

RFP 16MISC6
PRINTING SERVICES FOR FREDERICK COUNTY PUBLIC SCHOOLS
(RENEWAL)

FACT SHEET

A. **Overview:** This recommendation is to renew the contract for printing services, materials, and delivery of printed materials as specified to Frederick County Public Schools.

1. **Other Facts:**

- This contract will be effective from June 1, 2019 through May 31, 2021, with no further renewal options available.
- Approximately \$117,000 was spent throughout FY19.
- Orders are quoted among the awardees prior to selecting the vendor for a specific job.
- This contract will be administered by Michael Doerrer, Director of Communications, Community Engagement & Marketing.

2. **Source of Funding:** FY19 Approved Operating and contingent upon Board approval of FY20 and FY21 Operating Budgets.

B. **Recommendation:** Staff recommends renewal of RFP 16MISC6, Printing Services for Frederick County Public Schools, to Formost Graphic Communications (Gaithersburg, MD), Graphics Universal, Inc. (Greencastle, PA), Montgomery County Public Schools (Rockville, MD), Uptown Press, Inc. (Baltimore, MD) and Valley Graphic Service, Inc. (Frederick, MD).

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

_____ Approved _____ Denied _____ Deferred _____ Other BM/kl

_____ Date _____ Date _____ Date _____ Date BOE Mtg.: 05.22.19

RFP 16MISC6, PRINTING SERVICES FOR FREDERICK COUNTY PUBLIC SCHOOLS
PRICING INFORMATION

PRINT JOB DESCRIPTION		FORMOST GRAPHIC COMMUNICATIONS	GRAPHICS UNIVERSAL, INC.	MONTGOMERY COUNTY PUBLIC SCHOOLS	UPTOWN PRESS, INC.	VALLEY GRAPHIC SERVICE, INC.
Book (Tape-Bound, Black, Color Cover) Finished Size: 8.5 x 11 Text Pages: 160, double-sided (164 total with covers) Ink Color: Black, both sides, 1/1 Stock: 24/60# White Covers: White card stock, front outside cover 4 C/P or Digital Color, front inside cover and back cover blank Finishing: Tape Bind	Price for 50	\$ 335.00	\$ 420.00	\$ 306.50	\$ 415.00	\$ 756.00
	Price for 100	\$ 605.00	\$ 699.00	\$ 533.00	\$ 800.00	\$ 1,150.00
	Price for 150	\$ 900.00	\$ 980.00	\$ 739.50	\$ 1,125.00	\$ 1,540.00
Book (Spiral Coil-Bound, Black, Color Cover) Finished Size: 8.5 x 11 Text Pages: 160, double-sided (164 total with covers) Ink Color: Black, both sides, 1/1 Stock: 24/60# White Covers: White card stock, front outside cover 4 C/P or Digital Color, front inside cover and back cover blank Finishing: Plastic Spiral Coil	Price for 50	\$ 450.00	\$ 612.00	\$ 315.00	\$ 393.00	\$ 718.20
	Price for 100	\$ 845.00	\$ 1,050.00	\$ 550.00	\$ 750.00	\$ 1,096.20
	Price for 150	\$ 1,245.00	\$ 1,504.00	\$ 765.00	\$ 1,050.00	\$ 1,453.50
Booklet (Small – School Handbook) Finished Size: 5.5 x 8.5 Text Pages: 24, double-sided (28 total with covers) Ink Color: Black, both sides, 1/1 Stock: 20/50# White Covers: Canary card stock, both covers print black only, 1/1 Finishing: Saddle stitch	Price for 50	\$ 145.00	\$ 140.00	\$ 26.00	\$ 69.00	\$ 166.50
	Price for 100	\$ 115.00	\$ 197.00	\$ 52.00	\$ 98.00	\$ 243.00
	Price for 150	\$ 175.00	\$ 255.00	\$ 78.00	\$ 118.00	\$ 315.00
Booklet (Large – Calendar Handbook) Finished Size: 11 x 8.5 (horizontal format) Text Pages: 56, double-sided (60 total with covers) Ink Color: PMS & Black, both sides, 2/2 Stock: 24/60# White Offset Covers: 65# White Vellum Cover, PMS & Black, 2/2 Bleeds all sides Finishing: Saddle stitch (11 x 8.5), Drill – 1 hole 1/8" Distribution list (bundled and labeled by recipient and quantity)	Price for 55,000	\$ 29,550.00	\$ 22,770.00	\$ 31,557.00	\$ 37,075.00	
Brochure (Trifold) Finished Size: 11 x 8.5 Pages: 2, double-sided Ink Color: 4 C/P or Digital color, both sides Stock: 70# Smooth White Finishing: Fold in thirds	Price for 100	\$ 68.00	\$ 97.00	\$ 45.00	\$ 89.00	\$ 68.00
	Price for 500	\$ 115.00	\$ 155.00	\$ 210.00	\$ 225.00	\$ 147.00
	Price for 1,000	\$ 175.00	\$ 240.00	\$ 355.00	\$ 295.00	\$ 214.00
Business Card Finished Size: 3.5 x 2 Ink Color: 4 C/P or Digital color, one side only Stock: 80# or 100# Smooth White Cover	Price for 500	\$ 12.00	\$ 25.00	\$ 35.00	\$ 49.00	\$ 54.00
	Price for 1,000	\$ 25.00	\$ 30.00	\$ 45.00	\$ 59.00	\$ 67.50
CRES Test Finished Size: 8.5 x 11 Text Pages: 14, double-sided Ink Color: Black, both sides, 1/1 Stock: 20/50# White Covers: None Finishing: Corner stitch, upper left Distribution list (bundled and labeled by recipient and quantity)	Price for 500	\$ 150.00	\$ 280.00	\$ 420.00	\$ 490.00	\$ 282.80
	Price for 1,000	\$ 295.00	\$ 560.00	\$ 560.00	\$ 980.00	\$ 546.25
	Price for 3,000	\$ 795.00	\$ 1,680.00	\$ 1,470.00	\$ 2,100.00	\$ 948.00

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PRINT JOB DESCRIPTION		FORMOST GRAPHIC COMMUNICATIONS	GRAPHICS UNIVERSAL, INC.	MONTGOMERY COUNTY PUBLIC SCHOOLS	UPTOWN PRESS, INC.	VALLEY GRAPHIC SERVICE, INC.
Envelope (Regular) Size: #10 Regular Ink Color: Black or PMS, front only, 1/0 Stock: 24# White Wove	Price for 500	\$ 100.00	\$ 68.00	\$ 110.00	\$ 49.00	\$ 78.00
	Price for 1,000	\$ 108.00	\$ 82.00	\$ 125.00	\$ 59.00	\$ 87.00
	Price for 5,000	\$ 263.00	\$ 275.00	\$ 253.00	\$ 210.00	\$ 198.50
Envelope (Window) Size: #10 Standard Left Window Ink Color: Black or PMS, front only, 1/0 Stock: 24# White Wove	Price for 500	\$ 105.00	\$ 70.00	\$ 110.00	\$ 59.00	\$ 82.00
	Price for 1,000	\$ 112.00	\$ 85.00	\$ 125.00	\$ 69.00	\$ 90.00
	Price for 5,000	\$ 275.00	\$ 279.00	\$ 253.00	\$ 220.00	\$ 213.00
Form (NCR-2, Small) Size: 5.5 x 8.5 Ink Color: Black, front only, 1/0 Stock: 2-Part NCR; white, canary Finishing: Glue along top edge (5.5)	Price for 500	\$ 65.00	\$ 120.00	\$ 90.00	\$ 89.00	\$ 139.00
	Price for 1,000	\$ 80.00	\$ 145.00	\$ 115.00	\$ 145.00	\$ 157.00
	Price for 3,000	\$ 175.00	\$ 277.00	\$ 215.00	\$ 245.00	\$ 265.00
Form (NCR-2, Large) Size: 8.5 x 11 Ink Color: Black, front only, 1/0 Stock: 2-Part NCR; white, canary Finishing: Glue along top edge (8.5)	Price for 500	\$ 80.00	\$ 145.00	\$ 115.00	\$ 99.00	\$ 152.00
	Price for 1,000	\$ 120.00	\$ 202.00	\$ 165.00	\$ 165.00	\$ 204.00
	Price for 3,000	\$ 255.00	\$ 450.00	\$ 365.00	\$ 372.00	\$ 427.00
Form (NCR-3, Large) Size: 8.5 x 11 Ink Color: Black, front only, 1/0 Stock: 3-Part NCR; white, canary, pink Finishing: Glue along top edge (8.5)	Price for 500	\$ 110.00	\$ 185.00	\$ 125.00	\$ 125.00	\$ 179.00
	Price for 1,000	\$ 165.00	\$ 280.00	\$ 185.00	\$ 215.00	\$ 266.00
	Price for 3,000	\$ 400.00	\$ 715.00	\$ 425.00	\$ 595.00	\$ 616.00
Pad Size: 5.5 x 8.5 Ink Color: Black, front only, 1/0 Stock: 20/50# Pastel Green Finishing: Pad 200 pads with 25 sheets per pad with chipboard. Glue along top edge (5.5)						
	Price for 5,000	\$ 180.00	\$ 260.00	\$ 300.00	\$ 169.00	\$ 234.00
	Price for 10	\$ 15.00	\$ 54.50	\$ 15.00	\$ 3.90	\$ 45.00
Poster (Small) Size: 11 x 17 Ink Color: 4 C/P or digital, front only Stock: Poster stock Finishing: Please also list the cost for optional lamination.	Price for 10 (laminated)	\$ 30.00	\$ 87.00	\$ 21.50	\$ 13.90	
	Price for 25	\$ 25.00	\$ 113.50	\$ 37.50	\$ 8.75	\$ 52.00
	Price for 25 (laminated)	\$ 50.00	\$ 194.70	\$ 53.75	\$ 27.50	
	Price for 50	\$ 45.00	\$ 227.00	\$ 75.00	\$ 12.50	\$ 65.00
	Price for 50 (laminated)	\$ 90.00	\$ 389.40	\$ 107.50	\$ 45.00	
	Price for 10	\$ 130.00	\$ 126.00	\$ 120.00	\$ 40.00	
Poster (Medium) Size: 18 x 24 Ink Color: 4 C/P or digital, front only Stock: Poster stock Finishing: Please also list the cost for optional lamination.	Price for 10 (laminated)	\$ 205.00	\$ 201.00	\$ 160.00	\$ 75.00	
	Price for 25	\$ 320.00	\$ 262.50	\$ 300.00	\$ 100.00	
	Price for 25 (laminated)	\$ 490.00	\$ 450.00	\$ 400.00	\$ 150.00	
	Price for 50	\$ 640.00	\$ 525.00	\$ 600.00	\$ 195.00	
	Price for 50 (laminated)	\$ 925.00	\$ 900.00	\$ 800.00	\$ 305.00	
	Price for 10	\$ 300.00	\$ 252.00	\$ 240.00	\$ 120.00	
Poster (Large) Size: 24 x 36 Ink Color: 4 C/P or digital, front only Stock: Poster stock Finishing: Please also list the cost for optional lamination.	Price for 10 (laminated)	\$ 435.00	\$ 402.00	\$ 285.00	\$ 175.00	
	Price for 25	\$ 750.00	\$ 525.00	\$ 600.00	\$ 300.00	
	Price for 25 (laminated)	\$ 1,060.00	\$ 900.00	\$ 712.50	\$ 375.00	
	Price for 50	\$ 1,470.00	\$ 1,050.00	\$ 1,200.00	\$ 550.00	
	Price for 50 (laminated)	\$ 2,100.00	\$ 1,800.00	\$ 1,425.00	\$ 6,995.00	