

Financial Services
Richard H. Hinds, Chief Financial Officer

SUBJECT: AWARD BID NO. 068-NN05 – RENTAL OF CAPS AND GOWNS

COMMITTEE: INNOVATION, EFFICIENCY & GOVERNMENTAL RELATIONS

**LINK TO STRATEGIC
FRAMEWORK: FINANCIAL EFFICIENCY/STABILITY**

The purpose of this bid is 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. One (1) vendor responded to this advertised solicitation.

The term of the bid shall be for two (2) years from the date of award and may, by mutual agreement between The School Board of Miami-Dade County, Florida, and the awardee, be extended for three (3) additional one (1) year periods and, if needed, ninety (90) days beyond the expiration date of the current contract period.

Strategies were employed to increase M/WBE & SBE/MBE participation and one (1) M/WBE vendor was awarded.

The original price submitted, was negotiated with the vendor which resulted in a cost savings of \$25,000.

Attempts were made to benchmark against The School Board of Broward County, Florida, however, the terms and conditions are not similar, so benchmarking could not be performed.

Fund Source

0100 – General

RECOMMENDED: That The School Board of Miami-Dade County, Florida, **AWARD** Bid No. 068-NN05 – RENTAL OF CAPS AND GOWNS, 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 October 16, 2013, through October 15, 2015, including extensions thereto, as follows:

1. GRADUATE SERVICES MIAMI
D.B.A. HERFF JONES INC., CAP AND GOWN DIVISION
7640 N.W. 25 STREET, SUITE 107
MIAMI, FL 33122
OWNER: EDWARD E. JONES, PRESIDENT M/WBE

Total Low Bid Received: Item 1A.

Item 1A - Cap and gown rental @ \$11.75 per set.

2. Authorize Procurement Management Services to purchase up to the total estimated amount of \$600,000, for the initial contract term, and an amount not to exceed \$300,000, for each additional one (1) year extension period. Board authorization of this recommendation does not mean the amount shown will be expended.

RHH/mh