



# 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 13-080-SB SLHS Yearbooks  
Second Year of a Three-Year Contract  
Herff Jones Yearbooks

On May 16, 2013, official action was taken to award RFP # 13-080-SB Sunlake High School Yearbooks to the vendors listed above. The first year of the above mentioned contract will be expiring on July 6, 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 second year.

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 July 7, 2014 through July 6, 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 09:13:00



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## Purchasing Services

Nicole Westmoreland, CPPO, Purchasing Agent

813/ 794-2221 Fax: 813/ 794-2111

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

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

### RFP RENEWAL REQUEST

RFP TITLE: SLHS Yearbooks

X

Yes, I agree to renew RFP# 13-080-SB under the same terms and conditions as the existing agreement. The second year period shall be from July 7, 2014 through July 6, 2015.

\_\_\_\_\_

No, I do not agree to renew RFP# 13-080-SB.

COMPANY NAME: Herff Jones Yearbooks

SIGNATURE: Michael Pate

TYPED NAME AND TITLE: Michael Pate, representative

TELEPHONE (WITH AREA CODE): 727-410-9757

FAX NUMBER (WITH AREA CODE): \_\_\_\_\_

E-MAIL: mpate@tampabay.rr.com

DATE: 5/6/14

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

<b>RFP Title</b>	Yearbooks-Sunlake High School		<b>Number of Vendors Notified</b>	117
<b>RFP Number</b>	13-080-SB		<b>Number of Proposals Distributed</b>	16
<b>Date Solicited</b>	February 25, 2013		<b>Number of Vendors Proposing</b>	4
<b>Date Opened</b>	March 15, 2013		<b>Number of Formal "No Bid" Responses</b>	0
<b>Date Board Presentation</b>	April 16, 2013		<b>Funding Source</b>	School Internal Funds
<b>Total Savings</b>	Estimated \$ 2,000		<b>Grand Total of RFP</b>	Estimated \$35,000

**Recommendation:** Recommend acceptance of the RFP from Herff Jones Yearbooks as noted on the attached tabulation sheet as the best, responsive and 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 June 7, 2013 and continue through June 6, 2014.

**Notations and Exceptions:**

This RFP was awarded upon the following point criteria: Total Price (10), Add-Ons (10), References (15), Educational Resources/Website (15), Samples (15), and Workshop Options (5).

The grand total of the RFP was determined by adding the recommended vendor's base price to the anticipated add-ons.

Savings were calculated by subtracting the awarded vendor's base 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:**

Garry Walthall, Principal, Sunlake High School  
Wayne Grumet, Yearbook Adviser, Sunlake High School  
3 Students from Sunlake High School - Names on file in Purchasing

**Recommendation Prepared By:**

Stephanie Bunford, CPPB, Buyer

**Reviewed and Authorized By:**

Michael J. Woodall, CPPB, Purchasing Agent



District School Board  
of Pasco County

APR 16 2013

Board Approved

DISTRICT SCHOOL BOARD OF PASCO COUNTY BID TABULATION

<b>DATE OF OPENING:</b> March 15, 2013 @ 2:30 PM			Balfour	Entourage Yearbooks	Herff Jones Yearbooks 305 Church Street Safety Harbor, FL 34695	Walsworth Publishing Company
<b>RFP TITLE:</b> Yearbooks -Sunlake High School			10707 66th Street N. # 9	745 Alexander Road		1511 Druid Road
<b>RFP #:</b> 13-080-SB			Pinellas Park, FL 33782	Princeton, NJ 08540		Maitland, FL 32751
<b>BOARD MEETING:</b> April 16, 2013						
<b>ITEM#</b>	<b>Units</b>	<b>DESCRIPTION</b>				
<b>Category A</b>	<b>500 copies</b>	<b>Base Price: (10 point Max)</b>	\$27,492.00	\$27,350.00	<b>\$28,389.90</b>	<b>\$30,028.00</b>
			\$6,951.40 InDesign and Photoshop	5% preference \$1,367.50		
			<b>\$34,443.40</b>	<b>\$28,717.50</b>		
		<b>Total Points for Base Price</b>	<b>8.24</b>	<b>9.89</b>	<b>10.00</b>	<b>9.45</b>
<b>Category B</b>		<b>Add-ons: (10 point Max)</b>				
	per copy	1. Cost of additional copies (after the 500 specified)	\$23.88	Did not notate	\$27.37	\$22.50
Deduct	per copy	2. Credit for reduction in quantity of yearbooks	-\$23.88	Did not notate	-\$27.37	-\$22.50
Deduct	per page	3. Credit for reduction in 8 color pages	-\$1,000.00	-\$600.00	-\$825.00	-\$1,555.00
	per page	4. Cost for 8 additional color pages	\$1,523.00	\$800.00	\$825.00	\$1,555.00
	1 line	5. Cost for lines of personalization	\$3.75	\$4.95	\$3.55	\$4.10
	per icon	6. Cost for Icons	\$3.35	\$1.00	\$2.45	\$3.00
	per cover	7. Cost for plastic protective covers	\$1.18	\$4.00	\$0.92	\$1.16
	per section	8. Cost for autograph sections	\$0.59	\$2.00	\$0.73	\$1.65
	per copy	9. Direct sales to students/parents cost	\$1.00	\$0.00	cost of book plus surcharge	\$1.00
	per hour	10. Company Graphic Artist	\$72.00	\$10.00	\$28.00	\$50.00
	per copy	11. Current events insert cost – sewn into book	\$2.20	\$2.00	\$2.20	\$1.60
	per copy	12. Current events insert cost – tape insertion	\$2.20	\$8.00	\$2.35	\$1.60
	per copy	13. Spine copy/decoration (school design cover)	\$0.00	\$0.00	\$0.00	\$0.00
	per copy	14. Spine copy/decoration (company design cover)	\$0.00	\$0.00	\$0.00	\$0.00
	per copy	15. Back cover decoration charge	\$0.00	\$0.00	\$0.00	\$0.00
	per copy	16. Additional silkscreen color applied	\$1.26	\$2.85	\$0.73	\$0.75
	per copy	17. Additional foil – stamp color applied	\$1.26	\$1.50	\$0.96	\$0.95
	per copy	18. Foil – stamp die charge (if new die)	Quote required	\$1.50	Depends on detail	Quote required
	per copy	19. Embossing	\$1.43	\$2.00	\$0.00	\$0.95
	per copy	20. Embossing die charge (if new die)	Quote required	\$2.00	Depends on detail	Quote required
	per copy	21. Metalique/metelay application	\$3.23	\$2.85	\$1.46	\$0.95
	per copy	22. Rounding and Backing	\$0.00	\$4.00	\$0.00	\$0.00
	per copy	23. Four color printed cover	\$0.95	\$0.00	\$0.00	\$0.00
	per copy	24. Mylar lamination for printed cover	\$0.00	\$1.00	\$0.00	\$0.00
	per copy	25. Company – design die cut end-sheets	\$0.00	\$1.50	\$0.00	\$0.00
	per copy	26. Company – design embossed end-sheets	\$0.00	\$2.00	\$0.00	\$0.00
	per copy	27. Company – design foil – stamped end-sheets	\$0.00	\$1.50	\$0.00	\$0.00
	per copy	28. Different front & back end-sheet designs	\$1.13	\$0.00	\$0.00	\$0.00
	per copy	29. Four color process end-sheets, same design front and back	\$0.95	\$0.00	\$0.00	\$0.00
		<b>Total for Add-ons # (3-8,10-17, 19, 21-29):</b>	<b>\$618.48</b>	\$251.15	<b>\$43.35</b>	<b>\$66.71</b>
				5% preference \$12.55		
				<b>\$263.70</b>		
		<b>Total points for Add-ons:</b>	<b>0.70</b>	<b>1.64</b>	<b>10.00</b>	<b>6.50</b>
<b>Category C</b>		<b>References: (15 point Max)</b>	<b>14.75</b>	<b>15.00</b>	<b>14.15</b>	<b>15.00</b>

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Category D		Educational Resources/Website: (15 point Max)	10.60	11.40	11.20	12.40
Category E		Samples: (15 point Max)	9.00	9.40	10.60	8.40
Category F		Workshop Options (5 point Max)	2.40	4.20	2.80	3.60
<b>Total Points: (70 point Max)</b>			<b>45.69</b>	<b>51.53</b>	<b>58.75</b>	<b>55.35</b>