

Matthew McDaniel, CPA, Assistant Superintendent of Business Operations

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Memorandum of Recommendation
March 9, 2026

TO: Nicholas A. Russo, Superintendent

FROM: Matthew McDaniel, Assistant Superintendent of Business Operations

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

The district advertised a Request for Proposals for Community Education Brochure Printing Services on January 15, 2026, in the local publication, the Rochester Post, and posted RFP documents on the Purchasing pages of the district's website, Sigma, and BidNet Direct. The district received six (6) responses on the due date of January 29, 2026 at 2:00pm.

This purchase is for printing brochures beginning with the 2026-27 school 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 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 2026-2027 fiscal year in the amount of \$9,386.08 - \$16,189.36 per printing, dependent upon the number of Brochure pages for each printing.

26.03 Enrichment Brochure Printing						
BID SUMMARY						
	Accuform Printing & Graphics	Grand Blanc Printing	Hatteras	Indiana Printing & Publishing Co.	Michigan Web Press	Printwell
40 Page Option	\$ 16,998.00	\$ 11,757.57	\$ 70,556.43	\$ 13,475.00	\$9,386.08	\$ 10,793.37
48 Page Option	\$ 18,261.00	\$ 13,143.29	\$ 70,503.99	\$ 14,159.00	\$10,519.52	\$ 11,277.38
56 Page Option	\$ 20,849.00	\$ 15,315.36	\$ 82,863.21	\$ 14,843.00	\$12,588.40	\$ 14,260.88
64 Page Option	\$ 22,696.00	\$ 16,701.08	\$ 94,653.22	\$ 20,240.00	\$12,987.04	\$ 15,126.50
72 Page Option	\$ 26,786.00	\$ 19,190.38	\$ 105,198.93	\$ 21,723.00	\$15,055.92	\$ 15,629.01
80 Page Option	\$ 28,209.00	\$ 20,576.10	\$ 115,849.58	\$ 23,091.00	\$16,189.36	\$ 18,612.51