

KENMORE-TOWN OF TONAWANDA
UNION FREE SCHOOL DISTRICT
Purchasing Department

June 7, 2016

TO: Dawn Mirand, Board of Education
FROM: Ken Morton, Purchasing Manager
SUBJECT: Printing & Mailing of Community Education Booklets

In conjunction with the Director of Community Education, Ms. Nancy Berger, it is recommended that the Board of Education award the contract in the aforementioned category (for printing) to the low bidder meeting specifications, Buffalo Newspress for \$4,822.33 per printing. This year in a departure from previous years, the bid was structured for two possibilities: (i) Black and one other color throughout the entire publication or (ii) Black ONLY on the inside and black and one other color on the outside cover ONLY. The difference in price was (i) \$5,530.68 minus (ii) \$4,822.33, for a savings of \$708.35 per printing equaling a total annual savings of \$2,125.05.

<u>Company Name</u>	<u>Delivered Price</u>
Buffalo Newspress	\$4,822.33
Marketing-Technologies	\$7,903.00 {Option (ii)}
Print Plus	No Quote

The second half of the bid involves labeling, bundling, and mailing: the recommendation here is to award the contract to the Print Plus at an average cost per mailing of \$1,395.00.

<u>Company Name</u>	<u>Delivered Price</u>
Print Plus	\$1,395.00
Marketing-Technologies	\$2,036.00
Buffalo Newspress	No Quote

Bids were opened June 2, 2016
Number of Bids Sent Out = 3
Number of Bids Received = 3

* Average Total Price per printing is used; estimated value of the contract for three semesters (booklets) is \$14,466.99. In a similar manner the estimated value of the mail-outs for three semesters would be \$4,185.00.