



## Consent Item

**Date:** February 10, 2025

**Division:** Finance

**Subject:** RFP #F1067A-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. RFP #F1067A-23 is a new iteration supplemental bid to help meet the needs of campuses and various departments and run coterminous with the related prior bid.
- This supplemental bid provides both general and custom printing services for campuses and departments. Multi-awarding this bid enables the district to utilize a large selection of vendors for production selection and best pricing.
- If approved, this bid proposal would help to provide LISD campuses and departments with printing needs that include but not limited to:
  - Business Cards
  - Admit Slips
  - Labels
  - Workbook/Planner
  - Custom Notepads
  - 3-Part Forms
  - Posters
  - Postcards
  - Graduation Programs
  - Envelopes
- Awarding multiple vendors allows the campuses and departments to request multiple quotes for products and services to help determine the best value. Multiple vendors do not obligate the District to make purchases.

### Administrative Consideration:

- The District notified two thousand vendors to participate in RFP #F1067A-23 Printing – General and Custom, and nine 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: \$219,835
- Estimated annual expenditures: \$220,000 but not to exceed the approved budgets.
- 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 #F1067A-23 Printing – General and Custom and the estimated expenditures for approximately one and a half years with the recommended vendors.

**Timeline/Report:**

- Term: February 2025 – October 2026