

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

SUBJECT: AWARD INVITATION TO BID NO. ITB-22-048-JS – RENTAL OF CAPS AND GOWNS

COMMITTEE: FISCAL ACCOUNTABILITY & GOVERNMENT RELATIONS

LINK TO STRATEGIC PLAN: EFFECTIVE AND SUSTAINABLE OPERATIONAL PRACTICES

Procurement Management Services, at the request of Office of District Operations, released the above-referenced solicitation. The purpose of this Invitation is to establish contracts, at firm fixed prices, for the rental of caps and gowns for various Miami-Dade County Public Schools' locations. This is a term bid which states that the Board may purchase quantities, as may be needed, but is not obligated to purchase any guaranteed amount. This ITB was advertised on the Procurement Management Services website and DemandStar. This contract impacts all 69 District schools. The solicitation was shared with the District's Office of Economic Opportunity (OEO) for additional community outreach.

The initial term of the bid shall be for a period of two (2) years, commencing December 20, 2023 through December 19, 2025, 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.

Pursuant to School Board Policy 6320.02, the Goal Setting Committee recommended that this solicitation be open with a with a 5% price preference for any certified M-DCPS SBE/MBE firms.

One (1) vendor responded to this advertised bid. M-DCPS OEO staff verified the Small, Micro, Veteran and/or M/WBE certification status of the firm(s). Based on the criteria listed in the solicitation, the contract will be awarded to one (1) vendor.

Fund Source
Various

E-142

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

1. **AWARD** INVITATION TO BID NO. ITB-22-048-JS – RENTAL OF CAPS AND GOWNS, to establish contracts, at firm fixed prices, for the rental of caps and gowns for various Miami-Dade County Public Schools' locations, during the term of the bid, with an effective date of December 20, 2023 through December 19, 2025, 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 extension periods thereto, as follows:

HERFF JONES, LLC
4625 WEST 62ND STREET
INDIANAPOLIS, IN 46268
OWNER/OFFICER: JOHN HUTCHINSON

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 @ \$15.50 per set.

Item 1b. Price per tassel to be deducted (credited) if student does not wish to retain same @ \$2.50 per tassel.

Item 1c. Purchase Only of honor cord which shall not be retained by student

Item 1d. Purchase price of honor cord which shall be retained by the student @ \$4.50 per gold honor cord. All other single colored double strand @ \$5.50 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 @ \$10.95 per emblem.

2. **AUTHORIZE** the Superintendent to award the contract to provide rental of caps and gowns, for the initial contract term, and for each subsequent one (1) year extension period.