

# BOARD AGENDA ITEM

**TO:** Dr. Michelle Hubbard, Superintendent  
**FROM:** David Smith, Chief Communications Officer  
**SUBJECT:** BOE Agenda Item - Bid 21-031 Inside Shawnee Mission Schools Publications  
**DATE:** October 25, 2021

## Executive Summary

- Approval for Inside Shawnee Mission Schools Publication, approximately 105,000 copies per issue.
- Bid 21-031 was sent to seven (7) vendors and posted to the district website.
- Three (3) responses were received - see Bid Summary below.
- Recommended vendor and total price:

**Single Source Printing, LLC**                      **\$53,550.00**

## Overview

**What:** Print and mail three (3) issues of Inside Shawnee Mission Schools, approximately 105,000 copies per issue.

**How:** This expenditure will be paid with General Funds.

**Comments:** To provide printing and mailing services for Inside Shawnee Mission Schools Publication. One year with the option to renew annually for an additional 5 years under the following conditions:

- The annual increase does not exceed the Consumer Price Index (CPI) for the month of May during the previous year
- Services remain satisfactory
- Both parties agree

## Bid Summary

Item Description	Allen Press, Inc.	Boelte Hall, LLC	Single Source Printing, LLC
Inside Shawnee Mission Schools Publications	\$78,746.07	\$157,185.00	\$53,550.00