



**Board Action Required X**

No Action Required

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To: Coppell ISD Board of Trustees  
From: Denise Sullivan  
Date: December 7, 2007  
cc: Dr. Jeff Turner, Kelly Penny, Sid Grant

**Re: Printing Services RFP #0705 Recommendation**

The Request for Proposal Method (RFP), as provided in the Texas Education Code 44.031, was used to obtain proposals for Coppell ISD Printing Services.

Bidding opportunity notifications were sent to twelve (12) prospective vendors providing this type of service: Accurate Label Designs, Alatex, Alphagraphics of Carrollton, Datamax, DFW Graphics, Hartman Graphic Services LLC, Metroplex Printing and Finishing, Minuteman Press, Rabo, Red Roof Printing, Reinelt Designs, and ZIP Copy Center. As required by Texas Education Code 44.031(g), advertisement of this RFP appeared in the Coppell Gazette on November 7, 2007, and November 14, 2007. In addition, this RFP was posted on the Coppell ISD website for the general public to view and download the proposal, if interested. The opening date of this proposal was November 28, 2007, at 2:00 p.m. Five (5) vendors responding to the RFP included: Access Press, Advantage Resource Services, Alphagraphics of Carrollton #376, Red Roof Printing, and Reinelt Designs. Two (2) vendors chose not to supply pricing: Accurate Label Designs and Rabo Business Forms.

The awarded vendors will provide price quotes on individual printing jobs that our District in-house printing facility cannot print due to scope of work and/or timing constraints. Because printing prices can vary greatly, it is in the best interest of the District to award the proposal to the three lowest responsible bidders providing the best value for the District.

Therefore, Advantage Resource Services, Alphagraphics of Carrollton, and Red Roof Printing are the recommended vendors providing the best-value award for district-wide printing needs that our in-house printing facility cannot provide (see attached bid pricing). Coppell ISD has previous work experience history with both Alphagraphics and Red Roof Printing with both vendors providing excellent quality, great pricing, and timely deliveries. The references for Advantage Resource Services were checked and proved very favorable.

**Recommendation:** **That the Coppell ISD Board of Trustees approve Advantage Resource Services, Alphagraphics of Carrollton #376, and Red Roof Printing as the awarded vendors to obtain quotes from for the Coppell ISD Printing Services RFP #0705 at the December 17, 2007 Board meeting.**