

KENMORE-TOWN OF TONAWANDA
UNION FREE SCHOOL DISTRICT
Purchasing Department

June 5, 2017

TO: Stephen Bovino, Board of Education
FROM: Ken Morton, Purchasing Manager
SUBJECT: Printing & Mailing of Community Education Booklets

In conjunction with the Director of Community Education, Ms. Nancy Berger, it is recommended that the Board of Education award the contract in the aforementioned category (for printing) to the low bidder meeting specifications, Buffalo Newspress for \$4,822.33.

| <u>Company Name</u> | <u>Delivered Price</u> |
|------------------------------|------------------------|
| Buffalo Newspress | \$4,822.33 |
| Print Plus | No Quote |
| Courier Printing Corporation | No Quote |

The second half of the bid involves labeling, bundling, and mailing: the recommendation here is to award the contract to the Print Plus at an average cost per mailing of \$1,395.00.

| <u>Company Name</u> | <u>Delivered Price</u> |
|------------------------------|------------------------|
| Print Plus | \$1,395.00 |
| Buffalo Newspress | No Quote |
| Courier Printing Corporation | No Quote |

Average Total Price per printing is used; the estimated value of the contract for two printings to cover three semesters is \$9,644.66. In a similar manner the estimated value of the mail-outs for two printings covering three semesters will be \$2,790.00.

This upcoming year will be the first year that the Community Education booklets will involve ONLY two printings/mailings. Previously, Community Education offerings involved three publications/mail-outs; one for fall, one for winter, and a combined spring/summer. The 2017-2018 fall/winter classes will be combined in one booklet to cover both sessions. The savings in cost also takes the value of these contracts below \$20,000 and that means that rather than a formal "Sealed Bid" proposal, future quotes will be handled as Requests For Quotes (RFQ) that no longer need to be approved by the Board of Education.

Bids were opened June 1, 2017
Number of Bids Sent Out = 3
Number of Bids Received = 2