



MEETING OF: March 11, 2014

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TITLE: Award of Request for Proposal (RFP) No. 14-71-19 - Print Shop Document Production System

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ITEM #: 11

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Information:

Study:

Action: X

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PURPOSE:

To award RFP No. 14-71-19, Print Shop Document Production System to procure a document production system that will most efficiently and cost-effectively streamline the District's printing needs. All information contained in the proposal file must remain CONFIDENTIAL until Governing Board award. This is in compliance with Arizona Administrative Code R7-2-1045(B).

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DESCRIPTION AND JUSTIFICATION:

RFP 14-71-19 was issued to solicit proposals to procure a Print Shop Document Production System to most efficiently and cost-effectively streamline the District's printing needs and services. We will enter into a fair market lease for this equipment, with the successful vendor, effective upon award, for one (1) year through March 31, 2015, with a possibility of four (4) annual renewals, for a total contract period not to exceed five (5) years, ending March 31, 2019. The recommended offeror was determined to have submitted the proposal most advantageous to the District and the pricing offered was deemed fair and reasonable.

An Executive Summary and the department's award recommendation will be sent separately to the Governing Board for review as information within the proposals is confidential until award. The notice of Request for Proposal was sent to fifty-three (53) vendors as well as being advertised on the District's web site during the solicitation period. Four (4) vendors responded with offers and eight (8) No-Bids were received.

Mark Neihart, Purchasing Manager, will be available at the Board Meeting to answer questions regarding the procurement process.

The Superintendent Goal for Customer Service is supported by the procurement of the Print Shop Document Production System.

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BOARD POLICY CONSIDERATIONS:

Compliance with Governing Board Policy, DJ, Purchasing Procedures.

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LEGAL CONSIDERATIONS:

N/A

For all Intergovernmental Agreements (IGAs), Initiator of Agenda Item provides the name of the agency responsible for recording the Agreement after approval:

N/A

For amendments to current IGAs, Initiator provides original IGA recording number:

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Legal Advisor Signature (if applicable)

BUDGET CONSIDERATIONS:

X

District Budget

State/Federal Funds

Other

Budget Cost

Budget Code

Estimated

\$110K/year, \$550K over five years

Budget Certification (for use by Office of Financial Services only):

Date

I certify that funds for this expenditure in the amount of \$ are available and may be:

Authorized from current year budget

Authorized with School Board approval

Code: Fund:

INITIATOR(S):

Diana Kerfoot, Procurement Specialist/Technical Analyst

02/28/14

Name


Title

Date

DOCUMENTS ATTACHED/ ON FILE IN BOARD OFFICE:

ATTACHMENTS:

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