



Consent Item

Date: August 11, 2025

Division: Finance

Subject: RFP #F1067B-23 Printing – General and Custom

Background Information:

- The Lewisville ISD Board of Trustees previously awarded RFP #F1067-23 Printing – General and Custom on September 11, 2023, and RFP #F1067A-23 on February 10, 2025. RFP #F1067B-23 is a new iteration supplemental bid to help meet the needs of campuses and various departments.
- This supplemental bid provides both general and custom printing services for campuses and departments and if approved, will run coterminous with the related prior bids.
- This bid supports LISD campuses and departments with printing needs that include, but are not limited to, business cards, admittance slips, labels, workbook/planners, custom notepads, 3-part forms, posters, flyers, postcards, brochures, cards, letterhead, graduation programs, and envelopes. Awarding multiple vendors allows the campuses and departments to request multiple quotes for products and services to help determine the best value.
- Best value involves considering several factors, which may include but are not limited to price, quality, availability, delivery timing, support, and other relevant factors.

Administrative Consideration:

- The District notified two thousand one hundred twenty-two vendors to participate in RFP #F1067B-23 Printing – General and Custom, and eight proposal responses were received.
- Funds for these products and services will come from operating, state, local, federal, and grant funds.
- Previous annual expenditures in this commodity:
 - 2024–2025: \$154,469
- Estimated annual expenditures: \$220,000 but not to exceed the approved budgets.
- No change to previously represented estimated annual expenditures of \$220,000 provided at the February 10, 2025, Board of Trustees meeting.
- This procurement complies with Section 44.031 of the Texas Education Code and 2 CFR 200 of EDGAR requirements.

Recommendations:

- That the Lewisville ISD Board of Trustees approves RFP #F1067B-23 Printing – General and Custom and the estimated expenditures for approximately fifteen months with the recommended vendors.

Timeline/Report:

- Term: August 2025 – October 2026