



# 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

March 19, 2013

## MEMORANDUM

**TO:** Honorable School Board Members

**FROM:** Michael J. Woodall, CPPO, Purchasing Agent *MJW.*

**SUBJECT:** RFP 11-022-SN Pasco High School  
Caps, Gowns, Rings, Announcements  
Ten Month Extension  
Herff Jones

On May 18, 2010, official action (attached) was taken to award RFP 11-022-SN Pasco High School Caps, Gowns, Rings and Announcements to Herff Jones. This RFP is a three-year contract, with the option of extending for up to 365 days. The second year term was renewed by the Board on July 26, 2011 and the third year term was renewed by the Board on July 31, 2012 and is set to expire on September 4, 2013.

Considering services have been satisfactory, John McClay, President, was contacted to determine his willingness to enter into the ten (10) month extension for the period of September 5, 2013 through June 30, 2014. As such, he has agreed in writing (attached) to do so.

It is my recommendation to enter into the ten (10) month extension with Herff Jones. The anticipated contract amount for the third year term is \$40,000 paid out of internal funds. Should you have any questions regarding this matter, please feel free to contact me at your earliest convenience.

MJW/sb  
Attachments

Date/Time: March 13, 2013 08:45:00



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**Purchasing Services**

Michael J. Woodall, CPPO, Purchasing Agent

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**RFP EXTENTION REQUEST**

**RFP 11-022-SN**

**RFP Title: Pasco High School Caps, Gowns, Rings, Announcements**

✓  
\_\_\_\_\_

Yes, I agree to extend 11-022-SN for eight months under the same terms and conditions as the existing contract. The extension period shall be from **September 5, 2013 through June 30, 2014.**

\_\_\_\_\_

No, I do not agree to extend RFP 11-022-SN.

COMPANY NAME: Herff Jones

SIGNATURE: \_\_\_\_\_ *J.P.M.*

TYPED NAME AND TITLE: John P. Mc Lay Jr - Pres.

TELEPHONE (WITH AREA CODE): 727 - 381 - 7714

FAX NUMBER (WITH AREA CODE): 727 - 381 - 7713

E-MAIL: john-mclay@yahoo.com

DATE: 3/1/2013

**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: [sbunford@pasco.k12.fl.us](mailto:sbunford@pasco.k12.fl.us)  
DISTRICT SCHOOL BOARD OF PASCO COUNTY  
**ATTENTION: Stephanie Bunford**  
PURCHASING DEPARTMENT  
20430 GATOR LANE  
LAND O' LAKES, FL 34638  
(813) 794-2225 (PHONE)  
(813) 794-2111 (FAX)

District Wide Accreditation • Southern Association of Colleges and Schools



# District School Board of Pasco County

## Bid Recommendation

<b>RFP Title</b>	Caps, Gowns, Rings, Announcements-PHS		<b>Number of Vendors Notified</b>	231
<b>RFP Number</b>	11-022-SN		<b>Number of Proposals Distributed</b>	13
<b>Date Solicited</b>	March 29, 2010		<b>Number of Vendors Proposing</b>	4
<b>Date Opened</b>	April 26, 2010		<b>Number of Formal "No Bid" Responses</b>	0
<b>Date Board Presentation</b>	May 18, 2010		<b>Funding Source</b>	School Internal Funds
<b>Total Savings</b>	*N/A		<b>Grand Total of Proposal</b>	<b>Estimated \$40,000</b>

**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).

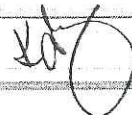
Offers from vendors listed herein are the only offers received timely as of the above opening date and time. All other offers submitted in response to this solicitation, if any, are hereby rejected as late.

**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

MAY 18 2010

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 #:					
11-022-SN					
ITEM #	DESCRIPTION				
<b>Part A - Caps &amp; Gowns:</b>					
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
<b>Part B - Rings:</b>					
	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
<b>Traditional Style</b>					
R-1	Men's Medium Traditional ring	\$469.95	NB	\$459.95	\$372.99
	Maufacturer	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
	Maufacturer	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
	Maufacturer	Balfour		HJ	Jostens
	Model	I22		P100 XS	T20
	Page	2		4	10

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Pasco High School					
<b>BID #:</b>					
11-022-SN					
<b>ITEM #</b>	<b>DESCRIPTION</b>				
R-4	Ladies Small Traditional ring	\$299.95	NB	\$439.95	\$309.99
	Maufacturer	Balfour		HJ	Jostens
	Model	C41		P100XS	T14
	Page	26		3	10
R-5	Ladies Regular Traditional ring	\$399.95	NB	\$449.95	\$319.99
	Maufacturer	Balfour		HJ	Jostens
	Model	I21		P100S	T12
	Page	2		3	10
	<b>Special Ultrium Style or Equal</b>				
R-6	Men's Medium Special/Ultrium ring	\$289.95	NB	\$319.95	\$224.99
	Maufacturer	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
	Maufacturer	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
	Maufacturer	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
	Maufacturer	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
	Maufacturer	Balfour		HJ	Jostens
	Model	I21		P100S	T24
	Page	2		4	5

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Pasco High School					
BID #:					
11-022-SN					
ITEM #	DESCRIPTION				
	<b>Athletic Style (All Star, Varsity, Letterman, or Equal)</b>				
R-11	Men's Large ring	\$299.95	NB	\$519.95	\$447.99
	Maufacturer	Balfour		HJ	Jostens
	Model	S13		P195LX	A93
	Page	Flyer		5	14
R-12	Ladies Small ring	\$199.95	NB	\$479.95	\$391.99
	Maufacturer	Balfour		HJ	Jostens
	Model	S23		P195S	A94
	Page	Flyer		5	5
	<b>Rectangular/Vintage Style (Crestline, Heritage, Legend, or Equal)</b>				
R-13	Men's Medium Rectangular/Vintage ring	\$199.95	NB	\$489.95	\$437.99
	Maufacturer	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
	Maufacturer	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
	Maufacturer	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
	Maufacturer	Balfour		HJ	Jostens
	Model	L43		P808 S	H30
	Page	4		7	7



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Pasco High School					
BID #:					
11-022-SN					
ITEM #	DESCRIPTION				
	<b>Petite Style Ring (LaPetite, Signature, Essence, or Equal)</b>				
R-17	Ladies Small Petite ring	\$359.95	NB	\$429.95	\$331.99
	Maufacturer	Balfour		HJ	Jostens
	Model	E22		C903	S66
	Page	5		11	9
R-18	Ladies Regular Petite ring	\$379.95	NB	\$449.95	\$341.99
	Maufacturer	Balfour		HJ	Jostens
	Model	E61		C882	S22
	Page	6		10	8
	<b>Retro Style (Alliance, Achiever or Equal)</b>				
R-19	Men's Medium Retro Style	\$299.95	NB	\$499.95	\$417.99
	Maufacturer	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
	Maufacturer	Balfour		HJ	Jostens
	Model	C31		P185J	A11
	Page	28		6	14
R-21	Ladies Small Retro Ring	\$199.95	NB	\$479.95	\$386.99
	Maufacturer	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
	Maufacturer	Balfour		HJ	Jostens
	Model	C41L		P170 S	A14
	Page	28		6	5

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Pasco High School				
<b>BID #:</b>				
11-022-SN				
<b>ITEM #</b>	<b>DESCRIPTION</b>			
	<b>Laides Slender Traditional Style (Princess, Epic, Ladies Achiever or Equal)</b>			
R-23	Ladies Small Traditional Ring	\$289.95	NB	\$399.95 \$361.99
	Maufacturer	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
	Maufacturer	Balfour		HJ Jostens
	Model	I24		P210P A12
	Page	2		8,9 5
	<b>Classic Style (Monarch, Voice, Reflection or Equal)</b>			
R-25	Men's Medium Classic Ring	\$219.95	NB	\$399.95 \$347.99
	Maufacturer	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
	Maufacturer	Balfour		HJ Jostens
	Model	R26 M		P150 XL W23
	Page	6		More choices insert 17
R-27	Laides Small Classic Ring	\$199.95	NB	\$379.95 \$311.99
	Maufacturer	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
	Maufacturer	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%

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Pasco High School					
<b>BID #:</b>					
11-022-SN					
<b>ITEM #</b>	<b>DESCRIPTION</b>				
	Total Price for All Twenty-Eight Rings	\$8,538.60	\$0.00	\$11,988.60	\$9,611.72
	<b>Divided by 28 Ring Selections</b>	<b>\$304.95</b>	<b>NB</b>	<b>\$428.16</b>	<b>\$343.28</b>
	<b>Part C: Announcements:</b>				
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%
	<b>TOTAL POINTS:</b>	<b>124.95</b>	<b>Disqualified</b>	<b>131.85</b>	<b>87.6</b>

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