

CYPRESS FAIRBANKS



INDEPENDENT SCHOOL DISTRICT

To: **Darin Crawford**
 Assistant Superintendent for Support Services

From: **James Briscoe**
 Director of Procurement Services

Date: **February 25, 2025**

Re: **Print Supplementary Services**
 Annual Contract #25-04-4665R-RFP

The following proposals were received and opened at 10:00 a.m., Wednesday, February 19, 2025, as advertised and specified in documents concerning **Annual Contract #25-04-4665R-RFP Print Supplementary Services**. The proposals received and the final evaluation summary are located on pages 2-6.

Recommendation:

^a **Award contracts to each of the vendors listed at the discount noted**

Recommendation is based on user department's evaluation of overall best value to the District

Estimated Expenditure: **\$205,000.00**

Contract Term: **May 1 , 2025 - April 30, 2026**

Renewal: **2 Years**

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Line 1 Miscellaneous Printing Services - Percent Discount

<u>SUPPLIER</u>	<u>PERCENT OFF</u>	
<u>Litho Press Inc.</u>	<u>12.0%</u>	a
<u>truecolorGRAPHICS/FASTSIGNS</u>	<u>3.0%</u>	a
<u>Absolute Color Mailplex</u>	<u>1.0%</u>	a
<u>[ALT1] Absolute Color Mailplex</u>	<u>1.0%</u>	a
<u>Instant Imprints, South Houston (M. Wright Group, LLC)</u>	<u>0.0%</u>	a
Sign Champ Inc.	0.0%	
Rydin Decal (Dri-Stick Decal Corp)	0.0%	
<u>Weldon, Williams & Lick, Inc.</u>	<u>0.0%</u>	a
<u>The Document Group</u>	<u>0.0%</u>	a
<u>Brunswick Press, Inc.</u>	<u>0.0%</u>	a
<u>The Print Center @ Region 4 (Region 4 Education Service Center)</u>	<u>0.0%</u>	a

General Bindery/Finishing, Program – 20 signatures 11" x 17" on 80# gloss text plus covers. Vendor shall collate, fold, saddle stitch and trim. (Qty 250)

Line 2

<u>SUPPLIER</u>	<u>QTY</u>	<u>UNIT PRICE</u>	
<u>truecolorGRAPHICS/FASTSIGNS</u>	250	<u>\$1.24</u>	a
<u>Brunswick Press, Inc.</u>	250	<u>\$1.98</u>	a
<u>Instant Imprints, South Houston (M. Wright Group, LLC)</u>	250	<u>\$6.53</u>	a
<u>Litho Press Inc.</u>	250	<u>\$9.96</u>	a
<u>Absolute Color Mailplex</u>	250	<u>\$11.22</u>	a
<u>The Document Group</u>	250	<u>\$31.20</u>	a
<u>The Print Center @ Region 4 (Region 4 Education Service Center)</u>	250	<u>\$246.68</u>	a

General Bindery/Finishing, Program – 20 signatures 11" x 17" on 80# gloss text plus covers. Vendor shall collate, fold, saddle stitch and trim. (Qty 500)

Line 3

<u>SUPPLIER</u>	<u>QTY</u>	<u>UNIT PRICE</u>	
<u>truecolorGRAPHICS/FASTSIGNS</u>	500	<u>\$0.70</u>	a
<u>Brunswick Press, Inc.</u>	500	<u>\$1.21</u>	a
<u>Instant Imprints, South Houston (M. Wright Group, LLC)</u>	500	<u>\$5.90</u>	a
<u>Absolute Color Mailplex</u>	500	<u>\$8.66</u>	a
<u>Litho Press Inc.</u>	500	<u>\$8.93</u>	a
<u>The Document Group</u>	500	<u>\$20.00</u>	a
<u>The Print Center @ Region 4 (Region 4 Education Service Center)</u>	500	<u>\$299.00</u>	a

General Bindery/Finishing, Program – 20 signatures 11" x 17" on 80# gloss text plus covers. Vendor shall collate, fold, saddle stitch and trim. (Qty 1000)

Line 4

<u>SUPPLIER</u>	<u>QTY</u>	<u>UNIT PRICE</u>	
<u>truecolorGRAPHICS/FASTSIGNS</u>	1000	<u>\$0.42</u>	a
<u>Brunswick Press, Inc.</u>	1000	<u>\$0.82</u>	a
<u>Instant Imprints, South Houston (M. Wright Group, LLC)</u>	1000	<u>\$3.47</u>	a
<u>Absolute Color Mailplex</u>	1000	<u>\$5.18</u>	a
<u>Litho Press Inc.</u>	1000	<u>\$5.78</u>	a
<u>The Document Group</u>	1000	<u>\$15.20</u>	a
<u>The Print Center @ Region 4 (Region 4 Education Service Center)</u>	1000	<u>\$418.60</u>	a

General Bindery/Finishing, Tabs – 250 sets, 5 to a bank = 1 set, printed on 9" x 11" white 110# index. (Qty 250)
Enter price to tab cut only.

Line 5

<u>SUPPLIER</u>	<u>QTY</u>	<u>UNIT PRICE</u>	
<u>Absolute Color Mailplex</u>	250	<u>\$0.30</u>	a
<u>Brunswick Press, Inc.</u>	250	<u>\$0.60</u>	a
<u>Litho Press Inc.</u>	250	<u>\$0.98</u>	a
<u>truecolorGRAPHICS/FASTSIGNS</u>	250	<u>\$1.49</u>	a
<u>The Document Group</u>	250	<u>\$3.75</u>	a
<u>Instant Imprints, South Houston (M. Wright Group, LLC)</u>	250	<u>\$12.00</u>	a
<u>The Print Center @ Region 4 (Region 4 Education Service Center)</u>	250	<u>\$152.48</u>	a

General Bindery/Finishing, Tabs – 500 sets, 5 to a bank = 1 set, printed on 9" x 11" white 110# index. (Qty 500)

Line 6 Enter price to tab cut only.

SUPPLIER	QTY	UNIT PRICE	
<u>Absolute Color Mailplex</u>	500	<u>\$0.22</u>	a
<u>Brunswick Press, Inc.</u>	500	<u>\$0.37</u>	a
<u>Litho Press Inc.</u>	500	<u>\$0.55</u>	a
<u>truecolorGRAPHICS/FASTSIGNS</u>	500	<u>\$1.25</u>	a
<u>The Document Group</u>	500	<u>\$2.75</u>	a
<u>Instant Imprints, South Houston (M. Wright Group, LLC)</u>	500	<u>\$11.95</u>	a
<u>The Print Center @ Region 4 (Region 4 Education Service Center)</u>	500	<u>\$304.36</u>	a

General Bindery/Finishing, Tabs – 1000 sets, 5 to a bank = 1 set, printed on 9" x 11" white 110# index. (Qty 1000) Enter price to tab cut only.

Line 7

SUPPLIER	QTY	UNIT PRICE	
<u>Absolute Color Mailplex</u>	1000	<u>\$0.20</u>	a
<u>Brunswick Press, Inc.</u>	1000	<u>\$0.32</u>	a
<u>Litho Press Inc.</u>	1000	<u>\$0.35</u>	a
<u>truecolorGRAPHICS/FASTSIGNS</u>	1000	<u>\$1.00</u>	a
<u>The Document Group</u>	1000	<u>\$2.35</u>	a
<u>Instant Imprints, South Houston (M. Wright Group, LLC)</u>	1000	<u>\$11.79</u>	a
<u>The Print Center @ Region 4 (Region 4 Education Service Center)</u>	1000	<u>\$608.11</u>	a

Web Printing Services, Handbook – 88 page, self cover, on newsprint

a) Black/black

b) Vendor shall fold, saddle stitch and trim to approximate size of 8½" x 11" finished size

c) Package, label.

Line 8

SUPPLIER	QTY	UNIT PRICE	
<u>Absolute Color Mailplex</u>	15000	<u>\$0.36</u>	a

Labels/Pressure Sensitive Services, Circular label - 2½" round (Qty 250), White stock, Printed

Line 9 250 per roll – permanent adhesive

SUPPLIER	QTY	UNIT PRICE	
<u>Absolute Color Mailplex</u>	250	<u>\$1.28</u>	a
<u>Instant Imprints, South Houston (M. Wright Group, LLC)</u>	250	<u>\$1.30</u>	a
<u>truecolorGRAPHICS/FASTSIGNS</u>	250	<u>\$1.30</u>	a
<u>Brunswick Press, Inc.</u>	250	<u>\$9.12</u>	a

Labels/Pressure Sensitive Services, Circular label - 2½" round (Qty 500), White stock, Printed

Line 10 500 per roll – permanent adhesive

SUPPLIER	QTY	UNIT PRICE	
<u>Absolute Color Mailplex</u>	500	<u>\$0.65</u>	a
<u>Instant Imprints, South Houston (M. Wright Group, LLC)</u>	500	<u>\$0.67</u>	a
<u>truecolorGRAPHICS/FASTSIGNS</u>	500	<u>\$0.80</u>	a
<u>Brunswick Press, Inc.</u>	500	<u>\$7.44</u>	a

Labels/Pressure Sensitive Services, Circular label - 2½" round (Qty 1000), White stock, Printed

Line 11 1000 per roll – permanent adhesive

SUPPLIER	QTY	UNIT PRICE	
<u>Instant Imprints, South Houston (M. Wright Group, LLC)</u>	1000	<u>\$0.36</u>	a
<u>Absolute Color Mailplex</u>	1000	<u>\$0.47</u>	a
<u>truecolorGRAPHICS/FASTSIGNS</u>	1000	<u>\$0.50</u>	a
<u>Brunswick Press, Inc.</u>	1000	<u>\$5.82</u>	a

Printed Forms Services, Snapout – 7" x 8½" Detached (Qty 500)

- a) Stub runs 8½" way
- b) 2 part NCR (standard sequence)
- c) 60 sets per book with wrap-around manila cover (stitched through stubs)

Line 12 d) Number lower right (6-digit number) red ink on part 1 (crash through number on part 2)

SUPPLIER	QTY	UNIT PRICE	
<u>Instant Imprints, South Houston (M. Wright Group, LLC)</u>	500	<u>\$0.61</u>	a
<u>Brunswick Press, Inc.</u>	500	<u>\$3.52</u>	a
<u>Absolute Color Mailplex</u>	500	<u>\$9.33</u>	a

Printed Forms Services, Snapout – 7" x 8½" Detached (Qty 1000)

- a) Stub runs 8½" way
- b) 2 part NCR (standard sequence)
- c) 60 sets per book with wrap-around manila cover (stitched through stubs)

Line 13 d) Number lower right (6-digit number) red ink on part 1 (crash through number on part 2)

SUPPLIER	QTY	UNIT PRICE	
<u>Instant Imprints, South Houston (M. Wright Group, LLC)</u>	1000	<u>\$0.55</u>	a
<u>Brunswick Press, Inc.</u>	1000	<u>\$2.94</u>	a
<u>Absolute Color Mailplex</u>	1000	<u>\$9.04</u>	a

Printed Forms Services, Snapout – 7" x 8½" Detached (Qty 1500)

- a) Stub runs 8½" way
- b) 2 part NCR (standard sequence)
- c) 60 sets per book with wrap-around manila cover (stitched through stubs)

Line 14 d) Number lower right (6-digit number) red ink on part 1 (crash through number on part 2)

SUPPLIER	QTY	UNIT PRICE	
<u>Instant Imprints, South Houston (M. Wright Group, LLC)</u>	1500	<u>\$0.56</u>	a
<u>Brunswick Press, Inc.</u>	1500	<u>\$2.82</u>	a
<u>Absolute Color Mailplex</u>	1500	<u>\$8.89</u>	a

Printed Envelopes Services, Message - 10" x 13"

- a) Brown 28# Kraft
- b) Black ink on face and back (different)
- c) Open end resealable flap
- d) 6 holes 3/8" through body
- e) Package and label
- f) 100 per package

Line 15

SUPPLIER	QTY	UNIT PRICE	
<u>Instant Imprints, South Houston (M. Wright Group, LLC)</u>	15000	<u>\$0.32</u>	a
<u>Brunswick Press, Inc.</u>	15000	<u>\$0.34</u>	a

Printed Envelopes Services, 6" x 9"

- a) White 32# Kraft
- b) Black ink on one side
- c) Double thumb cut open end
- d) Any seam acceptable

Line 16

SUPPLIER	QTY	UNIT PRICE	
<u>Brunswick Press, Inc.</u>	25000	<u>\$0.13</u>	a
<u>The Document Group</u>	25000	<u>\$0.28</u>	a
<u>Absolute Color Mailplex</u>	25000	<u>\$0.30</u>	a
<u>Instant Imprints, South Houston (M. Wright Group, LLC)</u>	25000	<u>\$0.36</u>	a

Printed Envelopes Services, Jacket – 6-1/8" x 11½"

- a) White 32# Kraft
- b) Black ink on face and back (different)
- c) Double thumb cut
- d) Side seam
- e) Open end

Line 17

SUPPLIER	QTY	UNIT PRICE	
<u>Brunswick Press, Inc.</u>	20000	<u>\$0.24</u>	a
<u>Absolute Color Mailplex</u>	20000	<u>\$0.42</u>	a

Roll Tickets – (See bid attachment for ticket example)

- a) 33 stock colors
- b) Perforated for stub
- c) Black print one side; number both ends in red
- d) 3 different forms (Student, Adult, General Admission)
- e) 130,500 in rolls of 300; 207,500 in rolls of 500
- f) Finished size: 1 1/2" x 3 1/2"

Line 18

SUPPLIER	QTY	UNIT PRICE	
<u>Weldon, Williams & Lick, Inc.</u>	338000	<u>\$0.02</u>	a
<u>Instant Imprints, South Houston (M. Wright Group, LLC)</u>	338000	<u>\$0.03</u>	a

Foil Stamp

Services to include, but not limited to the following:

- a) Classic linen cover
- b) Stock provided
- c) Die provided - 3" x 4"
- d) 8.5" x 11"
- e) Scored

Line 19

SUPPLIER	QTY	UNIT PRICE	
<u>Brunswick Press, Inc.</u>	10000	<u>\$0.10</u>	a
<u>Absolute Color Mailplex</u>	10000	<u>\$0.18</u>	a

Blind Emboss

Services to include, but not limited to the following:

- a) Classic linen cover
- b) Stock provided
- c) Die provided - 3" x 4"
- d) 8.5" x 11"
- e) Scored

Line 20

SUPPLIER	QTY	UNIT PRICE	
<u>Brunswick Press, Inc.</u>	10000	<u>\$0.14</u>	a
<u>Absolute Color Mailplex</u>	10000	<u>\$0.16</u>	a

Pocket Folders - Coated

- a) 9" x 12"
- b) 12pt
- c) 4-color
- d) UV Coated
- e) Printed 1-side
- f) Die Cut, Score, Fold
- g) 2 - 4" Glued pockets

Line 21

SUPPLIER	QTY	UNIT PRICE	
<u>Absolute Color Mailplex</u>	500	<u>\$2.11</u>	a
<u>Brunswick Press, Inc.</u>	500	<u>\$2.15</u>	a
<u>The Document Group</u>	500	<u>\$2.25</u>	a
<u>Richmond Printing LLC</u>	500	<u>\$2.75</u>	a
<u>truecolorGRAPHICS/FASTSIGNS</u>	500	<u>\$3.00</u>	a
<u>Instant Imprints, South Houston (M. Wright Group, LLC)</u>	500	<u>\$3.66</u>	a
<u>The Print Center @ Region 4 (Region 4 Education Service Center)</u>	500	<u>\$3.350.30</u>	a

Pocket Folders - Coated

- a) 9" x 12"
- b) 12pt
- c) 4-color
- d) UV Coated
- e) Printed 1-side
- f) Die Cut, Score, Fold
- g) 2 - 4" Glued pockets

Line 22

SUPPLIER	QTY	UNIT PRICE	
<u>Brunswick Press, Inc.</u>	1000	<u>\$1.35</u>	a
<u>Absolute Color Mailplex</u>	1000	<u>\$1.36</u>	a
<u>truecolorGRAPHICS/FASTSIGNS</u>	1000	<u>\$1.86</u>	a
<u>Richmond Printing LLC</u>	1000	<u>\$2.00</u>	a
<u>Instant Imprints, South Houston (M. Wright Group, LLC)</u>	1000	<u>\$2.16</u>	a
<u>The Document Group</u>	1000	<u>\$2.60</u>	a
<u>The Print Center @ Region 4 (Region 4 Education Service Center)</u>	1000	<u>\$3.810.76</u>	a

Pocket Folders

- a) 9" x 12"
- b) 12pt
- c) 4-color
- d) Printed 1-side
- e) Die Cut, Score, Fold

Line 23 f) 2 - 4" Glued pockets

SUPPLIER	QTY	UNIT PRICE	
<u>Absolute Color Mailplex</u>	500	<u>\$2.04</u>	a
<u>Brunswick Press, Inc.</u>	500	<u>\$2.05</u>	a
<u>truecolorGRAPHICS/FASTSIGNS</u>	500	<u>\$2.10</u>	a
<u>Richmond Printing LLC</u>	500	<u>\$2.75</u>	a
<u>The Document Group</u>	500	<u>\$2.80</u>	a
<u>Instant Imprints, South Houston (M. Wright Group, LLC)</u>	500	<u>\$3.50</u>	a
<u>The Print Center @ Region 4 (Region 4 Education Service Center)</u>	500	<u>\$2,577.38</u>	a

Pocket Folders

- a) 9" x 12"
- b) 12pt
- c) 4-color
- d) Printed 1-side
- e) Die Cut, Score, Fold

Line 24 f) 2 - 4" Glued pockets

SUPPLIER	QTY	UNIT PRICE	
<u>Absolute Color Mailplex</u>	1000	<u>\$1.25</u>	a
<u>Brunswick Press, Inc.</u>	1000	<u>\$1.30</u>	a
<u>truecolorGRAPHICS/FASTSIGNS</u>	1000	<u>\$1.30</u>	a
<u>Richmond Printing LLC</u>	1000	<u>\$2.00</u>	a
<u>Instant Imprints, South Houston (M. Wright Group, LLC)</u>	1000	<u>\$2.06</u>	a
<u>The Document Group</u>	1000	<u>\$2.45</u>	a
<u>The Print Center @ Region 4 (Region 4 Education Service Center)</u>	1000	<u>\$3,024.39</u>	a

25-04-4665R-RFP Print Supplementary Services

TEAM SCORE SUMMARY

Company/Vendor Name	Evaluator 1	Evaluator 2	Evaluator 3	Average Score	Ranking
Absolute Color Mailplex	76.40	84.65	90.30	83.78	3.00
Brunswick Press, Inc.	99.40	84.40	96.90	93.57	1.00
Instant Imprints, South Houston (M. Wright Group, LLC)	70.28	71.28	71.80	71.12	9.00
Litho Press Inc.	72.22	71.22	85.22	76.22	6.00
Richmond Printing LLC	74.40	70.62	72.90	72.64	8.00
Rydin Decal (Dri-Stick Decal Corp)	42.20	71.20	63.20	58.87	10.00
Sign Champ Inc.	42.20	70.10	63.20	58.50	11.00
The Document Group	70.18	70.43	79.68	73.43	7.00
The Print Center @ Region 4 (Region 4 Education Service Center)	76.50	79.50	92.10	82.70	4.00
truecolorGRAPHICS/FASTSIGNS	81.76	78.86	71.46	77.36	5.00
Weldon, Williams & Lick, Inc.	78.60	82.60	93.70	84.97	2.00

Award Supplier(s) scoring 70.00 and above.

Memo:

To: Darin Crawford, *Assist Superintendent for Support Services*

From: James Briscoe, *Director of Procurement Services*

Subject: Recommendation for Award – Print Supplementary Services Annual
Contract #25-04-4665R-RFP

Date: 03/21/2025

Background & Justification (NERD Framework)

N: Know the Need

The district requires a pool of qualified vendors to provide print supplementary services for the Janie Scott Printing Center on an as-needed basis. While the district's in-house Printing Center fulfills the majority of printing needs, there are times when capacity limits or the need for specialized services necessitate outsourcing. This annual contract supports the district's ability to meet demand for high-quality print materials without delay or service interruption.

E: Evaluate the Specifics

Request for Proposal (RFP) #25-04-4665R-RFP was issued on February 5, 2025, and proposals were publicly opened on February 19, 2025. Vendors were evaluated on discount offerings, unit pricing on sample print jobs, service reliability, product quality, and past performance.

A total of eleven vendors submitted proposals. The evaluation committee recommended awarding to multiple vendors who scored above 70.00 and demonstrated capacity to deliver quality print services in a timely and cost-effective manner. This approach provides flexibility and ensures availability across a range of print job types.

The contract term is from May 1, 2025, through April 30, 2026, with two one-year renewal options through April 30, 2028. The estimated expenditure for this contract is \$205,000.

R: Research the Details

The use of this contract is expected to be limited to times when the Printing Center is over capacity or when specialized services (e.g., foil stamping, blind embossing, or high-volume web printing) are required. This outsourcing strategy has historically resulted in cost savings and improved turnaround time for print jobs that cannot be managed in-house.

A thorough comparison of unit pricing across vendors revealed significant variations, reinforcing the need for a multi-award structure. For example, pricing for common items such as pocket folders ranged from \$1.25 to over \$3.50 per unit depending on vendor and quantity. By engaging a diverse vendor pool, the district can request quotes and select the most cost-effective option for each job.

This year's vendor list includes familiar suppliers with proven reliability such as Brunswick Press, Absolute Color Mailplex, and Instant Imprints. Additionally, the contract includes vendors offering specialized services like Weldon, Williams & Lick for ticketing solutions and Region 4 ESC for supplemental educational print needs.

D: Delivery

Awarded vendors will be engaged by the Printing Center Manager as needed. Vendors are responsible for adhering to project specifications, providing pickup and delivery services, and ensuring timely fulfillment. Projects will be competitively quoted among awarded vendors for each job, and awarded based on pricing and availability.

This structure ensures responsiveness to urgent or high-volume printing needs while maintaining fiscal responsibility. The contract also reinforces the in-house Printing Center's role as the district's primary print provider, while strategically using external vendors for overflow and specialized tasks.

Recommendation

It is recommended that the district award annual contracts to the vendors scoring 70.00 and above in response to RFP #25-04-4665R-RFP. These vendors offer the district the best overall value and capability to support the Printing Center in maintaining quality and efficiency across all print projects.

Please let me know if additional details are required.

Sincerely,

James Briscoe

Director of Procurement Services Cypress-Fairbanks ISD