

**Denton Independent School District**  
**RFP #1911-16 Print & Sign Services, Supplies, Equipment, Repairs**  
November 12, 2019

**SUMMARY:**

This item requests approval of RFP #1911-16 Print & Sign Services, Supplies, Equipment, Repairs.

**BOARD GOAL:**

Growth & Management - demonstrate effective and efficient management of district resources.

**PREVIOUS BOARD ACTION:**

The previous proposal was awarded on December 11, 2018 and will expire on November 30, 2019.

**BACKGROUND INFORMATION:**

This proposal was issued on September 25, 2019. Two hundred forty-two (242) vendors were notified of this proposal. Responses were received from twenty-two (22) vendors on October 23, 2019. Of the twenty-two responses received; twenty vendors successfully met all requirements listed within the RFP document while two vendor responses were in-complete and marked as DNQ (Does Not Qualify). 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 the twenty responding vendors that submitted a complete RFP response. This award is for a term beginning the date of award through October 31, 2020. Upon governing body approval; the option to renew for two (2) additional one-year terms would extend the award through October 31, 2022.

**STAFF PERSONS RESPONSIBLE:**

Diana Bracken, Publications Coordinator  
Vicki Garcia, Executive Director of Financial Operations  
Dianna Casper, Director of Purchasing  
Barbara Hoyle, Senior Buyer

**ATTACHMENT:**

RFP #1911-16 Print & Sign Services, Supplies, Equipment, Repairs Vendor Tabulation

**APPROVAL:**

Signature of Staff Member Proposing Recommendation: \_\_\_\_\_

Signature of Divisional Assistant Superintendent: \_\_\_\_\_

Signature of Superintendent: \_\_\_\_\_