



DISTRICT SCHOOL BOARD OF PASCO COUNTY

Kurt S. Browning, Superintendent of Schools

7227 Land O' Lakes Boulevard • Land O' Lakes, Florida 34638

Department of Purchasing
Nicole Westmoreland, MBA, Purchasing Agent
813/794-2221 Fax: 813/794-2111
727/774-2221 TDD: 813/794-2484
352/524-2221 email: nwestmor@pasco.k12.fl.us

May 6, 2014

MEMORANDUM

TO: Honorable School Board Members

FROM: Nicole Westmoreland, MBA, Purchasing Agent *nw*

SUBJECT: RFP 12-010-SB Fivay High School Yearbooks
One Year Extension
Jostens

On April 19, 2011, official action was taken to award RFP # 12-010-SB Fivay High School Yearbooks to Jostens. The third year of the above mentioned contract will be expiring on June 14, 2014. This is a three-year contract (renewable annually) with the option to extend for an additional one year, based upon mutual consent of the parties.

Considering services have been satisfactory, Jostens was contacted to determine their willingness to enter into the one year extension of the contract. As such, they have agreed in writing (attached) to enter into the one year extension.

It is my recommendation at this time to enter into the one year extension of the contract with Jostens. The contract period will be June 16, 2014 through June 15, 2015.

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.

NW/sb
Attachments



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RFP EXTENSION REQUEST

RFP # 12-010-SB

RFP TITLE: Fivay High School Yearbooks

X

Yes, I agree to extend RFP 12-010-SB Fivay High School Yearbooks under the same terms and conditions as the existing agreement. The extension period shall be from **June 16, 2014 through June 15, 2015.**

No, I do not agree to renew RFP 12-010-SB

COMPANY NAME: Jostens

SIGNATURE: _____

TYPED NAME AND TITLE: Jim Reppi / Sales Representative

TELEPHONE (WITH AREA CODE): 813.957.8999

FAX NUMBER (WITH AREA CODE): 813.319.2851

E-MAIL: jim.reppi@jostens.com

DATE: 4/24/2014

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: sbunford@pasco.k12.fl.us

DISTRICT SCHOOL BOARD OF PASCO COUNTY

ATTENTION: Stephanie Bunford, CPPB, Buyer

PURCHASING SERVICES 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

RFP Title	Yearbooks-Fivay High School		Number of Vendors Notified	250
RFP Number	12-010-SB		Number of Proposals Distributed	24
Date Solicited	March 2, 2011		Number of Vendors Proposing	3
Date Opened	March 30, 2011		Number of Formal "No Bid" Responses	0
Date Board Presentation	April 19, 2011		Funding Source	School Internal Funds
Total Savings	Estimated \$4,133.14		Grand Total of RFP	Estimated \$54,840

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

Term of Contract: This is a three year contract, renewable annually by mutual agreement of both parties. The first year of the contract will commence on June 16, 2011 and continue through June 15, 2012.

Notations and Exceptions:

This RFP was awarded upon a weighted points system. The weighted point criteria were based upon the following weights: Quality of Samples (4), Base Price (6), Add-on Prices (3), References (3), Website, Software (4), Educational Resources (4), Workshop Options (1). Points were assigned on a scale of 1 (Low) to 5 (High) to in each of the above entries force ranked depending on the number of respondents and then multiplied by the weighted point factor. The add-on prices were evaluated on the items each vendor had in common. (See the attached tabulation sheet for item #1,2,4,8,11,12,13,14,15,17,18,19,20,21,22,24, 25,26,27,28,30,32,33,34,35,37,38,39,40).

The grand total of the bid was determined by adding the base price with the anticipated add-ons.

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

Proposals Evaluated By:

Angela Stone, Principal, Fivay High School
Tara Kruck, Yearbook Adviser, Fivay High School
3 Students from Fivay High School-Names on file in Purchasing

Proposal Prepared By:

Stephanie Bunford, Buyer, Purchasing Department

Reviewed and Authorized By:

Kendra Goodman, CPPO, CPPB, Purchasing Agent



District School Board
of Pasco County

APR 19 2011

Board Approved

DATE OF OPENING: March 30, 2011 @ 2:30 PM			Balfour	Herff Jones	Jostens
RFP TITLE: Yearbooks - Fivay High School			10707 66th St. N., #9	305 Church St.	3601 Minnesota Drive
RFP # 12-010-SB			Pinellas Park, FL 33782	Safety Harbor, FL 34695	Minneapolis, MN 55435
			P 727-546-4551	P 727-410-9757	P 800-325-4774
			F 727-548-7240	F 727-797-4262	F 813-319-2851
ITEM#	Units	DESCRIPTION	TOTAL PRICE	TOTAL PRICE	TOTAL PRICE
Section B		Base Price:	\$27,499.00	\$31,896.42	\$20,000.00
Section C		Add-ons:			
1	per copy	Cost of additional copies (after the 400 specified)	\$29.58	\$25.37	\$45.00
2	per copy	Credit for reduction in quantity of yearbooks	\$26.58	\$25.37	\$45.00
3	per page	Credit for reduction in 4 color pages	N/A	\$475.00	\$300.00
4	per page	Credit for reduction in 8 color pages	\$150.00	\$950.00	\$600.00
5	per page	Credit for reduction in 4 black and white pages	N/A	N/A	N/A
6	per page	Credit for reduction in 8 black and white pages	\$80.00	N/A	N/A
7	per page	Cost for 4 additional color pages	N/A	\$475.00	\$300.00
8	per page	Cost for 8 additional color pages	\$150.00	\$950.00	\$600.00
9	per page	Cost for 4 additional black and white pages	N/A	N/A	N/A
10	per page	Cost for 8 additional black and white pages	\$80.00	N/A	N/A
11	1 line	Cost for lines of personalization	\$3.10	\$2.90	\$4.00
12	2 lines	Cost for lines of personalization	Additional \$3.10	\$4.70	\$6.00
13	per icon	Cost for Icons	\$3.10	\$2.25	\$2.00
14	per cover	Cost for plastic protective covers	\$1.11	\$0.85	\$1.10
15	per section	Cost for autograph sections	\$0.54	\$0.60	\$1.00
16	per pocket	Cost for photo pockets	\$1.00	N/A	\$1.00
17	per copy	Yearbook curriculum textbook cost	\$0.63	N/C	\$15.00
18	per copy	Photography curriculum textbook cost	\$0.63	N/C	\$10.00
19	per copy	Direct sales to students/parents cost	\$1.85	N/C	\$1.00
20	per hour	Company Graphic Artist	\$67.00	\$34.00	\$35.00
21	per copy	Current events insert cost – sewn into book	\$1.85	\$2.25	\$2.00
22	per copy	Current events insert cost – tape insertion	\$1.85	\$2.25	\$2.00
23	per copy	DVD supplement cost of production and insertion	N/A	N/A	\$4.50
24	per copy	Spine copy/decoration (school design cover)	N/C	N/C	included
25	per copy	Spine copy/decoration (company design cover)	N/C	N/C	included
26	per copy	Back cover decoration charge	N/C	N/C	included

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ITEM#	Units	DESCRIPTION	TOTAL PRICE	TOTAL PRICE	TOTAL PRICE
Section B		Base Price:	\$27,499.00	\$31,896.42	\$20,000.00
Section C		Add-ons:			
27	per copy	Additional silkscreen color applied	\$1.30	\$0.72	\$0.70
28	per copy	Additional foil – stamp color applied	\$1.30	\$0.94	\$0.90
29	per copy	Foil – stamp die charge (if new die)	Quote required	depend on detail of die	\$0.25
30	per copy	Embossing	\$1.53	\$452.00	\$0.90
31	per copy	Embossing die charge (if new die)	Quote required	depend on detail of die	\$0.60
32	per copy	Metalique/metalay application	\$3.34	\$1.44	\$1.35
33	per copy	Rounding and Backing	N/C	N/C	included
34	per copy	Four color printed cover	\$1.07	\$750.00	included
35	per copy	Mylar lamination for printed cover	N/C	N/C	included
36	per copy	Company – design die cut end-sheets	N/C	N/A	\$0.50
37	per copy	Company – design embossed end-sheets	N/C	N/C	\$0.50
38	per copy	Company – design foil – stamped end-sheets	N/C	N/C	\$0.50
39	per copy	Different front & back end-sheet designs	\$1.22	\$195.00	\$2.00
40	per copy	Four color process end-sheets, same design front and back	\$0.91	\$750.00	\$1.15
		Total for Add-ons #	\$98.43	\$58.28	\$87.10
		Total Points Awarded:	103.32	73.24	114.97

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