



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

July 31, 2012

MEMORANDUM

TO: Honorable School Board Members

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

RE: Request for Sunlake High School and Wesley Chapel High School to Piggyback
RFP # 11-021-SN Wiregrass Ranch High School Caps, Gowns, Rings, Announcements
Herff Jones

On May 18, 2010, official action was taken to award RFP 11-021-SN Caps, Gowns, Rings, and Announcements – Wiregrass High School to Herff Jones. The third year renewal for RFP 11-021-SN was Board approved on July 24, 2012. Sunlake and Wesley Chapel High School are requesting permission to piggyback RFP # 11-021-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

Date/Time: July 24, 2012 11:00:00



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PIGGYBACK REQUEST FOR SUNLAKE HIGH SCHOOL

RFP 11-021-SN Caps, Gowns, Rings, Announcements-Wiregrass Ranch High School

X

Yes, I agree to allow Sunlake High School to piggyback RFP 11-021-SN Caps, Gowns, Rings, Announcements-Wiregrass Ranch 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 Sunlake High School to piggyback RFP 11-021-SN Caps, Gowns, Rings, Announcements-Wiregrass Ranch High School.

COMPANY NAME: Herff Jones

SIGNATURE: [Signature]

DATE: 7/11/12

PRINTED NAME/TITLE: John P. McLay Jr - Pres.

E-MAIL: john-mclay@yrhco.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)

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352/ 524-2221 e-mail: kgoodman@pasco.k12.fl.us**PIGGYBACK REQUEST FOR WESLEY CHAPEL HIGH SCHOOL
RFP 11-021-SN Caps, Gowns, Rings, Announcements-Wiregrass Ranch High School**X

Yes, I agree to allow Wesley Chapel High School to piggyback RFP 11-021-SN Caps, Gowns, Rings, Announcements-Wiregrass Ranch 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 Wesley Chapel High School to piggyback RFP 11-021-SN Caps, Gowns, Rings, Announcements-Wiregrass Ranch High School.

COMPANY NAME: Herff JonesSIGNATURE: [Signature]DATE: 7/18/12PRINTED NAME/TITLE: John P. McClay Jr PresidentE-MAIL: jhn-mclay@yahoo.comTELEPHONE W/AREA CODE: 727-3817714FAX W/AREA CODE: 727-381-7213

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

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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)**

District School Board of Pasco County Bid Recommendation

RFP Title	Caps, Gowns, Rings, Announcements-WRHS	Number of Vendors Notified	247
RFP Number	11-021-SN	Number of Proposals Distributed	11
Date Solicited	March 18, 2010	Number of Vendors Proposing	3
Date Opened	April 30, 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 \$55,000

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 Wiregrass Ranch 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:

Ms. Diamela Crocker, Assistant Principal, Wiregrass Ranch High School
Two (2) 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

MAY 18 2010

Board Approved

DISTRICT SCHOOL BOARD OF PASCO COUNTY BID TABULATION

DATE OF OPENING:		Graduation Source	Herff Jones	Jostens
April 30, 2010 @ 2:30 P.M.		200 William Street, Suite 306	6009 Dr. MLK Street North	140 Island Way # 300
RFP: Caps, Gowns, Rings and Announcements		Port Chester, NY 10573	St. Petersburg, FL 33703	Clearwater, FL 33767
Wiregrass Ranch High School				
RFP #:				
11-021-SN				
ITEM #	DESCRIPTION			
	Part A - Caps & Gowns:			
CG-1	Basic line caps, gowns, tassels set as specified.	\$20.95	\$18.95	\$25.95
CG-2	Premium line caps, gowns, tassels, set as specified.	\$24.95	\$25.50	\$29.95
CG-3	Custom Medallion with Ribbon (each)	\$12.95	\$9.50	\$6.00
CG-4	Activity Cords (each)	\$4.05	\$9.50	\$3.00
CG-5	Stoles (each)	4.05	14.00	\$7.00
CG-6	Custom 3-color and 4-color Stoles (each)	12.95	18.95	\$8.00
CG-7	Additional Tassels (each)	1.75	10.00	\$5.00
CG-8	Sash (each)	10.95	16.95	\$8.00
	Part B - Rings:			
	Formula for gold variance based on \$1,000 per ounce - or + \$1.00		\$0.20	\$0.35
	Formula women		\$0.10	\$0.111
	Traditional Style			
R-1	Men's Medium Traditional ring	NB	\$409.95	\$372.99
	Manufacturer		HJ	Jostens
	Model		P100LL	T13
	Page		3	18
R-2	Men's Large Traditional ring	NB	\$489.95	\$382.99
	Manufacturer		HJ	Jostens
	Model		P100XL	T11
	Page		2,3	18

DISTRICT SCHOOL BOARD OF PASCO COUNTY BID TABULATION

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Wiregrass Ranch High School				
RFP #:				
11-021-SN				
ITEM #	DESCRIPTION			
R-3	Ladies Petite Traditional ring	NB	\$439.95	\$239.99
	Maufacturer		HJ	Jostens
	Model		P100 XS	T20
	Page		4	10
R-4	Ladies Small Traditional ring	NB	\$439.95	\$309.99
	Maufacturer		HJ	Jostens
	Model		P100XS	T14
	Page		3	10
R-5	Ladies Regular Traditional ring	NB	\$449.95	\$319.99
	Maufacturer		HJ	Jostens
	Model		P100S	T12
	Page		3	10
	Special Ultrium Style or Equal			
R-6	Men's Medium Special/Ultrium ring	NB	\$319.95	\$224.99
	Maufacturer		HJ	Jostens
	Model		P100 LL	A13
	Page		3	15
R-7	Men's Large Special/Ultrium ring	NB	\$319.95	\$239.99
	Maufacturer		HJ	Jostens
	Model		P100 XL	A17
	Page		3	15
R-8	Ladies Petite Special/Uniform ring	NB	\$299.95	\$308.99
	Maufacturer		HJ	Jostens
	Model		P100 XS	B82
	Page		3	5

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RFP: Caps, Gowns, Rings and Announcements		Port Chester, NY 10573	St. Petersburg, FL 33703	Clearwater, FL 33767
Wiregrass Ranch High School				
RFP #:				
11-021-SN				
ITEM #	DESCRIPTION			
R-9	Ladies Small Special/Uniform ring	NB	\$299.95	\$204.99
	Maufacturer		HJ	Jostens
	Model		P110 XS	F24
	Page		3	5
R-10	Ladies Regular Special/Uniform ring	NB	\$299.95	\$169.99
	Maufacturer		HJ	Jostens
	Model		P100S	T24
	Page		4	5
	Athletic Style (All Star, Varsity, Letterman, or Equal)			
R-11	Men's Large ring	NB	\$519.95	\$447.99
	Maufacturer		HJ	Jostens
	Model		P195LX	A93
	Page		5	14
R-12	Ladies Small ring	NB	\$389.95	\$391.99
	Maufacturer		HJ	Jostens
	Model		P195	A94
	Page		5	5
	Rectangular/Vintage Style (Crestline, Heritage, Legend, or Equal)			
R-13	Men's Medium Rectangular/Vintage ring	NB	\$439.95	\$437.99
	Maufacturer		HJ	Jostens
	Model		P807L	H21
	Page		7	16

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Wiregrass Ranch High School				
RFP #:				
11-021-SN				
ITEM #	DESCRIPTION			
R-14	Men's Large Rectangular/Vintage ring	NB	\$499.95	\$447.99
	Maufacturer		HJ	Jostens
	Model		P811X	H29
	Page		7	16
R-15	Ladies Small Rectangular/Vintage ring	NB	\$399.95	\$381.99
	Maufacturer		HJ	Jostens
	Model		P811 S	H22
	Page		7	6
R-16	Ladies Regular Rectangular/Vintage ring	NB	\$429.95	\$391.99
	Maufacturer		HJ	Jostens
	Model		P808 S	H30
	Page		7	7
	Petite Style Ring (LaPetite, Signature, Essence, or Equal)			
R-17	Ladies Small Petite ring	NB	\$429.95	\$331.99
	Maufacturer		HJ	Jostens
	Model		C930	S66
	Page		11	9
R-18	Ladies Regular Petite ring	NB	\$449.95	\$341.99
	Maufacturer		HJ	Jostens
	Model		C882	S22
	Page		10	8

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Wiregrass Ranch High School				
RFP #:				
11-021-SN				
ITEM #	DESCRIPTION			
	Retro Style (Alliance, Achiever or Equal)			
R-19	Men's Medium Retro Style	NB	\$469.95	\$417.99
	Maufacturer		HJ	Jostens
	Model		P174LX	A15
	Page		6	14
R-20	Men's Large Retro Ring	NB	\$499.95	\$425.99
	Maufacturer		HJ	Jostens
	Model		P185LX	A11
	Page		6	14
R-21	Ladies Small Retro Ring	NB	\$439.95	\$386.99
	Maufacturer		HJ	Jostens
	Model		P166 S	A18
	Page		6	5
R-22	Ladies Regular Retro Ring	NB	\$459.95	\$369.99
	Maufacturer		HJ	Jostens
	Model		P170 S	A14
	Page		6	5
	Ladies Slender Traditional Style (Princess, Epic, Ladies Achiever or Equal)			
R-23	Ladies Small Traditional Ring	NB	\$399.95	\$361.99
	Maufacturer		HJ	Jostens
	Model		P200 P	A16
	Page		8,9	17

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Wiregrass Ranch High School				
RFP #:				
11-021-SN				
ITEM #	DESCRIPTION			
R-24	Ladies Regular Traditional Ring	NB	\$399.95	\$369.99
	Manufacturer		HJ	Jostens
	Model		P210P	A12
	Page		8,9	5
	Classic Style (Monarch, Voice, Reflection or Equal)			
R-25	Men's Medium Classic Ring	NB	\$379.95	\$347.99
	Manufacturer		HJ	Jostens
	Model		1081 X	W19
	Page		More choices insert	17
R-26	Men's Large Classic Ring	NB	\$409.95	\$357.99
	Manufacturer		HJ	Jostens
	Model		P150 XL	W23
	Page		More choices insert	17
R-27	Ladies Small Classic Ring	NB	\$359.95	\$311.99
	Manufacturer		HJ	Jostens
	Model		2130 M	F12
	Page		More choices insert	7
R-28	Ladies Regular Classic Ring	NB	\$379.95	\$311.99
	Manufacturer		HJ	Jostens
	Model		P150 S	W20
	Page		More choices insert	7
	Average of 28 Rings	NB	\$411.74	\$343.28
	Balance of Line Discount for Ring "Add-ons"		5.00%	0.00%

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Wiregrass Ranch High School				
RFP #:				
11-021-SN				
ITEM #	DESCRIPTION			
	Part C: Announcements:			
A-1	Graduation Announcements Single Fold	NB	\$10.00	\$16.00
	Minimum size: 4"x6" (25 announcements per box)			
A-2	Graduation Announcements Double Fold	NB	\$12.50	\$16.00
	Minimum size: 4"x6" (25 announcements per box)			
A-3	Graduation Announcements Triple Fold	NB	\$18.75	\$16.00
	Minimum size: 4"x6" (25 announcements per box)			
A-4	Additional options (gold foil - will not be part of the calculation for award)	NB	\$3.75	\$0.00
A-5	Thank You Cards (25 cards per box)	NB	\$14.95	\$7.75
A-6	Name Cards (100 cards per box)			
	Raised print with raised embossed borders	NB	\$18.95	\$16.25
	Name Cards with raised embossed borders			
	Balance of Line Discount for Announcement "Add-ons"		5%	0.00%
	TOTAL POINTS:	Disqualified	136.00	108.40