



# 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)

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## 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](mailto:kgoodman@pasco.k12.fl.us)

June 5, 2012

## MEMORANDUM

**TO:** Honorable School Board Members

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

**RE:** Second Year Renewal of Three-Year Contract  
RFP #12-009-SB Yearbooks – Land O' Lakes High School  
Balfour

On May 3, 2011, official action (attached) was taken to award the above-referenced bid to Balfour. This bid is a three-year contract, renewable annually based upon mutual consent of both parties. The first year of the agreement will expire on July 25, 2012.

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

Therefore, at this time, it is my recommendation to enter into the second year of the agreement with Balfour. The second year of the contract will cover the period of July 26, 2012 through July 25, 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 #12-009-SB**

**RFP TITLE: Yearbooks – Land O' Lakes High School**

X

Yes, I agree to renew RFP #12-009-SB under the same terms and conditions as the existing bid. The second year period shall be from July 26, 2012 through July 25, 2013.

\_\_\_\_\_

No, I do not agree to renew RFP #12-009-SB

COMPANY NAME: **Balfour**

SIGNATURE: \_\_\_\_\_

TYPED NAME AND TITLE: JOHN PANTELIS, REPRESENTATIVE

TELEPHONE (WITH AREA CODE): 727-546-4551

FAX NUMBER (WITH AREA CODE): 727-548-7240

E-MAIL: taylorreps@aol.com

DATE: 5/14/12

**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](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](mailto: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

<b>RFP Title</b>	Yearbooks-Land O' Lakes High School		<b>Number of Vendors Notified</b>	244
<b>RFP Number</b>	12-009-SB		<b>Number of Proposals Distributed</b>	21
<b>Date Solicited</b>	February 28, 2011		<b>Number of Vendors Proposing</b>	5
<b>Date Opened</b>	March 25, 2011		<b>Number of Formal "No Bid" Responses</b>	0
<b>Date Board Presentation</b>	May 3, 2011		<b>Funding Source</b>	School Internal Funds
<b>Total Savings</b>	\$2,496.60		<b>Grand Total of RFP</b>	Estimated \$43,500

**Recommendation:** Recommend acceptance of RFP from Balfour 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 July 26, 2011 and continue through July 25, 2012.

**Notations and Exceptions:**

This RFP was awarded upon a weighted points system. The weighted point criteria were based upon the following: 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) 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 # 1,2,4,8,11-18,20-22,24-28,30,32-40)

The grand total of the bid was determined by using the total from the previous year's spend.

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:**

Ric Mellin, Principal, Land O' Lakes High School  
 Ashley Duncan, Yearbook Adviser, Land O' Lakes High School  
 Deborah Zaleski, Parent, Land O' Lakes High School  
 5 Students from Land O, Lakes 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 *KG*

District School Board  
of Pasco County

MAY 03 2011

Board Approved

DATE OF OPENING: March 25, 2011 @ 2:30 PM			Balfour	Entourage	Jostens	Lifetouch	Walsworth
RFP TITLE: Yearbooks - Land O' Lakes High School			10707 66th Street North # 9	745 Alexander Rd., Suite 4	1020 Shady Maple Circle	701 S. Howard Ave. # 106-112	1511 Druid Rd.
BID # 12-009-SB			Pinellas Park, FL 33782	Princeton, NJ 08540	Ocoee, FL 34761	Tampa, FL 33606	Maitland, FL 32751
ITEM#	Units	DESCRIPTION					
Section B		Base Price:	\$38,515.00	\$54.97/\$32,982.00	\$30,000.00	\$46,910.00	\$42,000.00
Section C		Add-ons:					
1	per copy	Cost of additional copies (after the 700 specified)	\$26.76	\$54.97	\$45.00	\$39.00	\$36.00
2	per copy	Credit for reduction in quantity of yearbooks	\$25.00	\$54.97	\$45.00	\$39.00	\$30.00
3	per page	Credit for reduction in 4 color pages	NA	\$0.60	\$320.00	\$380.00	NA
4	per page	Credit for reduction in 8 color pages	\$25.00	\$1.20	\$640.00	\$760.00	\$1,200.00
5	per page	Credit for reduction in 4 black and white pages	NA	\$0.40	NA	-	NA
6	per page	Credit for reduction in 8 black and white pages	\$25.00	\$0.80	NA	-	\$600.00
7	per page	Cost for 4 additional color pages	NA	\$0.80	\$320.00	\$380.00	NA
8	per page	Cost for 8 additional color pages	\$50.00	\$1.60	\$640.00	\$760.00	\$1,300.00
9	per page	Cost for 4 additional black and white pages	NA	\$0.40	NA	-	NA
10	per page	Cost for 8 additional black and white pages	\$50.00	\$0.80	NA	-	\$700.00
11	1 line	Cost for lines of personalization	\$3.10	\$5.00	\$4.00	\$4.00	\$5.00
12	2 lines	Cost for lines of personalization	Additional \$3.10	\$5.00	\$6.00	\$6.00	\$10.00
13	per icon	Cost for Icons	\$3.10	NA	\$2.00	\$1.65	\$7.00
14	per cover	Cost for plastic protective covers	\$1.11	\$2.50	\$1.10	\$1.00	\$3.00
15	per section	Cost for autograph sections	\$0.54	\$1.50	\$1.00	\$1.00	\$3.00
16	per pocket	Cost for photo pockets	\$1.00	\$3.00	\$1.00	\$1.00	\$1.00
17	per copy	Yearbook curriculum textbook cost	\$0.63	\$20.00	\$15.00	\$1.00	\$50.00
18	per copy	Photography curriculum textbook cost	\$0.63	\$20.00	\$10.00	\$1.00	Included with above
19	per copy	Direct sales to students/parents cost	\$1.85	\$0.00	\$1.00	-	\$1.00-\$2.00
20	per hour	Company Graphic Artist	\$67.00	\$35.00	\$35.00	1 hr. free \$38/hr	\$50.00
21	per copy	Current events insert cost – sewn into book	\$1.85	\$4.00	\$2.00	\$1.75	\$2.00
22	per copy	Current events insert cost – tape insertion	\$1.85	\$6.50	\$2.00	\$1.75	\$2.00
23	per copy	DVD supplement cost of production and insertion	NA	\$9.00	\$4.50	NA	\$7.50
24	per copy	Spine copy/decoration (school design cover)	NC	\$1.50	\$0.00	\$0.00	Included
25	per copy	Spine copy/decoration (company design cover)	NC	\$2.50	\$0.00	\$0.00	Included
26	per copy	Back cover decoration charge	NC	\$1.50	\$0.00	\$0.00	Included
27	per copy	Additional silkscreen color applied	\$1.08	\$2.00	\$0.70	\$0.87	\$0.95
28	per copy	Additional foil – stamp color applied	\$1.08	\$1.50	\$0.90	\$0.76	\$0.95
29	per copy	Foil – stamp die charge (if new die)	Quote required	\$2.00	\$0.16	\$0.93	Quote required
30	per copy	Embossing	\$1.18	\$3.00	\$0.90	\$1.41	\$0.95
31	per copy	Embossing die charge (if new die)	Quote required	\$3.00	\$0.40	\$1.89	Quote required
32	per copy	Metalique/metalay application	\$2.74	\$7.00	\$1.35	\$2.26	\$0.95
33	per copy	Rounding and Backing	NC	\$0.00	\$0.00	\$0.00	\$0.00
34	per copy	Four color printed cover	\$0.87	\$0.00	\$0.00	\$0.00	\$0.00
35	per copy	Mylar lamination for printed cover	NC	\$2.00	\$0.00	\$0.00	\$1.25
36	per copy	Company – design die cut end-sheets	NC	\$3.00	\$0.50	\$260/.43 per	.95 plus die cost
37	per copy	Company – design embossed end-sheets	NC	\$4.00	\$0.50	\$740/.20 per	.95 plus die cost
38	per copy	Company – design foil – stamped end-sheets	NC	\$4.50	\$0.50	\$460/.76 pr	.95 plus die cost
39	per copy	Different front & back end-sheet designs	\$0.72	\$4.50	\$1.00	\$175/.29 per	\$0.80
40	per copy	Four color process end-sheets, same design front and back	\$0.69	\$4.00	\$0.80	\$500/.83 per	\$0.50
		Total Points	107	75	95	68	63

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MAY 03 2011

Board Approved