



Memorandum of Recommendation

September 13, 2021

TO: Dr. Robert Shaner, Superintendent

FROM: Dana Taylor, Deputy Superintendent for Business Affairs

RE: **Recommendation for Approval of Community Education Brochure Printing**

On August 12, 2021 the district advertised a Request for Bids for Community Education Brochure Printing in the local publication, the Rochester Post, and posted RFP documents on the Purchasing pages of the district's website and BidNet Direct. Bidding closed on September 2, 2021 and the district received four (4) responses including three (3) bids and one (1) no-bid.

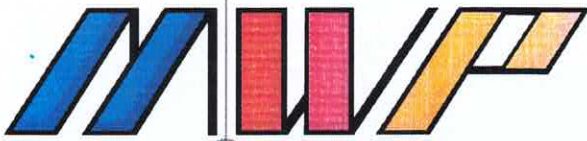
This purchase is for printing brochures beginning with the 2021-22 year and has an option to renew the contract each year for a maximum of four (4) additional years. The current practice is to produce the brochure three (3) printings per fiscal year – for fall, winter/spring, and summer – at 64 pages, but bids for additional page formats were also requested and included on the bid summary.

Bids were reviewed and evaluated by Sarah Mallets, Enrichment and Athletic Supervisor. Compliance with bid requirements was reviewed by Jennifer Fickel, Purchasing Supervisor. The original bid documents are on file in the Purchasing Department, and the bid summary is attached. The source of funding is the general fund.

Based on this information, we recommend **THAT the District award a contract to Michigan Web Press for the Community Education Brochure Printing for the 2021-2022 fiscal year in the amount of \$8,641.60 - \$13,868.80 per printing, dependent upon the number of Brochure pages for each printing.**

**22.07 Community Ed Program Guide Printing
BID SUMMARY**

	Compton Press Ind.	Pioneer Group	Michigan Web Press	Indiana Printing & Publishing
40 Page Option	No Bid	\$ 8,718.00	\$ 8,641.60	\$ 15,953.00
48 Page Option	No Bid	\$ 9,771.00	\$ 9,494.76	\$ 17,123.00
56 Page Option	No Bid	\$ 11,283.00	\$ 10,682.76	\$ 18,264.00
64 Page Option	No Bid	\$ 12,262.00	\$ 11,673.20	\$ 19,444.00
72 Page Option	No Bid	\$ 13,545.00	\$ 12,860.76	\$ 22,089.00
80 Page Option	No Bid	\$ 14,524.00	\$ 13,868.80	\$ 23,259.00
Lead Time		8 days	8 days	8 days
Exceptions		Yes	No	No
Required Documents		Incomplete	Yes	Yes



MICHIGAN WEB PRESS

10450 ENTERPRISE DR. • DAVISBURG, MI 48350
248.620.2990 • WWW.MICHIGANWEBPRESS.COM

Price Quotation

Jennifer Fickel
Rochester Community Schools
501 W. University Drive
Rochester, MI 48307

Effective Date: 09/01/21
Customer Phone: 248-726-3165
Customer Fax: 248-726-3025
Prepared By: Todd Hagerman
Payment Terms: Net 30

Publication:	Community Education Brochure	Page Count:	40, 48, 56, 64, 72, 80 pages
Product Type:	Mini Tab (Stitched & Trimmed)	Ink Colors:	Four Color on all pages
Stock:	27" 50# 92 bright		
Page Size:	6.25" x 10.25"	Artwork:	Print Ready PDF's
Image Size:	5.5" x 9.5"	Quantity:	44,000

Base Printing Prices			
<i>Base Printing Prices include standard pre-press labor, film, plates, ink, stock and press room labor required to print the publication as specified above.</i>			
Description	Price Per M		Extended Price
40 page	\$ 196.40		\$ 8,641.60
48 page	215.79		9,494.76
56 page	242.79		10,682.76
64 page	265.30		11,673.20
72 page	292.29		12,860.76
80 page	315.20		13,868.80
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Custom Service Prices	
<i>If required to complete your order, these items will appear as additional costs on your invoice.</i>	
Item	Price
Simplified Mail Prep/ Verification (Flat size)	Inc.
Delivery 1st Stop	Inc.
Two additional stop	Inc.
Non Profit DDU Postage	TBD

Prices subject to change due to cost increases in raw materials and labor. 6% sales tax will be added as applicable.

This Price Quotation Accepted By: _____ Date: _____