

RFP RECOMMENDATION

March 27, 2007

MEMO: Lou Spiegel
Associate Superintendent for Business Services

FROM: Shelley Freeman
Purchasing Agent

RE: Consideration of RFPs Received For Graduation Supplies and Services

INTRODUCTION

We request that the MISD Board of Trustees approve the recommendation as made by the Graduation Supplies and Services Committee for awarding the RFP for Graduation Supplies and Services. Completed requests for RFP #07-065 were received prior to the closing February 15, 2007.

DISCUSSION

Attached are the Proposal Evaluation Rating Schedule and the Tabulation. The purpose of this RFP is to select a vendor from whom graduation supplies and all associated services may be purchased. Some of these supplies will be purchased by students, while others will be purchased by the school.

This RFP will be utilized by both Legacy and Timberview High School students. Faculty from the other two high schools will be allowed to use their currently contracted vendor or the vendor to whom this RFP is awarded.

The contract term will be for one year, beginning upon the signing of a contract by the District and ending one year from that date. There is an option to renew the contract for four additional one-year periods upon mutual consent of both parties.

RECOMMENDATION

The Purchasing Department recommends that the RFP be awarded to Jostens, as shown on the Rating Schedule and the Tabulation.

FUNDING

Funding is available through the various campus budgets. Other items will be purchased by individual students.

ORIGINATING DEPARTMENT HEAD:

David Wright
Principal, Legacy High School

FOR FURTHER INFORMATION CONTACT:

David Wright 817-299-1945
Dottie Morrow 817-299-6090

RFP # 07-065
Graduation Supplies and Services
TABULATION

VENDORS	Qty	Unit	Balfour - Fort Worth		Jostens	
			Unit Price	Extended Price	Unit Price	Extended Price
LADY'S RING: Size 6.5, 10K Yellow Gold, Antique Metal Finish - Three initials engraved on inside, genuine aquamarine stone (Supreme Facet), activity logo on one side, first name of "Josie" on one side, with school crest and graduation date. "Mansfield High School" shall be in oval shape encircling the stone, with each letter individually hand lapped at a 40-degree angle. The base border shall be of a chain style with each section being individually hand lapped. Ring shall be manufactured with a solid metal back so the stone is not visible from below. LOWEST COST	250	Each	\$327.94	\$81,985.00	\$279.95	\$69,987.50
LADY'S RING: Size 6.5, 10K Yellow Gold, Antique Metal Finish - Three initials engraved on inside, genuine aquamarine stone (Supreme Facet), activity logo on one side, first name of "Josie" on one side, with school crest and graduation date. "Mansfield High School" shall be in oval shape encircling the stone, with each letter individually hand lapped at a 40-degree angle. The base border shall be of a chain style with each section being individually hand lapped. Ring shall be manufactured with a solid metal back so the stone is not visible from below. HIGHEST COST	250	Each	\$369.52	\$92,380.00	\$326.95	\$81,737.50
MEN'S RING: Size 9.0, 10K Yellow Gold, Antique Metal Finish - Three initials engraved on inside, genuine amethyst stone (Supreme Facet), activity logo on one side, first name of "Joshua" on one side, with school crest and graduation date. "Mansfield High School" shall be in oval shape encircling the stone, with each letter individually hand lapped at a 40-degree angle. The base border shall be of a rope style with each section being individually hand lapped. Ring shall be manufactured with a solid metal back so the stone is not visible from below. LOWEST COST	250	Each	\$378.75	\$94,687.50	\$319.95	\$79,987.50
MEN'S RING: Size 9.0, 10K Yellow Gold, Antique Metal Finish - Three initials engraved on inside, genuine amethyst stone (Supreme Facet), activity logo on one side, first name of "Joshua" on one side, with school crest and graduation date. "Mansfield High School" shall be in oval shape encircling the stone, with each letter individually hand lapped at a 40-degree angle. The base border shall be of a rope style with each section being individually hand lapped. Ring shall be manufactured with a solid metal back so the stone is not visible from below. HIGHEST COST	250	Each	\$424.94	\$106,235.00	\$359.95	\$89,987.50
Student Diploma Inserts	500	Each	\$1.99	\$995.00	\$1.48	\$740.00
Student Diploma Covers	500	Each	\$5.24	\$2,620.00	\$4.63	\$2,315.00
Announcement Pricing	2000	Each	Up to \$.87	\$1,740.00	\$0.65	\$1,300.00
Cap, Gown and Tassle – Each set consists of one cap, one gown and one tassle.	500	Each	\$27.95	\$13,975.00	\$21.95	\$10,975.00

Present at opening:
Brad Golden, Jostens
Dottie Morrow, Buyer, MISD

**RFP #07-065
Graduation Supplies and Services
RATING SCHEDULE**

Item/Category	Value	Balfour - Fort Worth		Jostens	
		Rating	Reasoning	Rating	Reasoning
Responsiveness and Completeness of Proposal	5	5		5	
Understanding of RFP Requirements	5	5		5	
Experience	10	10		10	
Quality of Samples	30	24	Cap doesn't fit securely on head, and fabric doesn't fit well over form on top (-2). Diploma cover has plastic appearance, and print appears inferior (-4).	30	
References and Quality of Services	10	10		10	
Services Available	10	5	No outlined services above and beyond discount for three years.	10	
Cost	20	17		20	
Delivery Schedule	10	10		10	
Total Score	100	86		100	

Evaluation Committee: David Wright, Principal, Legacy High School
Cynthia McCallum, Associate Principal, Legacy High School
Patti Jones, Parent
Alli Jones, Student
Shelley Freeman, Purchasing Agent, MISD
Dottie Morrow, Buyer, MISD