

Financial Services  
Mr. Ron Y. Steiger, Chief Financial Officer

**SUBJECT: AWARD INVITATION TO BID NO. ITB-16-071-HR- RENTAL OF CAPS AND GOWNS**

**COMMITTEE: FISCAL ACCOUNTABILITY & GOVERNMENT RELATIONS**

**LINK TO STRATEGIC BLUEPRINT: EFFECTIVE AND SUSTAINABLE BUSINESS PRACTICES**

Procurement Management Services, at the request of the Office of School Operations, specifically the Division of Athletics, Activities and Accreditation, released the above-referenced solicitation. The purpose of this Invitation to Bid (ITB) is to establish firm-fixed unit prices, quantities as may be required, for the rental of caps and gowns for various Miami-Dade County Public School locations throughout the District. This is a term bid which states that the Board may purchase quantities as needed, but is not obligated to purchase any guaranteed amount. This ITB was advertised on the Procurement Management Services' website, the DemandStar website, BidNet, Florida Bid, *South Florida Times* and the *Diario Las Americas* newspapers and emailed to 19 potential bidders.

The initial term of the bid shall be for a two (2) year period, commencing December 19, 2018 through December 18, 2020 and may, by mutual agreement between The School Board of Miami-Dade County, Florida, and the successful bidders, be extended for three (3) additional one (1) year periods.

Strategies were employed to increase SBE/MBE (Small/Micro Business Enterprise) participation. The Goal Setting Committee recommended that this solicitation be open competitive.

Three (3) vendors responded to this advertised bid. Based on the criteria listed in the solicitation and result of the best and final pricing, a vendor with a subcontractor is being recommended for award.

In FY 2018, the students of the District spent \$317,250 on the rental of caps and gowns.

M-DCPS OEO staff verified the Small, Micro, Veteran and/or M/WBE certification status of the prime firm and all subcontractors.

Fund Source

Various

**E-146**

**RECOMMENDED:** That The School Board of Miami-Dade County, Florida:

1. **AWARD INVITATION TO BID NO. ITB-16-071-HR– RENTAL OF CAPS AND GOWNS**, to establish a contract, for firm-fixed unit prices, for the Rental of Caps and Gowns for various Miami-Dade County Public School locations during the term of the bid, with an initial effective date of December 19, 2018 through December 18, 2020 and may, by mutual agreement between The School Board of Miami-Dade County, Florida and the successful bidder, be extended for three (3) additional one (1) year extension periods thereto, as follows:

HERFF JONES, LLC  
4501 W 62<sup>ND</sup> STREET  
INDIANAPOLIS, INDIANA 46268  
OWNER/OPERATOR: JOHN M. NEWBY, PRESIDENT

Item 1a. Rental price of cap and gown, white 100% Dacron polyester. Price to include tassel of any color, based on individual school color, which student may retain if desired. Also to include souvenir cap that will be retained by student @ \$12.50 per set.

Item 1b. Price per tassel to be deducted (credited) if student does not wish to retain same @ \$3.50 per tassel.

Item 1c. Rental price of honor cord which shall not be retained by student @ \$2.00 per honor cord.

Item 1d. Purchase price of honor cord which shall be retained by the student @ \$4.50 per honor cord.

Item 1e. Purchase price of 2" diameter school emblem with medallion design of schools on a 30" colored grosgrain ribbon, which shall be retained by student @ \$9.95 per emblem.

SUB-CONTRACTOR:  
GRADUATE SERVICES MIAMI, INC.  
7640 NW 25<sup>TH</sup> STREET, UNIT 107  
MIAMI, FL 33122  
OWNER/OPERATOR: EDWARD JONES, VICE PRESIDENT

2. **AUTHORIZE** Procurement Management Services to purchase, up to the total estimated amount of \$700,000 for the initial contract term, and an amount not to exceed \$350,000 for each subsequent one (1) year extension period(s). Board authorization of this recommendation does not mean the amount shown will be expended.

RYS/ac