



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 14-012-SB AHS Yearbooks
Second Year of a Three-Year Contract
Balfour

On July 2, 2013, official action was taken to award RFP # 14-012-SB Anclote High School Yearbooks to the vendors listed above. The first year of the above mentioned contract will be expiring on July 3, 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 3, 2014 through July 2, 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 09:19:00



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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: AHS Yearbooks

X

Yes, I agree to renew RFP# 14-012-SB under the same terms and conditions as the existing agreement. The second year period shall be from July 3, 2014 through July 2, 2015.

No, I do not agree to renew RFP# 14-012-SB.

COMPANY NAME: BALFOUR

SIGNATURE: [Signature]

TYPED NAME AND TITLE: JOHN PANTELIS

TELEPHONE (WITH AREA CODE): 727-546-4001

FAX NUMBER (WITH AREA CODE): 727-548-7240

E-MAIL: taylorreps@aol.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- Anclothe High School	Number of Vendors Notified	133
RFP Number	14-012-SB	Number of Proposals Distributed	14
Date Solicited	May 17, 2013	Number of Vendors Proposing	4
Date Opened	June 10, 2013	Number of Formal "No Bid" Responses	0
Date Board Presentation	June 2, 2013	Funding Source	School Internal Funds
Total Savings	Estimated \$1,389.33	Grand Total of RFP	Estimated \$14,951.61

Recommendation:

Recommend acceptance of RFP from Balfour 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 3, 2013 and continue through July 2, 2014.

Notations and Exceptions:

This RFP was based 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:

Fran Helfrich, Assistant Principal
Kim Saavedra, Yearbook Adviser
3 Students - Names on file in Purchasing

Recommendation Prepared By:

Monica Velez, Buyer Assistant

Reviewed and Authorized By:

Michael J. Woodall, CPPO, Purchasing Agent

MJW/SMB

District School Board
of Pasco County

JUL 02 2013

Board Approved

DISTRICT SCHOOL BOARD OF PASCO COUNTY BID TABULATION
REF# 14-012-SB
Anclore High School Yearbooks

DATE OF OPENING: June 10, 2013 @ 2:30 PM		Balfour 10707 66th Street N. # 9 Pinellas Park, FL 33782	Entourage Yearbooks	Jostens	Walsworth Publishing Company
RFP TITLE: Yearbooks -Anclore High School			745 Alexander Road	3601 Minnosota Drive, #400	1511 Druid Road
RFP #: 14012-SB			Princeton, NJ 08540	Minneapolis, MN 55435	Maitland, FL
BOARD MEETING: July 2, 2013			Place of Business in New Jersey	Place of Business in Minnesota	
Category A	Base Price: (10 point Max)	\$14,065.00	\$11,789.80	\$15,560.00	\$21,650.00
	230 copies/168full color pages/ 34 B&W		\$12,379.29	\$16,338.00	
	Total Points for Base Price		10	7.58	5.72
Category B	Add-ons: (10 point Max)	0.14	10.00	7.28	7.66
Category C	References: (15 point Max)	14.75	8.75	14.25	15.00
Category D	Educational Resources/Website: (15 point Max)	14.20	6.20	7.60	9.60
Category E	Samples: (15 point Max)	14.20	9.00	8.00	10.80
Total Points: (70 point Max)		56.84	44.95	47.21	50.53