

Financial Affairs
Edward Marquez, Chief Financial Officer

SUBJECT: AWARD BID NO. 016-DD02 – CAP AND GOWN RENTAL

COMMITTEE: BUSINESS AND FINANCIAL SERVICES

The purpose of this bid, opened on November 13, 2003, is to establish a contract, to purchase, at firm unit prices, quantities, as may be required, for the rental of caps and gowns, 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 17 vendors sent bid forms or card notices of this advertised bid, 2 responded, with 1 bid meeting specifications and 1 no bid.

In situations where only one bid was received, the Board has requested additional information. Included with each bid is a form requesting information as to why the vendor chose not to submit a bid. One vendor returned the form with no reason indicated.

Fund Source
0100 - General

M/WBE Eligibility
None

RECOMMENDED: That The School Board of Miami-Dade County, Florida, **AWARD** Bid No. 016-DD02 – CAP AND GOWN RENTAL, to purchase, at firm unit prices, quantities, as may be required, for the rental of caps and gowns, for various schools, during the term of the bid, effective December 10, 2003, through June 9, 2005, as follows:

1. HERFF JONES, INC.
CAP AND GOWN DIVISION
1000 NORTH MARKET STREET
CHAMPAIGN, IL 61821 ESTIMATE \$309,375
OWNER: ROBERT S. POTTS, PRESIDENT/C.E.O.

Total Low Bid Received: Items 1A and 1B.

Item 1A - Cap and gown rental @ \$8.25 per set.
Item 1B - Credit for return of tassel @ \$3 each.

2. Authorize Procurement Management Services to purchase up to the total estimated amount of \$309,375.

EM/lja