



## 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)

July 24, 2012

### MEMORANDUM

**TO:** Honorable School Board Members

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

**SUBJECT:** RFP 11-037-SN Caps, Gowns, Rings, Announcements-  
Land O' Lakes High School  
Third Year of a Three-Year Contract  
Herff Jones

On August 3, 2010, official action (attached) was taken to award the above-referenced RFP to Herff Jones. This RFP is a three-year contract, renewable annually at the mutual agreement of both parties. The first year of the contract expired on October 17, 2011 and the second year is set to expire on October 17, 2012.

Considering services have been satisfactory, the vendor was contacted to verify their willingness to enter into the third 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 third year of the contract with the vendor noted above. The contract period will be October 18, 2012 through October 17, 2013. Should you have any questions regarding this matter, please feel free to me at your earliest convenience.

KDG/sb

Attachments

Date/Time: July 17, 2012 10:43:00

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

July 9, 2012

**RFP RENEWAL REQUEST****TITLE: Land O' Lakes High School Caps, Gowns, Rings Announcements****RFP#: 11-037-SN**X

Yes, I agree to renew RFP 11-037-SN for Land O' Lakes High School Caps, Gowns, Rings, Announcements under the same terms and conditions. The third year of the contract period will begin October 18, 2012 and expire October 17, 2013.

No, I do not agree to renew RFP 11-037-SN for Land O' Lakes High School Caps, Gowns, Rings, Announcements.

COMPANY NAME: Herff JonesSIGNATURE: [Signature]PRINTED NAME/TITLE: JOHN R. MILLY JR. PresidentDATE: 7/10/12TELEPHONE W/AREA CODE: 727-381-7714 FAX W/AREA CODE: 727-381-7713

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 School Board of Pasco County

## Bid Recommendation

<b>RFP Title</b>	Caps, Gowns, Rings, Announcements-LOLHS	<b>Number of Vendors Notified</b>	250
<b>RFP Number</b>	11-037-SN	<b>Number of Proposals Distributed</b>	7
<b>Date Solicited</b>	June 18, 2010	<b>Number of Vendors Proposing</b>	3
<b>Date Opened</b>	July 9, 2010	<b>Number of Formal "No Bid" Responses</b>	0
<b>Date Board Presentation</b>	August 3, 2010	<b>Funding Source</b>	School Internal Funds
<b>Total Savings</b>	*N/A	<b>Grand Total of Proposal</b>	Estimated \$40,000

**Recommendation:** Recommend acceptance of "all-or-none" proposal from Herff Jones per the attached tabulation sheet as the best, responsive, responsible proposal receiving the highest points.

**Term of Contract:** This proposal is for the student-direct purchase of caps, gowns, rings and announcements for Land O' Lakes High School. This is a three-year contract, renewable annually based upon the mutual consent of both parties. The first year will commence on October 18, 2010 and continue through October 17, 2011.

**Notations and Exceptions:** This RFP was awarded upon a weighted points system. The weighted point criteria were based upon the following weights: Quality (15), Base Price (5), and References (10). Points were assigned on a scale of one (1) to five (5) in each of the above entries, force ranked and then multiplied by the weighted point factor.

The estimated total of the bid was calculated by multiplying the average cost for each section by the estimated number of students that will be purchasing the items. \*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 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.

**Proposals Evaluated By:**

Ms. Holly Rockhill, Assistant Principal, Land O' Lakes High School, One (1) Staff Member, One (1) Parent and Four (4) Members of the Student Body (on file in Purchasing)

**Proposal Prepared By:** Stephanie Noble, Buyer, Purchasing Department

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

District School Board  
of Pasco County

AUG 16 2011

Board Approved

District School Board  
of Pasco County

AUG 03 2010

Board Approved

DISTRICT SCHOOL BOARD OF PASCO COUNTY BID TABULATION

<b>DATE OF OPENING:</b>		Balfour	Herff Jones	Jostens
July 9, 2010 @ 2:30 P.M.		4707 140th Ave N #217	6009 Dr. MLK Street North	140 Island Way #300
<b>BID TITLE:</b> Caps, Gowns, Rings and Announcements		Clearwater, FL 33762	St. Petersburg, FL 33703	Clearwater, FL 33767
Land O' Lakes High School				
<b>BID #:</b>				
11-037-SN				
<b>ITEM #</b>	<b>DESCRIPTION</b>			
	<b>Part A - Caps &amp; Gowns:</b>			
CG-1	Basic line caps, gowns, tassels set as specified.	\$24.95	\$17.95	\$16.95
CG-2	Premium line caps, gowns, tassels, set as specified.	\$26.95	\$26.50	\$23.00
			\$24.50 rental with keeper cap	
CG-3	Custom Medallion with Ribbon (each)	\$10.00	\$9.50	\$7.50
CG-4	Activity Cords (each)	\$6.00	\$9.50	\$7.00
			Single \$4.50	
CG-5	Stoles (each)	\$14.00	\$14.00	\$12.00
CG-6	Custom 3-color and 4-color Stoles (each)	\$18.00	\$18.95	\$15.00
CG-7	Additional Tassels (each)	\$8.00	\$10.00	\$7.00
CG-8	Sash (each)	\$14.00	\$16.95	\$10.00
	<b>Part B - Rings:</b>			
	Formula for gold variance based on \$1,000 per ounce - or + \$1.00 Mens	\$0.20	\$0.20	\$0.00
	Formula for gold variance based on \$1,000 per ounce - or + \$1.00 Ladies	\$0.10	\$0.10	\$0.00
	<b>Traditional Style</b>			
R-1	Men's Medium Traditional ring	\$469.95	\$409.95	\$372.99
	Manufacturer	Balfour	Herff Jones	Jostens
	Model	I12	P100LL	T13
	Page	8	3	18
R-2	Men's Large Traditional ring	\$489.95	\$489.95	\$329.99
	Manufacturer	Balfour	Herff Jones	Jostens
	Model	I-11	P100XL	T11
	Page	8	2,3	18

DISTRICT SCHOOL BOARD OF PASCO COUNTY BID TABULATION

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Land O' Lakes High School				
<b>BID #:</b>				
11-037-SN				
<b>ITEM #</b>	<b>DESCRIPTION</b>			
R-3	Ladies Petite Traditional ring	\$379.95	\$439.95	\$239.99
	Manufacturer	Balfour	Herff Jones	Jostens
	Model	I22	P100XS	T20
	Page	2	4	10
R-4	Ladies Small Traditional ring	\$299.95	\$439.95	\$309.99
	Manufacturer	Balfour	Herff Jones	Jostens
	Model	C41	P100XS	T14
	Page	26	3	10
R-5	Ladies Regular Traditional ring	\$399.95	\$449.95	\$319.99
	Manufacturer	Balfour	Herff Jones	Jostens
	Model	I21	P100S	T12
	Page	2	3	10
	<b>Special Ultrium Style or Equal</b>			
R-6	Men's Medium Special/Ultrium ring	\$299.95	\$319.95	\$224.99
	Manufacturer	Balfour	Herff Jones	Jostens
	Model	I12	P110LL	A13
	Page	8	3	15
R-7	Men's Large Special/Ultrium ring	\$299.95	\$319.95	\$239.99
	Manufacturer	Balfour	Herff Jones	Jostens
	Model	I11	P100XL	A17
	Page	8	3	15
R-8	Ladies Petite Special/Uniform ring	\$299.95	\$299.95	\$308.99
	Manufacturer	Balfour	Herff Jones	Jostens
	Model	I22	P100XS	B82
	Page	2	4	5

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Land O' Lakes High School				
<b>BID #:</b>				
11-037-SN				
<b>ITEM #</b>	<b>DESCRIPTION</b>			
R-9	Ladies Small Special/Uniform ring	\$199.95	\$299.95	\$204.99
	Manufacturer	Balfour	Herff Jones	Jostens
	Model	C41	P110XS	F24
	Page	26	3	5
R-10	Ladies Regular Special/Uniform ring	\$299.95	\$299.95	\$169.99
	Manufacturer	Balfour	Herff Jones	Jostens
	Model	I21	P110S	T24
	Page	2	4	5
	<b>Athletic Style (All Star, Varsity, Letterman, or Equal)</b>			
R-11	Men's Large ring	\$249.95	\$519.95	\$447.99
	Manufacturer	Balfour	Herff Jones	Jostens
	Model	S13	P195LX	A93
	Page	Flyer	5	14
R-12	Ladies Small ring	\$199.95	\$389.95	\$391.99
	Manufacturer	Balfour	Herff Jones	Jostens
	Model	S23	P195S	A94
	Page	Flyer	5	5
	<b>Rectangular/Vintage Style (Crestline, Heritage, Legend, or Equal)</b>			
R-13	Men's Medium Rectangular/Vintage ring	\$199.95	\$439.95	\$437.99
	Manufacturer	Balfour	Herff Jones	Jostens
	Model	C35	P807L	H21
	Page	26	7	16

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Land O' Lakes High School				
<b>BID #:</b>				
11-037-SN				
<b>ITEM #</b>	<b>DESCRIPTION</b>			
R-14	Men's Large Rectangular/Vintage ring	\$489.95	\$499.95	\$447.99
	Manufacturer	Balfour	Herff Jones	Jostens
	Model	L32	P808X	JH29
	Page	10	7	16
R-15	Ladies Small Rectangular/Vintage ring	\$179.95	\$399.95	\$381.99
	Manufacturer	Balfour	Herff Jones	Jostens
	Model	C45	P811S	H22
	Page	26	7	6
R-16	Ladies Regular Rectangular/Vintage ring	\$399.95	\$429.95	\$391.99
	Manufacturer	Balfour	Herff Jones	Jostens
	Model	L43	C930	H36
	Page	4	11	7
	<b>Petite Style Ring (LaPetite, Signature, Essence, or Equal)</b>			
R-17	Ladies Small Petite ring	\$359.95	\$429.95	\$331.99
	Manufacturer	Balfour	Herff Jones	Jostens
	Model	E22	C930	S66
	Page	5	11	9
R-18	Ladies Regular Petite ring	\$379.95	\$449.95	\$341.99
	Manufacturer	Balfour	Herff Jones	Jostens
	Model	E61	C882	S22
	Page	6	10	8

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Land O' Lakes High School				
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11-037-SN				
<b>ITEM #</b>	<b>DESCRIPTION</b>			
	<b>Retro Style (Alliance, Achiever or Equal)</b>			
R-19	Men's Medium Retro Style	\$299.95	\$469.95	\$417.99
	Maufacturer	Balfour	Herff Jones	Jostens
	Model	C32	P174LX	A15
	Page	26	6	14
R-20	Men's Large Retro Ring	\$319.95	\$499.95	\$425.99
	Maufacturer	Balfour	Herff Jones	Jostens
	Model	C31	P185LX	A11
	Page	26	6	14
R-21	Ladies Small Retro Ring	\$199.95	\$439.95	\$386.99
	Maufacturer	Balfour	Herff Jones	Jostens
	Model	C42L	P166S	A18
	Page	28	6	5
R-22	Ladies Regular Retro Ring	\$219.95	\$459.95	\$369.99
	Maufacturer	Balfour	Herff Jones	Jostens
	Model	C41L	P170S	A14
	Page	28	6	5
	<b>Laides Slender Traditional Style (Princess, Epic, Ladies Achiever or Equal)</b>			
R-23	Ladies Small Traditional Ring	\$289.95	\$399.95	\$361.99
	Maufacturer	Balfour	Herff Jones	Jostens
	Model	C42	P200P	A16
	Page	26	8,9	17



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Land O' Lakes High School				
<b>BID #:</b>				
11-037-SN				
<b>ITEM #</b>	<b>DESCRIPTION</b>			
R-24	Ladies Regular Traditional Ring	\$379.95	\$399.95	\$369.99
	Manufacturer	Balfour	Herff Jones	Jostens
	Model	I24	P210P	A12
	Page	2	8,9	5
	<b>Classic Style (Monarch, Voice, Reflection or Equal)</b>			
R-25	Men's Medium Classic Ring	\$259.95	\$379.95	\$347.99
	Manufacturer	Balfour	Herff Jones	Jostens
	Model	R12	P1081X	W19
	Page	10	insert	17
R-26	Men's Large Classic Ring	\$199.95	\$409.95	\$357.99
	Manufacturer	Balfour	Herff Jones	Jostens
	Model	R12 ladies	P150XL	S13
	Page	10	Insert	17
R-27	Ladies Small Classic Ring	\$199.95	\$359.95	\$311.99
	Manufacturer	Balfour	Herff Jones	Jostens
	Model	R1	2130M	F12
	Page	6	Insert	7
R-28	Ladies Regular Classic Ring	\$239.95	\$379.95	\$311.99
	Manufacturer	Balfour	Herff Jones	Jostens
	Model	R26	P150S	W20
	Page	6	Insert	7
	Balance of Line Discount for Ring "Add-ons"	5.00%	5.00%	0.00%
	Total Price for All Twenty-Eight Rings	\$8,508.60	\$11,528.60	\$9,558.72

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11-037-SN				
<b>ITEM #</b>	<b>DESCRIPTION</b>			
	<b>Part C: Announcements:</b>			
A-1	Graduation Announcements Single Fold (25-box)	\$10.00	\$10.00	\$10.00
A-2	Graduation Announcements Double Fold (25-box)	\$12.00	\$12.50	\$13.00
A-3	Graduation Announcements Triple Fold (25-box)	\$18.75	\$18.95	\$18.00
A-4	Additional options (gold foil - will not be part of the calculation for award)	\$3.75	\$3.75	\$0.00
A-5	Thank You Cards (25 cards per box)	\$14.95	\$14.95	\$11.00
A-6	Name Cards (100 cards per box) Raised print with raised embossed borders	\$18.95	\$18.95	\$18.00
	Balance of Line Discount for Announcement "Add-ons"	5.00%	5.00%	0.00%
	<b>TOTAL POINTS:</b>	<b>124.95</b>	<b>131.85</b>	<b>87.6</b>