



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 12-009-SB Land O' Lakes High School Yearbooks
Third Year of a Three-Year Contract
Balfour

On May 3, 2011, official action (attached) was taken to award RFP 12-009-SB Land O' Lakes High School Yearbooks to Balfour. This RFP is a three-year contract, renewable annually based upon mutual consent of the parties. The second year term was renewed by the Board on June 5, 2012 and is set to expire on July 25, 2013.

Considering services have been satisfactory, John Pantelis, Balfour Representative, was contacted to determine his willingness to enter into the third year of the agreement for the period of July 26, 2013 through July 25, 2014. As such, he has agreed in writing (attached) to do so.

It is my recommendation to enter into the third year of the contract with Balfour. The anticipated contract amount for the third year term is \$50,000 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 08:57:00



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Purchasing Services

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RFP RENEWAL REQUEST

RFP 12-009-SB

RFP Title: Land O Lakes High School Yearbooks

X

Yes, I agree to renew 12-009-SB Land O Lakes High School Yearbooks under the same terms and conditions as the existing contract. The third year period shall be from July 26, 2013 through July 25, 2014.

No, I do not agree to renew RFP 12-009-SB.

COMPANY NAME: Balfour

SIGNATURE: _____

TYPED NAME AND TITLE: _____

JOHN PANTELIS, REPRESENTATIVE

TELEPHONE (WITH AREA CODE): _____

727-546-4551

FAX NUMBER (WITH AREA CODE): _____

727-548-7240

E-MAIL: _____

taylorreps@aol.com

DATE: _____

2/26/13

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).

PLEASE EMAIL BACK TO: 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 School Board of Pasco County

Bid Recommendation

RFP Title	Yearbooks-Land O' Lakes High School	Number of Vendors Notified	244
RFP Number	12-009-SB	Number of Proposals Distributed	21
Date Solicited	February 28, 2011	Number of Vendors Proposing	5
Date Opened	March 25, 2011	Number of Formal "No Bid" Responses	0
Date Board Presentation	May 3, 2011	Funding Source	School Internal Funds
Total Savings	\$2,496.60	Grand Total of RFP	Estimated \$43,500

Recommendation: Recommend acceptance of RFP from Balfour as noted on the attached tabulation sheet as the best, responsive, responsible proposal receiving the highest number of points.

Term of Contract: This is a three year contract, renewable annually by mutual agreement of both parties. The first year of the contract will commence on July 26, 2011 and continue through July 25, 2012.

Notations and Exceptions:

This RFP was awarded upon a weighted points system. The weighted point criteria were based upon the following: Quality of Samples (4), Base Price (6), Add-on Prices (3), References (3), Website, Software (4), Educational Resources (4), Workshop Options (1). Points were assigned on a scale of 1 (Low) to 5 (High) in each of the above entries force ranked depending on the number of respondents and then multiplied by the weighted point factor. The add-on prices were evaluated on the items each vendor had in common. (See the attached tabulation sheet for item # 1,2,4,8,11-18,20-22,24-28,30,32-40)

The grand total of the bid was determined by using the total from the previous year's spend.

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:

Ric Mellin, Principal, Land O' Lakes High School
 Ashley Duncan, Yearbook Adviser, Land O' Lakes High School
 Deborah Zaleski, Parent, Land O' Lakes High School
 5 Students from Land O, Lakes High School-Names on file in Purchasing

Proposal Prepared By:

Stephanie Bunford, Buyer, Purchasing Department

Reviewed and Authorized By:

Kendra Goodman, CPPO, CPPB, Purchasing Agent *Kolj*

District School Board
of Pasco County

MAY 03 2011

Board Approved

DATE OF OPENING: March 25, 2011 @ 2:30 PM			Balfour	Entourage	Jostens	Lifetouch	Walsworth	
RFP TITLE: Yearbooks - Land O' Lakes High School			10707 66th Street North # 9	745 Alexander Rd., Suite 4	1020 Shady Maple Circle	701 S. Howard Ave. # 106-112	1511 Druid Rd.	
BID # 12-009-58			Pinellas Park, FL 33782	Princeton, NJ 08540	Ocoee, FL 34761	Tampa, FL 33606	Maitland, FL 32751	
ITEM#	Units	DESCRIPTION						
Section B			Base Price:	\$38,515.00	\$54.97/\$32,982.00	\$30,000.00	\$46,910.00	\$42,000.00
Section C			Add-ons:					
1	per copy	Cost of additional copies (after the 700 specified)	\$26.76	\$54.97	\$45.00	\$39.00	\$36.00	
2	per copy	Credit for reduction in quantity of yearbooks	\$25.00	\$54.97	\$45.00	\$39.00	\$30.00	
3	per page	Credit for reduction in 4 color pages	NA	\$0.60	\$320.00	\$380.00	NA	
4	per page	Credit for reduction in 8 color pages	\$25.00	\$1.20	\$640.00	\$760.00	\$1,200.00	
5	per page	Credit for reduction in 4 black and white pages	NA	\$0.40	NA	-	NA	
6	per page	Credit for reduction in 8 black and white pages	\$25.00	\$0.80	NA	-	\$600.00	
7	per page	Cost for 4 additional color pages	NA	\$0.80	\$320.00	\$380.00	NA	
8	per page	Cost for 8 additional color pages	\$50.00	\$1.60	\$640.00	\$760.00	\$1,300.00	
9	per page	Cost for 4 additional black and white pages	NA	\$0.40	NA	-	NA	
10	per page	Cost for 8 additional black and white pages	\$50.00	\$0.80	NA	-	\$700.00	
11	1 line	Cost for lines of personalization	\$3.10	\$5.00	\$4.00	\$4.00	\$5.00	
12	2 lines	Cost for lines of personalization	Additional \$3.10	\$5.00	\$6.00	\$6.00	\$10.00	
13	per icon	Cost for icons	\$3.10	NA	\$2.00	\$1.65	\$7.00	
14	per cover	Cost for plastic protective covers	\$1.11	\$2.50	\$1.10	\$1.00	\$3.00	
15	per section	Cost for autograph sections	\$0.54	\$1.50	\$1.00	\$1.00	\$3.00	
16	per pocket	Cost for photo pockets	\$1.00	\$3.00	\$1.00	\$1.00	\$1.00	
17	per copy	Yearbook curriculum textbook cost	\$0.63	\$20.00	\$15.00	\$1.00	\$50.00	
18	per copy	Photography curriculum textbook cost	\$0.63	\$20.00	\$10.00	\$1.00	Included with above	
19	per copy	Direct sales to students/parents cost	\$1.85	\$0.00	\$1.00	-	\$1.00-\$2.00	
20	per hour	Company Graphic Artist	\$67.00	\$35.00	\$35.00	1 hr. free \$38/hr	\$50.00	
21	per copy	Current events insert cost - sewn into book	\$1.85	\$4.00	\$2.00	\$1.75	\$2.00	
22	per copy	Current events insert cost - tape insertion	\$1.85	\$6.50	\$2.00	\$1.75	\$2.00	
23	per copy	DVD supplement cost of production and insertion	NA	\$9.00	\$4.50	NA	\$7.50	
24	per copy	Spine copy/decoration (school design cover)	NC	\$1.50	\$0.00	\$0.00	Included	
25	per copy	Spine copy/decoration (company design cover)	NC	\$2.50	\$0.00	\$0.00	Included	
26	per copy	Back cover decoration charge	NC	\$1.50	\$0.00	\$0.00	Included	
27	per copy	Additional silkscreen color applied	\$1.08	\$2.00	\$0.70	\$0.87	\$0.95	
28	per copy	Additional foil - stamp color applied	\$1.08	\$1.50	\$0.90	\$0.76	\$0.95	
29	per copy	Foil - stamp die charge (if new die)	Quote required	\$2.00	\$0.16	\$0.93	Quote required	
30	per copy	Embossing	\$1.18	\$3.00	\$0.90	\$1.41	\$0.95	
31	per copy	Embossing die charge (if new die)	Quote required	\$3.00	\$0.40	\$1.89	Quote required	
32	per copy	Metalique/metalay application	\$2.74	\$7.00	\$1.35	\$2.26	\$0.95	
33	per copy	Rounding and Backing	NC	\$0.00	\$0.00	\$0.00	\$0.00	
34	per copy	Four color printed cover	\$0.87	\$0.00	\$0.00	\$0.00	\$0.00	
35	per copy	Mylar lamination for printed cover	NC	\$2.00	\$0.00	\$0.00	\$1.25	
36	per copy	Company - design die cut end-sheets	NC	\$3.00	\$0.50	\$260/.43 per	.95 plus die cost	
37	per copy	Company - design embossed end-sheets	NC	\$4.00	\$0.50	\$740/.20 per	.95 plus die cost	
38	per copy	Company - design foil - stamped end-sheets	NC	\$4.50	\$0.50	\$460/.76 pr	.95 plus die cost	
39	per copy	Different front & back end-sheet designs	\$0.72	\$4.50	\$1.00	\$175/.29 per	\$0.80	
40	per copy	Four color process end-sheets, same design front and back	\$0.69	\$4.00	\$0.80	\$500/.83 per	\$0.50	
Total Points			107	75	95	68	63	

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of Pasco County

JUN 05 2012

Board Approved

District School Board
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MAY 03 2011

Board Approved