



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

813/794-2221 Fax: 813/794-2221


727/774-2221 TDD: 813/794-2484

352/524-2221 e-mail: kgoodman@pasco.k12.fl.us

August 21, 2012

MEMORANDUM

TO: Honorable School Board Members

FROM: Kendra Goodman, CPPO, CPPB, Purchasing Agent 

RE: Request for Fivay, Gulf, Hudson, J.W. Mitchell, Ridgewood, and Zephyrhills High School to Piggyback
RFP # 11-022-SN Pasco High School Caps, Gowns, Rings, Announcements
Herff Jones

On May 18, 2010, official action was taken to award RFP 11-022-SN Caps, Gowns, Rings, and Announcements – Pasco High School to Herff Jones. The third year renewal for RFP 11-022-SN was Board approved on July 31, 2012. Fivay, Gulf, Hudson, J.W. Mitchell, Ridgewood, and Zephyrhills High School are requesting permission to piggyback RFP # 11-022-SN awarded to Herff Jones.

Herff Jones was contacted to verify their willingness to extend the existing terms and conditions of contract to the schools listed above. They have indicated in writing (attached) that they are willing to do so. We are therefore recommending approval of the piggyback request to cover the period of September 5, 2012 through September 4, 2013.

If you have any questions, please contact me at your earliest convenience.

KDG/sb
Attachments

**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**PIGGYBACK REQUEST FOR Fivay, Gulf, Hudson, J.W. Mitchell, Ridgewood, and
Zephyrhills High Schools to piggyback
RFP 11-022-SN Caps, Gowns, Rings, Announcements-Pasco High School**

Yes, I agree to allow Fivay, Gulf, Hudson, J.W. Mitchell, Ridgewood, and Zephyrhills High Schools 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 5, 2012 through September 4, 2013.

No, I do not agree allow Fivay, Gulf, Hudson, J.W. Mitchell, Ridgewood, and Zephyrhills High Schools to piggyback RFP 11-022-SN Caps, Gowns, Rings, Announcements-Pasco High School.

COMPANY NAME: Herff Jones

SIGNATURE:

DATE: 7/18/12PRINTED NAME/TITLE: John P. McLay - PresidentE-MAIL: jhm-mclay@herff.comTELEPHONE W/AREA CODE (727) 381-7714FAX 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)**



Home of the Falcons

12115 Chicago Avenue • Hudson, FL 34669 • (727) 246-4000 • (727) 246-4091 Fax

Angela Stone, Principal

Erik Hermansen Asst. Principal • Matt McDermott Asst. Principal

• Cindy Jack Asst. Principal • Heather Bell Asst. Principal

July 16, 2012

To whom it may concern,

Please allow us to continue to piggyback Pasco High School's contract with Herff Jones, RFP 11-022-SN and the term date of 9/5/12-9/4/2013.

Please contact me with any other questions.

Thank you,

Angela R. Stone

District School Board of Pasco County
District Wide Accreditation - Southern Association of Colleges and Schools
Council on Accreditation and School Improvement (SACS CASI)
Heather Florentino, Superintendent

Gulf

High

School

5355 School Road
New Port Richey, FL 34652
Phone: (727) 774-3300
Fax: (727) 774-3391
Website: ghs.pasco.k12.fl.us



Principal: Kimberly Davis
Asst. Principal: Mr. Doug Elias
Asst. Principal: Dr. Judy Gallagher
Asst. Principal: Mr. Steve Page

July 11, 2012

To Kenda Goodman:

Gulf High School would like to continue utilizing the current contract with Herff Jones through Pasco High School. The bid information is:

RFP: 11-022-SN
Term: 09-5-12 to 09-4-13

Thank you for your assistance with this matter.

A handwritten signature in black ink, appearing to read "Kim Davis".

Kim Davis
Principal



Hudson High School

14410 Cobra Way
Hudson Florida, 34669
Phone: 727-774-4200
Fax: 727-774-4291



Toni Zetzsche, Asst. Principal
Charlene Prahasky, Asst. Principal

David LaRoche, Ph.D., Principal

Jessica Meek, Asst. Principal
Michelle Williams, Asst. Principal

Date: July 2, 2012

To: Stephanie Bunford,
Buyer, Purchasing Dept.

From: Dave LaRoche, Ph.,D.

Subject: Herff Jones Contract - RFP 11-022-SN TERM DATE - 9/5/12-9/4/2013

Please accept this memo as confirmation that I would like to continue piggybacking
our Contract with Herff Jones.

Dave LaRoche, Ph.,D.
Principal



J.W. Mitchell High School

2323 Little Road

New Port Richey, FL 34655

Phone (727) 774-9200

Fax (727) 774-9291

Principal

Jim Michaels

Assistant Principals

Jill Cortier

Fatima Stark

Angie Murphy

Jessica R. Schultz

July 3, 2012

We would like to continue to piggyback **RFP #: 11-022-SN TITLE: Caps, Gowns, Rings and Announcements-Pasco High School for the 2012-13.**

VENDOR: Herff Jones

The contract period will begin September 5, 2012 and continue through September 4, 2013.

Jim Michaels



RIDGEWOOD HIGH SCHOOL

7650 Orchid Lake Road * New Port Richey, FL 34653-1399
Phone: 727-774-3900 * Fax: 727-774-3991 * www.rhs.pasco.k12.fl.us

ANDREW V. FRELICK
PRINCIPAL

Heather Jones
ASSISTANT PRINCIPAL

Alicia Leary
ASSISTANT PRINCIPAL

Kathryn Leeper
ASSISTANT PRINCIPAL

DATE: July 5, 2012

TO: Ms. Stephanie Bunford
Buyer, Purchasing Agent
District School Board of Pasco County

REF: Renewal fo Cap, Gown and Ring Bid

Stephanie,

Please consider this as our formal request to continue piggybacking Pasco Highs's Caps, Gowns, Rings and Announcements contract with Herff Jones/John McLay. We do not choose to re-bid these services at this time.

This is reference RFP 11-22-SN with a term date of 9/5/12 – 9/4/13.

Sincerely,

Andrew V. Frelick
Principal

AVF/dlb

Cc: file / purchasing



Zephyrhills High School

Steve Van Gorden, Principal

6335 12th Street
Zephyrhills, FL 33542

svangord@pasco.k12.fl.us

<http://zhs.pasco.k12.fl.us>
(813) 794-6100

Success begins here...Expect Excellence

Scott Davey
Assistant Principal
sdavey@pasco.k12.fl.us

Kristy Koess
Assistant Principal
kkoess@pasco.k12.fl.us

Dr. John Taylor
Assistant Principal
jrtaylor@pasco.k12.fl.us

Andressa Williams
Assistant Principal
arwillia@pasco.k12.fl.us



Date: July 5, 2012
To: Stephanie Bunford – Buyer, Purchasing Department
From: Steven P. Van Gorden – Principal *SVG*
Subject: Reference RFP 11-022-SN/Herff Jones Contract

This is to verify that I have reviewed the contract and would like to continue to piggyback Pasco's contract with Herff Jones rather than re-bidding the services. Reference RFP 11-022-SN, term date for the period 9/5/12-9/4/2013.

Thank you.

District School Board of Pasco County Bid Recommendation

RFP Title	Caps, Gowns, Rings, Announcements-PHS	Number of Vendors Notified	231
RFP Number	11-022-SN	Number of Proposals Distributed	13
Date Solicited	March 29, 2010	Number of Vendors Proposing	4
Date Opened	April 26, 2010	Number of Formal "No Bid" Responses	0
Date Board Presentation	May 18, 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 Pasco High School. This is a three-year contract, renewable annually based upon the mutual consent of both parties. The first year will commence on September 5, 2010 and continue through September 4, 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.

Recommend rejection of RFP submitted by Graduation Solutions as they were disqualified for not bidding on Part B (Class Rings) and Part C (Announcements).

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.

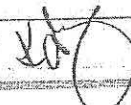
Proposal Evaluated By:

Mr. Patrick Reedy, Principal, Pasco High School

Three (3) Staff Members, One (1) Parent and Three (3) 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

JUL 31 2012

Board Approved

District School Board
of Pasco County

MAY 18 2010

Board Approved

District School Board
of Pasco County

JUL 26 2011

Board Approved

DISTRICT SCHOOL BOARD OF PASCO COUNTY BID TABULATION

DATE OF OPENING:		Balfour	Graduation Solutions d.b.a. Gordon International	Herff Jones	Jostens
April 26, 2010 @ 2:30 P.M.		4707 140th Ave N #217	200 William Street, Suite 306	6009 Dr. MLK Street North	140 Island Way #300
BID TITLE: Caps, Gowns, Rings and Announcements		Clearwater, FL 33762	Port Chester, NY 10573	St. Petersburg, FL 33703	Clearwater, FL 33767
Pasco High School					
BID #:					
I1-022-SN					
ITEM #	DESCRIPTION				
Part A - Caps & Gowns:					
CG-1	Basic line caps, gowns, tassels set as specified.	\$29.95	\$20.99	\$16.95	\$25.95
CG-2	Premium line caps, gowns, tassels, set as specified.	\$32.95	\$24.95	\$25.50	\$29.95
CG-3	Custom Medallion with Ribbon (each)	\$8.00	\$12.95	\$9.50	\$6.00
CG-4	Activity Cords (each)	\$6.00	\$4.05	\$9.50	\$3.00
CG-5	Stoles (each)	\$10.00	\$4.05	\$14.00	\$7.00
CG-6	Custom 3-color and 4-color Stoles (each)	\$14.00	\$12.95	\$18.95	\$8.00
CG-7	Additional Tassels (each)	\$7.00	\$1.75	\$10.00	\$5.00
CG-8	Sash (each)	\$10.00	\$10.95	\$16.95	\$8.00
Part B - Rings:					
	Formula for gold variance based on \$1,000 per ounce - or + \$1.00 Mens	\$0.00	NB	\$0.20	\$0.35
	Formula for gold variance based on \$1,000 per ounce - or + \$1.00 Ladies		NB	\$0.10	\$0.11
Traditional Style					
R-1	Men's Medium Traditional ring	\$469.95	NB	\$459.95	\$372.99
	Manufacturer	Balfour		HJ	Jostens
	Model	I12		P100LL	T13
	Page	8		3	18
R-2	Men's Large Traditional ring	\$489.95	NB	\$489.95	\$382.99
	Manufacturer	Balfour		HJ	Jostens
	Model	I11		P100XL	T11
	Page	8		2,3	18
R-3	Ladies Petite Traditional ring	\$379.95	NB	\$439.95	\$239.99
	Manufacturer	Balfour		HJ	Jostens
	Model	I22		P100 XS	T20
	Page	2		4	10

DISTRICT SCHOOL BOARD OF PASCO COUNTY BID TABULATION

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April 26, 2010 @ 2:30 P.M.		4707 140th Ave N #217	200 William Street, Suite 306	6009 Dr. MLK Street North	140 Island Way #300
BID TITLE: Caps, Gowns, Rings and Announcements		Clearwater, FL 33762	Port Chester, NY 10573	St. Petersburg, FL 33703	Clearwater, FL 33767
Pasco High School					
BID #:					
11-022-SN					
ITEM #	DESCRIPTION				
R-4	Ladies Small Traditional ring	\$299.95	NB	\$439.95	\$309.99
	Manufacturer	Balfour		HJ	Jostens
	Model	C41		P100XS	T14
	Page	26		3	10
R-5	Ladies Regular Traditional ring	\$399.95	NB	\$449.95	\$319.99
	Manufacturer	Balfour		HJ	Jostens
	Model	I21		P100S	T12
	Page	2		3	10
	Special Ultrium Style or Equal				
R-6	Men's Medium Special/Ultrium ring	\$289.95	NB	\$319.95	\$224.99
	Manufacturer	Balfour		HJ	Jostens
	Model	I12		P100 LL	A13
	Page	8		3	15
R-7	Men's Large Special/Ultrium ring	\$289.95	NB	\$319.95	\$239.99
	Manufacturer	Balfour		HJ	Jostens
	Model	I11		P100 XL	A17
	Page	8		3	15
R-8	Ladies Petite Special/Uniform ring	\$289.95	NB	\$299.95	\$308.99
	Manufacturer	Balfour		HJ	Jostens
	Model	I22		P100 XS	B82
	Page	2		3	5
R-9	Ladies Small Special/Uniform ring	\$199.95	NB	\$299.95	\$204.99
	Manufacturer	Balfour		HJ	Jostens
	Model	C41		P110 XS	F24
	Page	26		3	5
R-10	Ladies Regular Special/Uniform ring	\$289.95	NB	\$299.95	\$169.99
	Manufacturer	Balfour		HJ	Jostens
	Model	I21		P100S	T24
	Page	2		4	5

DISTRICT SCHOOL BOARD OF PASCO COUNTY BID TABULATION

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April 26, 2010 @ 2:30 P.M.		4707 140th Ave N #217	200 William Street, Suite 306	6009 Dr. MLK Street North	140 Island Way #300
BID TITLE: Caps, Gowns, Rings and Announcements		Clearwater, FL 33762	Port Chester, NY 10573	St. Petersburg, FL 33703	Clearwater, FL 33767
Pasco High School					
BID #:					
11-022-SN					
ITEM #	DESCRIPTION				
	Athletic Style (All Star, Varsity, Letterman, or Equal)				
R-11	Men's Large ring	\$299.95	NB	\$519.95	\$447.99
	Manufacturer	Balfour		HJ	Jostens
	Model	S13		P195LX	A93
	Page	Flyer		5	14
R-12	Ladies Small ring	\$199.95	NB	\$479.95	\$391.99
	Manufacturer	Balfour		HJ	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	NB	\$489.95	\$437.99
	Manufacturer	Balfour		HJ	Jostens
	Model	C35		P807L	H21
	Page	26		7	16
R-14	Men's Large Rectangular/Vintage ring	\$489.95	NB	\$509.95	\$447.99
	Manufacturer	Balfour		HJ	Jostens
	Model	L32		P811X	H29
	Page	10		7	16
R-15	Ladies Small Rectangular/Vintage ring	\$179.95	NB	\$439.95	\$381.99
	Manufacturer	Balfour		HJ	Jostens
	Model	C45		P811 S	H22
	Page	26		7	6
R-16	Ladies Regular Rectangular/Vintage ring	\$399.95	NB	\$459.95	\$391.99
	Manufacturer	Balfour		HJ	Jostens
	Model	L43		P808 S	H30
	Page	4		7	7

DISTRICT SCHOOL BOARD OF PASCO COUNTY BID TABULATION

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BID TITLE: Caps, Gowns, Rings and Announcements		Clearwater, FL 33762	Port Chester, NY 10573	St. Petersburg, FL 33703	Clearwater, FL 33767
Pasco High School					
BID #:					
11-022-SN					
ITEM #	DESCRIPTION				
	Petite Style Ring (LaPetite, Signature, Essence, or Equal)				
R-17	Ladies Small Petite ring	\$359.95	NB	\$429.95	\$331.99
	Manufacturer	Balfour		HJ	Jostens
	Model	E22		C903	S66
	Page	5		11	9
R-18	Ladies Regular Petite ring	\$379.95	NB	\$449.95	\$341.99
	Manufacturer	Balfour		HJ	Jostens
	Model	E61		C882	S22
	Page	6		10	8
	Retro Style (Alliance, Achiever or Equal)				
R-19	Men's Medium Retro Style	\$299.95	NB	\$499.95	\$417.99
	Manufacturer	Balfour		HJ	Jostens
	Model	C32		P174LX	A15
	Page	26		6	14
R-20	Men's Large Retro Ring	\$319.95	NB	\$509.95	\$425.99
	Manufacturer	Balfour		HJ	Jostens
	Model	C31		P185J	A11
	Page	28		6	14
R-21	Ladies Small Retro Ring	\$199.95	NB	\$479.95	\$386.99
	Manufacturer	Balfour		HJ	Jostens
	Model	C42L		P166 S	A18
	Page	28		6	5
R-22	Ladies Regular Retro Ring	\$219.95	NB	\$489.95	\$369.99
	Manufacturer	Balfour		HJ	Jostens
	Model	C41L		P170 S	A14
	Page	28		6	5

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Pasco High School					
BID #:					
11-022-SN					
ITEM #	DESCRIPTION				
	Ladies Slender Traditional Style (Princess, Epic, Ladies Achiever or Equal)				
R-23	Ladies Small Traditional Ring	\$289.95	NB	\$399.95	\$361.99
	Manufacturer	Balfour		HJ	Jostens
	Model	C42L		P200 P	A16
	Page	26		8,9	17
R-24	Ladies Regular Traditional Ring	\$379.95	NB	\$399.95	\$369.99
	Manufacturer	Balfour		HJ	Jostens
	Model	I24		P210P	A12
	Page	2		8,9	5
	Classic Style (Monarch, Voice, Reflection or Equal)				
R-25	Men's Medium Classic Ring	\$219.95	NB	\$399.95	\$347.99
	Manufacturer	Balfour		HJ	Jostens
	Model	RE1 M		1081 X	W19
	Page	6		More choices insert	17
R-26	Men's Large Classic Ring	\$259.95	NB	\$429.95	\$357.99
	Manufacturer	Balfour		HJ	Jostens
	Model	R26 M		P150 XL	W23
	Page	6		More choices insert	17
R-27	Ladies Small Classic Ring	\$199.95	NB	\$379.95	\$311.99
	Manufacturer	Balfour		HJ	Jostens
	Model	RE1 L		2130 M	F12
	Page	6		More choices insert	7
R-28	Ladies Regular Classic Ring	\$239.95	NB	\$399.95	\$311.99
	Manufacturer	Balfour		HJ	Jostens
	Model	R26L		P150 S	W20
	Page	6		More choices insert	7
	Balance of Line Discount for Ring "Add-ons"	0.00%		5.00%	0.00%

DISTRICT SCHOOL BOARD OF PASCO COUNTY BID TABULATION

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Pasco High School					
BID #:					
11-022-SN					
ITEM #	DESCRIPTION				
	Total Price for All Twenty-Eight Rings	\$8,538.60	\$0.00	\$11,988.60	\$9,611.72
	Divided by 28 Ring Selections	\$304.95	NB	\$428.16	\$343.28
	Part C: Announcements:				
A-1	Graduation Announcements Single Fold (25-box)	\$0.40/\$10.00	NB	\$10.00	\$16.00
A-2	Graduation Announcements Double Fold (25-box)	\$0.80/\$20.00	NB	\$12.50	\$16.00
A-3	Graduation Announcements Triple Fold (25-box)	\$0.90/\$22.50	NB	\$18.75	\$16.00
A-4	Additional options (gold foil - will not be part of the calculation for award)	\$0.00	NB	\$3.75	N/A
A-5	Thank You Cards (25 cards per box)	\$14.95	NB	\$14.95	\$7.75
A-6	Name Cards (100 cards per box) Raised print with raised embossed borders	\$18.95	NB	\$18.95	\$16.25
	Balance of Line Discount for Announcement "Add-ons"	0.00%	NB	5.00%	0.00%
	TOTAL POINTS:	124.95	Disqualified	131.85	87.6