



MEMORANDUM

TO: Shawn Pratt, Superintendent

FROM: Laura Duree, Director of Purchasing

DATE: August 18, 2025

RE: RFP2025-07-644 Printing, Photocopying, Graphic Design, Signage, Graduation, Yearbook Supplies & Services

The above referenced solicitation was advertised on July 11, 2025, and July 18, 2025. Vendors were required to submit responses by August 1, 2025, at 2:00 P.M. to be considered for this board recommendation. Bid notifications were sent to all registered vendors with commodities regarding Printing, Photocopying, Graphic Design, Signage, Graduation, Yearbook Supplies & Services via the purchasing e-Bidding site.

Twenty-three (23) proposals were submitted, opened, and evaluated with the results detailed in the attached Evaluation Summary. It is recommended to award vendors in the attached Award Summary based on the best value to the district. Purchases are to be made on a "comparison basis" utilizing individual vendor rates and discounts. This will allow campuses and departments to determine the best value for purchases throughout the year.