



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 *nw*
FROM: Nicole Westmoreland, MBA, Purchasing Agent
SUBJECT: RFP 13-076-SB Middle School Yearbooks
Second Year of a Three-Year Contract
Lifetouch Yearbooks
Walsworth Publishing Company

On May 21, 2013, official action was taken to award RFP # 13-076-SB Middle School Yearbooks to the vendors listed above. The first year of the above mentioned contract will be expiring on June 30, 2014. This is a three-year contract, renewable annually based upon mutual consent of the parties.

Considering services have been satisfactory, the above noted vendors were contacted to determine their willingness to enter into the second year of the agreement. As such, they have agreed in writing (attached) to enter into the second year.

It is my recommendation at this time to enter into the second year of the contract with the vendors noted above. The contract period will be July 1, 2014 through June 30, 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/mv
Attachments

Date/Time: April 30, 2014 09:40:00

(813) 794-2000 • (352) 524-2000 • (727) 774-2000 • www.pasco.k12.fl.us



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Purchasing Services

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RFP RENEWAL REQUEST

RFP TITLE: Middle School Yearbooks

☒ Yes, I agree to renew RFP# 13-076-SB under the same terms and conditions as the existing agreement. The second year period shall be from July 1, 2014 through June 30, 2015.

☐ No, I do not agree to renew RFP# 13-076-SB.

COMPANY NAME: Walsworth Publishing Company

SIGNATURE: Adam Livesay

TYPED NAME AND TITLE: Adam Livesay - Sales Representative

TELEPHONE (WITH AREA CODE): (813) 230-2812

FAX NUMBER (WITH AREA CODE): (407) 831-0588

E-MAIL: yearbookcentral@walsworth.com

DATE: 4-22-14

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: mvelez@pasco.k12.fl.us

DISTRICT SCHOOL BOARD OF PASCO COUNTY

ATTENTION: Monica Velez

PURCHASING DEPARTMENT

20430 GATOR LANE

LAND O' LAKES, FL 34638

(813) 794-2222 (PHONE)

(813) 794-2111 (FAX)



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RFP RENEWAL REQUEST

RFP TITLE: Middle School Yearbooks

☒

Yes, I agree to renew RFP# 13-076-SB under the same terms and conditions as the existing agreement. The second year period shall be from July 1, 2014 through June 30, 2015.

☐

No, I do not agree to renew RFP# 13-076-SB.

COMPANY NAME: Lifetouch

SIGNATURE: Sarah Kodadek

TYPED NAME AND TITLE: Sarah Kodadek Yearbook Rep

TELEPHONE (WITH AREA CODE): 813 416 4019

FAX NUMBER (WITH AREA CODE): 813 416 5207

E-MAIL: SKodadek@lifetouch.com

DATE: 4-16-14

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: mvelez@pasco.k12.fl.us

DISTRICT SCHOOL BOARD OF PASCO COUNTY

ATTENTION: **Monica Velez**

PURCHASING DEPARTMENT

20430 GATOR LANE

LAND O' LAKES, FL 34638

(813) 794-2222 (PHONE)

(813) 794-2111 (FAX)

District School Board of Pasco County

Bid Recommendation

RFP Title	Middle School Yearbooks	Number of Vendors Notified	160
RFP Number	13-076-SB	Number of Proposals Distributed	18
Date Solicited	March 7, 2013	Number of Vendors Proposing	8
Date Opened	April 12, 2013	Number of Formal "No Bid" Responses	1
Date Board Presentation	May 21, 2013	Funding Source	Internal Funds
Total Savings	\$8,800 Est.	Grand Total of RFP	\$125,000 Est.

Recommendation: Recommend acceptance of the proposals noted on the attached tabulation sheet as the best, responsive, responsible proposals receiving the highest points for each region.

Term of Contract: This RFP is for the student-direct purchase of yearbooks for all middle schools throughout the District. This is a three-year contract, renewable annually based upon the mutual consent of the parties. The first year of the contract will commence on July 1, 2013 and continue through June 30, 2014.

Notations and Exceptions: This RFP was awarded by Region. The following point totals were utilized to determine award: Average Base Prices (20), Supplemental Average Prices (10), Add-Ons (10), References (5), Presentation (30), and Quality of Samples (15).

Recommend rejection of the proposal from Entourage as pricing was not provided for all page and copy counts listed on the attachment A. The RFP stated that failure to provide pricing for all items would result in disqualification of the vendor's proposal.

Recommend rejection of the proposal from Herff Jones for changing the page and copy counts configurations. The RFP stated that making these changes would result in disqualification of the vendor's proposal.

Recommend rejection of the proposal from Leonards as they did not provide pricing for all page and copy counts listed on the attachment A. The RFP stated that failure to provide pricing for all items would result in disqualification of the vendor's proposal. In addition, the Principal Place of Business section of the document was not executed. The RFP stated that failure to execute the document would result in disqualification of the vendor's proposal.

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.

RFPs Evaluated By: Yearbook advisers, school staff, and one district office representative.

Bids Prepared By: Stephanie Bunford, CPPB, Buyer

District School Board
of Pasco County

Reviewed and Authorized By:

Michael J. Woodall, CPPO, Purchasing Agent

MAY 21 2013

Board Approved



District School Board of Pasco County Tabulation Sheet

DATE OF OPENING: April 12, 2013 @ 2:30 PM		Balfour	Entourage Yearbooks	Herff Jones Yearbooks	Jostens, Inc.	Leonards
RFP TITLE: Middle School Yearbooks		10707 66th Street N #9	745 Alexander Road Suite 4	305 Church Street	3601 Minnesota Drive #400	147 San Marco Ave
RFP #: 13-076-SB		Pinellas Park, FL 33728	Princeton, NJ 08540	Safety Harbor, FL 34695	Minneapolis, MN 55435	St. Augustine, FL 32085
BOARD MEETING: May 21, 2013					5% preference added to A, B, C	
PHASE I	REGION 1	Region 1 - Bayonet Point, Crews Lake, Hudson Middle Schools				
Category A	Average Base Prices: (20 point Max)	13.46	Disqualified	Disqualified	14.87	Disqualified
Category B	Supplemental Average Prices: (10 point Max)	5.34			6.59	
Category C	Add-ons: (10 point Max)	1.18			1.66	
Category D	References: (5 point Max)	4.75			5.00	
Category E	Presentation: (30 point Max)	26			22	
Category F	Quality of Samples: (15 point Max)	11			12	
	Total Points Region 1: (90 point Max)	61.73			62.12	
PHASE 1	REGION 2	Region 2 - Chasco, River Ridge, Gulf Middle Schools				
Category A	Average Base Prices: (20 point Max)	13.46	Disqualified	Disqualified	14.87	Disqualified
Category B	Supplemental Average Prices: (10 point Max)	5.34			6.59	
Category C	Add-ons: (10 point Max)	1.18			1.66	
Category D	References: (5 point Max)	4.75			5.00	
Category E	Presentation: (30 point Max)	25			23	
Category F	Quality of Samples: (15 point Max)	12			10	
	Total Points Region 2: (90 point Max)	61.73			61.12	

District School Board of Pasco County Tabulation Sheet

DATE OF OPENING: April 12, 2013 @ 2:30 PM		Lifetouch Yearbooks	Strawbridge Studios, Inc.	Walsworth Publishing Company
RFP TITLE: Middle School Yearbooks		5909 Hampton Oaks Parkway, Suite N	PO Box 3005	1511 Druid Road
RFP #: 13-076-SB		Tampa, FL 33610	Durham, NC 27715	Maitland, FL 32751
BOARD MEETING: May 21, 2013			5% preference added to A, B, C	
PHASE I	REGION 1	Region 1 - Bayonet Point, Crews Lake, Hudson Middle Schools		
Category A	Average Base Prices: (20 point Max)	14.81	12.56	20.00
Category B	Supplemental Average Prices: (10 point Max)	6.74	5.64	10.00
Category C	Add-ons: (10 point Max)	10.00	9.95	1.58
Category D	References: (5 point Max)	5.00	4.60	5.00
Category E	Presentation: (30 point Max)	22	22	25
Category F	Quality of Samples: (15 point Max)	13	11	13
	Total Points Region 1: (90 point Max)	71.55	65.75	74.58
PHASE 1	REGION 2	Region 2 - Chasco, River Ridge, Gulf Middle Schools		
Category A	Average Base Prices: (20 point Max)	14.81	12.56	20.00
Category B	Supplemental Average Prices: (10 point Max)	6.74	5.64	10.00
Category C	Add-ons: (10 point Max)	10.00	9.95	1.58
Category D	References: (5 point Max)	5.00	4.60	5.00
Category E	Presentation: (30 point Max)	24	17	23
Category F	Quality of Samples: (15 point Max)	15	6	12
	Total Points Region 2: (90 point Max)	75.55	55.75	71.58

District School Board of Pasco County Tabulation Sheet

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RFP #: 13-076-SB		Pinellas Park, FL 33728	Princeton, NJ 08540	Safety Harbor, FL 34695	Minneapolis, MN 55435	St. Augustine, FL 32085
BOARD MEETING: May 21, 2013					5% preference added to A, B, C	
PHASE 1	REGION 3	Region 3 - Paul R Smith, Seven Springs Middle Schools				
Category A	Average Base Prices: (20 point Max)	13.46	Disqualified	Disqualified	14.87	Disqualified
Category B	Supplemental Average Prices: (10 point Max)	5.34			6.59	
Category C	Add-ons: (10 point Max)	1.18			1.66	
Category D	References: (5 point Max)	4.75			5.00	
Category E	Presentation: (30 point Max)	22.5			26	
Category F	Quality of Samples: (15 point Max)	11			11.5	
	Total Points Region 3: (90 point Max)	58.23			65.62	
PHASE 1	REGION 4	Region 4 - Charles S Rushe, Pine View, Thomas Weightman Middle Schools				
Category A	Average Base Prices: (20 point Max)	13.46	Disqualified	Disqualified	14.87	Disqualified
Category B	Supplemental Average Prices: (10 point Max)	5.34			6.59	
Category C	Add-ons: (10 point Max)	1.18			1.66	
Category D	References: (5 point Max)	4.75			5.00	
Category E	Presentation: (30 point Max)	24			22	
Category F	Quality of Samples: (15 point Max)	9			11	
	Total Points Region 4: (90 point Max)	57.73			61.12	

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BOARD MEETING: May 21, 2013			5% preference added to A, B, C	
PHASE 1	REGION 3	Region 3 - Paul R Smith, Seven Springs Middle Schools		
Category A	Average Base Prices: (20 point Max)	14.81	12.56	20.00
Category B	Supplemental Average Prices: (10 point Max)	6.74	5.64	10.00
Category C	Add-ons: (10 point Max)	10.00	9.95	1.58
Category D	References: (5 point Max)	5.00	4.60	5.00
Category E	Presentation: (30 point Max)	23.5	21.5	30
Category F	Quality of Samples: (15 point Max)	14.5	8.5	14
	Total Points Region 3: (90 point Max)	74.55	62.75	80.58
PHASE 1	REGION 4	Region 4 - Charles S Rushe, Pine View, Thomas Weightman Middle Schools		
Category A	Average Base Prices: (20 point Max)	14.81	12.56	20.00
Category B	Supplemental Average Prices: (10 point Max)	6.74	5.64	10.00
Category C	Add-ons: (10 point Max)	10.00	9.95	1.58
Category D	References: (5 point Max)	5.00	4.60	5.00
Category E	Presentation: (30 point Max)	19	18	30
Category F	Quality of Samples: (15 point Max)	13	8	13
	Total Points Region 4: (90 point Max)	68.55	58.75	79.58