

<b>BOT Meeting:</b>	<b>December 16, 2019</b>
<b>Solicitation No.:</b>	<b>RFP 20-007DE</b>
<b>References:</b>	<b>District Goal Scalable Systems</b>
<b>Description:</b>	<p><b>Paper, Printing Supplies and Related Items</b></p> <p><b><u>Recommendation</u></b></p> <p>Consideration and possible approval of the continued purchase of paper, printing supplies, and related items from multiple vendors in an amount not to exceed \$1,600,000 over a five-year period, and authorization for the Superintendent to negotiate and execute the agreements through 2025.</p> <p><b><u>Summary</u></b></p> <p>On August 13, 2019, Fort Bend ISD issued RFP 20-007DE soliciting proposals from vendors for paper, printing supplies, and related items. This RFP provides the District with the ability to purchase paper products (NCR, bond, and special color stock, etc.), printing supplies (inks, binding coils, and shrink wraps, etc.), and any related items at the best price, quality, and availability. In 2018-19, the Printing Services Department processed 8,331 print jobs. This RFP supports the daily operations of the Printing Services Department and enables the department to provide quality services and products to its customers.</p> <p><b><u>Background</u></b></p> <p>Expenditures in 2018-19 were \$263,929. Expenditures will not exceed \$1,600,000 through 2025 and funding is included in the budget. The requested amount includes a 20 percent contingency to cover future growth as the Printing Services Department expands its services and supports additional campuses.</p>
<b>Requested By:</b>	Bryan Guinn, Chief Financial Officer
<b>Vendors:</b>	Western-BRW Paper/Bosworth Papers Olmsted Kirk Paper Clampitt Paper Co of Houston LLC Standard Office Products Contract Paper Group
<b>Budget Sources:</b>	General Fund, Enterprise Funds, Grant Funds, Activity Funds
<b>Amount:</b>	Not to Exceed - \$1,600,000 through 2025
<b>Other Supporting Information</b>	
<b>Sole Source:</b>	No
<b>Number of vendors contacted by Purchasing:</b>	5
<b>Number of vendors contacted by FBISD Notification System:</b>	660
<b>Number of vendors downloaded the solicitation:</b>	196
<b>Number of responses received:</b>	5

Number of "no bid" responses received:	2
Length of commitment:	Through 2025
Last solicitation date:	N/A
Supporting documents:	Evaluation Summary and Criteria
Disclosure under Board Policy CH, CV, or DBD (Local):	None