

Financial Affairs  
Richard H. Hinds, Chief Financial Officer

**SUBJECT: AWARD BID NO. 123-AA09 – CAP AND GOWN RENTAL**

The purpose of this bid, opened on April 26, 2001, is to establish a contract, to purchase, at a firm unit price, quantities, as may be required, of cap and gown rental, for various schools. This is a term bid which states that the Board may purchase quantities, as may be required, at the unit price bid, but is not obligated to purchase any guaranteed amount. Of 13 vendors sent bid forms or card notices of this advertised bid, 2 responded, with 1 bid meeting specifications and 1 bid not meeting specifications.

Fund Source  
0100 - General

M/WBE Eligibility  
None

**RECOMMENDED:** That The School Board of Miami-Dade County, Florida, **AWARD** Bid No. 123-AA09 – CAP AND GOWN RENTAL, to purchase, at a firm unit price, quantities, as may be required, of cap and gown rental, for various schools, during the term of the bid, effective June 20, 2001, through July 1, 2002, as follows:

1. HERFF JONES, INC.  
CAP AND GOWN DIVISION  
1000 NORTH MARKET STREET  
CHAMPAIGN, IL 61821 ESTIMATE \$189,750  
OWNER: JAMES W. HUBBARD, PRESIDENT/C.E.O.

Low Unit Price Meeting Specifications: Item 1 – Rental of cap and gown @ \$8.25 per set.

2. Authorize the Bureau of Procurement and Materials Management to purchase up to the total estimated amount of \$189,750.

RHH/lja

**G-65**