



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

September 13, 2011

MEMORANDUM

TO: Honorable School Board Members

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

RE: Requesting Permission to Piggyback
RFP 11-022-SN Pasco High School
Caps, Gowns, Rings, Announcements for Hudson, Wesley Chapel, and
Zephyrhills High School-Herff Jones

The attached piggyback requests for Hudson, Wesley Chapel, and Zephyrhills High Schools are being forwarded for your consideration and subsequent approval. These requests are for the purchase of caps, gowns, rings and announcements for the schools lists above. The second year of the Pasco High School Caps, Gowns, Rings and Announcements RFP 11-022-SN was board approved on July 26, 2011 and the term date for this contract is September 13, 2011 through September 4, 2012. Anticipated expenditures for each school will be approximately \$40,000 and internal funds will be used.

John McClay, President, Herff Jones was contacted to verify his willingness to enter into the piggyback. As such, Herff Jones has agreed in writing (attached) that he is willing to do so.

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

KDG/sb



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PIGGYBACK REQUEST

RFP 11-022-SN Caps, Gowns, Rings, Announcements-Pasco High School



Yes, I agree to allow Hudson, Wesley Chapel, and Zephyrhills High School to piggyback RFP 11-022-SN Caps, Gowns, Rings, Announcements-Pasco High School under the existing terms and conditions. The contract term will begin on September 13, 2011 through September 5, 2012.

No, I do not agree allow Hudson, Wesley Chapel, and Zephyrhills High School to piggyback the above-reference contract.

COMPANY NAME: **Herff Jones**

SIGNATURE: [Signature] DATE: 8/27/11

PRINTED NAME/TITLE: John P. McLay Jr E-MAIL: john-mclay@yrhoo.com

TELEPHONE W/AREA CODE: 727-381-7714 FAX W/AREA CODE: 727-381-7713

By agreeing to piggyback, vendor acknowledges and agrees to be in compliance with the "Jessica Lunsford Act," which is effective 9/1/2005. Vendors conducting business with the District School Board of Pasco County (DSBPC) who will (1) be on school grounds when students are present, or (2) who have direct contact with students, or (3) have access to or control of school funds, **must** be Level 2 fingerprinted by DSBPC Human Resources. If any of the above criteria apply to this contract, you **must** have those individuals Level 2 fingerprinted and screened by the DSBPC Human Resources Department **prior** to commencement of services or work. With this renewal, you **must** provide a list of employees who will be fingerprinted. Please contact (813) 794-2521 to arrange for a fingerprinting 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/051laws/ch_2005-028.pdf

The contracting company certifies, by submission and signature of this 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, BUYER
PURCHASING DEPARTMENT
20430 GATOR LANE
LAND O' LAKES, FL 34638
(813) 794-2225 (PHONE)
(813) 794-2111 (FAX)