



MEETING OF: September 13, 2016

TITLE: Approval for Increase of Expenditure Authority for Printing Supplies & Services Contracts for Adopted Math Materials

ITEM #: 12

Information:

Study:

Action: X

PURPOSE:

Approval to increase expenditure authority for printing supplies and services contracts to facilitate the printing of materials for the recently adopted math curriculum, Engage New York.

DESCRIPTION AND JUSTIFICATION:

Printed Materials are needed for the recently adopted math curriculum, Engage New York. The estimated number of printed pages is close to 30 million. The time frame for the needed printed materials has necessitated the District Print Shop to engage outside District contracted vendors to help with the needed printing supplies and the printing workload, as well as handling a portion of the work in house.

The District Print Shop Paper Supplies contract, IFB 17-15-21, has a Board Approved expenditure authority of \$70K per year. The Print Shop is asking for this expenditure authority to be increased by an additional \$130K per year to purchase the needed materials. The increase would bring the expenditure authority to \$200K per year over the next five years until June of 2021. IFB 17-15-21 was recently awarded to Spicers Paper after a competitive process, and was Board Approved in July of 2016. The Executive Summary from July of 2016 for IFB 17-15-21 is attached for your review.

The District Supplemental Printing Services Contract, RFP 13-16-17, has a Board Approved expenditure authority of \$80k per year. The Print Shop is asking for this expenditure authority to be increased by an additional \$170K per year to purchase the needed supplemental printing services. The requested increase would bring the expenditure authority to \$250K per year for the current fiscal year only, until June of 2017. RFP 13-16-17 was awarded after Board Approval in August 2012 to multiple (3) vendors for Supplemental Printing Services. The Executive Summary from August of 2012 RFP 13-16-17 is attached for your review.

The Print Shop currently maintains leases for certain printing equipment. RFP 14-71-19 for a Print Shop Document Production System has a Board Approved expenditure authority of \$110k per year. The Print Shop is asking for this expenditure authority to be increased by an additional \$50K per year to account for potential additional click charges associated with the need to handle a portion of the estimated 30 million printed pages in house. The requested increase would bring the expenditure authority to \$160K per year for the current fiscal year and the remaining three (3) years until March of 2019. RFP 14-71-19 was awarded after Board Approval in March 2014 to Ricoh USA Inc. for a Print Shop Document Production System. The Executive Summary from March of 2014 for RFP 14-71-19 is attached for your review.

To summarize, the requested increased spending authority is as follows:

IFB 17-15-21 - Printing Supplies - Increase by \$130K per year

RFP 13-16-17 - Supplemental Printing Services - Increase by \$170K per year

RFP 14-71-19 - Print Shop Document Production System - Increase by \$50K per year

Total Increase by \$350K per year

Representatives from the District, including Heidi Aranda, Sr. Curriculum Coordinator, will be available to answer questions regarding

the need for the additional printing services associated with the adopted curriculum material for Engage NY Math.

Kevin Startt, Director of Purchasing, will be available to answer questions regarding the associated procurement processes.

BOARD POLICY CONSIDERATIONS:

Compliance with GB Policy DJ, Purchasing Procedures.

LEGAL CONSIDERATIONS:

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

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

Legal Advisor Signature (if applicable)

BUDGET CONSIDERATIONS:

X	District Budget
	State/Federal Funds
	Other
<u>Budget Cost</u>	<u>Budget Code</u>
\$130K/yr x 5 yrs =	952.100.2540.6611.5016.00000.5016
\$650K	
\$170K /yr for 1 year	952.100.2540.6550.5016.00000.5016
\$50K/yr x 3 yrs =	952.100.2580.6442.5016.00000.5017
\$510K	

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):

Kevin Startt, Director of Purchasing	9/2/2016
Name	Title
	Date

DOCUMENTS ATTACHED/ ON FILE IN BOARD OFFICE:

ATTACHMENTS:
Click to download
Executive Summary IFB 17-15-21 - Paper Supplies for Print Shop
Executive Summary RFP 13-16-17 Supplemental Printing Services
Executive Summary RFP 14-71-19 Print Shop Document Production System

TUCSON UNIFIED SCHOOL DISTRICT

BOARD AGENDA ITEM
CONTINUATION SHEET