



Agenda Item Details

Meeting	Jul 06, 2023 - REGULAR BOARD OF EDUCATION MEETING
Category	8. Summary Action Items - Business & Operations
Subject	BID # P2023-21- Printing Services
Access	Public
Type	Action (Consent)
Recommended Action	Authorization to Award Bid #P2023-21 – Printing Services for the 2023-2024 school year.

Public Content

WHEREAS, the White Plains City School District on May 16, 2023, publicly advertised a bid for Printing Services for the 2023-2024 school year. The Bids were required to be received by May 23, 2023;

AND WHEREAS, on May 23, 2023, the White Plains City School District received four (4) bids to provide the printing of the White Plains City School District Newsletter, The District Calendar, Graduation Programs for the High School and Highlands, The Orange, The Courier, and The Roar . The lowest responsible bidders were Graphic Management Partners, Green Printing & Marketing Corp., DBA Minute Man Press, and School Paper Express who submitted bids to provide services at the rates attached:

THEREFORE, BE IT RESOLVED, that the White Plains City School District hereby awards Bid# P2023-21- Printing Services to Graphic Management Partners, Green Printing & Marketing Corp., DBA Minute Man Press, and School Paper Express and authorizes the Assistant Superintendent for Business to enter into a contract for the contract term July 1, 2023 -June 30, 2024.

[BOE Summary P2023 -21 Printing Bid.pdf \(88 KB\)](#)

Administrative Content

Executive Content

BID #P2023-21 PRINTING SERVICES
MAY 23, 2023 @ 1PM

BID #P2023-21 PRINTING SERVICES 23-24, MAY 23, 2023 1:00PM VENDOR'S NAME:	GRAPHIC MANAGEMENT PARTNERS	GREEN PRINTING & MARKETING CORP, DBA MINUTE MAN PRESS	SCHOOL PAPER EXPRESS
NEWSLETTER			
TOTAL PRODUCTION COST - 4 NEWSLETTERS (4) COLOR		\$ 16,000.00	
(4) COLOR PER NEWSLETTER		\$ 4,000.00	
PRICE FOR ADDITIONAL NEWSLETTER (ISSUE)		\$ 4,000.00	
PRICE FOR EACH ADDITIONAL 4 PAGE NEWSLETTER PER COPY		.13 PER COPY	
SCHOOL DISTRICT CALENDAR			
COST FOR 9,000 COPIES AS SPECIFIED (INCLUSIVE OF MAILING PROCESS)	\$ 13,800.00		
HOURLY RATE FOR TYPESETTING, LAYOUT AND REVISIONS	\$ 65.00		
HIGH SCHOOL GRADUATION AND HIGHLANDS MIDDLE SCHOOL MOVING UP CEREMONY PROGRAMS			
HIGHSCHOOL GRADUATION PROGRAMS - 3,000 COPIES AS SPECIFIED		\$ 2,200.00	
HIGHLANDS MOVING UP CEREMONY PROGRAMS- 2,500 COPIES AS SPECIFIED		\$ 475.00	
THE ORANGE			
CHARGE PER PAGE, IN UNITS OF FOUR PAGES, WITH 1,000 RUNS. ADVERTISING MAKE-UP INCLUDED IN PRICE PER PAGE			50.00 PER PAGE IN GROUPS OF 4
PRICE FOR EACH HALF-TONE AND LINE DRAWING (STAT) UP TO 8 1/2 X 11			NO CHARGE
PRICE FOR EACH HALF-TONE AND STAT LARGER THAN 8 1/2 X 11			NO CHARGE
PRICE FOR AN 8 PAGE ISSUE			\$ 383.00
PRICE FOR A 12 PAGE ISSUE			\$ 502.00
PRICE FOR A 16 PAGE ISSUE			\$ 618.00
PRICE FOR A 20 PAGE ISSUE			\$ 737.00
PRICE FOR A 24 PAGE ISSUE			\$ 853.00
PER PAGE DISCOUNT FOR COPY PREPARED ON WORD PROCESSOR AND TRANSMITTED BY MODEM OR FLOPPY DISKETTE TO PRINTERS COMPUTER			N/A
MORE THAN 1,000 IN MULTIPLES OF 100 - BILLED AT THE RATE OF			8 /\$15.00, 12/\$19.25,16/\$23.00, 20/\$28.00, 24/\$31.00

**BID #P2023-21 PRINTING SERVICES
MAY 23, 2023 @ 1PM**

BID #P2023-21 PRINTING SERVICES 23-24, MAY 23, 2023 1:00PM VENDOR'S NAME:	GRAPHIC MANAGEMENT PARTNERS	GREEN PRINTING & MARKETING CORP, DBA MINUTE MAN PRESS	SCHOOL PAPER EXPRESS
LESS THAN 1,000 IN MULTIPLES OF 100 - REDUCE COST BY			8 /\$15.00, 12 /\$19.25, 16 /\$23.00, 20 /\$28.00, 24 /\$31.00
THE COURIER			N/A
PRICE TO INCLUDE TYPESETTING AND PAGE COMPOSITION AT \$ PER PAGE			N/A
PER ISSUE "THE COURIER" PER SPECS (4) PAGE PAPER FOR THE SUM OF			\$ 671.00
PER ISSUE "THE COURIER" PER SPECS (8) PAGE PAPER FOR THE SUM OF			\$ 785.50
PER ISSUE "THE COURIER" PER SPECS (12) PAGE PAPER FOR THE SUM OF			\$ 1,120.00
PER ISSUE "THE COURIER" PER SPECS (16) PAGE PAPER FOR THE SUM OF			\$ 1,348.50
PER ISSUE "THE COURIER" PER SPECS (20) PAGE PAPER FOR THE SUM OF			\$ 1,685.00
MORE THAN 1,350 COPIES IN MULTIPLES OF 50 - BILLED AT THE RATE OF			4 /\$12.00, 8 /\$15.00, 12 /\$19.25, 16 /\$23.00, 20 /\$28.00
LESS THAN 1,350 COPIES IN MULTIPLES OF 50 - BILLED AT THE RATE OF			4 /\$12.00, 8 /\$15.00, 12 /\$19.25, 16 /\$23.00, 20 /\$28.00
THE ROAR			
COST FOR 400 COPIES AS SPECIFIED		\$ 6,300.00	
ADDITIONAL COST FOR EXTRA 25 COPIES		\$ 450.00	
ADDITIONAL COST FOR GLOSSY COVER		\$ -	
CHARGE FOR EXTRA PAGES (PER PAGE COST)		\$ 0.40	
CREDIT FOR FEWER PAGES (PER PAGE CREDIT)		.20 (TBD)	
CHARGE FOR PLATE FOR BLKACK INK PLATES		N/A	
CHARGE FOR THE CONVERSION FROM RGB INTO CMYK		N/A	
CHARGE FOR GRAPHIC DESIGN: LAYOUT, TYPESET AND FORMAT BOOK		FIRST 10 HOURS ARE FREE EACH SUBSEQUENT HOUR @ \$75.00 PER HOUR	
LAYOUT TO BE RECEIVED IN GOOGLE SLIDES OR CANVA FORMAT		GOOGLE SLIDES OR CANVA	