
INTEROFFICE MEMORANDUM

TO: DR. CREMASCOLI
TODD DRAFALL
FROM: KATIE HANNIGAN
SUBJECT: DESIGN AND PRINTING BID
DATE: 5/29/19

A bid for the design and printing of various District 58 communications was posted to the district website and published in a local newspaper. We received three submissions in return.

This bid requested pricing of four major design/printing jobs typically done in a year. The four projects are: The Annual Summer Report, Schools of 58: A Handbook for Parents, District 58 Directory, and Report Card Envelopes. After posting that bid it was determined that the Report Card Envelopes are no longer necessary, so their removal was posted to the website in a bid addendum. All bid submissions were considered without pricing for the envelopes. The bid recommendation was determined by the total cost of designing and printing the Annual Summer Report, the Handbook, and the Directory, but the successful vendor will also be responsible for printing some minor projects throughout the school year. The bid is a one-year contract with the option to extend for two additional years pending mutual agreement.

The bid results are as follows:

Vendor	Kelvyn Press, Inc.	Service Printing Corp.	Creative Entourage
Annual Summer Report	\$14,407.06 inc. postage	\$10,144.45 w/out postage	\$14,950.00 w/out postage
Handbook	\$2,769.00	\$5,484.57	\$9,600.00
Directory	\$918.00	\$2,200.17	\$2,925.00
Total Cost	\$18,094.06 inc. postage	\$17,829.19 w/out postage	\$27,478.00 w/out postage

Given that the cost of postage for the Annual Summer Report is about \$3,000, the total for Service Printing Corp increases to approximately \$20,829.19. Therefore, it is recommended that the bid for a one-year contract for the design and printing of various District 58 communications be awarded to Kelvyn Press, Inc. based on dollar amounts provided with the option to extend their services for two additional years. Funds for these expenditures are part of the Information Services budget.