

Denton Independent School District

RFP# 1811-15 Print Services

December 11, 2018

SUMMARY:

This item requests approval of RFP# 1811-15 Print Services to provide approved print vendors for district needs as they arise.

BOARD GOAL:

VI. Growth, Change & Fiscal Responsibility...demonstrate effective and efficient management of District resources.

PREVIOUS BOARD ACTION:

None.

BACKGROUND INFORMATION:

This proposal was issued on October 21, 2018. One hundred and sixty-seven (167) vendors were notified. Twelve (12) responses were received on November 14, 2018. All responding vendors were evaluated based upon the published evaluation criteria within the RFP document. Only Five (5) vendors submitted samples as required in this RFP. This proposal establishes a preferred vendor list to be used to purchase print services 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 services 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 and others. As the District continues to grow the need for new and innovative printing will continue to grow. 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 services vendors to provide for current and future needs.

SUPERINTENDENT'S RECOMMENDATION:

It is recommended that the proposal be awarded to all responding vendors, that submitted a complete RFP response and met the evaluation criteria. This award is for a term beginning the date of award through November 30, 2019. Upon governing body approval; the option to renew for one additional one-year term would extend the award through November 30, 2020.

STAFF PERSONS RESPONSIBLE:

Debbie Monschke, Assistant Superintendent of Administrative Services
Vicki Garcia, Executive Director of Financial Operations
Dianna Casper, Director of Purchasing
Cheryl Farmer, Senior Buyer

ATTACHMENT:

RFP# 1811-15 Print Services Vendor List

APPROVAL:

Signature of Staff Member Proposing Recommendation: _____

Signature of Divisional Assistant Superintendent: _____

Signature of Superintendent: _____