



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
Nicole Westmoreland, MBA, Purchasing Agent
813/794-2221 Fax: 813/794-2111
727/774-2221 TDD: 813/794-2484
352/524-2221 email: nwestmor@pasco.k12.fl.us

May 20, 2014

MEMORANDUM

TO: Honorable School Board Members

FROM: Nicole Westmoreland, MBA, Purchasing Agent *NW*

SUBJECT: RFP 13-016-SB WCHS Yearbooks
Third Year of a Three-Year Contract
Walsworth Publishing Company

On April 16, 2013, official action was taken to renew the second year of RFP # 13-084-SB Wesley Chapel High School Yearbooks to the vendors listed above. The second year of the above mentioned contract will be expiring on July 31, 2014. This is a three-year contract, renewable annually based upon mutual consent of the parties.

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 into the third year.

It is my recommendation at this time to enter into the third year of the contract with the vendors noted above. The contract period will be August 31, 2014 through July 31, 2015.

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.

NW/mv
Attachments

Date/Time: May 14, 2014 09:12:00



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Purchasing Services

Nicole Westmoreland, CPPO, Purchasing Agent

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

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

RFP RENEWAL REQUEST

RFP TITLE: WCHS Yearbooks

Yes, I agree to renew RFP# 13-016-SB under the same terms and conditions as the existing agreement. The third year period shall be from August 1, 2014 through July 31, 2015.

No, I do not agree to renew RFP# 13-016-SB.

COMPANY NAME: Walsworth Publishing Company
SIGNATURE: Adam Livesay
TYPED NAME AND TITLE: Adam Livesay - Sales Representative
TELEPHONE (WITH AREA CODE): (813) 230-2812
FAX NUMBER (WITH AREA CODE): (407) 831-0588
E-MAIL: yearbookcentral@walsworth.com
DATE: 5-8-14

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) 794-2222 (PHONE)

(813) 794-2111 (FAX)

District School Board of Pasco County Bid Recommendation

RFP Title	Yearbooks-Wesley Chapel High School	Number of Vendors Notified	248
RFP Number	13-016-SB	Number of Proposals Distributed	24
Date Solicited	June 15, 2012	Number of Vendors Proposing	3
Date Opened	July 11, 2012	Number of Formal "No Bid" Responses	0
Date Board Presentation	July 31, 2012	Funding Source	School Internal Funds
Total Savings	Estimated \$ 4,300	Grand Total of RFP	Estimated \$30,000

Recommendation: Recommend acceptance of RFP from Walsworth Publishing Company 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 August 1, 2012 and continue through July 31, 2013.

Notations and Exceptions:

This RFP was awarded upon the following point criteria: Total Price (15), Add-Ons (10), References (15), Educational Resources/Website (25), and Samples (25).

The grand total of the RFP was determined by adding the yearbook base price with the anticipated add-ons.

Savings were calculated by subtracting the awarded vendor's price from the average price of all submittals.

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:

Shelley Carrino, Assistant Principal, Wesley Chapel High School
Allison Taylor, Teacher, Wesley Chapel High School
3 Students from Wesley Chapel 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 

District School Board
of Pasco County

APR 16 2013

Board Approved

District School Board
of Pasco County

JUL 31 2012

Board Approved

DISTRICT SCHOOL BOARD OF PASCO COUNTY BID TABULATION

DATE OF OPENING: July 11, 2012 @ 2:30 PM			Balfour	Jostens, Inc	Walsworth Publishing Company 1511 Druid Road Maitland, FL 32751
RFP TITLE: Yearbooks -Wesley Chapel High School			10707 66th Street N. # 9	3601 Minnesota Drive Suite 400	
RFP #: 13-016-SB			Pinellas Park, FL 33782	Minneapolis, MN 55435	
BOARD MEETING: July 31, 2012					
ITEM#	Units	DESCRIPTION	TOTAL PRICE	TOTAL PRICE	TOTAL PRICE
Category A	400 copies	Base Price: (15 point Max)	\$26,009.00	\$40,000.00	\$26,543.00
			15.00	9.75	14.70
Category B		Add-ons: (10 point Max)			
	per copy	1. Cost of additional copies (after the 400 specified)	\$30.71 to 500/ \$24.14 over 500	\$40.00	\$28.05
Deduct	per copy	2. Credit for reduction in quantity of yearbooks	-\$30.71 to 500/ -\$24.14 over 500	-\$30.00	-\$23.05
Deduct	per page	3. Credit for reduction in 8 color pages	\$1300.00/- \$162.50	-\$100.00	-\$125.00
	per page	4. Cost for 8 additional color pages	\$1439.00/\$179.75	\$130.00	\$125.00
	per page	5. Cost for 8 additional black and white pages	N/A	\$75.00	N/A
	1 line	6. Cost for lines of personalization	\$3.65 Stamping/\$3.30 Name Plates	\$4.00	\$4.10
	per icon	7. Cost for Icons	\$3.25	\$2.00	\$3.00
	per cover	8. Cost for plastic protective covers	\$1.15	\$1.00	\$1.60
	per section	9. Cost for autograph sections	\$0.57	\$1.00	\$1.60
	per copy	10. Direct sales to students/parents cost	\$1.00	\$0.00	\$1.00
	per hour	11. Company Graphic Artist	\$70.25	\$0.00	\$50.00
	per copy	12. Current events insert cost – sewn into book	\$2.15	\$2.00	\$1.60
	per copy	13. Current events insert cost – tape insertion	\$2.15	\$2.00	\$1.60
	per copy	14. Spine copy/decoration (school design cover)	\$0.00	\$0.00	\$0.00
	per copy	15. Spine copy/decoration (company design cover)	\$0.00	\$0.00	\$0.00
	per copy	16. Back cover decoration charge	\$0.00	\$0.00	\$0.00
	per copy	17. Additional silkscreen color applied	\$1.36	\$0.75	\$0.75
	per copy	18. Additional foil – stamp color applied	\$1.36	\$1.00	\$0.95
	per copy	19. Foil – stamp die charge (if new die)	Quote Required	\$0.25	Quote Required
	per copy	20. Embossing	\$1.61	\$1.00	\$0.95
	per copy	21. Embossing die charge (if new die)	Quote Required	\$0.25	Quote Required
	per copy	22. Metalique/metalay application	\$3.51	\$1.40	\$0.95
	per copy	23. Rounding and Backing	\$0.00	\$0.00	\$0.00
	per copy	24. Four color printed cover	\$1.20	\$0.00	\$0.00
	per copy	25. Mylar lamination for printed cover	\$0.00	\$0.00	\$0.00
	per copy	26. Company – design die cut end-sheets	\$0.00	\$0.50	\$0.00
	per copy	27. Company – design embossed end-sheets	\$0.00	\$0.50	\$0.00
	per copy	28. Company – design foil – stamped end-sheets	\$0.00	\$0.50	\$0.00
	per copy	29. Different front & back end-sheet designs	\$1.29	\$0.75	\$0.00
	per copy	30. Four color process end-sheets, same design front and back	\$0.96	\$0.50	\$0.00
		Total for Add-ons # (1-4, 7-18, 20, 22-30):	\$109.06	\$54.90	\$69.00
		Total points for Add-ons:	5	10.00	7.96

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RFP #: 13-016-SB			Pinellas Park, FL 33782	Minneapolis, MN 55435	
BOARD MEETING: July 31, 2012					
ITEM#	Units	DESCRIPTION	TOTAL PRICE	TOTAL PRICE	TOTAL PRICE
Category C		References: (15 point Max)	13.35	14.75	15.00
Category D		Educational Resources/Website: (25 point Max)	16.00	15.00	24.00
Category E		Samples: (25 point Max)	18.00	14.00	24.00
Total Points: (90 point Max)			67.35	63.50	85.66