



PURCHASING DEPARTMENT

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MEMORANDUM

DATE: 8/2/2012

TO: Procurement File

FROM: Kevin Startt
Director of Purchasing

Subject: Executive Summary - Request for Proposal No. 13-16-17
Printing Services

Dept: Print Shop - Operations
Pre-Proposal Date: NA
Proposal Due Date: July 11, 2012

Date Issued: June 22, 2012
No. of Individuals Attending: NA
No. of Proposals Received: 8

BACKGROUND

Tucson Unified School District offers certain Printing Services through our District operated Print Shop. However, certain printing functions and additional print related needs beyond the capabilities of our District Print Shop require outside contracted Printing Services Vendors. RFP 13-16-17 was issued to ensure the District has a sufficient quantity of providers on contract to fulfill the printing needs of the District during Fiscal Year 2012/2013 and subsequent fiscal years. The solicitation was publicly posted on the District website and notices were mailed to 132 bidders.

The proposed Printing Services contracted vendors will be available to all District sites and departments for a variety of needs, including, but not limited to: custom folders, banners, brochures, booklets, calendars, guides, bindery services, school newspapers, and other print related services.

EVALUATION

A committee was formed to evaluate the proposals based upon the selection criteria set forth in the original RFP. The committee was comprised of the following members and signed Committee Member Conflict of Interest and Confidentiality Statement Statements were received from all:

- Mike Arellano, TUSD Print Shop Manager
- Abram Ramirez, TUSD Print Shop
- Michael Machado, TUSD Print Shop

The District received eight (8) proposals from the following bidders:

- Allegra, Alphagraphics, Betts Printing, Century Graphics, CP Graphics, Spectrum Printing, The Student Planner, West Press

Nineteen (19) No-Bids were also received.

Prior to releasing the proposals to the committee, I conducted an initial review of the proposals to ensure that all requested information had been submitted. As a result, all proposals were deemed eligible for the committee's review. However, the committee is charged with the final determination of acceptability.

On July 13, 2012, I met with the evaluation committee and discussed the role of the committee and the evaluation process. Each committee member received copies of the Conflict of Interest And Confidentiality Statement For Procurement Evaluations, the District's Procedures For Evaluation of Proposals By A Committee, a copy of the RFP document and copies of all the proposals.

The committee submitted their final rankings and recommendations on August 2, 2012.

Committee	Allegra	Alphagraphics	Betts Printing	Century	CP Graphics	Spectrum	The Student Planner	West Press	
Member A	325	375	175	300	300	100	50	350	
Member B	350	375	225	275	225	100	50	325	
Member C	325	350	175	225	225	100	50	325	
Totals	1000	1100	575	800	750	300	150	1000	
Average	333	367	192	267	250	100	50	333	
Rank	2 (tie)	1	5	3	4	6	7	2 (tie)	

The committee came to a consensus to recommended awards to Alpha Graphics, West Press, and Allegra. A formal recommendation letter was submitted by Mike Arellano.

AWARD RECOMMENDATION:

I attest that the evaluation process was conducted in accordance with Arizona Administrative Code R7-2-1041 (Competitive Sealed Proposals) and all applicable Tucson Unified School District rules and regulations.

Contract awards are recommended to the following firms for the indicated services:

Alpha Graphics, West Press, Allegra

Concurrence:

Kevin Startt

8/2/2012

Name
(Purchasing Director)

Date

Attachment: Dept Recommendation