



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 13-084-SB GHS Yearbooks
Second Year of a Three-Year Contract
Walsworth Publishing Company

On May 21, 2013, official action was taken to award RFP # 13-084-SB Gulf 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 09:14:00



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Purchasing Services

Nicole Westmoreland, CPPPO, Purchasing Agent

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RFP RENEWAL REQUEST

RFP TITLE: GHS Yearbooks

Yes, I agree to renew RFP# 13-084-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# 13-084-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-Gulf High School		Number of Vendors Notified	77
RFP Number	13-084-SB		Number of Proposals Distributed	12
Date Solicited	March 22, 2013		Number of Vendors Proposing	4
Date Opened	April 22, 2013		Number of Formal "No Bid" Responses	0
Date Board Presentation	May 21, 2013		Funding Source	School Internal Funds
Total Savings	*N/A		Grand Total of RFP	Est. \$ 40,000

Recommendation:

Recommend acceptance of RFP from Walsworth Publishing Company 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 with the anticipated add-ons.

*A savings could not be determined as this is an RFP and price was only one part of the evaluation.

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:

Dr. Judy Gallagher, Assistant Principal
Ken Weightman, Yearbook Adviser
3 Students - Names on file in Purchasing

Recommendation Prepared By:

Stephanie Bunford, CPPB, Buyer

Reviewed and Authorized By:

Michael J. Woodall, CPPO, Purchasing Agent



District School Board
of Pasco County

MAY 21 2013

Board Approved

DISTRICT SCHOOL BOARD OF PASCO COUNTY BID TABULATION

DATE OF OPENING: April 22, 2013 @ 2:30 PM		Balfour	Entourage Yearbooks	Jostens	Walsworth Publishing Company 1511 Druid Road Maitland, FL 32751
RFP TITLE: Yearbooks -Gulf High School		10707 66th Street N. # 9	745 Alexander Road	3601 Minnosota Drive, #400	
RFP #: 13-084-SB		Pinellas Park, FL 33782	Princeton, NJ 08540	Minneapolis, MN 55435	
BOARD MEETING: May 21, 2013			(Place of Business in New Jersey)	Place of Business in Minnesota	
Category A	Base Price: (10 point Max)	6.94	10.00	8.19	7.45
	350 copies/240 pages	\$25,952.00	\$18,016.74	\$22,000.00	\$24,177.00
Category B	Add-ons: (10 point Max)	0.38	2.17	0.31	10.00
Category C	References: (15 point Max)	14.75	4.60	14.35	15.00
Category D	Educational Resources/Website: (15 point Max)	13.80	12.80	13.60	13.00
Category E	Samples: (15 point Max)	12.80	11.20	14.20	14.00
Category F	Workshop Options: (5 point Max)	4.60	3.80	3.60	3.80
Total Points: (70 point Max)		53.27	44.57	54.25	63.25