

# PURCHASING AGENDA ITEM

Hernando County School District

**School Board Approval Meeting:**

**March 28, 2023**

**Bid No. 21-966-46 RN**

**Bid Title: Student Planners**

*Recommend approval of this agenda item under the specific category below:*

- |  |   |   |   |
|--|---|---|---|
| <input type="checkbox"/> Lowest Bid(s)         | <input type="checkbox"/> Request for Proposal(s)        | <input type="checkbox"/> Low Bid(s) Meeting Specification | <input type="checkbox"/> Rejection/Cancellation   |
| <input type="checkbox"/> Revised Award         | <input checked="" type="checkbox"/> Renewal of Contract | <input type="checkbox"/> Sole Source                      | <input type="checkbox"/> Re-Award (Partial/Whole) |
| <input type="checkbox"/> Bid Termination       | <input type="checkbox"/> Revisions/Amendments to Bid    | <input type="checkbox"/> Bid Extension                    | <input type="checkbox"/> Emergency                |
| <input type="checkbox"/> Piggyback Cooperative |   |   |   |

**Bid Contract Period:**

**05/25/2023 through 05/24/2024**

☐ N/A – One Time Purchase

**Contract Type:**

☐ Estimated  
Dollar Amount

☐ Firm, Fixed  
Dollar Amount

☒ Firm, Fixed  
Unit Prices

☐ Firm, Fixed Unit Prices,  
Hourly Rates, Fees and/or  
Percentages

**Renewal Options:**

No. of Terms  
Remaining  
1

☐ Length of  
Each Term (month)

☒ Length of  
Each Term (year)  
1

☐ None

**Rationale/Reason:**

Bidders Electronically  
Downloaded From Public  
Purchase Website: n/a

Bids Received:

No Bids:

Late Bids:

Rejected Bids:

☒ N/A – Bids Not  
Required: Renewal

**Submitted By:**

Neilson D. McDonald  
Director of Purchasing & Warehousing

**School(s):** District Wide

**Requested By:**

John Morris  
Director of Secondary Programs

**Department(s):** District Wide

Recommended award, description of items and prices: (See attached)

**T/C CODE: 2146**

## School Datebooks

### Section I:

| Size: 8 ½" x 11"   |           |           |           |            |           |           |            |           |           |
|--|-----------|-----------|-----------|------------|-----------|-----------|------------|-----------|-----------|
|  | No Color  |           |           | 1<br>color |           |           | 2<br>color |           |           |
|  | 100-1,000 | 1001-2000 | 2001-3000 | 100-1,000  | 1001-2000 | 2001-3000 | 100-1,000  | 1001-2000 | 2001-3000 |
| Standard Handbook Pages  | \$ 2.14   | \$ 2.14   | \$ 2.14   | \$ 2.14    | \$ 2.14   | \$ 2.14   | \$ 2.14    | \$ 2.14   | \$ 2.14   |
| Custom Handbook Pages  | \$ .025   | \$ .025   | \$ .025   | \$.029     | \$.029    | \$.029    | \$.029     | \$.029    | \$.029    |
| Pricing above is for a choice of non-custom, vendor offered cover.           |           |           |           |            |           |           |            |           |           |
| Additional Requested Pricing – Custom Printing                               |           |           |           |            |           |           |            |           |           |
|  | No Color  |           |           | 1<br>color |           |           | 2<br>color |           |           |
| Additional Custom Pages<br>(See page 23 for examples)<br>Base Price Per Page | \$ .025   |           |           | \$.029     |           |           | \$ .029    |           |           |
| Custom Front Cover   | \$ 0      |           |           | \$.20      |           |           | \$.40      |           |           |
| Custom Back Cover  | \$.20     |           |           | \$.20      |           |           | \$.20      |           |           |
| Add-On's   |           |           |           |            |           |           |            |           |           |
| Vinyl Pouch  | \$ .25    |           |           |            |           |           |            |           |           |
| Hall Pass Sheet  | \$ .15    |           |           |            |           |           |            |           |           |

Lead Time (calendar days/ARO): 45 Days  
 Total Number of Standard Pages in the Planner: 128  
 Minimum Order Quantity: 100

## Section II:

| Size: 5 ½" x 8 ½"  |           |           |           |            |           |           |            |           |           |
|--|-----------|-----------|-----------|------------|-----------|-----------|------------|-----------|-----------|
|  | No Color  |           |           | 1<br>color |           |           | 2<br>color |           |           |
|  | 100-1,000 | 1001-2000 | 2001-3000 | 100-1,000  | 1001-2000 | 2001-3000 | 100-1,000  | 1001-2000 | 2001-3000 |
| Standard Handbook Pages  | \$ 1.61   | \$ 1.61   | \$ 1.61   | \$ 1.61    | \$ 1.61   | \$ 1.61   | \$ 1.61    | \$ 1.61   | \$ 1.61   |
| Custom Handbook Pages  | \$ .025   | \$ .025   | \$ .025   | \$ .029    | \$ .029   | \$ .029   | \$ .029    | \$ .029   | \$ .029   |
| Pricing above is for a choice of non-custom, vendor offered cover.           |           |           |           |            |           |           |            |           |           |
| Additional Requested Pricing – Custom Printing                               |           |           |           |            |           |           |            |           |           |
|  | No Color  |           |           | 1<br>color |           |           | 2<br>color |           |           |
| Additional Custom Pages<br>(See page 23 for examples)<br>Base Price Per Page | \$ .025   |           |           | \$ .029    |           |           | \$ .029    |           |           |
| Custom Front Cover   | \$ 0      |           |           | \$ .20     |           |           | \$ .40     |           |           |
| Custom Back Cover  | \$ .20    |           |           | \$ .20     |           |           | \$ .20     |           |           |
| Add-On's   |           |           |           |            |           |           |            |           |           |
| Vinyl Pouch  |           |           |           | \$ .20     |           |           |            |           |           |
| Hall Pass Sheet  |           |           |           | \$ .15     |           |           |            |           |           |

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Contact:  
 Erica Connors  
 (765) 807-0813  
[ericacconnors@schooldatebooks.com](mailto:ericacconnors@schooldatebooks.com)

### Additional Information:

➤ Includes full-color reference pages in the back of planners.

Website: [www.schooldatebooks.com](http://www.schooldatebooks.com)