



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: Pasco High School Yearbooks
Piggyback request
Walsworth

At this time, Pasco High School is requesting permission to piggyback RFP 13-081-SB Wiregrass Ranch High School Yearbooks. The term dates of the contract are July 1, 2014 and will continue through June 30, 2015.

Walworth has indicated in writing (attached) their willingness to extend the terms and conditions of RFP 13-081-SB Wiregrass Ranch High School Yearbooks to Pasco High School. The services covered under this contract are exempt from the competitive pricing requirements as outlined in DOE's Section 6A-1.012(6).

Should you have any questions regarding this matter, please feel free to contact me at your earliest convenience.

NW/sb
Attachments

Date/Time: May 14, 2014 09:26:00



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Purchasing Services

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PIGGYBACK REQUEST

REQUEST PERMISSION TO ALLOW PASCO HIGH SCHOOL TO PIGGYBACK: RFP # 13-081-SB WIREGRASS RANCH HIGH SCHOOL YEARBOOK

Yes, I agree to allow Pasco High School to piggyback RFP 13-081-SB Wiregrass Ranch High School Yearbooks under the same terms and conditions as the existing agreement. The piggyback shall be from July 1, 2014 through June 30, 2015.

No, I do not agree to allow PHS to piggyback RFP 13-081-SB.

COMPANY NAME: Walsworth

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: 4-26-14

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: sbunford@pasco.k12.fl.us

DISTRICT SCHOOL BOARD OF PASCO COUNTY

ATTENTION: Stephanie Bunford, CPPB, Buyer

PURCHASING SERVICES 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-Wiregrass Ranch High School | | Number of Vendors Notified | 118 |
| RFP Number | 13-081-SB | | Number of Proposals Distributed | 15 |
| Date Solicited | March 6, 2013 | | Number of Vendors Proposing | 4 |
| Date Opened | April 2, 2013 | | Number of Formal "No Bid" Responses | 0 |
| Date Board Presentation | April 16, 2013 | | Funding Source | School Internal Funds |
| Total Savings | Estimated \$1068.75 | | Grand Total of RFP | Estimated \$40,000 |

Recommendation:

Recommend acceptance of RFP from Walsworth 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 July 1, 2013 and continue through June 30, 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 with 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:

Jimmy DuBose, Assistant Principal
 Da'Ondra Martin, Yearbook Adviser
 1 Parent – Name on file in Purchasing
 3 Students - Names on file in Purchasing

Recommendation Prepared By:

Monica Velez, Interim Buyer Assistant

Reviewed and Authorized By:

Michael J. Woodall, CPPO, Purchasing Agent



District School Board
of Pasco County

APR 16 2013

Board Approved

DISTRICT SCHOOL BOARD OF PASCO COUNTY BID TABULATION

| DATE OF OPENING: April 2, 2013 @ 2:30 PM | | | Balfour | Entourage Yearbooks | Jostens | Walsworth Publishing Company |
|---|-------------|---|------------------------------------|---------------------|----------------------------|------------------------------|
| RFP TITLE: Yearbooks -Wiregrass Ranch High School | | | 10707 66th Street N. # 9 | 745 Alexander Road | 3601 Minnesota Drive, #400 | 1511 Druid Road |
| RFP #: 13-081-SB | | | Pinellas Park, FL 33782 | Princeton, NJ 08540 | Minneapolis, MN 55435 | Maitland, FL 32751 |
| BOARD MEETING: April 16, 2013 | | | | | | |
| ITEM# | Units | DESCRIPTION | | | | |
| Category A | 600 | Base Price: (10 point Max) | \$35,124.00 | \$36,102.00 | \$35,882.00 | \$36,595.00 |
| | | | \$6,952 for InDesign and PhotoShop | | | |
| | | | \$42,076.00 | | | |
| | | Total Points for Base Price | 8.53 | 9.94 | 10.00 | 9.81 |
| Category B | | Add-ons: (10 point Max) | | | | |
| | per copy | 1. Cost of additional copies (after the 600 specified) | \$26.35 | \$58.32 | \$60.00 | \$28.00 |
| Deduct | per copy | 2. Credit for reduction in quantity of yearbooks | -\$26.35 | -\$62.29 | -\$30.00 | -\$28.00 |
| Deduct | per page | 3. Credit for reduction in 8 color pages | -\$1,000.00 | -\$2.00 | -\$600.00 | -\$1,606.00 |
| | per page | 4. Cost for 8 additional color pages | \$1,523.00 | \$2.00 | \$1,000.00 | \$1,600.00 |
| | 1 line | 5. Cost for lines of personalization | \$3.40 | \$4.95 | \$4.00 | \$4.10 |
| | per icon | 6. Cost for Icons | \$3.35 | \$1.00 | \$2.00 | \$3.00 |
| | per cover | 7. Cost for plastic protective covers | \$1.18 | \$2.00 | \$1.00 | \$1.16 |
| | per section | 8. Cost for autograph sections | \$0.59 | \$2.00 | \$0.60 | \$1.65 |
| | per copy | 9. Direct sales to students/parents cost | \$1.00 | \$0.00 | \$1.00 | \$1.00 |
| | per hour | 10. Company Graphic Artist | \$72.00 | \$30.00 | \$45.00 | \$50.00 |
| | per copy | 11. Current events insert cost – sewn into book | \$2.20 | \$2.50 | \$2.00 | \$1.60 |
| | per copy | 12. Current events insert cost – tape insertion | \$2.20 | \$2.50 | \$2.00 | \$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 | \$1.17 | \$2.85 | \$0.75 | \$0.75 |
| | per copy | 17. Additional foil – stamp color applied | \$1.17 | \$2.00 | \$0.97 | \$0.95 |
| | per copy | 18. Foil – stamp die charge (if new die) | Quote Required | \$0.00 | \$0.25 | Quote Required |
| | per copy | 19. Embossing | \$1.27 | \$0.00 | \$1.40 | \$0.95 |
| | per copy | 20. Embossing die charge (if new die) | Quote Required | \$0.00 | \$0.25 | Quote Required |
| | per copy | 21. Metalique/metalay application | \$2.97 | \$1.50 | \$1.40 | \$0.95 |
| | per copy | 22. Rounding and Backing | \$0.00 | \$0.00 | \$0.40 | \$0.00 |
| | per copy | 23. Four color printed cover | \$0.83 | \$0.00 | \$0.00 | \$0.00 |
| | per copy | 24. Mylar lamination for printed cover | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| | per copy | 25. Company – design die cut end-sheets | \$0.00 | \$1.50 | \$0.58 | \$0.00 |
| | per copy | 26. Company – design embossed end-sheets | \$0.00 | \$3.50 | \$0.58 | \$0.00 |
| | per copy | 27. Company – design foil – stamped end-sheets | \$0.00 | \$1.50 | \$0.58 | \$0.00 |
| | per copy | 28. Different front & back end-sheet designs | \$1.01 | \$0.00 | \$2.00 | \$0.00 |
| | per copy | 29. Four color process end-sheets, same design front and back | \$0.66 | \$0.00 | \$1.10 | \$0.00 |
| | | Total for Add-ons # (1-17, 19, 21-29): | \$618.00 | \$53.83 | \$497.36 | \$61.71 |
| | | Total points for Add-ons: | 0.87 | 10.00 | 1.08 | 8.72 |

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| BOARD MEETING: April 16, 2013 | | | | | | |
| ITEM# | Units | DESCRIPTION | | | | |
| Category C | | References: (15 point Max) | 14.75 | 15.00 | 14.35 | 15.00 |
| Category D | | Educational Resources/Website: (15 point Max) | 11.33 | 6.17 | 13.17 | 12.83 |
| Category E | | Samples: (15 point Max) | 8.67 | 7.75 | 12.67 | 13.33 |
| Category F | | Workshop Options (5 point Max) | 4.17 | 2.33 | 4.08 | 4.33 |
| Total Points: (70 point Max) | | | 48.32 | 51.19 | 55.35 | 64.03 |

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