



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
Michael J. Woodall, CPPO, Purchasing Agent
813/794-2221 Fax: 813/794-2111
727/774-2221 TDD: 813/794-2484
352/524-2221 email: mwoodall@pasco.k12.fl.us

November 5, 2013

MEMORANDUM

TO: Honorable School Board Members

FROM: Michael J. Woodall, CPPO, Purchasing Agent *M.J.W.*

SUBJECT: RFP 13-039-SB Trophies and Awards
Second Year of a Three-Year Contract
Crown Trophies- Region 1
Gulfside Trophies-Regions 1 & 2
Landmark Awards, LLC- Regions 1 & 2
Levy Marketing and Awards- Region 2

On November 6, 2012, official action was taken (attached) to award the above-referenced RFP to Crown Trophies, Gulfside Trophies, Landmark Awards, LLC and Levy Marketing and Awards. This is a three-year contract, renewable annually based upon mutual consent of the parties. The first year of the contract will expire on December 3, 2013.

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 to do so.

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 December 4, 2013 through December 3, 2014. The anticipated expenditures for the second year are \$80,000 paid out of District and Internal funds.

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.

MJW/mv
Attachments

Date/Time: October 30, 2013 08:34:00



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

BID RENEWAL REQUEST

BID TITLE: 13-039-SB

X

Yes, I agree to renew BID # 13-039-SB under the same terms and conditions as the existing agreement. The second year period shall be from December 4, 2013 through December 3, 2014.

No, I do not agree to renew BID # 13-039-SB.

COMPANY NAME: Crown Trophies

SIGNATURE: _____

TYPED NAME AND TITLE: Kurt Callarman, President

TELEPHONE (WITH AREA CODE): 813-975-9000

FAX NUMBER (WITH AREA CODE): 813-975-9001

E-MAIL: Crowntampa@gmail.com

DATE: 10/14/2013

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) 794-2234 (PHONE)

(813) 794-2111 (FAX)

Att: Monica Velez



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[Handwritten mark]

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[Handwritten mark]

No, I do not agree to renew BID # 13-039-SB.

COMPANY NAME: Gulfside Trophies

SIGNATURE: [Handwritten Signature]

TYPED NAME AND TITLE: Robin Rochovansky President

TELEPHONE (WITH AREA CODE): Gulfside Trophies, Inc. 3336 Grand Blvd. Suite 104

FAX NUMBER (WITH AREA CODE): Holiday, FL 34690

E-MAIL: Cstakebird@att.net PH#727-847-4804 FAX#727-849-2790 Email: gtrophy@tampabay.rr.com

DATE: Oct 22, 2013

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).

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COMPANY NAME: Landmark Awards, LLC

SIGNATURE: _____

TYPED NAME AND TITLE: _____

Greg KARANTONIS, President

TELEPHONE (WITH AREA CODE): _____

727- 938- 1191

FAX NUMBER (WITH AREA CODE): _____

727- 938 - 2053

E-MAIL: _____

landmark2000@cs.com

DATE: _____

10-14-13

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).

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No, I do not agree to renew BID # 13-039-SB.

COMPANY NAME: Levy Marketing and Awards

SIGNATURE: _____

TYPED NAME AND TITLE: Vanessa Leon, VP of Business Development

TELEPHONE (WITH AREA CODE): 813-879-7775

FAX NUMBER (WITH AREA CODE): 813-873-8090

E-MAIL: vanessa.leon@levymarketingawards.com

DATE: 10/15/13

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).

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District School Board of Pasco County RFP Recommendation

| | | | |
|------------------------------------|--|--|-------------------------|
| RFP Title | Trophies and Awards – “As-Needed” Basis | Number of Vendors Notified | 262 |
| RFP Number | 13-039-SB | Number of Proposals Distributed | 36 |
| Date Solicited | September 25, 2012 | Number of Vendors Proposing | 7 |
| Date Opened | October 16, 2012 | Number of Formal “No Bid” Responses | 1 |
| Date Board Presentation | November 6, 2012 | Funding Source | General and Internal |
| Total Savings | Estimated \$1,200 | Grand Total of RFP | Estimated \$70,000 |

Recommendation: Recommend acceptance of proposals as noted on the attached tabulation sheet, as the responsive, responsible proposals having the highest points per region and meeting written specifications and testing criteria.

Term of Contract: The intent of this RFP is to establish a three-year contract, renewable annually by mutual consent, with up to six (6) vendors (three vendors for Region 1 and three vendors for Region 2) for the purchase of trophies and awards on an “as-needed” basis. The contract will commence on December 4, 2012 and continue through December 3, 2013.

Notations and Exceptions: Each RFP was evaluated and points assigned according to the following criteria for each Region as outlined in the specifications: References (5), Delivery Requirements (5), Minimum Order Requirements (5), Storefront Location (5), Samples (20), and Cost (10).

Recommend rejection of proposal from Positive Promotions as they are unable to provide at least ninety percent (90%) of the items purchased most often by the District as stated in the RFP document.

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.

RFP's Evaluated By:

Tammy Cockill, Bookkeeper, Dr. John Long Middle School
Susan Daniel, Bookkeeper, Zephyrhills High School
Gail Fisher, Bookkeeper, Raymond B. Stewart Middle School
Anita Snider, Bookkeeper, Land O' Lakes High School

RFP's Prepared By:

Stephanie Bunford, Buyer, Purchasing Department

Reviewed and Authorized By:

Michael J. Woodall, CEPO, Purchasing Agent



District School Board
of Pasco County

NOV 06 2012

Board Approved

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Reviewed and Authorized By:

Michael J. Woodall, CPPO, Purchasing Agent

District School Board
of Pasco County

NOV 06 2012

Board Approved

DISTRICT SCHOOL BOARD OF PASCO COUNTY BID TABULATION

| | | | | | | | |
|--|--|--------------------------|----------------------------------|--------------------------|--------------------------|---------------------------|-----------------------------|
| DATE OF OPENING: October 16, 2012 @ 2:30 PM | | A-OK Trophies | Crown Trophies | Gulfside Trophies | Landmark Awards, Inc. | Levy Marketing and Awards | Unique Awards and Engraving |
| RFP TITLE: Trophies and Awards | | 3724 Land O' Lakes Blvd. | 18051 A. Highwoods Preserve Pkwy | 3336 Grand Blvd. | 460 E. Lemon Street | 2415 N. Albany Unit 1 | 6329 River Road |
| RFP #: 13-039-SB | | Land O' Lakes, FL 34639 | Tampa, FL 33647 | The Colannades Suite 104 | Tarpon Springs, FL 34639 | Tampa, FL 33607 | New Port Richey, FL 34652 |
| BOARD MEETING: November 6, 2012 | | | | Holiday, FL 34690 | | | |
| Region 1 (East Side of County) | | | | | | | |
| Category A | References: (5 Point Max) | 5 | 5 | 4.83 | 5 | 5 | |
| Category B | Delivery Requirements: (5 Point Max) | Yes | Yes | Yes | Yes | Yes | |
| | Delivery Charges: | \$0-\$25.00 | \$0.00 | \$0.00 | \$0.00 | \$25.00 | |
| | Points Awarded: | 2.50 | 5.00 | 5.00 | 5.00 | 2.50 | |
| Category C | Minimum Order Requirements: (5 Point Max) | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | |
| | Points Awarded: | 5.00 | 5.00 | 5.00 | 5.00 | 5.00 | |
| Category D | Storefront Location: (5 Point Max) | 12.57 miles | 7.05 miles | 28.87 miles | 29.69 miles | 24.79 miles | |
| | Points Awarded: | 2.80 | 5.00 | 1.22 | 1.19 | 1.42 | |
| Category E | Samples: (20 Point Max) | 13 | 16 | 17 | 18 | 11 | |
| Category F | Cost: (10 Point Max) | \$146.65 | \$134.58 | \$153.70 | \$122.55 | \$165.45 | |
| | (Excludes items 13-15, 17-19) Total: | 8.36 | 9.11 | 7.97 | 10.00 | 7.41 | |
| | Total Points Region 1: (50 Point Max) | 36.66 | 45.11 | 41.03 | 44.19 | 32.33 | No Bid |
| | | A-OK Trophies | Crown Trophies | Gulfside Trophies | Landmark Awards, Inc. | Levy Marketing and Awards | Unique Awards and Engraving |
| | | 3724 Land O' Lakes Blvd. | 18051 A. Highwoods Preserve Pkwy | 3336 Grand Blvd. | 460 E. Lemon Street | 2415 N. Albany Unit 1 | 6329 River Road |
| | | Land O' Lakes, FL 34639 | Tampa, FL 33647 | The Colannades Suite 104 | Tarpon Springs, FL 34639 | Tampa, FL 33607 | New Port Richey, FL 34652 |
| | | | | Holiday, FL 34690 | | | |
| Regions 2 (West Side of County) | | | | | | | |
| Category A | References: (5 Point Max) | | | 4.83 | 5 | 5 | 5 |
| Category B | Delivery Requirements: (5 Point Max) | | | Yes | Yes | Yes | No Delivery |
| | Delivery Charges: | | | \$0.00 | \$0.00 | \$25.00 | N/A |
| | Points Awarded: | | | 5 | 5 | 2.5 | 0 |
| Category C | Minimum Order Requirements: (5 Point Max) | | | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| | Points Awarded: | | | 5 | 5 | 5 | 5 |
| Category D | Storefront Location: (5 Point Max) | | | 3.17 miles | 6.28 miles | 33.50 miles | 1.54 miles |
| | Total: | | | 2.43 | 1.23 | 0.23 | 5.00 |
| Category E | Samples: (20 Point Max) | | | 17 | 18 | 11 | 11 |
| Category F | Cost: (10 Point Max) | | | \$153.70 | \$122.55 | \$165.45 | \$156.45 |
| | (Excludes items 13-15, 17-19) Total: | | | 7.97 | 10.00 | 7.41 | 3.92 |
| | Total Points Region 2: (50 Point Max) | No Bid | No Bid | 42.24 | 44.23 | 31.14 | 29.92 |