



DISTRICT SCHOOL BOARD OF PASCO COUNTY

Kurt S. Browning, Superintendent of Schools

7227 Land O' Lakes Boulevard • Land O' Lakes, Florida 34638

Purchasing Services

Michael J. Woodall, CPPO, Purchasing Agent

813/ 794-2221 Fax: 813/ 794-2112

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

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

June 18, 2013

MEMORANDUM

TO: Honorable School Board Members

FROM: Michael Woodall, CPPO, Purchasing Agent *MJW/mv*

RE: Second Year Renewal Bid #12-083-SB
Caps, Gowns, Rings, and Announcements – Anclote High School
Balfour

On June 5, 2012, official action (attached) was taken to award the above-referenced contract to Balfour for Caps, Gowns, Rings and Announcements for Anclote High School. This contract is a three-year agreement renewable annually at the mutual agreement of both parties.

Considering services have been satisfactory, the vendor was contacted to verify their willingness to enter into the second year of the agreement and has indicated in writing (attached) that they are willing to do so.

Therefore, it is my recommendation to enter into the second year of the agreement with the vendor noted above. The second year of the contract will cover the period of September 2, 2013 through September 1, 2014.

If you have any questions, please feel free to contact me at your earliest convenience.

MW/mv

Attachments

Date/Time: June 12, 2013 08:27:00



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Michael J. Woodall, CPPO, Purchasing Agent

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BID RENEWAL REQUEST

BID TITLE: Caps, Gowns, Rings & Announcements

X

Yes, I agree to renew BID # 12-083-SB under the same terms and conditions as the existing agreement. The second year period shall be from September 2, 2013 through September 1, 2014.

No, I do not agree to renew BID # 12-083-SB.

COMPANY NAME: Balfour

SIGNATURE: _____

Handwritten signature of Greg Fenlon

TYPED NAME AND TITLE: _____

Greg Fenlon, Regional Representative

TELEPHONE (WITH AREA CODE): _____

727 539-7070

FAX NUMBER (WITH AREA CODE): _____

727 530-0745

E-MAIL: _____

TRADITIONS@balfourfl.com

DATE: _____

6/5/13

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: mwoodall@pasco.k12.fl.us

DISTRICT SCHOOL BOARD OF PASCO COUNTY

ATTENTION: Monica Velez, Interim Buyer Assistant

PURCHASING DEPARTMENT

20430 GATOR LANE

LAND O' LAKES, FL 34638

(813) 794-2234 (PHONE)

(813) 794-2111 (FAX)

District School Board of Pasco County Bid Recommendation

| | | | |
|--------------------------------|---------------------------------------|--|-----------------------|
| RFP Title | Caps, Gowns, Rings, Announcements-AHS | Number of Vendors Notified | 281 |
| RFP Number | 12-083-SB | Number of Proposals Distributed | 16 |
| Date Solicited | March 26, 2012 | Number of Vendors Proposing | 3 |
| Date Opened | April 19, 2012 | Number of Formal "No Bid" Responses | 0 |
| Date Board Presentation | June 5, 2012 | Funding Source | School Internal Funds |
| Total Savings | *N/A | Grand Total of Proposal | Estimated \$40,000 |

Recommendation: Recommend acceptance of "all-or-none" proposal from Balfour per the attached tabulation sheet as the best, responsive, responsible proposal receiving the highest points.

Term of Contract: This proposal is for the student-direct purchase of caps, gowns, rings and announcements for Anclote High School. This is a three-year contract, renewable annually based upon the mutual consent of both parties. The first year will commence on September 2, 2012 and continue through September 1, 2013.

Notations and Exceptions: This RFP was awarded upon a weighted points system. The weighted point criteria were based upon the following weights: Quality (75), Total Price (25), and References (50). Points were assigned on a scale of one (1) to five (5) in each of the above entries, force ranked and then multiplied by the weighted point factor.

The estimated total of the bid was calculated by multiplying the average cost for each section by the estimated number of students that will be purchasing the items. *An estimated savings could not be calculated as this RFP was based on the above-referenced point system and recommended award to the vendor with the highest points.

Offers from vendors listed herein are the only offers received timely as of the above opening date and time. All other offers submitted in response to this solicitation, if any, are hereby rejected as late.

Proposals Evaluated By: Kim Davis, Assistant Principal, Kim Saavedra, Commercial Arts Teacher, and 3 Students-Names on file in Purchasing

Proposal Prepared By: Stephanie Bunford, Buyer, Purchasing Department

Reviewed and Authorized By: Kendra Goodman, CPPO, CPPB, Purchasing Agent



District School Board
of Pasco County

JUN 05 2012

Board Approved

| RFP Title: Anclote High School Caps, Gowns, Rings Announcements | Balfour | Herff Jones | Jostens |
|--|-----------------------|---------------------------|-------------------|
| RFP #: 12-083-SB | 4707 140th Ave N #217 | 6009 Dr. MLK Street North | 548 S. Hyer Ave. |
| DATE OF OPENING: April 19, 2012 @ 2:30 P.M. | Clearwater, FL 33762 | St. Petersburg, FL 33703 | Orlando, FL 32801 |
| Board Meeting: June 5, 2012 | | | |
| CATEGORY A Quality (Samples): | | | |
| Average for 5 evaluators: | 4.07 | 2.93 | 3.33 |
| Force Rank Score | 5.00 | 1.667 | 3.334 |
| WEIGHTED POINTS: | 75.00 | 25.01 | 50.00 |
| CATEGORY B Total Price | \$626.23 | \$724.95 | \$377.94 |
| Force Rank Score | 3.334 | 1.667 | 5.00 |
| WEIGHTED POINTS: | 33.34 | 16.67 | 50.00 |
| CATEGORY C References: | 15.00 | 14.80 | 13.23 |
| Force Rank Score | 5.00 | 3.334 | 1.667 |
| WEIGHTED POINTS: | 50.00 | 33.34 | 16.67 |
| Total Points | 158.34 | 75.02 | 116.67 |

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of Pasco County

JUN 05 2012

Board Approved