



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 13-088-SB ZHS Yearbooks
Second Year of a Three-Year Contract
Walsworth Publishing Company

On May 21, 2013, official action was taken to award RFP # 13-088-SB Zephyrhills High School Yearbooks to the vendors listed above. The first year of the above mentioned contract will be expiring on June 30, 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 1, 2014 through June 30, 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 09:15:00



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Purchasing Services

Nicole Westmoreland, CPPO, Purchasing Agent

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RFP RENEWAL REQUEST

RFP TITLE: ZHS Yearbooks

Yes, I agree to renew RFP# 13-088-SB under the same terms and conditions as the existing agreement. The second year period shall be from July 1, 2014 through June 30, 2015.

No, I do not agree to renew RFP# 13-088-SB.

COMPANY NAME: Walsworth Publishing Company
SIGNATURE: Adam Livesey
TYPED NAME AND TITLE: Adam Livesey - Sales Representative
TELEPHONE (WITH AREA CODE): (813) 230-2812
FAX NUMBER (WITH AREA CODE): (407) 831-0588
E-MAIL: yearbookcentral@walsworth.com
DATE: 5-3-14

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- Zephyrhills High School	Number of Vendors Notified	130
RFP Number	13-088-SB	Number of Proposals Distributed	14
Date Solicited	April 4, 2013	Number of Vendors Proposing	4
Date Opened	April 26, 2013	Number of Formal "No Bid" Responses	0
Date Board Presentation	May 21, 2013	Funding Source	School Internal Funds
Total Savings	Estimated \$12,987.32	Grand Total of RFP	Estimated \$31,169.96

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 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:

Scott Davey, Assistant Principal
Tracey Snyder, Yearbook Adviser
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

MAY 21 2013

Board Approved

DISTRICT SCHOOL BOARD OF PASCO COUNTY BID TABULATION
REF# 13-088-SB
Zephyrhills High School Yearbooks

DATE OF OPENING: April 26, 2013 @ 2:30 PM		Balfour	Entourage Yearbooks	Jostens	Walsworth Publishing Company 1511 Druid Road Maitland, FL 32751
RFP TITLE: Yearbooks -Zephyrhills High School		10707 66th Street N. # 9	745 Alexander Road	3601 Minnosota Drive, #400	
RFP #: 13-088-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)		\$35,847.00	\$70,000.00	
	700 copies/272 pages	\$33,873.00	\$37,639.35	\$73,500.00	\$31,155.00
	Total Points for Base Price	9.20	8.69	4.24	10
Category B	Add-ons: (10 point Max)	0.46	2.17	2.85	10.00
Category C	References: (15 point Max)	14.75	5.00	14.35	15.00
Category D	Educational Resources/Website: (15 point Max)	14.00	2.60	8.60	11.80
Category E	Samples: (15 point Max)	12.80	8.40	7.00	11.00
Category F	Workshop Options: (5 point Max)	4.40	1.20	3.00	3.60
Total Points: (70 point Max)		55.61	28.06	40.04	61.40