

## District School Board of Pasco County Bid Recommendation

<b>RFP Title</b>	Caps and Gowns, Class Rings, Graduation Announcements	<b>Number of Vendors Notified</b>	297
<b>RFP Number</b>	14-039-SB	<b>Number of Proposals Distributed</b>	11
<b>Date Solicited</b>	February 28, 2014	<b>Number of Vendors Proposing</b>	2
<b>Date Opened</b>	March 28, 2014	<b>Number of Formal "No Bid" Responses</b>	0
<b>Date Board Presentation</b>	May 6, 2014	<b>Funding Source</b>	Student Direct
<b>Total Savings</b>	*N/A	<b>Grand Total of Proposal</b>	Estimated \$300,000

**Recommendation:** Recommend acceptance of the proposals from Balfour and John Mc Clay & Associates, Inc. as the best, responsive, responsible proposals receiving the highest points.

**Term of Contract:** The intent of this RFP is to establish a three-year contract (renewable annually) between the District School Board of Pasco County and a maximum of three (3) vendors to provide caps and gowns, class rings, and graduation announcements for the high schools located throughout Pasco County. The first year of the contract will commence on July 1, 2014 and continue through June 30, 2015.

**Notations and Exceptions:** The administration at each high school shall have the final decision in selecting the vendor (from the list of awarded vendors) to provide services to their students.

The following point totals were utilized to determine award: Total Price (10), Quality of Samples (15), Company Qualifications/Customer Service (15).

\*A savings could not be determined as this is a request for proposal and prices were only one part of the evaluation criteria.

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:**

Kari Kadlub, Principal, James Michaels, Principal, Kimberly Davis, Principal

**Proposal Prepared By:**

Stephanie Bunford, Buyer, Purchasing Services Department

**Reviewed and Authorized By:**

Nicole Westmoreland, MBA, Purchasing Agent

Date/Time: April 30, 2014 09:06:00

District School Board of Pasco County  
Tabulation Sheet

<b>PROPOSAL TITLE:</b> Caps and Gowns, Class Rings, Graduation Announcements		Balfour	John McClay & Associates, Inc./Herff Jones Company
<b>DATE OF OPENING:</b> March 28, 2014 @ 2:30 pm		4707 143th Avenue N. #217	6009 Dr. Martin Luther King Jr. St. N.
<b>RFP#:</b> 14-039-SB		Clearwater, FL 33762	St. Petersburg, FL 33703
<b>Board Meeting:</b> May 6, 2014			
<b>Category A</b>	<b>Total Price: (10 point Max)</b>	<b>10.00</b>	<b>8.12</b>
<b>Category B</b>	<b>Quality of Samples: (15 point Max)</b>	<b>13.00</b>	<b>13.00</b>
<b>Category C</b>	<b>Company Qualifications/Customer Service: (15 point Max)</b>	<b>12.00</b>	<b>13.00</b>
<b>Total Points: (40 point max)</b>		<b>35.00</b>	<b>34.12</b>