

November 29, 2000

Financial Affairs
Richard H. Hinds, Chief Financial Officer

SUBJECT: RENEW 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, and February 9, 2000, 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 and, if needed, ninety (90) days beyond the expiration date of the current contract period. The contract is currently in its second renewal period. The awardee has agreed to renew for the final ninety (90) day renewal period, by letter, on file. It is considered to be in the best interest of the Board to renew this bid, for a ninety (90) day period, at the current prices, to provide continuity of services during this period. Staff is in the process of developing a new term bid.

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, 2001, through May 18, 2001, as follows:

1. COLLEGIATE CAP AND GOWN
DIVISION OF HERFF JONES, INC.
1000 MARKET STREET
CHAMPAIGN, IL 61828 ESTIMATE \$42,350
OWNER: JAMES W. HUBBARD, PRESIDENT/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.

(Final Ninety (90) Day Renewal Period)

2. Authorize the Bureau of Procurement and Materials Management to purchase up to the total estimated amount of \$42,250.

RHH/mjf