

Financial Affairs  
Richard H. Hinds, Chief Financial Officer

**SUBJECT: RENEWAL OF BID #171-VV09 – CAP AND GOWN RENTAL**

The purpose of this bid, opened on December 2, 1997, was to establish a contract, to purchase, at firm unit prices, quantities, as may be required, of cap and gown rental, for various schools and departments. The terms of agreement, as contained in the subject bid, awarded by the Board on February 18, 1998, and renewed on January 13, 1999, provided, that by mutual agreement between the successful vendor and The School Board of Miami-Dade County, Florida, the contract may be renewed for two (2) additional one (1) year periods. The contract is currently in its first renewal period. The awardee has agreed to renew for the second one (1) year renewal period, by letter, on file. It is considered to be in the best interest of the Board to renew this bid, for an additional one (1) year period, at the current prices, since the Consumer Price Index (CPI) indicates an increase of 4.2%, since December, 1997.

Fund Source  
0100-General

M/WBE Eligibility  
None

**RECOMMENDED:** That The School Board of Miami-Dade County, Florida, **RENEW** Bid #171-VV09 – CAP AND GOWN RENTAL, to purchase, at firm unit prices, quantities, as may be required, of cap and gown rental, for various schools and departments, during the term of the bid, effective February 18, 2000, through February 17, 2001, as follows:

1. COLLEGIATE CAP AND GOWN  
DIVISION OF HERFF JONES, INC.  
1000 N. MARKET STREET  
CHAMPAIGN, IL 61828 ESTIMATE \$158,812  
OWNER: JAMES W. HUBBARD, PRESIDENT AND C.E.O.

Only Bid Received: Items 1A through 1F.

Item 1A – Rental of cap and gown @ \$7.70 each.

Item 1B – Tassel @ \$2 each.

Item 1C – Rental of honor cord @ \$1.50 each.

Item 1D – Honor cord @ \$2.50 each.

Item 1E – Cap @ \$1.80 each.

Item 1F – Medallion @ \$2.50 each.

**(Second Annual Renewal And Final Year Of Contract)**

2. Authorize the Bureau of Procurement and Materials Management to purchase up to the total estimated amount of \$158,812. The award shall be made subject to the resolution of bid protests, if any.

RHH/lja