

BID 16MISC6
PRINTING SERVICES FOR FREDERICK COUNTY PUBLIC SCHOOLS

FACT SHEET

A. **Overview:** This recommendation is to establish a contract for the printing services, materials, and delivery of printed materials as specified to Frederick County Public Schools (FCPS). Bids were received on April 6, 2016.

1. **Bid participation:**

35 companies notified
13 companies submitted a bid

2. **Bids were received from:**

Caskey Group, LLC (York, PA)
Centaur Graphics, LLC (New Market, MD)
Corporate Press (Lanham, MD)
Diversified Printing Service (Towson, MD)
Formost Graphic Communications (Gaithersburg, MD)
Graphics Universal, Inc. (Greencastle, PA)
KM Printing, LLC dba: Miller's Minuteman Press (Owings Mills, MD)
Kojack Graphic Communications (Westminster, MD)
Master Print a Vomella Company dba: Master Print (Newington, VA)
Montgomery County Public Schools (Rockville, MD)
Saddlepals, Inc. dba: Sir Speedy Printing (Frederick, MD)
Uptown Press, Inc. (Baltimore, MD)
Valley Graphic Service, Inc. (Frederick, MD)

3. **Other facts:**

- The contract term will be effective from June 1, 2016 through May 31, 2019, with one additional two-year renewal option available.
- Printing work covered by this contract will be quoted by the Document Production Specialist with the approved printing vendors, per job specific specifications and requirements.
- Approximately \$145,000 has been spent on our current contract in FY16.
- This is an open requirement type contract. FCPS is not obligated to purchase any specific quantity or dollar amount from any of the awarded vendors.
- Selection was based on a total score of each vendor's technical and cost proposals. Cost scores were based on a market basket of previous printing jobs.
- Caskey Group, Diversified Printing Services, and Kojack Graphic Communications did not provide the required technical information, therefore their proposals were not considered for award.
- This contract will be administered by Michael Doerrer, Director, Communication, Community Engagement & Marketing

4. **Source of Funding:** FY16 Approved Operating Budget and contingent upon Board approval of FY17, FY18 and FY19 Operating Budgets.

B. **Recommendation:** Staff recommends the contract for Bid 16MISC6, Printing Services for Frederick County Public Schools, be awarded to the highlighted vendors, as indicated on the attached Evaluation Scoring Sheet.

C. **Action taken by the Board (Purchasing use only):**

_____ Approved	_____ Denied	_____ Deferred	_____ Other	SB/kl
_____ Date	_____ Date	_____ Date	_____ Date	BOE Meeting 05.11.16

**BID 16MISC6, PRINTING SERVICES FOR FREDERICK COUNTY PUBLIC SCHOOLS
EVALUATION SCORING SHEET**

	<u>Company</u>	<u>Average Technical Score</u>	<u>Cost Score</u>	<u>Total</u>
	Max Technical Points	75	25	100
1	UPTOWN PRESS, INC.	73.33	18.74	92.08
2	FORMOST GRAPHIC COMMUNICATIONS	67.00	25.00	92.00
3	MONTGOMERY COUNTY PUBLIC SCHOOLS	67.33	23.87	91.21
4	GRAPHICS UNIVERSAL, INC.	72.33	18.01	90.34
5	VALLEY GRAPHIC SERVICE, INC.	69.00	17.15	86.15
6	KM PRINTING LLC dba: MILLER'S MINUTEMAN PRESS	60.00	20.54	80.54
7	CORPORATE PRESS	70.00	10.09	80.09
8	SADDLEPALS, INC. dba: SIR SPEEDY PRINTING	63.00	15.98	78.98
9	MASTER PRINT a VOMELLA COMPANY dba: MASTER PRINT	56.67	12.47	69.14
10	CENTAUR GRAPHICS LLC	51.00	17.12	68.12