

COLLEGE STATION I.S.D.
1812 WELSH, COLLEGE STATION, TX. 77840
(979) 764-5408 * FAX (979) 694-5636

PURCHASING OFFICE

INTER-DEPARTMENTAL MEMO

TO: Glynn Walker
SUBJECT: Printing Services Bid RFB# 15-008
DATE: May 28, 2015

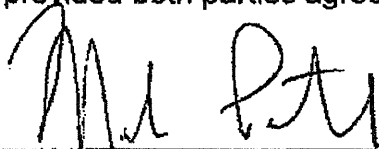
Request for Bid (RFB) # 15-008, Printing Services was mailed March 27, 2015 to twenty six bidders, posted on the CSISD website and advertised March 29, 2015 and April 5, 2015. Four vendors responded to the bid, which opened May 5, 2015.

Vendor Name

Tharp's Printing Services
The Insite Group
Tops Printing Inc., dba Alphagraphics
Office Depot

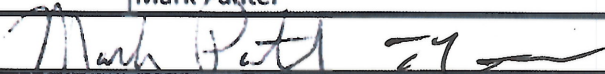
The bids were evaluated by the Purchasing Department based on the evaluation criteria listed in the Request for Bid. Tops Printing Inc., dba Alphagraphics submitted the only complete bid. Alphagraphics has provided printing services to the district for the past eight years.

It is the recommendation of Mark Pantel, Director of Purchasing to award Printing Services RFB # 15-008 to Tops Printing Inc. dba Alphagraphics. The term of this bid shall be three (3) years beginning July 1, 2015 through June 30, 2018. This bid may be renewed for two (2) additional years in one (1) year increments, provided both parties agree to the extension ninety (90) days prior to expiration.



Mark Pantel, Director of Purchasing

**College Station Independent School District
RFB #15-008 Printing Services**

		Tops Printing Inc, dba Alphagraphics	The Insite Group	Office Depot, Inc.	Tharp's Printing Services
Evaluation Criteria	Points				
#1- Price: \$ / _____ x 40 =	(0-50)	40	35	30	30
#2-Reputation of Vendor	(0-10)	10	10	9	10
#3-Quality of Goods and Services	(0-10)	10	8	8	6
#4-Meet District's Needs	(0-10)	10	7	5	3
#5-Vendor's Past Relationship with district	(0-10)	10	5	6	5
#6 -The Impact of the ability of the district to comply with laws of HUB	0	0	0	0	0
#7-The long term cost to acquire the vendor's goods or services	(0-5)	5	5	4	5
#9 -Vendor has A)principal place of business in this state; or B)employs at least 500 persons in this state	(0-5)	5	5	4	5
Sum of Points	(0-100)	90	75	66	64
Vendor Award Recommendation		Alphagraphics			
Item Award Recommendation		All Items			
Evaluator:	Mark Pantel				
Signature:				Date: 6.5.15	

COLLEGE STATION ISD
PRICING SHEET - RFB 16-008 PRINTING SERVICES

ESTIMATED ANNUAL QUANTITY	DESCRIPTION	Tops Printing Inc. dba Alphagraphics			The Insite Group			Office Depot, Inc.			Therapy's Printing Services		
		UNIT PRICE	EXT. PRICE	UNIT PRICE	EXT. PRICE	UNIT PRICE	EXT. PRICE	UNIT PRICE	EXT. PRICE	UNIT PRICE	EXT. PRICE		
Section 1: General Items													
40	Letterhead - 8.5x11 per 1000 sheets	\$4.00	\$1,600.00	No bid									
10	Letterhead - 8.5x11 per 500 sheets	\$80.00	\$800.00	No bid									
10	Letterhead - 8.5x11 per 250 sheets	\$180.00	\$1,800.00	No bid									
6	Box - 1000 sheets	\$20.00	\$120.00	No bid									
6	Box - 500 sheets	\$50.00	\$300.00	No bid									
6	Box - 250 sheets	\$95.00	\$570.00	No bid									
2	Box - 100 sheets	\$95.00	\$190.00	No bid									
40	Window Envelopes - 10 1/2 x 14 1/2, 1 color or 100 per box (10,000 box)	\$28.00	\$1,120.00	\$205.00	\$8,200.00	\$205.00	\$8,200.00	\$205.00	\$8,200.00	\$205.00	\$8,200.00	\$205.00	
10	Window Envelopes - 10 1/2 x 14 1/2, 1 color or 250 per box (2,500 box)	\$52.00	\$520.00	\$229.00	\$2,290.00	\$229.00	\$2,290.00	\$229.00	\$2,290.00	\$229.00	\$2,290.00	\$229.00	
2	Window Envelopes - 10 1/2 x 14 1/2, 1 color or 100 per box (10,000 box)	\$29.00	\$58.00	\$29.00	\$58.00	\$29.00	\$58.00	\$29.00	\$58.00	\$29.00	\$58.00	\$29.00	
20	Business cards, 3.5x2, 1 color or 1000 per box (20,000 box)	\$29.00	\$580.00	No bid									
2	Business cards, 3.5x2, 1 color or 500 per box (10,000 box)	\$65.00	\$325.00	No bid									
2	Business cards, 3.5x2, 1 color or 250 per box (5,000 box)	\$33.00	\$66.00	No bid									
2	Business cards, 3.5x2, 1 color or 100 per box (2,000 box)	\$78.00	\$156.00	No bid									
1	Business cards, 3.5x2, 1 color or 50 per box (500 box)	\$195.00	\$97.50	No bid									
Total: 1-11: \$14,968.00													
Section 2: Books for Schools													
5,000	Commemorative Programs - 8.5x11 200g full cover in 202 on 100% Recycled UltraPrint Ink	\$0.6078	\$3,039.00	\$0.6050	\$3,025.00	\$0.6050	\$3,025.00	\$0.6050	\$3,025.00	\$0.6050	\$3,025.00	\$0.6050	
5,000	High School Course Catalog - 8.5x11 180g full cover in 200 with offset and 65# cover -	\$0.9015	\$4,507.50	\$1.6380	\$8,190.00	\$1.6380	\$8,190.00	\$1.6380	\$8,190.00	\$1.6380	\$8,190.00	\$1.6380	
1,000	AMHS Course Description Guide - 8.5x11 200g full cover in 60# white offset and 65# cover - offset binding	\$1.0480	\$1,048.00	\$1.3220	\$1,322.00	\$1.3220	\$1,322.00	\$1.3220	\$1,322.00	\$1.3220	\$1,322.00	\$1.3220	
1,000	CHHS Course Description Guide - 8.5x11 200g full cover in 60# white offset and 65# cover - offset binding	\$1.0480	\$1,048.00	\$1.313	\$1,313.00	\$1.313	\$1,313.00	\$1.313	\$1,313.00	\$1.313	\$1,313.00	\$1.313	
Codes of Color:													
1,500	English - 8.5x11 60g full cover in 60# white offset and 65# cover - offset binding	\$1.5847	\$2,377.05	\$1.3320	\$1,998.00	\$1.3320	\$1,998.00	\$1.3320	\$1,998.00	\$1.3320	\$1,998.00	\$1.3320	
130	Spanish - 8.5x11 120g full cover in 60# white offset and 65# cover - offset binding	\$2.6500	\$344.50	\$4.4690	\$580.97	\$4.4690	\$580.97	\$4.4690	\$580.97	\$4.4690	\$580.97	\$4.4690	
Handbooks/English:													
400	Env. - 8.5x11 200g full cover in 60# white offset and 65# cover - offset binding	\$1.7425	\$697.00	\$1.7510	\$700.40	\$1.7510	\$700.40	\$1.7510	\$700.40	\$1.7510	\$700.40	\$1.7510	
500	Home - 8.5x11 200g full cover in 60# white offset and 65# cover - offset binding	\$2.3500	\$940.00	\$2.2960	\$898.40	\$2.2960	\$898.40	\$2.2960	\$898.40	\$2.2960	\$898.40	\$2.2960	
20	High Sch. - 8.5x11 180g full cover in 60# white offset and 65# cover - offset binding	\$4.1500	\$83.00	\$3.6880	\$73.76	\$3.6880	\$73.76	\$3.6880	\$73.76	\$3.6880	\$73.76	\$3.6880	
100	Env. - 8.5x11 200g full cover in 60# white offset and 65# cover - offset binding	\$3.6000	\$360.00	\$4.4770	\$447.70	\$4.4770	\$447.70	\$4.4770	\$447.70	\$4.4770	\$447.70	\$4.4770	
8	Home - 8.5x11 200g full cover in 60# white offset and 65# cover - offset binding	\$7.5000	\$60.00	No bid									
8	High Sch. - 8.5x11 180g full cover in 60# white offset and 65# cover - offset binding	\$7.6250	\$61.00	No bid									
20	High Sch. - 8.5x11 180g full cover in 60# white offset and 65# cover - offset binding	\$11.4000	\$228.00	No bid									
Programs:													
5,000	Programs for Choir, Orchestra UIL, 8# glossy cover, 44 (folded) 8 1/2 x 11, 4 page, saddle stitch with (1) insert, color quantity 1000	\$0.4750	\$2,375.00	No bid									
2000	Programs for Choir, Orchestra UIL, 70# uncoated white, cover all includes black/black, 44 folded to 8 1/2 x 11, 16 page full cover, saddle stitch, color quantity 300	\$0.8220	\$1,644.00	No bid									
2000	Holiday Greeting Cards, 8 1/2 x 11, 44 10 pt, CB Bivalves scored and folded, includes 8 1/2 x 11 1/2 insert, 16 page full cover, saddle stitch, color quantity 1000	\$0.7900	\$1,580.00	No bid									
2000	Additional Envelopes for Holiday Greeting cards, price per each envelope	\$0.1000	\$200.00	No bid									
2000	Additional Envelopes for Holiday Greeting cards, price per each envelope	\$0.2000	\$400.00	No bid									
Total: 12-30: \$22,462.86													
Section 3: Books for Schools													
37	Copies, Black and White, 4-Sided, 8 1/2 x 11 20# white bond	\$5.0520	\$1,859.16	No bid									
37	Copies, Black and White, 2-Sided, 8 1/2 x 11 20# white bond	\$0.6550	\$240.25	No bid									
37	Copies, Black and White, 1-Sided, 8 1/2 x 11 20# white bond	\$0.6550	\$240.25	No bid									
34	Copies, Black and White, 2-Sided, 8 1/2 x 17 20# white bond	\$0.1100	\$3.74	No bid									
34	Copies, Black and White, 1-Sided, 8 1/2 x 17 20# white bond	\$0.1100	\$3.74	No bid									
35	Copies, Color, 1-Sided, 8 1/2 x 11 24# bond	\$0.1900	\$6.45	No bid									
36	Copies, Color, 2-Sided, 8 1/2 x 11 24# bond	\$0.3500	\$11.90	No bid									
37	Copies, Black and White, 1-sided 8 1/2 x 11, 20# white bond	\$0.0400	\$1.48	No bid									
38	Copies, Black and White, 2-sided 8 1/2 x 14, 20# white bond	\$0.0750	\$2.85	No bid									
39	Copies, Black and White, 1-sided 11 x 17, 20# white bond	\$0.0600	\$2.16	No bid									
40	Copies, Black and White, 2-sided 11 x 17, 20# white bond	\$0.1100	\$3.74	No bid									
41	Copies, Color, 1-Sided, 11 x 17 24# bond	\$0.2900	\$9.73	No bid									
42	Copies, Color, 2-Sided, 11 x 17 24# bond	\$0.3900	\$13.02	No bid									
Total: 31-42: \$1,762.86													
Section 4: NCR Forms													
Total cost must include all packaging, production cost, and delivery. Bidders will be required to print all forms and quantities.													
43	8 1/2 x 11	\$1.00	\$100.00	\$1.00	\$100.00	\$1.00	\$100.00	\$1.00	\$100.00	\$1.00	\$100.00	\$1.00	
44	500	\$1.00	\$500.00	\$1.00	\$500.00	\$1.00	\$500.00	\$1.00	\$500.00	\$1.00	\$500.00	\$1.00	
45	1,000	\$1.00	\$1,000.00	\$1.00	\$1,000.00	\$1.00	\$1,000.00	\$1.00	\$1,000.00	\$1.00	\$1,000.00	\$1.00	
46	5,000	\$1.00	\$5,000.00	\$1.00	\$5,000.00	\$1.00	\$5,000.00	\$1.00	\$5,000.00	\$1.00	\$5,000.00	\$1.00	
47	5 1/2 x 8 1/2	\$1.00	\$100.00	\$1.00	\$100.00	\$1.00	\$100.00	\$1.00	\$100.00	\$1.00	\$100.00	\$1.00	
48	500	\$1.00	\$500.00	\$1.00	\$500.00	\$1.00	\$500.00	\$1.00	\$500.00	\$1.00	\$500.00	\$1.00	
49	1,000	\$1.00	\$1,000.00	\$1.00	\$1,000.00	\$1.00	\$1,000.00	\$1.00	\$1,000.00	\$1.00	\$1,000.00	\$1.00	
50	5,000	\$1.00	\$5,000.00	\$1.00	\$5,000.00	\$1.00	\$5,000.00	\$1.00	\$5,000.00	\$1.00	\$5,000.00	\$1.00	

