

REQUEST FOR PROPOSAL NO. 04C-004B - RFP FOR PRINTING SERVICES

DATE: September 12, 2006
PRESENTED TO BOARD: October 18, 2006

CONTRACT PERIOD: November 19, 2006 through November 18, 2007
DEPARTMENT: 9081 FUNCTION: 7762 OBJECT: 539300 FUND: 1000
FUNDING SOURCE: Operating Budget – External Printing Services
REQUESTING DEPARTMENT: Printing Services

FINANCIAL IMPACT

The financial impact to the General Fund budget is estimated at \$200,000. The source of funds is the Printing Services Department budget.

Purchase orders processed from November 19, 2003 through June 30, 2006 total \$456,311.

CONTRACT RENEWAL

Request for Proposal No. 04C-004B, Printing Services, was awarded by Board action on November 18, 2003 to Direct Business Systems, PRIDE Enterprises and Sunshine Printing, Inc. dba Preferred Printing for three years from November 19, 2003 through November 18, 2006 with the option to renew for two additional one-year periods.

The first option to renew is now being exercised for the period November 19, 2006 through November 18, 2007.

Direct Business Systems, PRIDE Enterprises and Sunshine Printing, Inc. dba Preferred Printing have agreed to honor terms, conditions and pricing of existing contract for the forthcoming contract period.

Services to be provided include outsourcing general printing requests. This establishes a pool of qualified vendors to provide additional printing capacity to the District's internal print shop as and when needed. The pool of vendors will provide quotes on jobs as they are received and each job will be awarded to the vendor providing the lowest cost, meeting terms, conditions and delivery requirements.

RECOMMENDATION: Based on satisfactory performance during the past contract period, it is recommended that the RFP for Printing Services be renewed with Direct Business Systems, PRIDE Enterprises and Sunshine Printing, Inc. dba Preferred Printing for the period November 19, 2006 through November 18, 2007.

Note: Original RFP document is available upon request.

SS:DA:KB