJ

RFP TITLE: Yearbooks – Wiregrass Ranch High School

Yes, I agree to renew RFP #11-013-VJ under the same terms and conditions as the existing bid. The third year period shall be from July 1, 2012 through June 30, 2013.

No, I do not agree to renew RFP #11-013-VJ

COMPANY NAME: **Walsworth**

SIGNATURE: *Missy Green*

TYPED NAME AND TITLE: Missy Green

TELEPHONE (WITH AREA CODE): 1-800-735-9998 / 407. 831. 8238 (cell)

FAX NUMBER (WITH AREA CODE): 407. 831-0588

E-MAIL: yearbookcentral@walsworth.com

DATE: 4/27/12

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 be 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: pHall@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 – Wiregrass Ranch High School		Number of Vendors Notified	244
Bid Number	11-013-VJ		Number of Bids Distributed	21
Date Solicited	April 12, 2010		Number of Vendors Bidding	5
Date Opened	May 4, 2010		Number of Formal “No Bid” Responses	0
Date Board Presentation	June 15, 2010		Funding Source	Internal Funds
Total Savings	\$2,732.48		Grand Total of Bid	\$34,838.00

Recommendation: Recommend acceptance of RFP from Walsworth Publishing as noted on the attached tabulation sheet as the lowest and 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 July 1, 2010 and continue through June 30, 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.

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:
 Diamela Croker, Assistant Principal, Wiregrass Ranch High School
 Michele Crimella, Adviser, Wiregrass Ranch High School
 1 Staff Member, 1 Parent, and 3 Students – names on file in Purchasing

Bids Prepared By:
 Vickie Jones, Buyer Assistant, Purchasing Department

Reviewed and Authorized By:
 Kendra Goodman, CPPO, CPPB, Purchasing Agent *KDG/AZ*

District School Board
of Pasco County

MAY 17 2011

Board Approved

District School Board
of Pasco County

JUN 15 2010

Board Approved

TABULATION SHEET
YEARBOOKS-WRHS

DATE OF OPENING: May 4, 2010 @ 2:30pm		Herff-Jones	Jostens	Lifetouch	Taylor Publishing	Walsworth
BID NAME: Yearbooks - Wiregrass Ranch High School		110 W. Reynolds St., Suite 215	3601 Minnesota Dr.	701 S. Howard Ave., Ste. 106-112	10707 66th St. N. #9	430 Chimney Rock Dr.
BID #: 11-013-VJ		Plant City, FL 33563	Minneapolis, MN 55435	Tampa, FL 33606	Pinellas Park, FL 33782	Ruskin, FL 33570
		813-478-2563	800-325-4774	813-416-4019	727-546-4551	813-465-3390
UNITS:	DESCRIPTION:	TOTAL PRICE	TOTAL PRICE	TOTAL PRICE	TOTAL PRICE	TOTAL PRICE
	Wiregrass Ranch High School					
	Base Price:	\$34,956.90	\$36,146.00	\$44,341.00	\$35,869.00	\$34,838.00
	TOTAL POINTS:	64	72	34	43	96

District School Board
 of Pasco County
 JUN 15 2010
 Board Approved

District School Board
 of Pasco County
 MAY 17 2011
 Board Approved