

Denton Independent School District
RFP #2209-13 Print & Sign Services, Supplies, Equipment, Repairs
September 27, 2022

SUMMARY:

This item requests approval of RFP #2209-13 Addendum 1 Print & Sign Services, Supplies, Equipment, & Repair.

BOARD GOAL:

Growth & Management - Demonstrate effective and efficient management of district resources

PREVIOUS BOARD ACTION:

The previous proposal was awarded on November 12, 2019. The award will expire on October 31, 2022.

BACKGROUND INFORMATION:

This proposal was issued on August 20, 2022. Three hundred sixty-three (363) vendors were notified of this proposal. Responses were received from fifteen (15) vendors on September 13, 2022. This proposal establishes a preferred vendor list to be used to purchase print and sign services, supplies, equipment and repairs that our Publications department cannot provide. This proposal is EDGAR compliant for purchases using a federal funding source.

SIGNIFICANT ISSUES:

The district has a wide range of print & sign needs. These needs range from large format printing, large quantities of folded and flat printing, specialty printing on metal, foamcore, wood, etc., vehicle wraps, parking tags, wayfinding signs and others. All purchases will be on an "as needed" basis.

FISCAL IMPLICATIONS:

The cost will be borne by a variety of funds that may include, but not limited to, general, campus and student activity funds.

BENEFIT OF ACTION:

Passage will allow the district to build its base of print and sign vendors to provide for current and future needs.

SUPERINTENDENT'S RECOMMENDATION:

It is recommended that the proposal be awarded to all responding vendors that submitted a complete RFP response. This award is for a term beginning the date of award through September 30, 2023, with an option to auto-renew for four one-year extensions. The final expiration date would be September 30, 2027.

STAFF PERSONS RESPONSIBLE:

Cindy Willis, Director of Purchasing
Vicki Garcia, Executive Director of Financial Operations
Amy Pierce, Senior Buyer

ATTACHMENT:

RFP #2209-13 Print & Sign Services, Supplies, Equipment, & Repair Vendor Tabulation

APPROVAL:

Signature of Staff Member Proposing Recommendation: _____

Signature of Divisional Assistant Superintendent: _____

Signature of Superintendent: _____