

Financial Affairs
Richard H. Hinds, Chief Financial Officer

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

The purpose of this bid, opened on April 26, 2001, was to establish a contract, to purchase, at a firm unit price, quantities, as may be required, of cap and gown rental, for various schools. The terms of agreement, as contained in the subject bid, awarded by the Board on June 20, 2001, 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 initial year. The awardees have agreed to renew for the first 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, to benefit from fixed prices, during the next twelve (12) months, inasmuch as the Consumer Price Index (CPI), as of February 2002, indicated an increase of 1.1%.

Fund Source
0100 - General

M/WBE Eligibility
None

RECOMMENDED: That The School Board of Miami-Dade County, Florida, **RENEW** 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 July 2, 2002, through July 1, 2003, as follows:

1. HERFF JONES, INC.
CAP AND GOWN DIVISION
1000 NORTH MARKET STREET
CHAMPAIGN, IL 61821 ESTIMATE \$208,725
OWNER: JAMES W. HUBBARD, PRESIDENT

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

(First Annual Renewal and Second Year of Contract)

2. Authorize Procurement and Materials Management to purchase up to the total estimated amount of \$208,725.

RHH/lja