



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

Department of Purchasing
Kendra Goodman, CPPO, CPPB, Purchasing Agent
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August 16, 2011

MEMORANDUM

TO: Honorable School Board Members

FROM: Kendra Goodman, CPPO, CPPB, Purchasing Agent 

RE: Second Year Renewal of Three-Year Contract
RFP 11-037-SN Caps, Gowns, Rings, and Announcements-Land O' Lakes High School
Herff Jones

On August 3, 2010, official action (attached) was taken to award the Caps, Gowns, Rings, and Announcements-Land O' Lakes High School RFP to the above-referenced vendor. This RFP is a three-year contract, renewable annually based upon mutual consent of both parties. The first year of the contract will expire on October 17, 2011.

Considering services have been satisfactory, Herff Jones was contacted to verify their willingness to enter into the second year of the contract. As such, John McClay, President, has agreed to do so in writing (attached).

At this time, it is my recommendation to enter into the second year of the contract with Herff Jones. The second year of the contract will cover the period of October 18, 2011 through October 17, 2012.

Should you have any questions regarding this matter, or if I can be of further assistance, please contact me at your earliest convenience.

KDG/sb

Attachments

District School Board of Pasco County Bid Recommendation

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

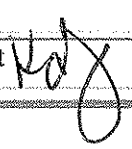
Offers from vendors listed herein are the only offers received timely as of the above opening date and time. All other offers submitted in response to this solicitation, if any, are hereby rejected as late.

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 03 2010

Board Approved

DISTRICT SCHOOL BOARD OF PASCO COUNTY BID TABULATION

DATE OF OPENING:		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
BID TITLE: Caps, Gowns, Rings and Announcements		Clearwater, FL 33762	St. Petersburg, FL 33703	Clearwater, FL 33767
Land O' Lakes High School				
BID #:				
11-037-SN				
ITEM #	DESCRIPTION			
	Part A - Caps & Gowns:			
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
	Part B - Rings:			
	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
	Traditional Style			
R-1	Men's Medium Traditional ring	\$469.95	\$409.95	\$372.99
	Maufacturer	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
	Maufacturer	Balfour	Herff Jones	Jostens
	Model	I-11	P100XL	T11
	Page	8	2,3	18

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Land O' Lakes High School				
BID #:				
11-037-SN				
ITEM #	DESCRIPTION			
R-3	Ladies Petite Traditional ring	\$379.95	\$439.95	\$239.99
	Maufacturer	Balfour	Herff Jones	Jostens
	Model	I22	P100XS	T20
	Page	2	4	10
R-4	Ladies Small Traditional ring	\$299.95	\$439.95	\$309.99
	Maufacturer	Balfour	Herff Jones	Jostens
	Model	C41	P100XS	T14
	Page	26	3	10
R-5	Ladies Regular Traditional ring	\$399.95	\$449.95	\$319.99
	Maufacturer	Balfour	Herff Jones	Jostens
	Model	I21	P100S	T12
	Page	2	3	10
	Special Ultrium Style or Equal			
R-6	Men's Medium Special/Ultrium ring	\$299.95	\$319.95	\$224.99
	Maufacturer	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
	Maufacturer	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
	Maufacturer	Balfour	Herff Jones	Jostens
	Model	I22	P100XS	B82
	Page	2	4	5

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

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

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Land O' Lakes High School				
BID #:				
11-037-SN				
ITEM #	DESCRIPTION			
	Retro Style (Alliance, Achiever or Equal)			
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
	Ladies Slender Traditional Style (Princess, Epic, Ladies Achiever or Equal)			
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				
BID #:				
11-037-SN				
ITEM #	DESCRIPTION			
R-24	Ladies Regular Traditional Ring	\$379.95	\$399.95	\$369.99
	Maufacturer	Balfour	Herff Jones	Jostens
	Model	I24	P210P	A12
	Page	2	8,9	5
	Classic Style (Monarch, Voice, Reflection or Equal)			
R-25	Men's Medium Classic Ring	\$259.95	\$379.95	\$347.99
	Maufacturer	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
	Maufacturer	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
	Maufacturer	Balfour	Herff Jones	Jostens
	Model	R1	2130M	F12
	Page	6	Insert	7
R-28	Ladies Regular Classic Ring	\$239.95	\$379.95	\$311.99
	Maufacturer	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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BID #:				
11-037-SN				
ITEM #	DESCRIPTION			
	Part C: Announcements:			
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%
	TOTAL POINTS:	124.95	131.85	87.6