



## District School Board of Pasco County

7227 Land O' Lakes Boulevard • Land O' Lakes, Florida 34638 • 813/794-2000

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: 813/794-2221  
727/774-2221 TDD: 813/794-2484  
352/524-2221 e-mail: [kgoodman@pasco.k12.fl.us](mailto:kgoodman@pasco.k12.fl.us)

August 16, 2011

### MEMORANDUM

**TO:** Honorable School Board Members

**FROM:** Kendra Goodman, CPPO, CPPB, Purchasing Agent *Kdg/SMB*

**RE:** One-Year Extension of Three-Year Contract  
Bid #09-037-SN Diplomas  
Herff-Jones/John McLay & Associates

On September 16, 2008, official action (attached) was taken to award the above-referenced bid to Herff-Jones/John McLay & Associates. This is a three-year bid, renewable annually, at the mutual agreement of the parties. The third year of the agreement will expire on September 2, 2011.

Considering services have been satisfactory, Herff-Jones/John McLay & Associates was contacted to verify their willingness to enter into the one-year extension permitted under the general terms and conditions of the agreement. As such, Herff-Jones/John McLay & Associates has agreed in writing to enter into the one-year extension of the contract. The one-year extension of the contract will cover the period of September 3, 2011 through September 2, 2012. At this time it is my recommendation to enter into the one-year extension of the contract.

If you have any questions, please feel free to contact me at your earliest convenience.

KDG/vj

Attachments



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

August 4, 2011

### BID EXTENSION REQUEST

RFP #: **09-037-SN**

BID TITLE: **Diplomas**

VENDOR: **Herff-Jones/John McLay & Associates**

Yes, I agree to extend **09-037-SN** for an additional year under the same terms and conditions as the existing contract. The extension year will begin on **September 3, 2011** and expire on **September 2, 2012**.

No, I do not agree to renew **09-037-SN**.

Company Name: Herff Jones / John McLay & Assoc.

Signature: [Signature] Date: 8/4/11

Typed Name and Title: John P. McLay - President

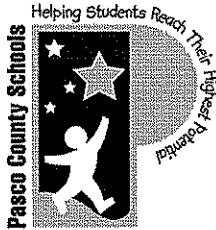
Telephone (w/area code): 727-381-7714 Fax Number (w/area code): 727-381-7713

DATE DUE: **PLEASE FAX TO PURCHASING NO LATER THAN AUGUST 4, 2011**

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 by reviewing Sections 1012.32 and 1012.465, Florida Statutes. This law became 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 RETURN TO: DISTRICT SCHOOL BOARD OF PASCO COUNTY  
ATTN: Vickie Jones, Buyer Assistant  
PURCHASING DEPARTMENT  
20430 GATOR LANE  
LAND O' LAKES, FL 34638  
(813) 794-2226 (PHONE) (813) 794-2713 (FAX)



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August 17, 2010

### MEMORANDUM

**TO:** Honorable School Board Members

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

**RE:** Third Year Renewal of Three-Year Contract  
Bid # 09-037-SN Diplomas – “As Needed” Secondary Schools  
Herff-Jones/John McLay & Associates, Inc.

On August 18, 2009, official action (attached) was taken to renew above-referenced proposal to Herff-Jones/John McLay & Associates, Inc. This is a three-year bid renewable annually at the mutual agreement of the parties. The second year of the agreement will expire on September 2, 2010.

Considering services have been satisfactory, Herff-Jones/John McLay & Associates, Inc., was contacted to verify their willingness to enter into the third year of the agreement. As such, Herff-Jones/John McLay & Associates, Inc., has agreed in writing to enter into the third year of the contract. The third year of the contract will cover the period of September 3, 2010 through September 2, 2011. At this time, it is my recommendation to enter into the third year of the contract.

If you have any questions, please feel free to contact me at your earliest convenience.

KDG/vj

Attachments

District School Board  
of Pasco County

AUG 17 2010



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August 4, 2010

## RFP RENEWAL REQUEST

RFP #: 09-037-SN

RFP TITLE: Diplomas

VENDOR: Herff Jones

Yes, I agree to renew 09-037-SN for Diplomas for the third year under the same terms and conditions as the existing contract. The renewal period will begin on September 3, 2010 and expire on September 2, 2011.

No, I do not agree to renew 09-037-SN.

Company Name: Herff-Jones/John McLay & Associates

Signature: [Handwritten Signature] Date: 8/5/10

Typed Name and Title: John P. McLay Jr

Telephone (w/area code): 727-381-7714 Fax Number (w/area code): 727-381-7713

DATE DUE: PLEASE FAX TO PURCHASING NO LATER THAN AUGUST 6, 2010

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 by reviewing Sections 1012.32 and 1012.465, Florida Statutes. This law became effective September 1, 2005.

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PLEASE RETURN TO: DISTRICT SCHOOL BOARD OF PASCO COUNTY  
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District School Board  
of Pasco County

**AUG 17 2010**



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August 18, 2009

### MEMORANDUM

**TO:** Honorable School Board Members

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

**RE:** Second Year Renewal of Three-Year Contract  
Bid 09-037-SN Diplomas – “As Needed” Secondary Schools  
Herff-Jones/John McLay & Associates, Inc.

On September 16, 2008, official action (attached) was taken to award the above-referenced bid to Herff-Jones/John McLay & Associates, Inc. This is a three-year bid renewable annually at the mutual agreement of the parties. The first year of the agreement will expire on September 2, 2009.

Considering services have been satisfactory, Herff-Jones/John McLay & Associates, Inc., was contacted to verify their willingness to enter into the second year of the agreement. As such, Herff-Jones/John McLay & Associates, Inc., has agreed in writing to enter into the second year of the contract. The second year of the contract will cover the period of September 3, 2009 through September 2, 2010. At this time, it is my recommendation to enter into the second year of the contract.

If you have any questions, please feel free to contact me at your earliest convenience.

District School Board  
of Pasco County

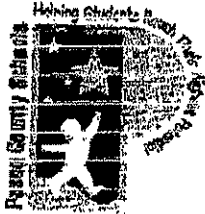
KDG/vj

AUG 18 2009

Attachments (2)

Board Approved

DATE/TIME:



# District School Board of Pasco County

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727/774-2221 TDD: 813/794-2484  
852/524-2221 e-mail: kgoodman@pasco.k12.fl.us

July 30, 2009

### RFI RENEWAL REQUEST

RFI #: 09-037-SN

RFI TITLE: Diplomas

VENDOR: Herff Jones

Yes, I agree to renew 09-037-SN for Diplomas for the second year under the same terms and conditions as the existing contract. The renewal period will begin on September 3, 2009 and expire on September 2, 2010.

No, I do not agree to renew 09-037-SN.

Company Name: Herff Jones/John McLay & Associates

Signature: [Signature] Date: 8/3/09

Type of Name and Title: JOHN P. MCLAY - President

Telephone (w/area code): 727-381-7714 Fax Number (w/area code): 727-381-7713

**DATE DUE: PLEASE FAX TO PURCHASING NO LATER THAN AUGUST 3, 2009**

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District Wide Accreditation • Southern Association of Colleges and Schools  
District School Board  
of Pasco County

AUG 18 2009

Board Approved

## District School Board of Pasco County Bid Recommendation

<b>Bid Title</b>	Diplomas "As Needed" Secondary Schools		<b>Number of Vendors Notified</b>	287
<b>Bid Number</b>	09-037-SN		<b>Number of Bids Distributed</b>	17
<b>Date Solicited</b>	7/24/2008		<b>Number of Vendors Bidding</b>	2
<b>Date Opened</b>	8/15/2008		<b>Number of Formal "No Bid" Responses</b>	1
<b>Date Board Presentation</b>	9/16/2008		<b>Funding Source</b>	School Internal Funds
<b>Total Savings</b>	N/A		<b>Grand Total of Bid</b>	\$31,705.60

**Recommendation:**

Recommend acceptance of the bid from Herff Jones/John McLay & Associates as noted on the attached tabulation sheet as lowest and best, responsive, responsible bid meeting written specifications. This is a student-direct purchase.

**Term of Contract:**

This is a three-year contract, renewable by mutual agreement of all parties. The first year of the contract will commence on September 3, 2008 and expire on September 2, 2009.

**Notations and Exceptions:**

Jostens bid was not considered as they requested their bid be withdrawn.

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:**

Stephanie Noble, Buyer, Purchasing Department  
Nicole Ellis, Buyer Assistant, Purchasing Department

**Bids Prepared By:**

Stephanie Noble, Buyer, Purchasing Department  
Nicole Ellis, Buyer Assistant, Purchasing Department

**Reviewed and Authorized By:**

Kendra Goodman, CPPB, Purchasing Agent

Date/Time: September 10, 2008; 08:52:00

District School Board  
of Pasco County

AUG 18 2009

Board Approved

<b>DATE OF OPENING:</b> August 15, 2008 @ 2:30pm		John McLay & Associates	Jostens Inc.
<b>BID NAME:</b> Diplomas "As Needed" - Secondary Schools		dba Herff Jones	148 East Broadway
<b>BID #:</b> 09-037-SN		6009 Dr. MLK Jr. St. N	Owatonna, MN 55060
		St. Petersburg, FL 33703	
<b>UNITS:</b>	<b>DESCRIPTION:</b>	<b>TOTAL PRICE</b>	<b>TOTAL PRICE</b>
	<b>Diplomas</b>		
4189	STANDARD DIPLOMAS	\$1.75	\$1.73
	Option E-A: Gold Seal	\$0.20	\$0.18
	Option E-B: Gold Seal Crest	\$0.20	\$0.18
	Option E-C: Gold School Crest w/1 color background	\$0.35	\$0.13
	Option E-D: Gold School Crest w/2 color background	\$0.45	\$0.43
	Cost for Cover	\$4.65	\$4.63
	Cost for Envelope	N/C	N/C
	<b>TOTAL PRICE</b>	<b>\$6.40</b>	<b>\$6.36</b>
	<b>x EACH UNIT</b>	<b>\$26,809.60</b>	<b>\$26,642.04</b>
264	SPECIAL DIPLOMAS	\$1.75	\$1.73
	Option E-A: Gold Seal	\$0.20	\$0.18
	Option E-B: Gold Seal Crest	\$0.20	\$0.18
	Option E-C: Gold School Crest w/1 color background	\$0.35	\$0.13
	Option E-D: Gold School Crest w/2 color background	\$0.45	\$0.43
	Cost for Cover	\$4.65	\$4.63
	Cost for Envelope	N/C	N/C
	<b>TOTAL PRICE</b>	<b>\$6.40</b>	<b>\$6.36</b>
	<b>x EACH UNIT</b>	<b>\$1,689.60</b>	<b>\$1,679.04</b>

DISTRICT SCHOOL BOARD  
 OF PASCO COUNTY

District School Board  
 of Pasco County

AUG 18 2009

Board Approved



375	CERTIFICATE OF COMPLETION	\$1.75	\$1.73
	Option E-A: Gold Seal	\$0.20	\$0.18
	Option E-B: Gold Seal Crest	\$0.20	\$0.18
	Option E-C: Gold School Crest w/1 color background	\$0.35	\$0.13
	Option E-D: Gold School Crest w/2 color background	\$0.45	\$0.43
	Cost for Cover	\$4.65	\$4.63
	Cost for Envelope	N/C	N/C
	<b>TOTAL PRICE</b>	<b>\$6.40</b>	<b>\$6.36</b>
	<b>x EACH UNIT</b>	<b>\$2,400.00</b>	<b>\$2,385.00</b>
126	SPECIAL CERTIFICATE OF COMPLETION	\$1.75	\$1.73
	Option E-A: Gold Seal	\$0.20	\$0.18
	Option E-B: Gold Seal Crest	\$0.20	\$0.18
	Option E-C: Gold School Crest w/1 color background	\$0.35	\$0.13
	Option E-D: Gold School Crest w/2 color background	\$0.45	\$0.43
	Cost for Cover	\$4.65	\$4.63
	Cost for Envelope	N/C	N/C
	<b>TOTAL PRICE</b>	<b>\$6.40</b>	<b>\$6.36</b>
	<b>x EACH UNIT</b>	<b>\$806.40</b>	<b>\$801.36</b>
	<b>TOTAL "ALL OR NONE" BID PRICE</b>	<b>\$31,705.60</b>	<b>\$31,507.44</b>

Board Approved

AUG 18 2009

District School Board  
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