

EXECUTIVE SUMMARY

Recommendation of \$500,000 or Less 18-094B - Construction Printing Services

This request is to approve the recommendation to award Invitation to Bid (ITB) 18-094B - Construction Printing Services for a three (3) year contract from October 4, 2017 through October 31, 2020. This ITB is going to be utilized by the Office of Facilities & Construction department and other district departments to procure services related to the copying services of blueprints, bonds, and engineered drawings, as well as for optical character recognition and binding services. The amount requested was determined based on primary awardee's response and the estimated quantities listed in the ITB.

Estimated annual cost		\$152,410
<u>x Years of contract</u>	<u>x</u>	<u>3</u>
Forecasted spend	=	\$457,230
<u>Five (5) percent buffer</u>	<u>+</u>	<u>\$22,770</u>
Total anticipated spend (rounded)	=	\$480,000

The previous bids with related services, 12-061B and 13-031B, had little to no spend against it. These Bids were barely utilized as there was no need; however, given the construction projects, there is a need now, and it will be used for Safety, Music & Art, Athletics, Renovation, and Technology Program related projects.

The solicitation for the new bid ran from July 13, 2017 through August 10, 2017. The bid was recommended to be awarded to a primary and an alternate vendor who met all specifications, terms, and conditions of the bid per line item. Including an alternate awardee allows for continuity of services in the event that the primary vendor cannot comply with delivery requirements, specifications, or in emergency cases.