

SCHOOL BOARD OF BREVARD COUNTY, FLORIDA

BOARD AGENDA ITEM – April 11, 2023

PROCUREMENT SOLICITATION

ITB #23-480-B-JW & Diplomas & Diploma Covers

<input checked="" type="checkbox"/> (ITB) Invitation To Bid	<input type="checkbox"/> (ITN) Invitation To Negotiate	<input type="checkbox"/> (PB) Piggyback
<input type="checkbox"/> (RFP) Request For Proposal	<input type="checkbox"/> (RFQ) Request For Qualifications	<input type="checkbox"/> (SC) State Contract
<input type="checkbox"/> (SS) Sole Source		

REQUESTOR: Secondary Leading & Learning

Legal Review Required: Yes No

Standard Template Used with No Changes: Yes No

Standard Template Type: Invitation to Bid

VENDOR NAME	AMOUNT AWARDED	REQUIRED PRODUCTS/SERVICES
Herff Jones, LLC.	\$62,095.00 Annually	Diplomas & Diploma Covers
3-year Total	\$186,285.00	

<input type="checkbox"/> Contract Renewal	New Contract Amount	\$186,285.00
<input type="checkbox"/> Recurring Contract	Previous Contract Amount	N/A
<input checked="" type="checkbox"/> New Contract	Variance	N/A

PRICE INCREASE / DECREASE EXPLANATION: N/A

DISCUSSION:

An Invitation to Bid (ITB) was issued for Diplomas, Wallet Diplomas and Diploma Covers on January 25, 2023 with bids due on March 1, 2023. Procurement received three (3) bids and after review, Procurement recommends award to the lowest responsive, responsible bidder.

The standard Invitation to Bid template has been used, which does not require legal review.

CONTRACT TERM:

The initial contract term shall commence April 12, 2023 and continue until April 11, 2026 with an option to renew for one (1) additional two (2) year period.

RECOMMENDATION:

It is the recommendation of Dr. Stephanie Soliven, Assistant Superintendent, Secondary Leading and Learning, and Mollie Vega, Director, Secondary Leading and Learning to Herff Jones, LLC in the amount of \$186,285.00.

AUTHORITY FOR ACTION:

Florida Administrative Code 6A-1.012 (9)

TABSHEET ITB # 23-480-B-JW Diplomas & Diploma Covers 3/1/2023 at 2:00 PM Opened By: Jessica Waldron Witnessed By: Heidi Dotson This is the tabsheet showing award recommendation pending Board Approval April 11, 2023 Date Solicited: 1/25/2023 Date Opened: 3/1/2023 633# Solicitated 0# MWBE 33# Planholders 3# Submittals		Herff Jones LLC. 4625 W. 62nd Indianapolis, IN. 46268 Stacey Richards Phone: 317-612-3679 slrichards@herffjones.com	Jostens, Inc. 7760 France Ave S Suite 400 Minneapolis, MN 55435 Tara Adams Phone: 507- 455-6332 bids@jostens.com	Kenneth White Advertising LLC 160 Naomi Dr. Newton, MS 39345 Kenneth White Phone: 719- 582-6432 lwmediaconceptualart@gmail.com
Completed Bidder's Acknowledgement	Y	Y	N	
FL Dept. of State Division of Corporations Number	Y	Y	N	
Litigations/Bankruptcy	Y	Y	Y	
Confidential Materials Enclosed	N	N	N	
Addenda (if applicable)	Y	Y	N	
References Form	Y	Y	Y	
Local Business Tax Receipts	Y	N/A	N/A	
Current W-9	Y	Y	Y	
Proof of Insurance	Y	Y	Y	
Certified Business Program Reciprocity Affidavit (if applicable)	N/A	N/A	N/A	
Bidder's Statement of Principal Place of Business (if applicable)	Y	Y	N	
Financials (if applicable)	N/A	N/A	N/A	
Hold Harmless Agreement (if applicable)	N/A	N/A	N/A	
Subcontractor Information (If applicable)	N/A	N/A	N/A	
Specifications or Literature (If applicable)	N/A	N/A	N/A	
Performance Bonds (if applicable)	N/A	N/A	N/A	
Payment Bonds (if applicable)	N/A	N/A	N/A	
Licenses/Certifications (if applicable)	N/A	N/A	N/A	
ITEM NO.	DESCRIPTION	PRICE PER UNIT		
1	Diploma	\$2.72	\$4.75	\$16.68
2	Cases	\$5.32	\$7.70	\$2.98
3	Wallet Diploma	\$3.25	\$5.10	\$14.17
	TOTAL PER STUDENT	\$11.29	\$17.55	\$33.83
	BEST DELIVERY AFTER ORDER	60 Days	60 Days	Did not Specify

Recommended Award Key: Columns highlighted in yellow identify the recommended award.