



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

July 3, 2012

MEMORANDUM

TO: Honorable School Board Members

FROM: Kendra Goodman, CPPO, CPPB, Purchasing Agent *KDG/m.w*

RE: Third Year Renewal of Three-Year Contract
Bid #11-016-VJ Yearbooks – James W. Mitchell High School
Walsworth

On September 14, 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 July 20, 2011. Subsequently, the second year of the agreement was awarded on July 5, 2011 and covers the period of July 21, 2011 through July 20, 2012.

Considering services have been satisfactory, Missy Green, Yearbook Sales Representative with Walsworth, was contacted to verify her willingness to enter into the third year of the agreement. As such, Missy Green 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 21, 2012 through July 20, 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

Date/Time: June 26, 2012 11:26:00



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RFP RENEWAL REQUEST

RFP #11-016-VJ

RFP TITLE: Yearbooks – James W. Mitchell High School

Yes, I agree to renew RFP #11-016-VJ under the same terms and conditions as the existing bid. The third year period shall be from July 21, 2012 through July 20, 2013.

No, I do not agree to renew RFP #11-016-VJ

COMPANY NAME: Walsworth

SIGNATURE: *Missy Green*

TYPED NAME AND TITLE: Missy Green - Yearbook Sales Rep

TELEPHONE (WITH AREA CODE): 407.701.8238

FAX NUMBER (WITH AREA CODE): 407.831.0580

E-MAIL: yearbookcentral@walsworth.com

DATE: 6/13/12

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 District's 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/051law/wh_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) 794-2488 (PHONE)
(813) 794-2111 (FAX)

District Wide Accreditation • Southern Association of Colleges and Schools

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Bid Recommendation

RFP Title	J. W. Mitchell High School Yearbooks	Number of Vendors Notified	255
RFP Number	11-016-VJ	Number of Proposals Distributed	10
Date Solicited	June 2, 2010	Number of Vendors Proposing	4
Date Opened	June 23, 2010	Number of Formal "No Bid" Responses	0
Date Board Presentation	September 14, 2010	Funding Source	Internal Funds
Total Savings	Est. \$3,278	Grand Total of RFP	Est. \$46,725

Recommendation:

Recommend acceptance of RFP from Walsworth as noted on the attached tabulation sheet as best, responsive, responsible proposal receiving the highest points.

Term of Contract:

This is a three year contract, renewable annually by mutual agreement of all parties. The first year of the contract will commence on September 15, 2010 through July 20, 2011.

Notations and Exceptions:

This RFP was awarded upon a weighted points system. The weighted point criteria were based upon the following weights: Quality (4), Total Price (3), and 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, then multiplied by the weighted points factor. A savings was able to be calculated because the awarded vendor has both the highest point total and lowest base price submission. Savings were calculated by averaging the base price of each submission and then subtracting the lowest price submission.

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.

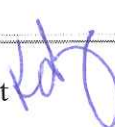
Bids Evaluated By:

Angie Murphy, Assistant Principal
 Sabrina Schmitz, Yearbook Advisor
 3 Members of the student body (names on file in the Purchasing Department)

Bids Prepared By:

Stephanie Noble, Buyer, Purchasing Department

Reviewed and Authorized By:

Kendra Goodman, CPPO, CPPB, Purchasing Agent 

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of Pasco County

JUL 05 2011

SEP 14 2010

Board Approved

Board Approved

TABULATION SHEET
YEARBOOKS-JWMHS

DATE OF OPENING: June 23, 2010 @ 2:30pm		Herff-Jones	Jostens	Taylor Publishing	Walsworth
RFP NAME: Yearbooks - James W. Mitchell High School		305 Church St.	3601 Minnesota Dr.	10707 66th St. N. #9	1511 Druid Rd.
RFP #: 11-016-VJ		Safety Harbor, FL 34695	Minneapolis, MN 55435	Pinellas Park, FL 33782	Maitland, FL 32751
		727-410-9757	800-325-4774	727-546-4551	407-701-8238
UNIT:	DESCRIPTION:	TOTAL PRICE	TOTAL PRICE	TOTAL PRICE	TOTAL PRICE
	James W. Mitchell High School				
	Base Price:	\$54,779.64	\$55,000.00	\$43,511.00	\$46,725.00
	TOTAL POINTS:	73.75	46.25	43.75	93.75

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JUL 05 2011

Board Approved

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SEP 14 2010

Board Approved